



Governance and Priorities Committee Report

For the May 8th Meeting

To: Governance and Priorities Committee **Date:** April 20, 2014

From: Katie Hamilton, Director of Communications and Civic Engagement

Subject: Proposed Open Data Licence and Update on Open Government and Open Data Initiatives

Executive Summary

The goal of Open Government and Open Data initiatives is to remove barriers to access to information created or managed by government institutions, while respecting privacy and sensitivity concerns. Facilitating access to this information allows individuals, entrepreneurs, academics, community groups and others to study communities and develop applications that leverage the data to improve community experience and stimulate economic growth.

The City of Victoria is committed to operating a local government that is open, transparent and accessible to its citizens. The guiding principle for public access to data should be that any data paid for by the City (and thus the taxpayers) should be accessible to any taxpayer.

Open data is a philosophy and practice requiring that certain data are made freely available to the public, in machine-readable format without restrictions from copyright, patents or other mechanisms of control. The recommended default position for the organization should be to proactively share information unless one of the mandatory exceptions under *Freedom of Information and Protection of Privacy Acts* applies.

In 2011, City Council adopted the principles and steps outlined in the Open Government through Open Data (OG/OD) resolution. Since approval many advances have been made including more interactive online services, an open data catalogue, app development and increased resourcing of key areas to open government and open data initiatives.

Maximizing access to information and services and engaging the community in civic matters are also principles inherent in the City's Customer Service Action Plan and Civic Engagement Strategy.

An Open Data Licence has been drafted and is attached to this report for Council consideration. The draft licence is based on version 2.0 of the Open Government Licence – Canada, which was developed through public consultation and collaborative efforts by provincial and federal governments. The only substantive changes to the licence are references to the Province of BC and the City of Victoria. A common licence across jurisdictions makes data easier for the public to use as it removes the need for interpretation of multiple licences.

Much of the progress to date on the OG/OD initiative is attributed to specific staff in several departments who embrace an open data philosophy and have embraced technology to support the sharing of information. This presents particularly in the form of online enhancements such as VicMap, the website and social media, webcasting and the open data catalogue. It demonstrates that open government and open data initiatives can advance with champions in place, however, to build on progress to date and see sustained progress there are a number of organizational considerations for future.

To further identify and create data in suitable formats, the City needs to identify an organizational lead, build capacity and provide training and tools to engage staff in the proactive identification, collection and creation of data sets for public use.

Recommendations

1. Approve the attached open data licence.
2. Direct staff to report back in January 2015 on progress to date.

Respectfully submitted



Katie Hamilton
Director of Communications and Civic Engagement

Report accepted and recommended by the City Manager:



Date:

May 6, 2014

Purpose

To provide an update on the City's progress towards open data and open government initiatives (OG/OD initiatives) and seek Council approval of the attached open data licence.

Background

In October 2011, City Council approved the following motions:

Motion One:

To lay the foundation for the practical steps needed to facilitate open government operations and open data accessibility, the City of Victoria will adopt these Open Data Principles, which, when applicable, will guide future actions taken in our efforts to operate the most open and transparent civic government possible:

1. Complete: All public data should be made available*. Public data is data that is not subject to legal or otherwise valid privacy, security or privilege limitations.
2. Primary: Data is as collected at the source, with the highest possible level of granularity, not in aggregate or modified forms.
3. Timely: Data is made available as quickly as possible to preserve the value of the data.
4. Accessible: Data is available to the widest range of users for the widest range of purposes.
5. Machine processable: Data is reasonably structured to allow automated processing.
6. Non-discriminatory: Data is available to anyone, with no requirement of registration.
7. Non-proprietary: Data is available in a format over which no entity has exclusive control.
8. License-free: Data is not subject to any copyright, patent, trademark or trade secret regulation. Reasonable privacy, security and privilege restrictions may be allowed.

