Ministry of Sustainable Resource Management

ILRR Project

ILRR Business Requirements
Appendix B - ILRR Working Groups Terms of Reference
Version 1.0

Table of Contents

B.1   ILRR Core Working Group (CWG) Terms of Reference

B.1.1   Project Name

Integrated Land and Resource Registry (ILRRP).

B.1.2   Name of Working Group

ILRRP Core Work Group.

B.1.3   Core Working Group Mandate

The Core Working Group of the Integrated Land Resource Registry Project (ILRRP) consists of a central group of stakeholders tasked with quickly developing the nucleus of the business models for existing processes that will interface with the ILRR. The group will be responsible for providing information for the development of the initial business process definitions and will work with other stake holder groups (North East Working Group and Client User Group) to further refine the models and definitions.

B.1.4   Core Working Group Objectives

This phase (Phase 1) of the ILRRP the Core Working Group will focus on defining the "what" and the "how" of the ILRR.

- **We need to know**: What are the rights that are registered? What do the rights registration organizations currently do to register their rights? What will these organizations need to do to support an ILRR?

- **We will answer**: How the rights are registered and how the organizations will use ILRR to register them.

B.1.5   Core Working Group Membership

Member Name	Position	Organization
Olga Kopriva, Janet Adams	Manager, Registry Data Services	SRM Registry Dept. (Registry Data Services)
Jim Sutherland	Land Surveyor	SRM Registry Dept. (Surveyor General)
Al Mackie	Heritage Resource Specialist	SRM Registry Dept. (Archaeology)
Doug Say	A/Manager, Business Application Services	SRM Information Management Branch
Fern Schultz		SRM Resource Information Branch
Sean Darling	A/Manager Crown Contaminated Sites Program	SRM Corporate Land and Resource Governance Division
Brian Williams	Manager, Integrated Cadastral Fabric	SRM Base Mapping and Geomatic Ser.
Don Mullett	Senior Timber Tenures Forester & Registrar of Timber Marks	MOF, Forest Tenure
Grant Parnell	Director Operations, HBT Timber Sales Branch	MOF, BC Timber Sales

Member Name	Position	Organization
Rick Conte	Director, Mineral Titles	Energy and Mines – Mineral Titles
Magee, Dave Richardson	Director, Oil and Gas Titles.	Energy and Mines – Oil and Gas Titles
Deb Miller	Manager, Land Survey & Tenure	Ministry of Transportation
Nancy Newland	Manager-Property Administration	Ministry of Transportation
Lynn Beak		Attorney General (Treaty Negotiations Office)
Brian Bawtinheimer	Manager	Water, Land and Air Protection (Parks)
Bob Williams		Water, Land and Air Protection (Fish & Wildlife)
Neil Banera	Service Centre Director	Land and Water BC Inc
Larry London	Director, Application and Approvals	Oil and Gas Commission
Alison Farquhar	Office Supervisor III	BC Assessment
JP King	ILRR Business Analyst	SRM Information Management Branch
Rosa Munzer	ILRR Senior Project Manager	SRM Integrated Registry Branch

B.1.6   Project Approach

In keeping with the organization of requirements as set out in the RFP, this phase (Phase 1) of the ILRR project has been organized into three primary activity streams: (1) Business Requirements (2) Stakeholder Consultation and (3) Systems Architecture.

The Business Requirements stream will document and define the all government business processes, which result in the creation, maintenance, update or removal of registered interests in land and resources with a focus on the following processes:

- Receipt of application;
- Statusing;
- Granting rights;
- Updating rights; and
- Terminating rights.

The Core Working Group will be asked to participate in the following activities:

- Review current business processes;
- Gather high-level ILRR business requirements;
- Assess ILRR business impact; and
- Develop ILRR business transition plan.

B.1.7   Deliverables

The primary delivery from this stream will be the Business Requirements Report and will include Business Process Models for existing processes that will interface with ILLRP. It will be delivered in electronic form to the Ministry's Project Manager for final review and feedback.

B.1.8 Tasks and Time Frames

Tasks	Time Commitment	Dates

CWG Workshop 1 (2 Days)
• Prepare for Workshop
  o Review reference documents
  o Review workshop package documentation
• Participate in Workshop
• Review Workshop notes/minutes
• Respond to Workshop assignments
	3.5 Days	December 1-2, 2003

CWG Workshop 2 (1 Day) • Participate in Workshop • Review Workshop notes/minutes • Respond to Workshop assignments (if any)	2 Days	January 8, 2004
CWG Workshop 3 (1 Day) • Participate in Workshop • Review Workshop notes/minutes • Respond to Workshop assignments (if any)	1.5 Days	January 15, 2004
Review the Business Requirements Document	0.5 Day	

B.1.9 Reference Documents

It is encouraged that prior to the first workshop, all members of the Core Working Group will have familiarized themselves with pertinent project documentation and, specifically will have read the following documents. All documents can be found on the project web site http://srmwww.gov.bc.ca/irp.

