



Integrated  
Cadastral  
Information  
Society

# ICIS Membership Policy

## Revision History

Version	Date of Issue	Author(s)	Brief Description of Change
0.1	July 16, 2009	Sonja Johnson	<ul style="list-style-type: none"> <li>• Draft version is reviewed and updated by the Membership Workshop team at the July 16, 2009 Planning Meeting.</li> <li>• Additional sections added regarding the Membership Committee structure, role and responsibilities as noted at the Planning meeting.</li> <li>• Utility Membership Fee structured added.</li> </ul>
0.2	October 5, 2009	Membership Committee	<ul style="list-style-type: none"> <li>• Draft version is reviewed and updated by the Membership Committee.</li> </ul>
0.3	October 7, 2009	Membership Committee	<ul style="list-style-type: none"> <li>• Draft version is reviewed and updated by the Membership Committee.</li> </ul>
0.4	October 8, 2009	Membership Committee	<ul style="list-style-type: none"> <li>• Draft version is reviewed and updated by the Membership Committee.</li> </ul>
0.4.1	October 13, 2009	Erin Beatson	<ul style="list-style-type: none"> <li>• Draft version reviewed and suggested changes which are tracked.</li> </ul>
0.5	October 28, 2009	Sonja Johnson, Dan Shannon, Ken Rigler, Barry Logan	<ul style="list-style-type: none"> <li>• Draft version reviewed and updated by the participants listed as Authors.</li> </ul>
1	October 30, 2009	ICIS Board	<ul style="list-style-type: none"> <li>• Policy approval by the board.</li> </ul>
2	June 13, 2010	Membership Committee	<ul style="list-style-type: none"> <li>• Added Affiliate Membership group.</li> <li>• Updated Appendix 1 and 2 for 2010</li> </ul>
3a	November 10, 2011	Board of Directors	<ul style="list-style-type: none"> <li>• Amendments from the July 23, 2010 Board of Directors meeting were incorporated.</li> <li>• Appendix 2 was updated to reflect 2021 fee information.</li> <li>• All changes were reviewed and approved by the Board of Directors.</li> </ul>

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## 1 Membership Committee Structure

The Membership Committee shall consist of a minimum of three members, one member from each of the following groups:

- Local Government
- Provincial Government
- Utilities

ICIS staff shall participate in the Membership Committee, with designated staff to be determined by the Executive Director.

The Board shall appoint the Membership Committee Chairperson.

A Membership Committee meeting shall have at least two of the three member groups present or the meeting shall be rescheduled.

Meeting agenda and minutes shall be completed for each Membership meeting and posted on the Membership Committee website. Documents shall contain the meeting title, date, start and end times, location, call-in numbers, attendees, and meeting details.

## 2 Membership Committee Role

The Membership Committee shall review, and recommend to the Board, applications for new ICIS membership ensuring that they are congruent and consistent with the goals, objectives and vision of the Society. In addition, the Committee shall review existing member's status to ensure membership compliance.

## 3 Membership Committee Responsibilities

The Membership Committee is responsible for:

- Assessing and recommending new membership applications to the Board.
- Ensuring members meet and adhere to the current ICIS policies and approval processes.
- Ensuring members are congruent and consistent with the goals, objectives and vision of the Society prior to signing the Data Sharing License Agreement (DSLAs).
- Ensuring members are meeting the obligations of their DSLAs.
- Ensuring membership related policies and procedures are maintained and aligned with associated documents.
- Ensuring membership related documentation is available to the Board via the ICIS website.
- Raising risks and issues regarding membership to the Board.

## 4 Referenced Documents

- Constitution and Bylaws of the Integrated Cadastral Information Society (ICIS)
- ICIS Data Sharing License Agreement
- ICIS Governance Policy
- ICIS Register of Members
- ICIS Data Policies

## 5 Membership Policy

### 5.1 Definition of Members

Member types and classes are specifically defined in the Constitution. The addition, a change or deletion of a member class must be reviewed by the Membership and Executive Committee prior to revising the Constitution. The revised Constitution must be approved by the Board prior to being presented, and voted on at the Annual General Meeting (AGM).

### 5.2 Fees

ICIS collects Membership and Access fees annually from all membership types and classes with the exception of the Local Governments and First Nations.

Members delinquent with their Annual fees may be requested to return all ICIS data and have their User ID deactivated. Such situations will be reviewed and acted on by the Board. Refer to the Constitution and Bylaws, and DSLA General Terms and Conditions for further information.

The Annual Membership fee is set at one dollar and collected from all members contributing annual Access fees.

#### 5.2.1 Extraordinary Fees

Extraordinary fees may be assessed from time to time based on specific requirements. Any changes must be reviewed and approved by the Board.

#### 5.2.2 Pro-rating Access Fees for New Members

All existing member's Access fees are collected for a full calendar year and are not pro-rated. New members joining ICIS after the first quarter of the year will contribute a pro-rated Access fee for the first year. For all additional years, the member will contribute for the full calendar year. The calendar year is from January to December.