Motion Two:

Working towards the practical application of these principles, the City of Victoria will take these steps:

1. Identify immediate opportunities to distribute more of its data*
2. Record the votes cast by each Councillor at each Council and Committee meeting, whether in support or opposition to any Motion
3. Ask staff to report back on the cost associated with taking the actions identified in (a) through (j), below, including an analysis of how these Open Government/Open Data initiatives complement and can be applied in concert with the City of Victoria's Official Community Plan, Economic Development Strategy and Civic Engagement Strategy.
 - a) Build a searchable database of: existing bylaws, policies, permits, procedures, schedules and feeds, such as child care spaces, garbage collection, health inspections, election results, council meetings, open houses, public hearings, road closures, Police and Fire incidents, etc.
 - b) Post, as searchable text (not scanned images), Agendas, minutes, and other (out-of-camera) documents related to Council meetings
 - c) Post searchable archived Council agendas, minutes, and reports
 - d) Begin broadcasting live video streaming (and archiving) of council meetings
 - e) Continue to enhance interactive online services

- f) Identify an appropriate data license
- g) Index, publish and syndicate its data to the internet using prevailing open standards, interfaces and formats
- h) Ensure that data supplied to the City by third parties (developers, contractors, consultants) are unlicensed, in a prevailing open standard format, and not copyrighted except if otherwise prevented by legal considerations
- i) Release automatically all reports submitted to council that do not require confidentiality – if it could be subject to an FOI request, release it and let people know that it is available
- j) Inventory existing data, including background research where available, BC Transit Data, GIS data sets, such as locations of bike lanes, parking, park boundaries, zoning maps, air quality, seismic risk areas, community mapping projects, budget data, grant recipients, festival permits, etc.

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Maximizing access to information and services and engaging the community in civic matters are also principles inherent in the City's Customer Service Action Plan and Civic Engagement Strategy.

Issues & Analysis

The City has completed a number of steps to implementing Open Government and Open Data strategies and has seen progress towards the Council approved principles.

In the past year, the City has completed the following:

- Webcasting of Council and Committee meetings launched in the fall. It facilitates citizen involvement in Council discussion and decisions, while removing the physical engagement barriers of transportation, schedules and effort. The meetings are available to view through live streaming and video archives, including on mobile devices. Users can access meeting videos along with relevant supporting materials like staff reports, meeting agendas and minutes, from the comfort of their own home. In addition, citizens can follow items of interest with keyword-searchable content and RSS functions. Generally, there are between 65-200 individuals live viewing Council and Governance and Priorities meetings.
- The webcasting system also integrates with the agenda management software which provides access to archived meeting agendas, reports and minutes since 2009.
- Interactive online services continue to be enhanced with the introduction of VicMap, Have Your Say Victoria, a garbage collection widget and app, a new City blog, and continued commitment to growing the City's social media interaction.
- VicMap is an online, GIS based mapping system that provides users with a wide range of data and uses, and enables citizens to directly download raw data sets from the map.
- The various layers of data on VicMap are helpful for personal and business decision-making, as well as collecting data, conducting research and creating apps. The map has a

variety of search capabilities including by address, intersection, parcel identification, park or neighbourhood. Users can add text, lines and shapes to maps to print or share with others, or add their own data to create custom maps. A detailed property report on any City property or parcel can be generated and printed.

