

**ADMINISTRATIVE ORDER NUMBER 2014-006-ADM
RESPECTING OPEN DATA**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Open Data Administrative Order*.

Interpretation

2. In this Administrative Order,
 - (a) “CAO” means the Chief Administrative Officer of the Halifax Regional Municipality, or delegate;
 - (b) “Council” means the Council of the Municipality;
 - (c) “Data” means facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences;
 - (d) “Dataset” means a collection of raw, original and machine readable data stored and presented in tabular form with related metadata, but excludes unstructured data;
 - (e) “Machine readable” means being able to allow automated import and processing through computer application;
 - (f) “Metadata” means information about data that describes or characterizes such data to assist in its retrieval, interpretation, or use;
 - (g) “Municipality” means the Halifax Regional Municipality;
 - (h) “Open Data” means datasets that have been approved for public release in accordance with this Administrative Order;
 - (i) “Open Data Catalogue” means a listing of datasets that have been made available as municipal Open Data;
 - (j) “Personal information” means recorded information about an identifiable individual as defined in section 461 of the *Municipal Government Act*; and
 - (k) “Unstructured data” includes photos, emails, PDF files, word processing documents, and webpages.

Purpose

3. The purpose of this Administrative Order is to permit the release and reuse of electronic municipal datasets in machine readable format pursuant to this Administrative Order, at no cost to the public, that meets specified criteria, while protecting personal information in accordance with the municipality's legislative obligations under Part XX of the *Municipal Government Act*, Freedom of Information and Protection of Privacy, and the municipality's Privacy Policy.
4. The purpose of this Administrative Order will be facilitated by:
 - (a) Making the municipality's data more accessible to the public in order to meet the needs and expectations of citizens by creating an equal opportunity for citizens and businesses to access the municipality's open data in a timely, simple and straightforward manner;
 - (b) Enabling innovative ways to engage citizens in community development and public policy issues;
 - (c) Improving relations between the municipality and citizens by increasing government transparency;
 - (d) Improving data sharing efficiency and decreasing the related operating costs for the municipality;
 - (e) Enhancing the social and economic benefit of the municipality's data; Promoting the use of the municipality's open data catalogue; and
 - (f) Creating new opportunities to inform citizens about the municipality and enable their participation in municipal government decision making.

Application

5. This Administrative Order applies to datasets that:
 - (a) (i) are owned by the municipality; or
(ii) are in the custody of the municipality and for which the municipality has authorization from the owner of the datasets to release in accordance with this Administrative Order;
 - (b) are relied upon by the municipality for decision-making;
 - (c) are machine readable; and
 - (d) are in a non-proprietary, searchable, sortable, technology platform-independent format.

6. This Administrative Order does not apply to datasets:
 - (a) that contain personal information;
 - (b) in respect of which the municipality is subject to a legal or contractual obligation to keep confidential; or
 - (c) for which distribution is restricted for public safety reasons.
7. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to licence data not contained within the Open Data Catalogue.

Open Data Catalogue

8. Council hereby establishes an Open Data Catalogue, which shall include all datasets made available to the public by the municipality at no cost.
9. Council hereby delegates to the CAO the authority to place terms of use on the use of datasets by the public from the Open Data Catalogue.

Schedule of release

10. The municipality may consider datasets for release as open data upon a request from a member of the public or a request from a municipal business unit.
11. Municipal staff shall release new datasets as open data at least once per year.
12. When requested datasets are eligible for release under this Administrative Order, staff shall prioritize the timing of the release of datasets based on a consideration of the following:
 - (a) consultation with municipal business units;
 - (b) technical complexity of the source system;
 - (c) resource availability;
 - (d) data preparation; and
 - (e) any other matter staff considers relevant.
13. Where staff has received a request for the release of a dataset as open data in accordance with section 10, the dataset shall be reviewed by the HRM Access & Privacy

Officer for a determination as to whether the dataset contains any personal information.

14. Staff may recommend to the CAO that a dataset be included in the Open Data Catalogue where it has been prioritized for release in accordance with section 12 and it has been determined by the HRM Access & Privacy Officer to not include personal information as set out in section 13.

Inclusion of datasets in the Open Data Catalogue

15. Council hereby delegates to the CAO the authority to add datasets to the Open Data Catalogue upon recommendation from staff.

Data Sharing Agreements

16. The municipality may enter into data sharing agreements with third party organizations to provide datasets from the Open Data Catalogue to the third party at no cost where, in the opinion of staff, there is a public benefit or a benefit to the municipality, or where the third party is a government or public sector agency.
17. Council hereby delegates to the CAO the authority to enter into and execute data sharing agreements, including any amendments thereto, in accordance with section 16.

Repeal

18. The Geographic Data Dissemination Policy adopted by Council on June 20, 2006 is hereby repealed.

Done and passed by Council this 5th day of August, 2014.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on August 5, 2014.

Cathy Mellett, Municipal Clerk

Notice of Motion:

July 29, 2014

Approval:

August 5, 2014