

DIGITAL SUBMISSIONS – FREQUENTLY ASKED QUESTIONS

WHY DO WE HAVE DIGITAL SUBMISSION STANDARDS?

So that we can collect and maintain accurate and reliable infrastructure (sewer, drainage, water) and cadastral information for the planning, design, construction and operation of public facilities; so that we can meet our obligations to maintain accurate records of public assets, and be able to serve the complex needs of the private developers. Private developers, contractors and our own Operations crews rely on accurate electronic mapping information. The use of electronic files provides the ability to increase the accuracy, integrity and reliability of the Township's GIS data.

WHY CAN'T WE USE PAPER COPIES AS WE DID IN THE PAST?

A primary role of government is as care taker of public records and the nature of this information is continually increasing in complexity and precision. More and more users of public information are requesting digital records. In order to effectively process digital requests we must maintain high quality electronic as-built and legal survey plan information. With ever increasing demands for service, we must also rely on more advanced technologies to gain higher levels of efficiency. Electronic submissions are one way we can gain these efficiencies.

WHAT ARE SOME OF THE OTHER BENEFITS TO USING DIGITAL FILES INSTEAD OF PAPER?

Electronic files reduce the need for large filing cabinets and storage vaults eliminating the need for expensive 'real estate' simply for storage of information. With appropriate procedures in place original electronic files are more secure than paper (For example there is less chance of losing or misfiling a document and they can be recovered in cases of fire or other emergency situations). Paper documents are subject to tearing and fading over time. Electronic documents have other issues associated with them such as evolving technology; however, by using standard IT specifications for creation and storage, these files will always be available for review and interpretation. Modeling and analysis capabilities are increased with the use and integration of electronic files. Electronic files are also easily shared and transported via email and the internet (i.e.: File Transfer Protocol (FTP)), which expedites delivery of information and reduces costs associated with delivery to and from the Township.

WHY DO WE NEED DIGITAL SUBMISSION STANDARDS?

Just as paper map standards were in place so that surveyors and engineers could use the paper as-builts, digital standards are in place so that we can use the digital as-built files. Without a common set of ground rules (digital submission standards) we cannot incorporate the digital files into our inventories in an efficient and effective manner. Using digital standards will allow us to import data into the Township's GIS as well as export data more accurately and reliably to our clients.

WHAT ARE WE ASKING FOR IN THE DIGITAL SUBMISSION STANDARDS?

We are asking for the bare minimum required to use digital files. We need accurate and clean digital certified record drawing and legal survey plan files.

More specifically, we need:

1. Accuracy – What is drawn in the digital file accurately represents what was constructed in the field.
2. Digital certified record drawing and legal survey plan files are clean and well organized.
3. Bare minimum standards that apply to only as-built features

- As-built information must be placed on appropriate layers according to the supplied schema (so we can find it)
- As-built line work must be clean* and clearly showing how features connect
- Referenced information (attached files) need to be clean as well
- As-built features must be drawn with standard drawing objects
- If non-standard font files are used the Font resource file must be provided with the submission
- A standard format plotter driver (.PC3) must be submitted so we can reproduce the drawings.
- The .CTB file used for your layering must also be submitted so we can understand and use your layering parameters effectively.

* What does 'clean' mean? CAD technicians often break lines at the edge of symbols and around annotation, leaving gaps. These gaps must be closed before GIS transformation can be completed. Extraneous line work and annotation must also be removed so that an effective GIS transformation can be completed.

4. Mapping information contained in the digital file is registered to establish survey control so we can georeference (locate) the information properly within the Township.

We are asking for achievable minimum standards, and we have received some excellent examples so far. We recognize the complexities of these new advanced technologies so if you have any questions or suggestions to help us improve the process please contact the Geomatics Section by sending an email to geomatics@tol.ca or contacting the Manager of Geomatics at (604) 533-6143.