

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

- POLICY:** Enterprise Unit Data and Services Policy
- AUTHORITY:** Board Resolution No. B629-09A dated December 10, 2009.
- AMENDED:** Board Resolution No. B215/12A¹ dated June 7, 2012.

POLICY STATEMENT

The Regional District of Okanagan Similkameen has developed expertise in Information Technology, Human Resource Management, Planning, Building Inspection and other related services and believes it beneficial to share this expertise with member municipalities and the public in a manner that benefits all parties involved.¹

PURPOSE

To outline the data and services to be provided to member municipalities and the public.

DEFINITIONS

GIS – Geographic Information Systems: a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data.

RESPONSIBILITIES

Information Services Manager - is responsible for coordinating and administering GIS data and services.

Human Resources Manager¹ - is responsible for coordinating and administering HR services.

Development Services Manager¹ - is responsible for coordinating and administering Planning and Building Inspection services.

PROCEDURES

The Regional District of Okanagan-Similkameen will provide GIS data and services in accordance to the following procedures.

1.0 Digital Data

RDOS will provide select digital data to the public, government agencies or contractors at no charge provided the following two conditions are met:

- 1.1 Release of the data conforms to Freedom of Information and Protection of Privacy Act.¹
- 1.2 RDOS digital data will not release third party data unless it is approved to do so by the third party.¹

Digital data will be provided in ESRI Shapefile, XML or geoDatabase format.

2.0 GIS Services

- 2.1 Municipal specific internet mapping application will contain the same functionality as the RDOS internal application with the following additions:

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- 2.1.1 Default mapextent will be the municipal boundary.
 - 2.1.2 Municipal layers by default will be turned on and RDOS layers will be off.
 - 2.1.3 The Municipal logo will be incorporated into PDF maps users can create.
- 2.2 Ad hoc GIS services including the items listed below shall be requested with a minimum lead time of 10 working days.
- 2.2.1 Creation of occasional hard-copy maps.
 - 2.2.2 Incorporating amendments to zoning/OCP layer.
 - 2.2.3 Providing GIS data to contractors for fulfilling Municipal contracts.
 - 2.2.4 Relatively minor municipal specific modifications to internet mapping application.
- 2.3 Large GIS projects shall be requested of the RDOS by October of the previous year. At that time it will be determined if the RDOS has the resources to complete the project. These projects include items such as:
- 2.3.1 GIS Analysis and/or mapping required for Zoning/OCP review.
 - 2.3.2 Incorporating water/sewer system information into GIS system.
 - 2.3.3 Creation of field GIS applications.
 - 2.3.4 Major changes to internet mapping application.

3.0 Human Resources Services

- 3.1 RDOS will provide human resources functions and services including:
- 3.1.1 Recruitment and Selection: advertising, short listing, interview process, skills testing, reference checking, job offer and negotiations and document preparation.
 - 3.1.2 Organizational Effectiveness: human resources audits, staff perception surveys, workload analysis, human resources policies and procedures, job evaluations.
 - 3.1.3 Employee Labour Relations: foundation documents, performance plans and evaluations (360 degree evaluations) supervisor coaching in effective discipline, grievance handling, collective bargaining.
- 3.2 Organizations shall submit a request for services to the RDOS Human Resources Manager. The HR Manager will estimate the cost and when/if the RDOS will have the resources to complete the assignment.

4.0 Information Technology Services

- 4.1 RDOS will provide Information Technology functions and services including:
- 4.1.1 Installation and maintenance of software.
 - 4.1.2 Upgrades and maintenance of servers, network and workstations.
 - 4.1.3 Implement network security and disaster recovery.
 - 4.1.4 IT planning and budgeting.
- 4.2 Organizations will submit any request for services to the RDOS Information Services Manager. The Information Services Manager will determine if the RDOS has the resources to complete the work, estimate of the cost of the service and when the resources would be available to complete the assignment.

5.0 Building Inspection Services for Municipalities¹

- 5.1 Building Inspection Services are available for municipalities for building permit and code inquiries, building permit application review and issuance, building inspections, final approval and enforcement.

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- 5.2 Building Inspection Services may also enter into agreement with a member municipality to provide interim or back-up services, if required.
 - 5.3 Organizations will submit any request for services to the RDOS Development Services Manager. The Development Services Manager will determine if the RDOS has the resources to complete the work, estimate the cost of the service and when the resources would be available to complete the assignment.

6.0 Planning Services for Municipalities¹

- 6.1 Planning services are available for municipalities for general planning inquiries, development application and referral processing, assistance with establishing planning project terms of reference and consultant selection and participation in the planning project in an advisory capacity.
- 6.2 Building Inspection Services may also enter into agreement with a member municipality to provide interim or back-up services, if required.
- 6.3 Organizations will submit any request for services to the RDOS Development Services Manager. The Development Services Manager will determine if the RDOS has the resources to complete the work, estimate the cost of the service and when the resources would be available to complete the assignment.