



## DATA DISSEMINATION POLICY

Digital data sets created and maintained by The Halton Region Conservation Authority are used to support internal corporate programs and services. These datasets may be made available to external agencies whose activities complement the Authority's mandate to further the conservation, restoration, development and management of local natural resources.

This policy defines the process used by the Authority for the dissemination of digital data. The Geographic Information Systems (GIS) Coordinator will be responsible for co-ordinating the distribution of data to external agencies through either data licensing agreement or data sharing agreements.

Implementation of this policy will commence immediately, with the Director of Watershed Management Services Division having authority establish, revise and waive fees as appropriate, and the authority to delegate responsibility for granting exemptions from fees to staff. Managers may grant exemptions from fees for data originating in their respective departments.

### 1. DATA DISTRIBUTION LIMITATIONS

Direct access to Watershed Management Services Division GIS data and databases is limited to Division staff. Public access to electronic data sets will be granted through licensing agreements that allow digital datasets to be utilized for a limited purpose and duration. Authority data is licensed for use and not sold, with intellectual property rights remaining with the organization. Public access to equivalent information, in published hard copy reports, is available without the requirement to enter into a licensing agreement.

### 2. DATA COVERED BY THIS POLICY

All data held by the Authority is covered by this policy, including geospatial data.

### 3. POLICY ENFORCEMENT

The GIS Coordinator will be responsible for maintaining this policy document and coordinating the overall distribution of data to external agencies through the use of data licensing agreements, data sharing agreements or similar means.

### 4. GROUPS SUBJECT TO THIS POLICY

All Authority Divisions will work within accordance with this policy.

Members of Ontario Geospatial Data Exchange (OGDE) and clients with Data Exchange Agreements (DEA) or Memorandums of Understandings (MOU) may be exempt from all or some fees. The GIS Coordinator shall maintain a list of organizations that are part of the OGDE or have a current DEA and MOU with Conservation Halton.



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Geographic Information Systems Program  
*Protecting the natural environment  
from lake to escarpment*  
[www.conservationhalton.on.ca](http://www.conservationhalton.on.ca)

## **5. GROUP DESCRIPTIONS**

For the purposes of fees determination, clients are divided into five categories. Fees associated with each group vary and recognize funding models and 'in kind' contributions that exist with partnerships. Fees may be waived, in whole or part, at the discretion of the Department Manager.

**Group A** clients are Authority employees or external agencies with existing Data Exchange Agreements with the Authority.

*Clients are not required to enter into a data licensing agreement. These clients will use the data within the limitations of their existing DEA or MOU without incurring additional fees<sup>1</sup>.*

**Group B** clients are consultants in the hire of the Authority. It also includes Conservation Authorities, Regional or Municipal governments, school boards, police and fire services, local media representatives and other local government agencies or associations involved in activities within the watershed of The Halton Region Conservation Authority.

*Clients are required to enter into a data licensing agreement (DLA). These clients will use the data within the limitations specified in the DLA (and any additional Project contract agreement) without incurring additional fees<sup>1</sup>.*

**Group C** clients include external government agencies boards and commissions without an Authority Data Exchange Agreement, including: Federal or Provincial governments, libraries, universities and utilities.

*Clients are required to enter into a limited use data licensing agreement. These clients will use the data within the limitations specified in the DLA and may be subject to fees<sup>1</sup>.*

**Group D** clients include requests for data from individuals, consultants and developers for private projects. Data is licensed, not sold, for private non-commercial one-time use.

*Clients are required to enter into a limited use data licensing agreement and will use the data within the limitations specified in the DLA. Where a request includes the creation of printed maps or other media, printing and material fees may be applicable. Cost recovery fees will include handling fees and staff time. In addition, some data is subject to a modest data licensing fee<sup>2</sup>.*

**Total Fee = handling fee + data licensing fee + staff time + materials/printing fees**

**Group "E"** clients seek data for unlimited, commercial uses including resale of data.

*The Halton Region Conservation Authority does not entertain commercial uses of Authority data. For more information please contact the GIS Coordinator.*



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#### Notes:

<sup>1</sup> Handling fees and licensing fees are generally waived, however, staff time, printing costs and materials may be recovered through appropriate cost recovery charges, at the discretion of the Manager. Fees may include charges for one or more of the following: staff time, licensing fees, printing and materials costs.

<sup>2</sup> Licensing fees are described in detail in the following document:  
Summary of Conservation Halton GIS Data Holdings and Availability.

Last Update September 30, 2013