**New Member Pro-rated Fee Schedule:**

First Quarter	-	100%
Second Quarter	-	75%
Third Quarter	-	50%
Fourth Quarter	-	25%

**5.2.3 Local Government Fees and Requirements**

All Local Government Members must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. The Local Government Member must own the spatial data they supply to ICIS.

Local Government's contribution of data shall be considered their 'in kind' contribution in lieu of annual Access fees.

**5.2.4 Provincial Government Fees and Requirements**

All requests for Provincial Government Membership must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. The Provincial Government Member must own the spatial data they supply to ICIS.

The Provincial Government Membership class contributes a percentage of the total annual Core funding requirement. This amount forms the full annual Access fee utilized in the Utility Membership class fee structure. The Core funding requirements and annual Access fees are reviewed and approved by the Board as part of the annual budget process. For certainty:

- The Province will pay a full annual access fee.
- BC Assessment Authority will pay a full annual access fee.

Additional contributions may apply from time to time. These contributions are reviewed and approved by the Board.

Contributions are held and managed as a trust on behalf of the participating members. ICIS operations manage the programs and projects associated with the use of these contributions.

See Appendix 1 for current Projects and Program contributions.

**5.2.5 Utility Membership Fees and Requirements**

All requests for Utility Membership must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. The Utility Member must own the spatial data they supply to ICIS.

The Utility Membership class Access fees are based on the percentage of total parcels utilized by the Utility Member, and the percentage of the full annual Access fee as determined by the appropriate Fee Level. The Access fee structure is used as a guide. See the Utility Membership Class Fee Structure table below.

The Utility Membership Access fees are reviewed and approved by the Board annually as part of the annual budget process.

The Fee Levels are reviewed and revised when the Utility Member's access area is significantly changed.

**Utility Membership Class Fee Structure:**

<b>Total Percentage of Parcels Utilized</b>	<b>Fee Level</b>	<b>Annual Access Fee Percentage</b>
Less than 10%	5	5% of the full annual Access fee
Less than 25%	4	15% of the full annual Access fee
Less than 50%	3	25% of the full annual Access fee
Less than 75%	2	50% of the full annual Access fee
Greater than or equal to 75%	1	100% of the full annual Access fee

See Appendix 2 for current Utility Membership Annual Access fees.

**5.2.6 First Nations Fees and Requirements**

All requests for First Nations Memberships must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. The First Nations must be in control of their own spatial data and supply that data to ICIS to be shared by all ICIS members.

Any Treaty Council, First Nation, Nation, etc. that has been given the authority to sign on behalf of the Band(s) shall be considered as being recognized by the Federal Government as First Nations and accepted as an ICIS Member.

If the spatial data for a specific First Nation is under the control of the Federal Government, ICIS will obtain such data as it becomes available for that First Nation from the Federal Government site holding the data.

First Nations' contribution of data shall be considered their 'in kind' contribution in lieu of annual Access and Membership fees.

**5.2.7 Associate Members Fees and Requirements**

All requests for Associate Membership must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. Associate Members must own the spatial data they supply to ICIS.

Associate Member's DSLA may have some restrictions on the access to certain data layers. Such restrictions could be in place for any existing member's data. Restrictions will be defined in the Associate Member's DSLA. Utility data is only available to Associate Members upon approved request from the individual organizations.

As of March 2007, Associate Members may only access ICIS data through the web map service where the security rules for Associate Member access can be exercised. Data access by Associate Members to the portal is not permitted.

Associate Member access to cadastral data will be allowed only to the part of the province for which the member is providing data back to ICIS – on a regional district basis.

Associate Membership is based on a 3 year term, renewable automatically as per the DSLA, in one-year terms beyond the end of the first term. This is to encourage a long term relationship with the Society.

If an Associate Member fails to submit data outlined in their DSLA within a calendar year, the Associate Member may be allowed to maintain access to ICIS data with a subscription fee of double the annual amount for a maximum of 2 years. The Associate Member is required to commit to providing data within this time frame. Such situations require Membership Committee approval.

Associate Members that are not able to meet these requirements will still be considered on their own merit by the Membership Committee. Approval will be required by the Board.

#### **5.2.8 Advanced Education/Post Secondary Institution Fees and Requirements**

In accordance with the MOU, signed annually, between MAE, MAL (ILMB) and ICIS, ICIS data will be included in the dedicated portal set up by ILMB. Access to the data will be governed by the Electronic Library Network (ELN) and by librarians at the senior institutions of the province.

ICIS data is available for research purposes only and there will be no annual Access or Membership fee. If the data is used as part of the educational curriculum, an annual Access and Membership fee will be reviewed and determined by the Membership Committee. Approval will be required by the Board.

#### **5.2.9 Non Profit Organizations Fees and Requirements**

Non Profit Organizations are to be treated as Associate Members. All requests for Non Profit Organizations Membership must adhere to the Associate Membership policies, fees and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society. Non Profit Organization Members must own the spatial data they supply to ICIS.

