# MUNICIPALITY OF
# West Elgin

**Staff Report**

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| **Report To:** | **Council Meeting** |
| **From:** | **Magda Badura, CAO/Treasurer** |
| **Date:** | 2024-05-09 |
| **Subject:** | **Geographical Information Systems – Shared Services Agreement** |

## Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Geographical Information Systems – Shared Services Agreement, be received and filed; and,
That the West Elgin Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin.

## Purpose:

Since 2021, the County of Elgin has established and operated a web-based Geographic Information System (GIS) platform (called "Elgin GeoHub") to meet the County's needs, provide a service to all municipal partners (LMPs) and the public.

A shared service agreement has been prepared to formalize the current arrangement, define service expectations, and provide mechanisms for additional services that could be provided by the County.

## Background:

Geographic Information System (GIS) is a set of tools for mapping and analyzing things that exist and events that happen. GIS integrates and organizes layers of spatial data (where things are) with non-spatial or descriptive data (what things are) to give a better understanding of a place or process and can play an important role in supporting the day-to-day operations of a municipality.

We have continued to embrace GIS technology solutions to store and utilize our data that integrates into daily operations and the delivery of public services. As one example, an expected increased use of GIS internet-based mapping applications is required for municipalities to maintain compliance indefinitely with the Municipal Asset Management Planning Regulation (O.Reg. 588/17). Land use planning, Municipal Drainage, 911 property addressing, Conservation Authority regulated areas, and public works asset maintenance/work orders are some other examples of regularly utilized data sets and tools that we rely upon daily.

In 2021, County Council approved the establishment a secure web-based enterprise GIS platform (https://geohub.elgin.ca/ ) for the County's own needs and for use of its member municipalities who wished to participate and at the County's cost.  Now, after 3 years of experience, all of Elgin's partner municipalities are utilizing this system to varying degrees. Over the last 12 months, approximately 15,000 people accessed the system verifying that the public and other stakeholders utilize this portal and the information and tools it provides.

This regional service has been provided by the County since 2021 without formal agreement. In order to formalize the GIS data hosting, management and administration services the County provides, a formal agreement has been prepared and attached to this report for Council's information. The agreement includes a standard list of ongoing services provided by the County (Schedule 'A') which includes the following:

- Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.
- Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.
- Ensure data backups are completed and software licenses are renewed.
- Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.
- Add datasets to the Geocortex internal and external facing websites, as requested.
- Provide training for municipal staff to access and navigate GIS products.
- Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch)

These base services will establish a consistent platform across the County and set service expectations. The agreement provides a mechanism whereas a request for additional services can be submitted based on our own needs. The County will receive all requests and has the authority to either accept or decline additional project work requests. If accepted by the County, a timeline for completion and an estimate of the staff hours required to complete the project will be provided to the requesting municipality. If accepted by the requesting municipality they would reimburse the County at the hourly rate of $75 as prescribed in the agreement.

**Financial Implications:**
Access to the County's GIS portal and use of ArcGIS Online Geocrotex software is provided at no additional cost. Schedule 'A' details the scope of standard services provided. There is a mechanism within the agreement that allows municipalities to request additional services provided by County staff if agreed to by all parties, but the cost cannot be determined at this time.

**Alignment with Strategic Priorities:**

| Infrastructure Improvement | Recreation | Economic Development | Community Engagement |
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| ☒ To improve West Elgin's infrastructure to support long-term growth. | ☐ To provide recreation and leisure activities to attract and retain residents. | ☐ To ensure a strong economy that supports growth and maintains a lower cost of living. | ☐ To enhance communication with residents. |

**Report Approval Details**

| Document Title: | Geographical Information Systems - Shared Services Agreement - 2024-12-Administration  Finance.docx |
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| Attachments: | - 25-03-2024 - GIS Shared Services Agreement.pdf |
| Final Approval Date: | May 3, 2024 |

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc