

**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. B215/12A<sup>1</sup> dated June 7, 2012<sup>1</sup>.  
Board Resolution dated December 21, 2023<sup>2</sup>.

**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.<sup>1</sup>

**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<sup>2</sup>**

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

Senior Manager of Human Resources<sup>1</sup> - is responsible for coordinating and administering HR services.

Senior Manager of Planning<sup>1</sup> - is responsible for coordinating and administering Planning services.

Senior Manager of Building and Enforcement Services – is responsible for coordinating and administering Building Inspection services.

**PROCEDURES<sup>2</sup>**

The Regional District of Okanagan-Similkameen will provide GIS data and services at a standard cost method as outlined in the Fees and Charges Bylaw and in accordance to the following procedures.

**1.0 GIS Digital Data<sup>2</sup>**

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. <sup>1</sup>
- 1.2 RDOS digital data will not release third party data unless it is approved to do so by the third party. <sup>1</sup>

Digital data will be provided in Geodatabase (preferred) or ESRI Shapefile format.<sup>2</sup>

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## **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:
  - 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 Senior Manager of Human Resources. The Senior Manager of Human Resources will estimate the cost and when/if the RDOS will have the resources to complete the assignment.<sup>2</sup>

## **4.0 Information Technology Services**

- 4.1 RDOS will provide Information Technology functions and services including:
  - 4.1.1 Installation, upgrades, procurement, and maintenance of software and physical infrastructure.<sup>2</sup>
  - 4.1.2 Implement and maintain network security and disaster recovery.<sup>2</sup>
  - 4.1.3 IS planning and budgeting.<sup>2</sup>
- 4.2 Organizations will submit any request for services to the RDOS Senior Information Services Manager. The Senior 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.<sup>2</sup>

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## **5.0 Building Inspection Services for Municipalities<sup>1</sup>**

- 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.
- 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 Senior Manager of Building and Enforcement Services. The Senior Manager of Building and Enforcement Services 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.<sup>2</sup>

## **6.0 Planning Services for Municipalities<sup>1,2</sup>**

- 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 or leading capacity.
- 6.2 Planning 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 Senior Manager of Planning. The Senior Manager of Planning 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.