

Purpose:

- 1 To set out the principles within which the City manages Open Data.

Policy Statement(s):

- 2 The City is committed to the principles of transparency, participation, collaboration, inclusiveness, and innovation in the management of Open Data.
- 3 The City uses sound, industry proven standards and practices in the management of its Open Data, ensuring the security of the City's data and adherence to all related legislation and regulations.
- 4 The City's Open Data is easily accessible by the citizens.
- 5 The City may accommodate requests for information to be included in the Open Data Catalogue from within the City and the public
- 6 Publication of data through the Open Data initiative are evaluated based on:
 - (1) Suitability:
 - (a) The data can be made available to the public without privacy, security, or other concerns.
 - (2) Demand:
 - (a) Members of the public, Council, or Administration have requested enhanced access to the data.
 - (b) Priority for publication is given to data that is a matter of public interest.
 - (3) Value:
 - (a) Publishing the information benefits the public, Council, Administration, programs, or systems.
 - (b) Priority is given to data that:
 - (i) Is categorically relevant and valuable;
 - (ii) Benefits the public in a measureable or quantifiable way;
 - (iii) Results in a financial gain either to the City or the community;
 - (iv) Supports the City's strategic goals;
 - (v) Influences positive change in the community or has a measurable positive impact on the community;
 - (vi) Support an idea in the community that has high value potential; or
 - (vii) Benefits internal users, programs, or systems.
 - (4) Resources:
 - (a) Resource are in place to make the data available while minimizing operational impact to those who manage the data.
- 7 The City reserves the right to deny requests if the information requested is not aligned with the principles and evaluation criteria listed above and pertinent legislation and regulations, or if its not practical to release as an Open Data set.

Definitions:

- 8 Dataset is a collection of information that is composed of separate elements but can be manipulated as a unit by a computer.
 - 9 Open Data are datasets that can be freely used and republished by everyone, without restriction from copyright, patents, or other mechanisms of control.
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References/Links:

- 1 5212-CP Open Data Requests
- 2 5207-CA Information Management
- 3 7016-CA Access to Information and Protection of Privacy

Scope/Application:

- 1 This policy applies to all employees responsible for and impacted by the publication of Open Data.

Authority/Responsibility to Implement:

- 1 Information Technology Services Manager

Inquiries/Contact Person:

- 1 Information Management Supervisor

Policy Monitoring and Evaluation:

- 1 This policy will be evaluated every three years with revisions made as required.

Document History:

Date	Approved/Reviewed By:	Title:
Approved: May 20, 2020	"Allan Seabrooke"	City Manager