#### **5.2.10 Affiliate Member Fees and Requirements**

All requests for Affiliate Membership must adhere to the current ICIS policies and approval processes, and be congruent and consistent with the goals, objectives and vision of the Society.

Affiliate Members must, in lieu of owning and supplying spatial data to ICIS, represent and have influence with existing or potential ICIS members or membership group (excluding VARs).

Affiliate Member must state the direct benefits their affiliation will bring to ICIS prior to membership being approved. Each Affiliate Member will be considered on their merit by the Membership Committee. Approval will be required by the Board.

Affiliate Member may view ICIS data as stated in their DSLA.

Affiliate Member's DSLA will be determined by the membership group they represent and have influence with. The DSLA may have some restrictions on the access to certain data layers. Such restrictions could be in place for any existing member's data. Restrictions will be defined in the Affiliate Member's DSLA. Utility data is only available upon approved request from the individual organizations.

Affiliate Members may only access ICIS data through the web map service where the security rules for Affiliate Member access can be exercised. Data access by Affiliate Members to the portal is not permitted.

Affiliate Membership's contribution of stated direct benefits to ICIS shall be considered their 'in kind' contribution in lieu of annual Access fees.

Affiliate Members may request the ability to download ICIS data. Data downloading will be restricted to the data available to the membership group they represent and have influence with. Each Affiliate Member's download request will be considered on their merit by the Membership Committee. Approval will be required by the Board.

The annual Access fee will be reviewed and determined by the Membership Committee. The fee will align with the Membership group the Affiliate Member represents, and the extent of the data requested. At a minimum, the annual Access fee will be the equivalent of an Associate Member.

Affiliate Membership is based on a 3 year term, renewable automatically as per the DSLA, in one-year terms beyond the end of the first term. This is to encourage a long term relationship with the Society.

If an Affiliate Member fails to provide the benefits stated in their DSLA within a calendar year, the membership may be reviewed by the Membership Committee and recommendations forwarded to the Board.

#### **5.2.11 Value Added Reseller (VAR) Fees and Requirements**

Value Added Reseller (VAR) Memberships are no longer available. This section outlines the policies, fees and approval process that are adhered to by existing VAR Members.

ICIS may accept proposals from existing members or organizations outside the membership seeking to develop data services derived from value added ICIS data. Any such proposal must adhere to the current ICIS policies and approval processes, and be aligned with the goals, objectives and vision of the Society.

VAR agreements must state that any VAR product must contain the ICIS disclaimer regarding the accuracy of the data.

VAR agreements may have some restrictions on the access to certain data layers. These restrictions will be defined in the agreement. Utility data is only available upon approved request from the individual organizations.

VAR Members contribute an annual amount as approved by the Board. Requests for VAR memberships are no longer accepted. Existing VARs, in good standing, may continue to be ICIS members.

Fees collected from VARs are based on a percentage of the VARs' annual revenue attributed to the use of the data, or \$5,000, whichever is more. The only exception to this policy to date (October 2006) is:

The revenue or annual fee will be directed towards initiatives that benefit the contributing members whose data was used in the VAR product or service. In the case of a VAR arrangement where significant costs are incurred by ICIS in administration or technical services to service the arrangement, a portion of the VAR's revenue or annual fee will be directed to cost recovery.

Upon signing the VAR agreement, the VAR shall provide ICIS with a sample of their annual revenue reporting. At the end of each calendar year, the VAR is to submit to ICIS their annual revenue report in the sample format. This information will be used by ICIS to generate their annual ICIS invoice.



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## Appendix 1 Projects and Programs

**Civic Spatial Program** A commitment by participating members of \$150,000 over 3 years (\$50,000 per year). A member may defer the annual contribution if the program is over funded for that year.

**Participants:** British Columbia Hydro and Power Authority  
TELUS Communication Co.  
Shaw Cablesystems G.P.  
The Province of British Columbia  
BC Assessment  
Real Estate Foundation (non-member)

**Address BC Project** Initial project funding was provided by the following members:

**Participants:** The Province of British Columbia  
TELUS Communication Co.  
Shaw Cablesystems G.P.

The funding for the initial build portion of the Address BC Project is complete.

Starting in 2009, the operating cost for Address BC was included in the operating budget and Access fees were adjusted accordingly.



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## Appendix 2

### 2012 Utility Membership Annual Access Fees

Company Name	Estimated Number of Parcels Accessed	Fee Level	Access Fee Percentage	Annual Access Fee
Fortis BC	12%	4	15%	18,360
Spectra Energy	20%	4	15%	18,360
Kinder Morgan	24%	4	15%	18,360
Shaw	84%	1	100%	122,400
TELUS	94%	1	100%	122,400
FortisBC Energy	92%	1	100%	122,400
BC Hydro	94%	1	100%	122,400