- Business Strategy and Transition Plan
  http://srmwww.gov.bc.ca/irp/background_material/business_strategy_transition_plan.pdf
- Project Statement
- Data Assessment Reports (section on own operational area)
  Main Report:
  http://srmwww.gov.bc.ca/irp/background_material/Data_Assessment_Report%204.pdf
  Transportation supplement:
  http://srmwww.gov.bc.ca/irp/background_material/Data%20Assessment%20Report%20-%20Phase%20II.pdf
  Forest supplement:
  http://srmwww.gov.bc.ca/irp/background_material/IRP_Data_Assessment_Report_%20MOF.pdf

B.2 ILRR Northeast Working Group (NEWG) Terms of Reference

B.2.1 Project Name

Integrated Land and Resource Registry (ILRR).

B.2.2 Name of Working Group

ILRRP Northeast Work Group (NEWG)

B.2.3 Northeast Working Group Mandate

The Northeast Working Group of the Integrated Land Resource Registry Project (ILRRP) consists of a group of key industry stakeholders from the Northeast region of the Province tasked with quickly developing the nucleus of the business models for existing processes that will interface with the ILRR.

The group will be responsible for providing input into the development of the initial business process definitions. This will include reviewing, validating and amending the initial iteration of the ILRR business requirements developed by the Core Working Group.

B.2.4 Working Group Objectives

This phase (Phase 1) of the ILRRP the Northeast Working Group will focus on defining the what and the how of the ILRR.

- **We need to know**: What are the rights that are registered? What do the rights registration organizations currently do to register their rights? What will these organizations need to do to support an ILRR?

- **We will answer**: How the rights are registered and how the organizations will use ILRR to register them.

B.2.5 NEWG Membership.

Member Name	Position	Organization
Bill Adair	Howard Madill to confirm	SRM land planning and corporate policy
Brian Wesleyson		Forests Timber Sales
Roger St. Jean		Forests BC Timber Sales
Hays-Byl, Winn	Ops. Manager-Stewardship\CSM	Ministry of Forests (District)
Hartel, Craig	DPC - District Peace	Ministry of Forests (District)
Hunt, Elizabeth	Stewardship Officer	Ministry of Forests (District)
Ackerman, Andy	Regional Manager	Water, Land and Air Protection
Kubian, Jason	GIS Technician, Planning, Innovation and Emergency Division	Water, Land and Air Protection
Elder, Leslie	Provincial Approving Officer	Transportation

Member Name	Position	Organization
Marianne Novotny	Admin Technician	Land and Water BC Inc
Penny Buckler	Oil and Gas Program Manager (Applications and Approvals)	Oil and Gas Commission
Grant Fox	GIS coordinator	Oil and Gas Commission
Vera Brandzin	Archaeologist	Oil and Gas Commission
Herb Lexa	Appraiser III	BC Assessment
Clayton, Anne	Deputy Assessor II	BC Assessment
Carlson, Jan	Petroleum Appraiser Trainee	BC Assessment
Bruce Simard	Manager, Development Services	Peace River Regional District
Tat Ma	Manager, Information Services	Peace River Regional District
Glen Harvey	Manager CAD and Mapping	Waberski Darrow (Survey Company)
Andy Fochuk or Steve Bennett		McElhanney Associates (Survey Co.)
Terry Nalor	LG Technical Liaison	Integrated Cadastral Information Society
Judy Baldwin	Local Government Communications	Integrated Cadastral Information Society
Dilsher Virk	General Manager	Integrated Cadastral Information Society
Bill Adair	Howard Madill	SRM land planning and corporate policy

B.2.6   Project Approach

In keeping with the organization of requirements as set out in the RFP, this phase (Phase 1) of the ILRR project has been organized into three primary activity streams: (1) Business Requirements (2) Stakeholder Consultation and (3) Systems Architecture.

The Business Requirements stream will document and define the all government business processes, which result in the creation, maintenance, update or removal of registered interests in land and resources with a focus on the following processes:

- Statusing.
- Granting rights;
- Updating rights; and
- Terminating rights.

The Northeast Working Group will be asked to participate in the following activities:

- Review current business processes;
- Review and refine high-level ILRR business requirements;
- Assess ILRR business impact; and
- Assist in developing ILRR business transition plan.

B.2.7   Deliverables

The primary delivery from this stream will be the Business Requirements Report and will include Business Process Models for existing processes that will interface with ILLRP. It will be delivered in electronic form to the Ministry's Project Manager for final review and feedback.

B.2.8   Tasks and Time Frames

Tasks	Time Commitment	Dates

NEWG Workshop (2 Days)
• Prepare for Workshop
    o Review reference documents
    o Review workshop package documentation
• Participate in Workshop
• Review Workshop notes/minutes
• Respond to Workshop assignments
	3.5 Days	January 29 & 30, 2004

B.2.9   Reference Documents

It is encouraged that prior to the first workshop, all members of the Core Working Group will have familiarized themselves with pertinent project documentation and, specifically will have read the following documents. All documents can be found on the project web site http://srmwww.gov.bc.ca/irp.

• Business Strategy and Transition Plan

http://srmwww.gov.bc.ca/irp/background_material/business_strategy_transition_plan.pdf

• Project Statement

• Data Assessment Reports (section on own operational area)

Main Report:

http://srmwww.gov.bc.ca/irp/background_material/Data_Assessment_Report%204.pdf

Transportation supplement:

http://srmwww.gov.bc.ca/irp/background_material/Data%20Assessment%20Report%20-%20Phase%20II.pdf

Forest supplement:

http://srmwww.gov.bc.ca/irp/background_material/IRP_Data_Assessment_Report_%20MOF.pdf

B.3 ILRR Client User Group (CUG) Terms of Reference

B.3.1 Project Name

Integrated Land and Resource Registry (ILRRP).

B.3.2 Name of Working Group

ILRRP Client User Group.

B.3.3 Client User Group Mandate

The Client User Group of the Integrated Land Resource Registry Project (ILRRP) consists of Individuals with specific knowledge of the organizations rights granting process or stakeholder needs. It will include the same organizations as the Core Working Group, plus representatives from key stakeholders and industry associations such as: Corporation of BC Land Surveyors, BC and Yukon Chamber of Mines, Council of Forest Industries, Canadian Association of Petroleum Producers.

The group will be responsible for reviewing the ILRR Business Requirements developed by the Core Working Group and Northeast Working group to further refine the models and definitions.

B.3.4 Working Group Objectives

This phase (Phase 1) of the ILRRP the Client User Group will focus on defining the what and the how of the ILRR.

- **We need to know**: What are the rights that are registered? What do the rights registration organizations currently do to register their rights? What will these organizations need to do to support an ILRR?

- **We will answer**: How the rights are registered and how the organizations will use ILRR to register them.

B.3.5 CUG Membership

Member Name	Position	Organization
Olga Kopriva	Manager Data Quality and Conversion	SRM Registry Dept. ILRR
Dave Chater	Senior Project Manager ILRR	SRM Registry Dept. ILRR
Jon Meeres	Unit Head, Attribute Maintenance Unit	SRM Registry Dept. Surveyor General
Terry Dinnell		SRM Registry Dept. Land Titles
Al Mackie	Heritage Resource Specialist	SRM Registry Dept. Archaeology
Michael Leeson	Project Analyst ILRR	SRM Registries
Jp King	Systems Consultant	SRM Information Management Branch
Brian Clarke	Director, Contaminated Sites Management	SRM Corporate Land and Resource Planning

Member Name	Position	Organization
Don Gosnell	Manager, Resource Strategy and Governance	SRM Resource Information
Garth Webber Atkins	A/Manager, Strategic Policy, Land and Water	SRM Corporate Policy and Planning
Ron Johnson	Manager, Air Photo and Lab Services	SRM Base Mapping and Geomatic Ser.
Brian Williams	Base Mapping and Geomatic Services	SRM Base Mapping and Geomatic Ser.
Neil Wilton	Heritage Consultant, Heritage Branch - Heritage Programs	Community, Aboriginal & Women's Services
Don Mullet	Senior Timber Tenures Forester & Registrar of Timber Marks	MOF Forest Headquarters
Gail Brewer	Manager of Program Planning & Business Practices	MOF Forests Timber Sales
Joan Easton		MOF Corporate Policy
Dave Leffebure	Director, Geosciences, Research & Development	Energy and Mines
Leslie Elder	Provincial Approving Officer, Fort St. John	Transportation
Carole Karlsson		Attorney General (Treaty Negotiations)
Ken Morrison	A/Manager, Land and Permit Administration	Water, Land and Air Protection
Karen Wipond	Parks & Protected Areas	Water, Land and Air Protection
Alan Mccammon	Assistant Director (Surrey)	Water, Land and Air Protection
Boyd Porteous	Manager, Information Systems and GIS	Agricultural Land Commission
Nerdev Johal	Admin Technician	Land and Water BC Inc
Larr Barr (Nanaimo)	Hydrologist/Engineer, L&W Management Div.	Land and Water BC Inc
Larry London	Director Application and Approvals	Oil and Gas Commission
Alison Farquhar	Office Supervisor III	BC Assessment
Randy Blaney	GIS Business Analyst	BC Assessment
Tanya Hubbard	Contractor ASD Project Secretariat	ASD
Peter Watkins	Executive Director Technical Support and Government Enterprise Architecture	CIO Office
Dilsher Virk	General Manager	Integrated Cadastral Information Society

