



### **PURPOSE**

To define the role of the Capital Region Geographic Information Services (CRGIS).

### **POLICY**

The Capital Region Board (CRB) shall develop and maintain a shared regional Geographic Information System, and related services, that provides equitable access to members and promotes informed regional decision-making as directed in Appendix 4: CRGIS Strategy and Implementation Plan of the Growing Forward Capital Region Growth Plan.

### **GUIDELINES**

1. CRGIS encompasses both a Geographic Information System (GIS) and related services that the CRB provides to member municipalities.
2. CRGIS shall act as a centralized hub of regional spatial data and provide complementary services to member GIS systems and services. CRGIS is not intended to replace existing or future GIS systems or services provided by members to their communities.
3. CRGIS will focus on the collection, assembly and maintenance of regional data and information used in spatial analytics and data visualization that support regional decision-making and initiatives by the CRB. Where resources permit, CRGIS will also provide related GIS support to members, such as GIS education and capacity development, advisory and consultation services, analysis and mapping, etc.
4. CRGIS shall facilitate access, sharing and analysis of regional datasets to member municipalities and the public where appropriate.
5. The CRB shall ensure that delivery of CRGIS is cost effective and balances the needs of individual municipal members with the needs of the CRB, as a whole.
6. The CRB shall ensure that the CRGIS can be readily accessed while also ensuring that appropriate security is in place to protect information when necessary.
7. Member municipalities shall respond to all CRB administration or member municipality requests for data related to the CRGIS Strategy and Implementation Plan and/or Capital Region Growth Plan.
8. Original data creators/owners will retain complete ownership and authority over their data.
9. The CRB shall develop and maintain processes and guidelines for data submissions and updates from data owners as well as ad hoc data request procedures.
10. CRB believes in an open data structure where appropriate and only share licensed or restricted data with the full consent of the data owner.

11. CRGIS shall support Capital Region Board regional initiatives.

**PRINCIPLES**

This policy will be realized through the guiding principles defined in the CRGIS Strategy and Implementation Plan:

1. **Autonomy** – All municipal members will respect the self determinations of other municipalities and their control over land use planning and data within the context of the regional plan.
2. **Collaboration** – All municipal members will work together to support the planning efforts of the region including free sharing of relevant non-confidential data sets.
3. **Equity** – All municipal members will be treated in a way that is equitable, consistent and congruent and to ensure the benefits of CRGIS are available to all municipal members.
4. **Flexibility** – All municipal members will be expected to identify options that work best for themselves while also fitting in with the needs of the region including data standards and technology platforms.
5. **Mutuality** – Working together in the region will be the key to achieving a consistent level of data quality and data access to any of the member municipalities.
6. **Sustainability** – All municipal members will seek decisions which encourage sustainable data acquisition and maintenance practices.
7. **Transparency** – The results of decision making processes in relation to spatial data and technology platforms that relate to the regional plan will be transparent to the stakeholders.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
February 9, 2016	Amend	Added public to recipient list in Guideline 4. Added support for current and future CRB initiatives in Guideline 11)
March 9, 2016	Amend	Clarified Guideline 11to be inclusive of all CRB regional initiatives, as per GPFs request.
April 14, 2016	Approved	Board approved