- VicMap users can now search for any business that has a business licence by name, category, address, keyword, or within a certain area. Prospective business owners can use the map to determine where to set up shop based on geographic need, or based on what complementary or competing businesses are in the area. Current business owners can use it to see what services their neighbours provide. Individuals can use the tool to search by category - for example, to search for any restaurant or food service business in a specific neighbourhood, or locate all the medical clinics within the city.
- VicMap now offers an interactive cycling map layer where users draw on the map to show cycling origins, destinations, desired routes, and areas needing improvement. These drawings and comments will then be submitted to the City as part of the Bicycle Master Plan consultation.
- VicMap was showcased by ESRI Canada as a GIS case study in 2014 calendar featuring outstanding maps and apps from across Canada.
- A new online consultation portal "Have Your Say Victoria" and blog launched this past month. Both tools enhance the city's ability to engage in interactive discussions and create new tools for sharing information and interacting with the public on a variety of topics. The consultation portal also has interactive capability with the online agenda management and webcasting tools, which can be explored in future.
- The City's online garbage collection reminder widget at www.victoria.ca/schedule was launched timed with changes to the garbage collection model. Designed by enterprising developers who used raw City data for garbage collection schedules it enables the resident to sign up for text, email, phone or Twitter reminders prior to garbage day, and syncs with online calendars. The result is a practical tool that improves customer service for residents receiving service from their local government.
- Over 5,400 households have signed up for active reminders (email, text, phone, Twitter, iCalendar), over 6,500 personal garbage calendars have been downloaded to date and the Mobile app has been downloaded 1,600 times.
- As of April 2014, this means over 13,500 active interactions and 11,200 City of Victoria addresses (of a potential 14,000) searched in the first 12 months. At the recent BC Open Data Summit in Vancouver, several attendees commented on the City's success with the online garbage notification system.
- The City has a robust social media following that facilitates faster two-way information sharing with local residents. In comparison to other municipalities of Victoria's population, this social media following is considered high and continues to grow.
 - Twitter: 13,300 followers (increases by about 300-400 followers per month)
 - Facebook: 8,500 fans
 - YouTube channel : 3,600 views to date of all videos (launched in September 2013)
 - Recently launched a LinkedIn profile for "City of Victoria BC" and have begun promoting job postings through social media.

- The City hosted the local open data community for International Open Data Day in February of 2013. The “hackathon” saw the local open data community review and utilize various sets of raw data from several organizations, which can then be harnessed for meaningful electronic applications.
- A special hackathon for kids was also included to introduce online tools and information to children
- Timed with Open Data Day and the one year anniversary of launching a new City website, the City introduced its online Open Data catalogue.
- The Open Data Catalogue at www.victoria.ca/opendata contains a variety of data and mapping files outlining, among other things, property boundaries, City parks and recreation facility locations, City archival information and garbage collection routes.
- The recent addition of business licence data provides useful, practical information for residents, professionals, business owners and prospective business owners. Other updates include acquisitions by the City Archives.
- Over 30 datasets have now been uploaded to the catalogue the most recent being the addition of financial data.
- An Open Meetings policy was created and implemented in 2014, a principle statement by Council that they will conduct business in the open to the greatest extent possible. This also includes a provision to release information from closed sessions as soon as those items that can be discussed in public without harming the interests of the City or third parties.
- The new searchable document library planned for May will enable the public to search all documents posted on the website, including bylaws, third party reports, policies, application forms and in-camera rise and report items of Council.
- More staff resources to fulfill Freedom of Information and Protection of Privacy requests have been added to ensure timely release of information and compliance with privacy legislation. A records manager will also begin in May which will assist the City in developing a records management program including record categories, which are necessary for proactive identification, prioritization and provision of data to the public.
- Staff are currently exploring public notification options for posting of Council and committee agendas and minutes, as well as searchable text options for agendas, minutes, and Council documents.

Much of the progress on the OG/OD initiative is attributed to specific staff in several departments who embrace an open data philosophy and have embraced technology to support the sharing of information. This presents particularly in the form of online enhancements such as VicMap, the website and social media, and the open data catalogue. It demonstrates that open government and open data initiatives can advance with champions in place; however, to build on progress to date and see sustained progress there are a number of organizational considerations for future.

The recommended default position for the organisation should be to proactively share information unless one of the mandatory exceptions under Freedom of Information and Protection of Privacy

Acts applies. However, staff in many municipalities, including the City of Victoria, has been slow to appreciate the value and need for proactive release of information and data outside of the traditional municipal need for the information. To further identify and create data in suitable formats, the City needs to build and support strategic relationships with data publishers, essentially staff in departments that create data (all departments) and provide training and tools to engage them in the identification, collection and creation of data sets for the public. This is also necessary for ensuring third party reports and data submitted are in open standard format.

An Open Data Licence has been drafted and is attached to this report for Council consideration. The proposed Open Government Licence is based on version 2.0 of the Open Government Licence – Canada, which was developed through public consultation and collaborative efforts by provincial and federal governments. The only substantive changes to the licence are references to the province of BC and the City of Victoria.

A common licence across jurisdictions makes data easier for the public to use as it removes the need for interpretation of multiple licences. This is especially relevant in a Region with multiple agencies and municipalities.

