



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Information Technology Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 14, 2015
SUBJECT/REPORT NO:	Data Dissemination Policy (FCS15064) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Maria McChesney Director, Information Technology
SUBMITTED BY:	Cindy Mercanti <i>Acting</i> General Manager Finance & Corporate Services Department
SIGNATURE:	

RECOMMENDATION

- (a) That the Data Dissemination Policy (“DDP”), attached as Appendix “A” to Report FCS15064, be approved and that the Director, Information Technology, be authorized to amend the Policy, from time to time, as required, in a form satisfactory to the City Solicitor with content approved by the General Manager, Finance & Corporate Services;
- (b) That the Director, Information Technology, or delegate, be authorized and directed to execute all data dissemination licensing agreements in a form set out in Schedule “A” of the Data Dissemination Policy (“DDP”), as may be amended, from time to time, and other ancillary documents, as required, to implement the DDP.

EXECUTIVE SUMMARY

The City has shared Geographical Information Systems (GIS) data under license with internal and external partners under an informal data dissemination policy since the inception of its GIS program in the early 1990’s. It is now appropriate for Council to approve and endorse the DDP to advance GIS data dissemination.

Recent investigations to update and enhance the DDP have identified the need for Council consent prior to moving forward with continued use, updates or enhancements to the DDP.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: Fees are assessed in accordance with Schedule “B” to the DDP (refer to Appendix “A” of report FCS15064).

Staffing: N/A.

Legal: The Legal Services Division has been consulted and has reviewed the DDP and will continue to review any future amendments. The DDP does include a Data Licence Agreement (DLA) which is entered into with external agencies. As a result, one of the recommendations contained in this report is that the Director of Information Technology, or delegate, be authorized and directed to execute all data dissemination licensing agreements and other ancillary documents required to implement the DDP.

HISTORICAL BACKGROUND (Chronology of events)

Digital data sets, created and maintained by the City of Hamilton are used to support internal corporate programs and services. These data sets are often requested by external agencies. A sub-set of these data sets are available on the City’s Open Data site (<https://www.hamilton.ca/city-initiatives/strategies-actions/open-accessible-data>), while others are restricted by privacy, security or third party agreements.

The Data Dissemination Policy ensures that consistent and equitable service is provided to the public and defines the type of data covered, the type of charges for the data by category of client and provides a schedule of costs for data items, materials and custom services. The DDP is intended to be used by staff in fulfilling requests for data from internal and external clients.

The City has shared Geographical Information Systems (GIS) data under license with internal and external partners since the inception of its GIS program in the early 1990’s. An informal data dissemination policy was used.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Cost recovery charges under the DDP are currently exempt from the City’s User Fees and Charges By-Law as they are contained in a licence agreement. City staff is also looking at incorporating such charges in future User Fees and Charges By-Laws through the budget process.

RELEVANT CONSULTATION

Consultation has taken place on the DDP with:

Legal Services Division, City Manager's Office; Information Technology, Corporate Services

ANALYSIS AND RATIONALE FOR RECOMMENDATION (Include Performance Measurement/Benchmarking Data if applicable)

Many municipalities operate under a similar Data Dissemination Policy for the release of their GIS datasets. To date, City staff have operated under an informal policy similar to the DDP. It is now appropriate for Council to formally approve and endorse the DDP.

For any future amendments to the policy, it is recommended that the Director of Information Technology have the authority to make such amendments, subject to being satisfactory to the General Manager, Finance & Corporate Services, and in a form satisfactory to the City Solicitor.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN

Strategic Priority #2 - Valued & Sustainable Services

WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.

Strategic Objective

- 2.1 Implement processes to improve services, leverage technology and validate cost effectiveness and efficiencies across the Corporation.
- 2.2 Improve the City's approach to engaging and informing citizens and stakeholders.
- 2.3 Enhance customer service satisfaction.

Strategic Priority #3 - Leadership & Governance

WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.

Strategic Objective

3.4 Enhance opportunities for administrative and operational efficiencies.