Council Policy

Approval date: May 21, 2019   Resolution No. 256/2019

Subject: **Open Data Hub - Open Penticton**

Goal

The City of Penticton is committed to providing enhanced community service and transparency with "Open Penticton", an Open Data Hub that provides access to information and data in an easy and accessible way, free of charge.

Definitions

City means the City of Penticton.

Open Penticton means a self-serve web hub committed to enhancing transparency and accountability through community access to City information and data.

Data means raw facts and figures that have not been organized or easily interpreted without additional processing to provide context.

Datasets means a collection of related sets of information that is composed of separate elements but can be manipulated as a unit by a computer.

Data Owner means the department responsible for a particular piece of information or dataset's integrity and accuracy.

Department Heads mean the General Managers and Directors.

GIS Team means the Geographical Information System Analysts within the Information Technology department.

Information means data that has been organized or transformed in such a way that it becomes useful to the user.

Policy

City staff will ensure the public information and data provided through "Open Penticton" is current, accurate, and in a format that is publicly accessible and easy to use. Information and data, where available in a suitable electronic format, will be open and available to the public by default and private or confidential

where appropriate as defined by the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and any other legislation.

The guiding principle of this policy is that the City will take a proactive role in making information and data routinely available subject to legislation, and where applicable disclose this information and data through an automatic process (e.g. electronic means) whenever possible.
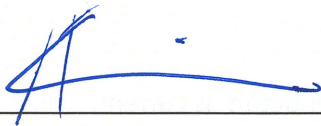
Information and data made available through "Open Penticton" will be licensed under the Open Government License - Canada (https://open.canada.ca/en) and will be free of charge unless there are bylaws or policies requiring a fee be charged, or where legislation allows for or requires fees be charge (e.g. the FOIPPA). Third parties who use this information and data to make decisions, produce applications, or produce public information accept any errors and omissions.

"Open Penticton" is a web hub designed for convenience, the City will not be held responsible for errors and omissions.

Responsibilities

Department Heads	Provide direction to staff to be open and transparent with information and data.
Data Owners	Ensure the integrity and accuracy of the information or data that they are responsible for. Be proactive in identifying information and datasets that are of value to the public and submit to Corporate Administration and Department Heads for review and approval.
Corporate Administration in cooperation with Department Heads	Review and approve information or data to identify any privacy or confidentiality issues as defined by FOIPPA, and any other legislation before the release of new information or data through "Open Penticton".
GIS Team	Determine whether the approved information or data can be made available through "Open Penticton" or if other means are necessary; publish the approved information or data for access through "Open Penticton" when applicable.
All Staff	Direct individuals to "Open Penticton" for obtaining information and data where applicable and provide support on how to navigate to the information and data that they are looking for.

Certified Correct

Angie Collison, Corporate Officer