While researching the development of the proposed licence and best practices, staff reviewed other municipal licences and sought advice from Civic Info, local Open Data chapter, and the Province of BC to ensure consistency with national and provincial standards. As well, the City has been reviewing the recommendations of the Office of the Information and Privacy Commissioner to identify additional data sets for proactive and routine release.

Options and Impacts

1. Approve open data licence and continue to follow status quo approach to advancing OG/OD initiative.

Impacts:

- Pace of progress in this area will remain the same
- Open data advances will remain “opportunistic”
- Capacity and coordination of OG/OD initiatives will be increased
- OG/OD advances will be strategic and prioritized.
- Organizational awareness and regular reporting will be improved.

Recommendations

1. Approve the attached open data licence.
2. Direct staff to report back in January 2015 on progress to date.

Departments

Mayor & Council

Engineering & Public...

> Downtown Beautification

> Kitchen Scraps, Garba...

> Collection Schedule

> Tips

> Garbage Bin Selection

> Garden Waste Drop-off

> Recycling & Composting

> Household Hazardous W...

> FAQs

> Forms for Kitchen Scrap...

> Extra Garbage Options

> Land Development

> Parking

> Public Works Day

> Road Maintenance

> Sewer

> Street Cleaning

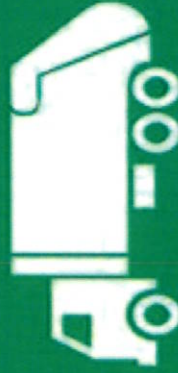
> Surveying & Mapping

> Transportation

> Water

Collection Schedule

Kitchen Scraps and Garbage Collection Schedule



Never miss another collection day

The 2014 collection schedule is now available.

Sign up here for email, text, voicemail or Twitter reminders, or integrate the collection schedule with your icalendar! You can also print your personal Kitchen Scraps and Garbage schedule here. Start this simple process by entering your street address in the box below.

Collection Schedules and Reminders

Need help?

Please type your home address:

Search

Example: 3112 Jackson St. Victoria, BC

Related Links

- > Garbage Collection Schedule
- > Service Request Form
- > Street Cleaning
- > CRD Blue Box Recycling Program

Register Now

Spring/Summer Programs

More Information



Contact Info

Public Works

250.361.0400

Email Public Works

City Hall

Mayor, Council & Comm...

Public Notices

Archives

Budget

Bylaw Enforcement

Bylaws

Career Opportunities

Citizen & Business Surv...

City Hall Construction...

Documents & Publications

Freedom of Information

Municipal Election

Online Services

Open Data

Open Data Licence

News Room

Public Meeting Schedule

Service Requests

Strategic Plan

Awards

Open Data

Welcome to the City of Victoria's Open Data Catalogue.

We will continue to add data to this page as it becomes available. Please review the [licence](#) and [disclaimer information](#) before utilizing this data.

The City has recently launched [VicMap](#), an interactive, multi-layered map. Map data can be directly downloaded from the map. [Click here \[PDF - 88 KB\]](#) for instructions.

Data Set	CSV	KML	SHP	Other	Date Added or Updated
Statement of Council remuneration and expenses paid - 2012	CSV 11 KB				April 2014
Statement of Police Board remuneration and expenses paid - 2012	CSV 11 KB				April 2014
Statement of employee remuneration and expenses paid - 2012	CSV 117 KB				April 2014
Archives - Acquisitions (last 24 months)	CSV				January 2014
Business Licences (all businesses with a licence in the City of Victoria)	CSV			XLS	January 2014 (updated daily)
Bike Routes		KML [KMZ - 46 KB]	SHP [ZIP - 47 KB]		April 2013

Related Links

- › DataBC
- › Government of Canada Open Data Portal
- › VicMap
- › Digital Mapping Information Request Form [PDF - 152 KB]

