



Number: [400-04-01]  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

**Chapter:** 400 Development Services

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**Section:** Geospatial Services (GIS)

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**Subject:** GIS Fees and Charges Policy

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<b>Board Resolution:</b>	147/21 49/22	<b>Established Date:</b>	March 31, 2022	<b>Revised Date:</b>	
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## **POLICY:**

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### **PURPOSE:**

The RDCK Geospatial Service Fees and Charges Policy supports the centralized provision of the assembly of property and land management information for all RDCK services, Municipal Partners and the general public. Beyond tangible projects the service provides the most cost effective and low barrier means of achieving shared geospatial information, transparency and community engagement available to the organization.

This Policy outlines how the Service is evolving to a consultancy type model as a means to counter increases in tax rate while continuing to provide core services and innovative solutions to support regional initiatives, economic development and decision making for a variety of users.

### **SCOPE:**

This policy applies to:

#### **Internal Users:**

- GIS staff time allocated to RDCK departments
- Municipal and RDCK projects where GIS staff time is required
- Requests by Municipalities where the operation of the Global Positioning System (GPS) and/or Ground Penetrating Radar (GPR) are required

#### **Out of scope**

- This policy does not apply to Core Geospatial Services.
- This policy does not apply to External Users



## DEFINITIONS:

**Allocations** refers to the method by which Geospatial staff time is accounted for in budgets by other services based on a portion of their full time equivalent (FTE).

**Cadastre** refers to an official register of the quantity, value and ownership of real estate used in apportioning taxes.

**Core GIS Services** refers to the following:

<b>Base Mapping Maintenance</b>
<ul style="list-style-type: none"><li>• Cadastre – Digitization of property lines</li><li>• Property details – upload of BC Assessment information in our Land records system</li><li>• Civic Addressing – intake and assignment for rural areas. Input as advised by municipalities</li><li>• Zoning and OCP – creation and map presentation for rural areas. Update as advised by participating municipalities</li><li>• Hazard mapping –display risk and hazard mapping layers on internal web map, accessible to participating municipalities</li><li>• Imagery –access to view aerial photography inventory for rural and participating municipalities on internal web map</li><li>• Water Services – display RDCK Water services and some provincial data as a static layer<sup>1</sup></li><li>• Asset Inventory – display RDCK Asset Inventory as a static layer<sup>2</sup></li></ul>
<b>Managing the GIS System</b>
<ul style="list-style-type: none"><li>• Support and configuration of software (joint effort with IT resources, Tempest Lands, ESRI suite, AutoCAD, GPS software)</li><li>• Management and maintenance of GIS data (perform admin duties, create new schemas, manage access, update third-party datasets, share data with regular partners)</li><li>• Management and maintenance of internal and external core web map services offering (configurations, troubleshooting and applying enhancements)</li><li>• Management and maintenance of geospatial hardware (GPS hardware tools, GPR hardware, SPOT device)</li></ul>
<b>Public Inquires</b>
<ul style="list-style-type: none"><li>• respond to emails and phone calls seeking geospatial or mapping information</li><li>• prepare advice and instruction on how to use web mapping tools or access GIS services</li></ul>

**Full Costs** refers to the recovery of costs associated with Geospatial Services which includes staff salary and benefits, common costs, software licensing fees, training, IT and General Administration fees.

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<sup>1</sup> & <sup>2</sup> Core services includes the maintenance of data and provides updates to new data when provided.



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**GIS Users** refers to both internal users such as RDCK departments and municipal users such as service participants and the public

**Internal Users** refers to RDCK departments and Municipal Partners in the service.

**External User** refers to the General Public, Qualified Professionals, Realtors, Ministry of Transportation, Canada Post, and Not-for-Profits.

**Projects** refers to GIS projects that let you visualize, question, analyze, interpret and understand data to reveal spatial relationships patterns and trends which in turn help to inform organizational policy and decision making.

## **POLICY:**

The fundamental basis for fees and charges decision-making is a determination of the full cost of a service and who benefits from the service. The approach taken to estimate fees and charges, considered the full cost of GIS staff time including salary and benefits, training, software licensing fees, common costs, general administration and IT fees. The GIS staff time is then recovered from the users into the Geospatial Service budget.

For **Internal Users** projects and allocations will be recovered at 100% of full cost.

**Figure 1: Recovery Percentages for Calculating Fees and Charges**

GIS Services Uses	
Internal Users	
Projects	100%
Allocations	100%

There are two methods of estimating Staff resources. For RDCK departments, the first step is to determine the allocation based on the FTE required. The fees and charges are then applied and recovered through transfers into the Geospatial Service budget. For Municipalities, a Municipal Service Agreement is prepared after a project evaluation is completed which includes a schedule A outlining the scope of work and a schedule B providing a task and fees table. Advance planning by Services and Municipalities is encouraged during the budgeting process.

## **RELATED LEGISLATION:**

Geospatial Information Service Establishment Bylaw No. 2136, 2010