

# Municipal Geospatial Coordinating Committee Terms of Reference

## Background

The general concept of this Committee resulted from a discussion among the MISA Ontario Board of Directors in the spring of 2004. Jury Konga, a MISA Board member, was directed to move forward with the concept and the subsequent agreement-in-principle of the initial member organizations to participate led to the inaugural organizing meeting held on June 25<sup>th</sup>, 2004 in the Town of Richmond Hill offices.

## Purpose

The Municipal Geospatial Coordinating Committee (MGCC) was established to facilitate the coordination of municipal land-related information policy and standards initiatives and to leverage the collective resources and knowledge of the member organizations. The Committee will provide coordination, communications and endeavour to provide a consensus position on policy and standards matters and work towards progressing in these areas through collaboration with the broader public sector, not-for-profit organizations, academia and the private sector.

## Goals

The primary goals of the Committee are:

- **Policy Review and Development.** Policy review and development for issues including, but not limited to, data creation and maintenance, data ownership and intellectual property, data access and distribution.
- **Standards Review and Development.** Geospatial data standards are constantly evolving, including significant Open Standards, which require review related to the potential impact on municipal operations and the ability for effective data exchange and development of alternative standards considerations as may be required from time-to-time.
- **Identify and Communicate a “GIS” Knowledge Base** related to Municipal “Geographic Information Systems” (GIS) operations. This includes but is not limited to best practices, policy, standards, and integration within a corporate IT infrastructure.
- **Develop Committee Communications.** Ongoing communications documents are to be prepared for the member organizations to review and to convey positions of the Committee and its member organizations to the broader community. The committee may also facilitate intra- organizational communications.
- **Facilitate Stakeholder Input.** Facilitate input from municipalities on policy, standards, and related issues using such means as regional “GIS Forums”, web meetings and Internet discussion groups. Additional forums or mechanisms to facilitate dialogue among municipalities and non-municipal organizations (e.g. Broader Public Sector) will be considered as such needs are defined.
- **Provide Strategic Input.** Participate in strategic and related public sector and industry committees as related to the purpose of the Committee.

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## Membership and Governance

**Membership** - the Committee membership is defined as follows:

- The founding membership in the Committee is composed of representatives from the following organizations: Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), Association of Ontario Land Surveyors (AOLS), Geospatial Information and Technology Association (GITA) Ontario, Municipal Information Systems Associations (MISA) Ontario, Regional Planning Commissioners of Ontario – Regional Information Systems Working Group (RPCO-RISWG), Tri-Committee of Ontario (comprised of Ontario Good Roads Association, Municipal Engineers Association, and American Public Works Association – Ontario Chapter), and Urban and Regional Information Systems Associations (URISA) Ontario Chapter;
- Additional organizations may be considered for membership in the Committee and their inclusion would require agreement of the existing member organizations;
- All representatives on the Committee are to be currently employed by a municipal government and members in good standing within their respective organizations;
- Representatives are to be appointed by their respective organizations' "Executive Board"; and
- Member organizations may remove themselves from official participation in the Committee by way of written notification to the Committee Chair.

**Governance** – of the Committee is defined as follows:

- A Chairperson (Chair) and Vice-Chairperson are to be nominated by the Committee representatives and voted on to confirm acceptance of the nomination;
- The Vice-Chair shall act on behalf of the Chair in his/her absence;
- The initial term for the Chair and Vice-Chair shall be for two (2) years and may be extended annually at the discretion of the Committee. The Chair and Vice-Chair should ideally be members of the Executive /Board of their respective organization but this is not mandatory;
- Committee officers such as Secretary and Treasurer shall be appointed if the need arises; and
- The Committee will continue to operate under its terms of reference until such time as the majority of member organizations feel that the Committee's mandate has been met.

## Meetings, Representations, and Reporting

### Meetings

The Committee shall meet a minimum of twice a year. The Chair may choose to convene additional meetings to address the mandate of the Committee and directives from the member organizations.

The Committee may invite such guests from the public, not-for-profit, academia and the private sector to participate in one or more meetings if deemed beneficial by the Committee or as requested by any member organization.

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## **Representations**

The Chair or his/her designate shall be the Committee representative at such meetings or on such Board of Directors, committees, and working groups that the Committee agrees are beneficial towards achieving the goals of the Committee. Said representation requires that only adopted positions of the Committee can be conveyed. Any other statements made outside the scope of the Committee's adopted positions must be clearly defined as being personal and not necessarily representative of the Committee nor its member organizations.

## **Reporting**

Minutes for all Committee meetings are to be maintained and this is the responsibility of the Chair. All minutes of the Committee shall be sent to the designated representative of the member organizations for subsequent distribution to their organization.

A Committee Report may be presented at the "Annual General Meeting" of the member organizations at their request. The Committee Chair or the organization's designated representative on the Committee may present the report.

Additional reporting requested from external organizations may be provided subject to the approval of the Committee members.

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## Founding Committee Representatives 2004 - 2005

Committee Chair 2004 – 2006

- Jury Konga, MISA Ontario

Committee Vice – Chair 2004 - 2006

- Sandra Crutcher, URISA Ontario Chapter

Founding Committee Members

- AMCTO  
Kathy Coulthart-Dewey, Zone 6 Director  
and Chief Administrative Officer/Clerk, Township of Tay Valley
- AOLS  
Jim Silburn, Board Member  
and Manager of GIS Services, Durham Region
- GITA Ontario  
Bill Latchford, Board Member  
and Manager of GIS Services, City of Brampton
- MISA Ontario  
Jury Konga, Board Member, Chair Geospatial Data Management Committee  
and Manager of GIS Services, Town of Richmond Hill
- RPCO-RISWG  
Tony Parker, RISWG Member  
and Principal Planner, Peel Region
- Tri-Committee of Ontario  
Dan Lymer, Board of Directors  
and Manager of Data Integration Services, City of Toronto
- URISA Ontario Chapter  
Sandra Crutcher, Executive Director  
and Project Director TCHIS, Toronto Community Health, City of Toronto