Member Name	Position	Organization
Ron Usher,	Staff Lawyer / C.E.O., Juricert Services Inc.	Law Society of BC
Mike Taylor	Surveyor	Corporation of BC Land Surveyors
Betty Honsinger	Di and Durrum	BC Association of Professional Registry Agents
Leta Best	President	Society of Notaries Public
Brad Herald		Canadian Association of Petroleum Producers
Denise Grieve/Guy Anderson		Canadian Association of Petroleum Landmen
Dan Berkshire	Director MABC	Mining Association of BC
Dan Jepsen		BC and Yukon Chamber of Mines
Steve Kozuki		Council of Forest Industries
Tim Girvan		Truck Loggers Association
Jerry Lampert	President and Executive Office	Business Council of British Columbia
Per Kristensen	City of Nanaimo	Union of British Columbia Municipalities
Pat Murphy	City of Nanaimo, Manager Property Management	Union of British Columbia Municipalities
Gerry Matte	City of Saanich, IT Manager	Union of British Columbia Municipalities
Vern Everts	Parks Canada agent	Parks Canada
Ms. Wally Horstmann	Land Information Officer	Public Works Canada
Mary Mahon-Jones		Council of Tourism Association of BC
Dale Drown		Guide Outfitters Association
Patricia Cashin		BC Resorts and Outfitters
Judy Peske		BC Fishing Resorts and Outfitters Assoc
Jeff Bailey	Vice President	BC Association of Professional Consulting Archaeologists
Karen Stewart	President	URISA (Urban and Regional Information Systems Association)
Allison Webb		Fisheries and Oceans Canada, Pacific Region (spoke to Dwight McCullough
Ron Percival	President	Earth First Energy Inc.
Mac Leask	Kamloops office	Cattlemen's Association
Dan Buffet	Biologist, BC Coastal Eco-Region	Ducks Unlimited Canada
Susan Paczek	Conservation Specialist	The Nature Trust of BC

Member Name	Position	Organization
Damien Barstead	Registry coordinator	The Land Trust Alliance of BC
Kathleen Moore	GIS Specialist	Canadian Wildlife Service (Environment Canada)
Pierre Lachetti		Nature Conservatory of Canada
Robert Moen		Gov't of Canada, Justice Department
Greg Scarborough/ Bob Penny	GIS/Property Management	BC Hydro
Paul Ramsey	Base Mapping and Geomatic Services	ILRR

B.3.6   Project Approach

In keeping with the organization of requirements as set out in the RFP, this phase (Phase 1) of the ILRR project has been organized into three primary activity streams: (1) Business Requirements (2) Stakeholder Consultation and (3) Systems Architecture.

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- Updating rights; and
- Terminating rights.

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- Gather high-level ILRR business requirements;
- Assess ILRR business impact; and
- Develop ILRR business transition plan.

B.3.7   Deliverables

The primary delivery from this stream will be the Business Requirements Report and will include Business Process Models for existing processes that will interface with ILLRP. It will be delivered in electronic form to the Ministry's Project Manager for final review and feedback.

Sierra
New thinking.

B.3.8   Tasks and Time Frames

Tasks	Time Commitment	Dates

Client Workshop (2 Days)
• Prepare for Workshop
    o Review reference documents
    o Review workshop package documentation
• Participate in Workshop
• Review Workshop notes/minutes
• Respond to Workshop assignments
	3.5 Days	February 10, 11 2004

B.3.9   Reference Documents

It is encouraged that prior to the first workshop, all members of the Client User Group will have familiarized themselves with pertinent project documentation and, specifically will have read the following documents. All documents can be found on the project web site http://srmwww.gov.bc.ca/irp.

- Business Strategy and Transition Plan

   http://srmwww.gov.bc.ca/irp/background_material/business_strategy_transition_plan.pdf

- Project Statement

- Data Assessment Reports (section on own operational area)

   Main Report:

   http://srmwww.gov.bc.ca/irp/background_material/Data_Assessment_Report%204.pdf

   Transportation supplement:

   http://srmwww.gov.bc.ca/irp/background_material/Data%20Assessment%20Report%20-%20Phase%20II.pdf

   Forest supplement:

   http://srmwww.gov.bc.ca/irp/background_material/IRP_Data_Assessment_Report_%20MOF.pdf