



Thank you for your commitment to ICIS and welcome to the Society.

As you know, ICIS is a not for profit, member-driven organization that aims to provide value for all its members by sharing and coordinating spatial data. If you have any ideas or suggestions please let us know. I have attached an ICIS contact list for your future reference.

As a member of ICIS you have committed to submitting the data you have stipulated in your licensing agreement (DSLA) on a regular basis. ICIS data delivery schedule (Attachment A) and local government member data delivery process instructions (Attachment B) are attached. We want to make the process of submitting data as easy as possible. To access the many datasets available to you through ICIS, you will require an ICIS log-in ID. You can obtain the necessary log-in information by calling the office at 1-866-403-0095 or by emailing helpdesk@icisociety.ca

Finally, you have been automatically registered to receive our monthly newsletter via email. The newsletter contains important information about on-going initiatives and benefits to your ICIS membership. If you do not wish to receive the newsletter, instructions for unsubscribing are included in the newsletter email. However, please ensure that at least one person in your organization receives the newsletter as it is a vital link for us to communicate with you.

Should you have any questions or concerns about your ICIS membership, please feel free to contact me directly.

Sincerely,

Barry Logan
Executive Director
blogan@icisociety.ca



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Attachment A:
Data Delivery Schedule

ICIS Members Data Delivery Schedule:

In order to facilitate the timely loading of member data, ICIS has developed a quarterly data delivery schedule for Local Governments, Utility and Associate Member data. Please try to adhere to this schedule wherever possible. We appreciate your cooperation in this matter. The schedule is as follows:

Local Governments and Associates:

If your area name begins with Please deliver your data in:
(e.g. City of Surrey, RD of Nanaimo)

A-I	January, April, July and October
J-S	February, May, August and November
T-Z	March, June, September and December

Utilities:

BC Hydro	January, April, July and October
Spectra Energy	February, May, August, and November
SHAW	March, June, September and December
TELUS	January, April, July and October
Terasen	February, May, August and November



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Attachment B:
Data Delivery Process
File-Base Data, Manual Extract, Transform
And Load

The ICIS data warehouse stores most spatial data in ArcSDE format, but data is available to members in almost any GIS, CAD or image format for download via the ICIS Webmap site. Data is also made available through the ICIS Data Portal, sometimes exclusively where integration to ArcSDE is not possible or plausible. Depending on the format in which data is received, it is made available to members through the Webmap site and/or the Portal. In order to facilitate a smooth integration of Local Government cadastral data into the ICIS data warehouse, please use the following standards and process (*whenever possible*) to extract and deliver your cadastral data:

1. Extract to ESRI Personal Geodatabase or Shapefile format, projected to B.C.Albers.
2. Transform to ICIS data Model and populate all fields (particularly Method and Accuracy fields).
3. Zip the file.
4. Upload to ICIS data portal:
 - Login to <https://portal.icisociety.ca> – if this does not work, please send a request for portal access to ICIS.
 - Click on 'Documents and Lists' at the top left of the homepage.
 - Scroll to 'ICIS LG UPLOAD' in the 'Document Libraries' column – this column is not alphabetically ordered, however this will be fixed in the near future.
 - Once 'ICIS LG UPLOAD' is selected, the following screen will contain a set of options at the top of the column. Select 'Upload Document' from the menu, then the browse button to find the folder you wish to submit.
 - Press the 'Save and Close' button, and your data has been submitted. **Please wait until the screen has reloaded before closing the browser window, this may take some time.**

If you are unable to perform steps 1-3, please deliver your data in your preferred format (CAD, etc.) to the Data Portal or by disk to our office. The data will be made available to members on the Data Portal only, until such time as we are able to integrate these data formats to ArcSDE within a reasonable timeframe, and without undue effort.

If you have any questions or require assistance, please feel free to contact our office at 1-866-403-0095.



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Attachment C: Datasets Available

Parcel Data

- Local Government Cadastre
- Integrated Cadastral Fabric
- BC Assessment Fabric
- The Nature Trust Conservation Parcels

Underground Infrastructure (limited coverage)

- Potable Water
- Sanitary Sewer
- Storm Drain

Utility Data:

BC Hydro Distribution

- Duct Bank
- Manhole
- Pole Location
- Pull Box
- Street Light
- Underground Primary Line
- Underground Secondary Line
- Underground Transformer
- And others

BC Hydro Transmission

- Structure Location
- Structure Text
- Wires

Spectra Energy

- Gas Facility
- Gas Facility Site Point
- Gas Facility Site Polygon
- Gas Pipe

SHAW

- Manhole
- Pole
- Telecom Facility
- Telecom Underground Line

TELUS

- Cable Wire
- Telecom Facility
- Telecom Structure

Terasen

- Distribution Pipe
- Distribution Stations
- Distribution Valves
- Regional District
- Transmission Pipes
- Transmission Stations

Fortis

- Distribution Pole
- UG Conductor
- UG Structure
- UG Transform
- And others

BC Government WMS Base Mapping

Browse only on webmap site – contact us for download access

- Boundary Lines
- NTS 1:250 000
- NTS 1:50 000
- BCGS 1:20 000
- BCGS 1:10 000
- Geographical Names
- Major Cities
- Water
- Transportation
- Man Made Features
- Elevation
- Land Cover
- Land Form
- Surface Features
- Cultural Features
- Miscellaneous Features
- TRIM Orthomosaic

BC Assessment Fabric