

CORPORATE POLICY



Policy Title: **Open Data Policy**
Policy Category: **Administration Policy**
Policy No.: A-007
Department: Corporate Services
Approval Date: July 15, 2013
Revision Date:
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Attachments:
Related Documents/Legislation:

Key Word(s): Data, Electronic, Records, Online, Information

POLICY STATEMENT:

The City of Waterloo is committed to the principles of Open Government Data and making City data publicly available at no cost for re-use for the benefit of the citizens, businesses and visitors of the City.

PURPOSE:

This policy defines the principles of Open Data within the context of Open Government and provides the framework for the implementation of Open Data operations within the City. Open Data will support internal efficiencies with improved access to data and external benefits via the re-use of the data including scholarly research and economic development through community creation of innovative applications for the benefit of the community.

DEFINITIONS:

Data are values of qualitative or quantitative variables, belonging to a set of items.

Dataset means a collection of raw-non-manipulated data which is machine readable and usually presented in tabular form with associated metadata.

Data Custodian is the person accountable for creating, maintaining and archiving specific data they have been acknowledged as being responsible for.

Mandatory Policy, *Municipal Act* : No
Policy Administration Team, Review Date: May 21, 2013
Corporate Management Team, Review Date: June 12, 2013

Open Data is a foundational component for Open Government and focuses on making public data freely available in a usable format for all to re-use and add value for the benefit of citizens and businesses.

SCOPE:

This policy applies to City-owned data which may be made public subject to privacy requirements as defined by the *Municipal Freedom of Information and Protection of Privacy Act* and any contractual requirements that preclude external access to data.

POLICY COMMUNICATION:

The policy will be posted on the City Website. Staff will be advised of the new policy via distribution to the Operational Leadership Team and Corporate Management Team.

POLICY:**Open Data Principles**

The principles of Open Data are based on the Sunlight Foundation's "Ten Principles for Opening Up Government Information":

1. *Completeness*
2. *Primacy*
3. *Timeliness*
4. *Accessibility*
5. *Machine Readable*
6. *Non-discrimination*
7. *Non-proprietary*
8. *Licence Free*
9. *Long Term Preservation of Datasets*
10. *Usage Costs*

Open Data Governance

The Corporate Management Team (CMT) shall provide strategic direction, prioritization and resourcing support for the corporate Open Data program.

An Open Data Working Group is responsible for facilitating the adoption of the Open Data policy, addressing technical and standards issues and providing strategic and policy considerations to CMT.

Departmental Contribution to Open Data

Open Data is a corporate wide program. Every City Department shall endeavour to provide departmental data to the public to the degree that it is allowed under current legislation and City policy. Every City Department shall assign the role of Data Custodian to the applicable manager or supervisor for the data sets created and maintained by that department. Each Data Custodian is accountable for managing the data for which they are responsible and for adopting and enforcing the Open Data policy.

Open Data Standards

Digital data standards for open data are currently fairly standard; however, there needs to be a longer-term view to ensure long-term effectiveness of the standards that data will be provided to the public.

Open Data standards shall be based on the principles of accessibility and ease of re-use.

Metadata standards for Open Data shall be based on the extended metadata standard utilized as part of the Records Management Program.

Open Data User Licence

Users must agree to the terms of use detailed in the “Open Data User Licence” attached as Appendix 2 to this policy, to access and use City data made available through the Open Data portal:

Open Data Portal

The City will maintain an Open Data portal to provide access to the raw data as well as support the broader use of the data through visualizations and related tools. The portal should evolve as the needs of the user community change.

COMPLIANCE:

In cases of policy violation, the City may investigate and determine appropriate corrective action.