

# STANDARD OPERATING PROCEDURE

MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

## Appendix B

**Letter from Co-Chairs of the Integrated Steering Committee (ISC) dated January 2002**



**Ministry of  
Sustainable Resource  
Management**

Resource Information  
Department  
Registries and Resource  
Information Division

MEMORANDUM

File: 202-2011SC

Date: January 24, 2002  
To: See Distribution List  
From: Dave Gilbert, Executive Director  
Evert Kenk, A/Director  
Co-Chairs: Integrated Steering Committee

### Re: Responsibilities for Base Mapping

The intent of this note is to:

- Clarify governance and custodianship with respect to base mapping and related data sets;
- Make known the Committee and Working Group that will assist in ensuring effective and coordinated delivery of the Base Mapping Program, including its relation to such activities as the Vegetation Resource Inventory (VRI), FC1 conversion and related products; and,
- Confirm the need to involve Base Mapping and Geomatic Services Branch when initiating any project which includes the delivery of base mapping or related products.

The following information was tabled at the Integrated Steering Committee, Ministry of Sustainable Resource Management (MSRM) with the purpose of clarifying the roles and responsibilities with respect to the delivery of base mapping and related products and services in the Province of British Columbia.

Under contract to the Land Use Coordination Office, and consequently with the change in government, a Base Mapping Business Review was undertaken by Sierra Systems Consultants and RLS and Associates Consulting Inc. The review resulted in two reports: 1) Content and Standards Review, and 2) Governance. For further information and clarification, these documents are available from the Business and Information Services Division website under What's New at <http://srmgww.bcgov/bisd/>.

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## MINISTRY OF SUSTAINABLE RESOURCE MANAGEMENT

The CORE Review confirmed the key business functions of the Ministry and the roles and responsibilities for each division and branch.

The CORE Review confirmed that the Base Mapping and Geomatic Services (BMGS) Branch, as relates to Base Mapping, is responsible for the following:

- Delivering Base Mapping and related products including TRIM (I and II) which is the official Provincial base map for the Province. All inventory data will be referenced to the official TRIM base.
- As the custodian agency developing the standards for Base Mapping including TRIM, aerial triangulation, ortho photos, geospatial referencing (GPS, MASCOT), air photo and scanning of related products.
- Delivering the following corporate base map projects:
  - TWA -TRIM Watershed Atlas
  - DRA- Digital Road Atlas
  - DIM- Digital Image Management System.

To ensure effective delivery of the Base Mapping Program, agencies undertaking projects or activities that involve the development or delivery of any aspect of base mapping and related products or services are required to be in early contact with BMGS to ensure effort is coordinated, duplication is avoided and corporate standards are met.

We would also like to bring to your attention a new committee and working group, both being formed, to address delivery of base mapping. The Corporate Base Mapping Advisory Committee with representatives from regions, headquarters and clients will have a strategic focus aimed at addressing recommendations arising from the Base Mapping Business Review and coordinating annual base mapping activities. The Base Mapping Technical Working Group is focused at addressing technical and operational issues with base mapping and related products. The Working Group reports to the Practices and Standards Committee and the Advisory Committee reports to the Integrated Steering Committee.

The Terms of Reference for both the Committee and Working Group is currently under development. If you are interested in participating in either the Steering Committee or Working Group please advise Roger Balsler, Director, Base Mapping and Geomatic Services Branch.

It is necessary that program delivery is coordinated and standards followed to ensure the eventual integration of our land and resource data sets is achieved for use in resource planning and management in support of economic development.

Dave Gilbert  
Executive Director  
Resource information Department

Evert Kenk  
A/Director  
Integration and Planning