



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Areas That Should Be Covered Validated

Case Study 24: City of Vancouver Geographic Information System (VanMap)

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Creator of the Fonds		
TOPIC	SPECIFICS	SOURCE
Name	City of Vancouver	FR, pg. 2
Location	Vancouver, BC, Canada	Inferred
Origins	The City was incorporated in 1886. The <i>Act of Incorporation</i> became the <i>Vancouver Charter</i> in 1953.	FR, pg. 3
Legal Status	Municipal corporation	FR, pg. 2
Legislation	The following legislation pertains to the City: <ul style="list-style-type: none">• <i>Vancouver Charter</i>• <i>Assessment Act</i>• <i>Emergency Program Act</i>• <i>Freedom of Information and Privacy Act</i>• <i>Police Act</i>• <i>Waste Management Act</i>• <i>Water Act</i>	FR, pg. 3-4
Norms	Information not available in Report.	
Funding	“The City of Vancouver collects property taxes based on...[property] assessments,” under the <i>Assessment Act</i> . The City also collects fees, and receives funding from the provincial and federal governments.	FR, pg. 3 Inferred
Resources	Information not available in Report.	
Governance	The City of Vancouver is governed by an elected mayor and council. The corporation has departments, agencies, boards, and commissions. Organization charts are located at http://vancouver.ca/departments.htm , and is available in Appendix 3 of the Final Report.	FR, pg. 2 Web site, Appendix 3
Mandate	“Delivering government services to citizens living within the geographical boundaries of the City of Vancouver.”	FR, pg. 2
Philosophy	The City has the following values: responsiveness, excellence, fairness, integrity, leadership, and learning (see http://vancouver.ca/values.htm).	Web site
Mission	“To create a great city of communities which cares about its people, its environment and the opportunities to live, work and prosper.” The objectives of the City are available on its Web site:	Web site

	http://vancouver.ca/values.htm	
Functions	City Council passes bylaws and resolutions which govern the citizens of the City of Vancouver. A comprehensive listing of the City's functions can be found at: http://vancouver.ca/services.htm .	FR, pg. 6 Web site
Recognitions	The City of Vancouver has won several awards, including a "Customer Innovation Award" for VanMap. Awards information is detailed at http://vancouver.ca/awards/index.htm .	Web site
Activities Resulting in Document Creation		
Administrative & Managerial Framework		
TOPIC	SPECIFICS	SOURCE
General Description	The City carries out many administrative and managerial activities in the governance of the citizens of Vancouver.	Web site
Type of activities	The City has myriad activities that enable the carrying out of its functions. Descriptions of the services are available at http://vancouver.ca/services.htm .	Web site
Documents resulting from activities	Forms, licenses, letters, contracts, maps, photographs, drawings, Web sites, databases, brochures, ads, manuals, by-laws, minutes, annual reports, assessments, reports...	Inferred
Existence of a RM and/or archives program	The City of Vancouver has an RM and an archives program. The Records and Archives division is under the City Clerk's Department.	Web site
Individuals responsible for preservation	The Records and Archives division is responsible for preservation.	Web site
Existence of Preservation Strategies	The Archives is responsible for strategies that result in the preservation of records.	Inferred
Legal Requirements and Constraints	Impact of the legislation on the specific administrative activities and records is not available in the Final Report. The City must comply with <i>Vancouver Charter</i> , the <i>Assessment Act</i> , the <i>Emergency Program Act</i> , the <i>Freedom of Information and Privacy Act</i> , the <i>Police Act</i> , the <i>Waste Management Act</i> , and the <i>Water Act</i> .	Inferred
Normative Requirements and Constraints	Impact of normative specific administrative activities and records is not available in the Final Report.	Inferred
Technological Requirements and Constraints	As specifically related to the administrative activities and records, this information is not available in the Final Report.	Inferred
Digital entity being studied		
General Description	VanMap allows the City of Vancouver to, "meet the needs of internal users in providing services to Vancouver's citizens and businesses." "Responsibility for VanMap rests with the Manager of GIS in the Application Development Division of the Information Technology Department, which is	FR, pg. 1 FR, pg. 2 FR, pg. 7,

