

SMOKY LAKE COUNTY



Title: Geographic Information System (GIS)	Policy No.: 45-01
Section: 01	Code: P - I
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Legislation Reference:	Alberta Provincial Statutes
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Purpose:	<ol style="list-style-type: none">1. To deploy and maintain an efficient, integrated and comprehensive spatial data system that provides County personnel, decision-makers, businesses, and citizens with geographic information and tools to meet a wide variety of needs.2. To incorporate the delivery of leading GIS technology and enhance products and services that provides optimum value to the County, citizens, and businesses.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	A geographic Information System is a digital database of all physical and spatial features in the county.
1.2	GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.
1.3	Smoky Lake County's GIS department, collect, inputs and manages, large and varied data sets. From that information, creative solutions may be derived, making the best use of limited staff and financial resources. County department heads can make confident, data-driven decisions.
1.4	The GIS data is often linked to a geographic location and is organized into layers, which helps county personnel and citizens answer questions and solve problems by looking at data on the Smoky Lake County MuniSight ES in a way that is quickly understood and easily shared.
2. DEFINITION:	
2.1	GIS is a geographic information system that integrates hardware, software, and data, for capturing, managing, analyzing, forecasting and displaying all forms of geographically referenced information, which is supplied by sources internal and external to the organization.
3. OBJECTIVES:	
3.1	The function of the GIS Department is to facilitate the use of GIS to be a long-lived asset that will improve county operations, evolve with changing technologies and adapt to the County's changing needs by:
3.1.1	Fostering informed and effective decision making.
3.1.2	Improving the delivery and efficiency of public services.
3.1.3	Providing relevant information to staff and residents.
3.1.4	Promoting innovative solutions for Smoky Lake County.

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Policy Statement and Guidelines:

4. GUIDELINES:

4.1 A Geographic Information System consists of five (5) important components:

- 4.1.1 **Computer Hardware:** The County Server forms the general hardware component of the GIS which is used to store the GIS program and warehouse our data files. Other peripherals included: digital scanners which converts paper maps and documents into digital data, plotter which is used to print out large maps and graphics; and Portable Global Positioning Satellite (GPS) devices used by field personnel to capture new data points.
- 4.1.2 **GIS Software:** The GIS Software component is very important for generating, analyzing, manipulating, and displaying the geographical information. GIS Software determining factors included user friendliness, cost-effectives, system compatibility and software documentation. (Current software includes: Geomedia Professional, Intergraph Webmap, CAMS VA Plus, MuniSight ES, and AIMS).
- 4.1.3 **Data:** The most important and delicate component of GIS is data. This spatially referenced information has many important uses. GIS data is collected or produced in-house; as well as purchased or provided from data organizations, government departments and vendors. Significant time, money and resources are allocated to collecting, storing, analyzing, securing and ensuring the integrity of the GIS data.
- 4.1.4 **People:** GIS technology is useless without people power. Users include specialists who design and support the system, data collectors and office personnel that need to refer to the GIS information in order to complete office tasks and service to citizens. Proper user training is essential for ensuring effective use of a GIS System.

5. PROCEDURES:

- 5.1 **Operational Models and Procedures:** In order to ensure that GIS equipment, data and resources are used appropriately and effectively, it is imperative to clearly define the operational models and procedures. To understand how the system is to be used, by whom, for what purpose and within what operational procedures – Smoky Lake County will continue in policies development to ensure the smooth operation of a GIS network.

The following services are necessary to make GIS an efficient platform for information sharing:

- 5.1.1 **Data and Records Management:** GIS is the data steward for all County geographic asset records. These County records include hardcopy maps; digital computer aided drafting files; as-built and records of many sizes and formats.

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Policy Statement and Guidelines:	
5.1.2	GIS Data Analyses and Visualization: GIS provides the technical expertise and computing capabilities to analyze and update geographic datasets. GIS technology facilitates the use of multiple diverse datasets undertaking complex analyses and yet provides simple map visualizations to support business decision making and operational processes.
5.1.3	Mapping and Graphics Services: GIS is responsible for working with end users in the planning and coordinating, and development of customized map products and series maps that focus on municipal management information. GIS group is the data stewards of the corporate geographic data, drafting standards and requirements.
5.1.4	Plotting and Large Format Printing: GIS provides large format printing and plotting services. We provide engineering size scanning services, permanent corporate mapping retention processes, and online access to our library of corporate records.
5.1.5	GIS Application: GIS application design and development activities provide full lifecycle services: business needs definition; technologies options assessment; application, database and systems integration design; application development and testing; user documentation and training; and application updating based on changing needs.
5.1.6	The County will endeavor to provide support and educational programs for in-house users.
6.	DISCLAIMER:
6.1	Smoky Lake County makes information available through the County's Public MuniSight to enhance public knowledge and promote a better understanding of the County and its government. Smoky Lake County attempts to provide up-to-date accurate information to all users.
6.1.1	However, GIS data may include inaccuracies or typographical errors. The information is provided without warranty or condition of any kind. Smoky Lake County assumes no liability for any damages or loss of any kind that might arise for the use of, misuse of, or the inability to use the Public MuniSight System.
6.1.2	Furthermore, this mapping data is for information purposes only and is not intended to act as legal record; and should not be used as a substitute for legal, accounting, surveying real estate, business tax, or other professional advice.
6.1.3	Any use of this data beyond that of general information should be verified by the County's GIS Officer before use.
6.1.4	Smoky Lake County retains the right to change any GIS content on the County's Public MuniSight without prior notice.

	Date	Resolution Number
Approved	January 22, 2016	# 312-16 - Page # 12047
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