

YorkInfo Partnership Charter

York Region covers 1,776 sq. km., with a population of 872,000 and comprises both rapidly growing urban centres alongside vast farmlands, and environmentally sensitive areas including the Oak Ridges Moraine, Lake Simcoe, the adjacent Holland Marsh, significant woodlands, headwaters and wetlands. With approximately 40,000 new residents each year, the pressures related to developing infrastructure such as sewers, roads, schools and transit to support the growth while conserving green space and water resources are overlaid with the pressures of rising expectations associated with more efficient service delivery and infrastructure.

The YorkInfo Partnership comprises key municipal and education organizations, with the responsibility to deliver services that fully employ our best use of technology for the best value to our residents. Through cooperation the Partnership and its members can develop an efficient information infrastructure that is requisite to manage the challenges of rapidly growing urban areas alongside vast farmlands and environmentally sensitive sites.

The YorkInfo Partnership works together to create a geospatial information framework among the Partners that enhances sharing opportunities, creates efficiencies and common applications. By developing standards and facilitated by open policies and technology, duplication of effort will be reduced, costs avoided, access to information will increase and new business processes will be implemented among tax-funded organizations and their constituents enhancing service to the residents and businesses in York Region.

Vision

Our communities will be enriched through the provision of a coordinated geospatial information infrastructure.

Mission Statement

The Partnership will develop a Geospatial Information infrastructure enabling efficient integration and access to mapping technologies and information.

Principles

Strong partnerships evolve from mutual respect and complementary strengths, combined with collaborative planning and decision-making. Consequently, the YorkInfo Partnership is guided by the following principles:

We will

- Create and share data and knowledge in a coordinated and cooperative manner
- Enable access to spatial information for internal operations and the public
- Respect intellectual property
- Operate in a financially responsible manner through the efficient use of resources

- Adopt standards that enable interoperability
- Communicate and promote understanding of the Partnership's activities
- Foster awareness of geomatics

Goals

- Create a geospatial framework to facilitate sharing of accurate, current, relevant geographic information including:
 - governance framework
 - policies
 - standards
 - technology
 - information
 - knowledge and training
 - access
- Efficient creation and maintenance of spatial data
 - reduce duplication of effort and costs
 - jointly invest in the creation and maintenance of core geographic information such as:
 - Orthophotography
 - Parcel Fabric
 - Single Line Road Network
 - Address Points
- Create efficiencies and economies of scale related to the development and acquisition of tools, licences and training
- Create opportunities for joint initiatives
- Present a strong, unified voice in the geomatics sector at provincial and federal levels
- Provide coordinated GIS emergency management planning and support

Organizational Framework for the YorkInfo Partnership

The Partnership is co-ordinated through a framework of members participating in a Co-ordinating Committee, Executive Board and Information Management and Technology Team. Task forces and standing committees of appropriate representatives and duration may be established as required to meet objectives. Representatives may include GIS users, as well as management and professional staff who are GIS professionals.

Membership

Members participating in the Partnership are tax-funded, not-for-profit organizations that operate within York Region and include municipal governments, conservation authorities and school boards.

Current members of the YorkInfo Partnership are:

- Regional Municipality of York
- Town of Aurora

- Town of East Gwillimbury
- Town of Georgina
- Township of King
- Town of Markham
- Town of Newmarket
- Town of Richmond Hill
- City of Vaughan
- Town of Whitchurch-Stouffville
- Lake Simcoe Region Conservation Authority
- Toronto and Region Conservation Authority
- York Catholic District School Board
- York Region District School Board

Operating Practice

Communication is the key ingredient to ensure that the Partnership is successful in achieving its identified goals. Therefore

- Regular meetings of the Executive Board, Co-ordinating Committee and Information Management and Technology Team will be held.
- Annual objectives and work plan will be developed.
- Additional committees and task forces will be established and reviewed as required to meet the work plan.
- Communication channels for the YorkInfo Partnership will include, but are not limited to scheduled meetings, recorded meeting minutes, email and telephone correspondence. Materials will be distributed in a timely, pertinent manner to ensure that sufficient time is allowed for members to review.
- Meetings will be conducted in a manner which encourages open communication, meaningful participation and timely resolution of issues.
- Members will communicate their key initiatives and individual initiatives may be explored to encourage Partnership opportunities.
- Members will
 - respect and value other members' contribution. We will foster a culture that allows all members to express opinions freely and that is inclusive of the diversity existing throughout York Region encompassing both urban and rural issues for maintaining communities and managing growth.
 - make every reasonable effort to attend meetings and be reasonably available for consultation between meetings to ensure a continuous flow of communication is maintained
 - prepare for each meeting sufficiently in advance so as to enable him/her to be an informed participant and obtain the necessary information, approvals, and management support for the group's activities
 - be an active participant and illustrate professional behaviour and integrity when communicating with participants of the Partnership
 - advise their respective organizations of the activities of the groups and disseminate necessary details throughout their individual organizations

- o review the charter as needed.

Executive Board

The Executive Board is a sub-set of the Co-ordinating Committee and is currently comprised of a maximum of six members with representation from the Region, rural, large and small municipalities, school board and conservation authority.

Chair: Director of Geomatics, York Region
Co-Chair: Partner Representative

It is the responsibility of the Board to provide a leadership role in the coordination of the YorkInfo Partnership activities including drafting agendas, reports and recommending priorities. Membership will be for a two-year term and, with the exception of the first year, with one third expiring their term of office, notwithstanding the Chair.

Meeting Schedule: Quarterly

Co-ordinating Committee

The Co-ordinating Committee is comprised of one representative from each Partnership organization.

Chair: Director of Geomatics, York Region
Co-Chair: Same Partner Representative as Executive Board

It is the responsibility of the Co-ordinating Committee to:

- Establish a working framework that includes:
 - o Vision
 - o Mission Statement
 - o Principles
 - o Goals
 - o Organizational Framework
- Establish guidelines, policies, standards
- Provide direction to sub-committees
- Identify opportunities and issues

Meeting Schedule: Quarterly

Information Management & Technology Team

The Information Management and Technology Team is comprised of one representative from each of the Partners' organization.

Chair: York Region
Co-Chair: Partner Representative

It is the responsibility of the Team to:

- Achieve consensus on the technical means of achieving the Partnership's goals
- Share knowledge about GIS data issues and data sources in York Region
- Communicate finding to the Co-ordinating Committee for coordinated action
- Recommend and develop standards

Meeting Schedule: Quarterly, with additional special topical sessions as necessary for work plan

Secretariat

York Region will provide the secretariat and co-ordinate activities including scheduling of meetings, facilities, and coordination and distribution of minutes.

Additional Standing Committees and Task Forces

Such committees along with membership and duration may be established as required to meet the objectives and annual work plan.

Information Management & Technology Team – Data Standards Sub-Committee

Chair: York Region
Co-Chair: Partner Representative

It is the responsibility of the Sub-Committee to:

- Achieve consensus on data standards appropriate to meet the technical objectives of Partnership goals and Partnership stakeholders generally.
- Communicate findings to the Co-ordinating Committee for coordinated action

Meeting Schedule: As necessary for work plan.

GIS Emergency Task Force

The GIS Emergency Task Force is comprised of one representative from each of the Partners' organization.

Chair: York Region

It is the responsibility of the Task Force to:

- Develop a GIS emergency response plan and operating guidelines
- Create standards for emergency mapping products
- Coordinate the GIS response between organizations during an emergency situation

Meeting Schedule: Semi-annual.

Additional sub-committees, working groups and task forces may be established as required.