	part of the Corporate Services Group.” The former makes all decisions related to VanMap (see pg. 23, 29). In addition to the Manager, other staff includes the main GIS developer, the Graphics Planner, the CSG Systems Coordinator, the CSG VanMap Representative, and the GIS Technician (the VanMap Team and the GIS Sustainment Team). Others in Engineering Services, CSG, and Corporate Services may modify data based on access rights. VanMap supports the following departments: Community Services Group, Engineering Services, Corporate Services Group, Board of Parks and Recreation, Vancouver Police Department, Fire and Rescue Services (see pg. 5-6, pg. 29-30).	25, 31 FR, pg. 29 FR, pg. 32 FR, pg. 5-6 FR, pg. 29-30
Type of activities	Both internal and external data are used. Engineering and CSG graphics is created in the form of CAD drawings in AutoDesk, or is keyed or drawn in the Oracle9i Spatial database. Permit and license data are stored in PRISM or License+ and extracted to a SQL server for inclusion in VanMap. Property tax data are extracted from the SQL Property Tax System for inclusion. Some data are drawn from smaller databases, but these will disappear as more data are entered directly into Oracle. External data are exchanged and included in VanMap (see pages 25-26).	FR, pg. 21, 25-26
Documents resulting from activities	Transaction logs are generated. Data are copied from the various departments’ databases into the Oracle Spatial database. Metadata are assigned based on what the Team thinks would be most useful for users.	FR, pg. 31 FR, pg. 21 FR, pg. 34
Existence of Preservation Strategies	“No preservation strategies in the archival sense are currently being employed.” Data are overwritten as needed, and no versions are captured.	FR, pg. 32 FR, pg. 28, 30
Legal Requirements and Constraints	Some formal agreements for external data exist, but not for all. Internal use is administrative in nature; no legal issues pertain. The external view presents only a subset of this data.	FR, pg. 32-33
Normative Requirements and Constraints	The departments produce manuals regarding data entry. “Policies, procedures and standards regarding how to include and present data are not extensively documented.” Manuals on security and access have also been completed. Access rights are based on job competencies, and are controlled by Information Technology Security, a division of the Corporate Services Group. Ethics: City staff can access all but Protected Business Licenses (requires password). Both views have a disclaimer regarding the accuracy and completeness of the information. Certain layers have become inactive or restricted out of concerns of misuse; formal policy is being written.	FR, pg. 32 FR, pg. 32 FR, pg. 29 FR, pg. 32
Technological Requirements and Constraints	VanMap is a Web site with public access, and staff access, with different options available. It is a GIS system created “to provide an interactive, graphical representation of the data that allows the end user to see how the various features of the City relate to one another.” The Web site has a home page, data sheets, interactive maps, legend, toolbar, reports, and links to departmental Web pages. “These are the main technical components of the VanMap system: 1. Oracle Spatial database 2. SQL server and CSG web application server 3. Community Web Pages SQL database and Web application server 4. Other databases 5. Autodesk MapGuide	FR, pg. 32 FR, pg. 6 FR, pg. 6-18 FR, pg. 22

	<p>6. ColdFusion MX 7. MapGuide ActiveX Viewer 8. Microsoft Windows 2000 server (Web server)" (see pg. 22)</p> <p>The Web site contains the following file types: HTML, GIF, CFML (ColdFusion markup files), CGI, DWT (Dynamic Web Template), CSS; spatial geometry layers in Oracle9i Spatial Database, SDF (AutoDesk MapGuide Spatial Data Files), DWF (Design Web Format), JPEG, ECW (Enhanced Compression Wavelet).</p>	<p>FR, pg. 18-20</p>
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