Register Now

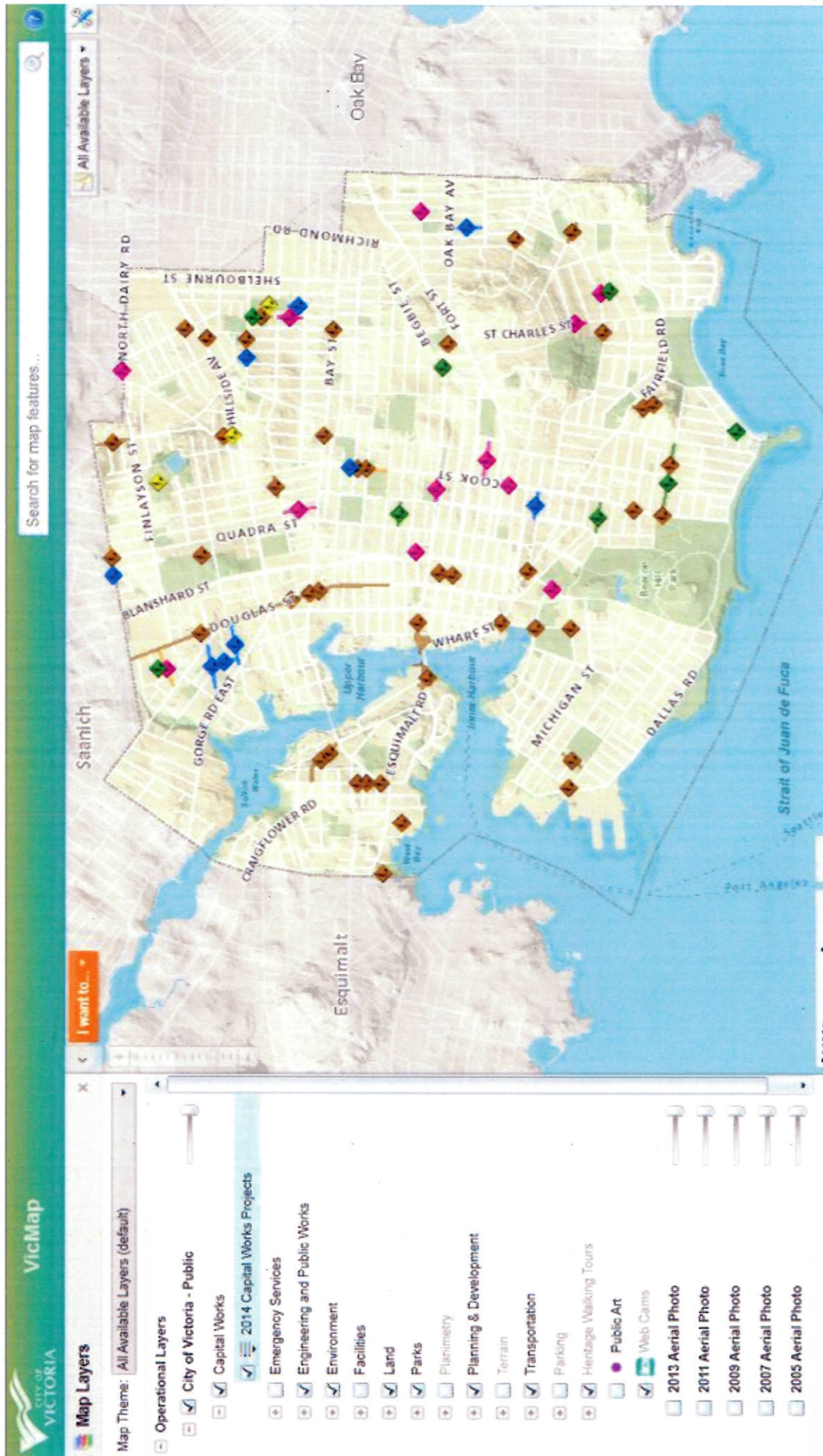
Spring/Summer Programs

More Information



Contact Info

Email us to request data or report a problem







Open Government Licence for the City of Victoria

Preamble

This Open Government Licence is based on version 2.0 of the Open Government Licence – Canada, which was developed through public consultation and collaborative efforts by provincial and federal governments. The only substantive changes to the licence are references to the province of jurisdiction and the name of the public body.

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"Records"

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