

This row shows the OD metadata fields	#	Public Title	Short Description	Long Description	Other Title	Data Custodian Email
This row provides some additional guidance	na	<p>MANDATORY</p> <p>Plain language name of the dataset, suitable for the public.</p>	<p>MANDATORY</p> <p>Short Description for purpose of the Dataset. Suitable plain language for public understanding</p>	<p>MANDATORY</p> <p>Long Description that complements the Short Description and provides more information for Users or Stakeholders of the Dataset</p>	<p>OPTIONAL</p> <p>If your office/team/branch has a unique or technical identifier name or identifier for this dataset that you would like to maintain, please include it here.</p>	<p>MANDATORY</p> <p>Include in this field the email address of the individual responsible for generating and updating the content of the dataset.</p>
This row indicates field Limitations / Restrictions	na	Free text, character limit (200)	Free text, character limit (200)	Free text, character limit (600 characters)	Free text, character limit (200)	Free text, character limit (200)
	33	St. Lawrence Parks Commission Visitor Origins	Visitor origins using postal code data collected from visitors through the gate at Upper Canada Village & Fort Henry and campgrounds.	The St. Lawrence Parks Commission tracks visitor origins by collecting postal codes at the entrances to Upper Canada Village and Fort Henry. Postal code data is also collected from campers to the SLPC campgrounds through their reservation data that is collected via the SLPC call centre and through online reservations.	VISITOR POSTAL CODE DATA	susan.leclair@parks.on.ca

	34	St. Lawrence Parks Commission Social Media Activity	Activity on St. Lawrence Parks Commission attraction social media is tracked.	The St. Lawrence Parks Commission tracks activity on social media for Upper Canada Village, Fort Henry, Upper Canada Golf Course, Chrysler Park Marina, St. Lawrence Parks and Upper Canada Migratory Bird Sanctuary. Social media that is tracked includes Twitter and Facebook	SOCIAL MEDIA ACTIVITY	dora.cruceu@parks.on.ca
	35	St. Lawrence Parks Commission Website Activity	Visits to the St. Lawrence Parks Commission's websites is tracked.	The St. Lawrence Parks Commission tracks the activity to its websites including Upper Canada Village, Fort Henry, Upper Canada Golf Course, Chrysler Park Marina, Camgrounds and a Corporate website. The websites are in English and in French.	WEBSITE ACTIVITY	dora.cruceu@parks.on.ca
	36	St. Lawrence Parks Commission Employee Extract	Employee information	This data is used to track and inform workforce metrics/dashboard	Employee Extract	amanda.veltheim@parks.on.ca
	37	St. Lawrence Parks Commission Employee Incidents	Employee Incidents	This data tracks/summarizes employee incidents, including details about the incident, incident type, and whether a WSIB claim was established	Employee Incidents	amanda.veltheim@parks.on.ca
	38	St. Lawrence Parks Commission Recruitment Summary	Recruitment Summary	Summary of competitions posted and various recruitment metrics	Recruitment Summary	amanda.veltheim@parks.on.ca
	39	St. Lawrence Parks Commission Attendance Credits	Attendance	This data tracks attendance credits accrual and usage	Attendance	jennifer.dionne@parks.on.ca

Data Custodian Branch	Tags	Date Range - Start	Date Range - End	Date Created	Date published
<p>MANDATORY</p> <p>Please include the name of the ministry branch or agency department responsible for generating and updating the content of the data or providing authoritative information about it. Please do not use acronyms.</p>	<p>OPTIONAL</p> <p>Tags are labels that describe things. Tags have an advantage over topics in that they aren't preset or limited to a certain number.</p>	<p>OPTIONAL</p> <p>Date range is used when a dataset covers a specific and limited time period. The start and end dates are separated to help the system manage the information.</p>	<p>OPTIONAL</p> <p>Date range is used when a dataset covers a specific and limited time period. The start and end dates are separated to help the system manage the information.</p>	<p>OPTIONAL</p> <p>This refers to the date the data source was first created by the data custodian or owner.</p>	<p>OPTIONAL</p> <p>Date published refers to the date the dataset was made available to the public online for the first time.</p>
<p>Free text</p>	<p>Free text limited to 25 characters. Comma separated list of tags.</p>	<p>Date format restricted to yyyy-mm-dd</p>	<p>Date format restricted to yyyy-mm-dd</p>	<p>Date format restricted to yyyy-mm-dd</p>	<p>Date format restricted to yyyy-mm-dd</p>
<p>St. Lawrence Parks Commission</p>		<p>2015-04-01</p>	<p>2016-03-31</p>	<p>2016-01-01</p>	

St. Lawrence Parks Commission		2016-04-01	2017-03-31	2016-04-01	
St. Lawrence Parks Commission		2015-01-01	2016-01-03	2016-01-01	
		2015-01-01	2016-01-03	2016-01-01	
St. Lawrence Parks Commission		2015-01-01	2016-01-03	2016-01-01	
St. Lawrence Parks Commission		2015-01-01	2016-01-03	2016-01-01	
St. Lawrence Parks Commission					

Contains Geographic Markers	Publisher	Update Frequency	Access Level	Exemption	Rationale not to Release
<p>OPTIONAL</p> <p>This field indicates if the dataset contains geographic markers such as latitude/longitude, postal code, addresses.</p>	<p>MANDATORY</p> <p>This refers to the organization responsible for publishing the dataset. This can be a ministry or agency.</p>	<p>MANDATORY</p> <p>Please indicate how often the dataset is refreshed or updated.</p>	<p>MANDATORY</p> <p>This field indicates if the dataset can be accessed by the public.</p>	<p>MANDATORY if Access Level is "Restricted".</p> <p>This field indicates the specific exemption that applies to the restricted datasets.</p>	<p>MANDATORY if Access Level is "Restricted".</p> <p>This field allows you to briefly explain why a dataset is restricted and cannot be freely accessed. Be clear, concise, and write in plain language suitable for the public.</p>
<p>Boolean (True or false)</p>	<p>Controlled vocabulary. Select from list of ministries and agencies.</p>	<p>Controlled vocabulary: Daily, Monthly, Quarterly, Annually, As required, On demand, Other</p>	<p>Controlled vocabulary. Drop down menu: Open/Public, Will be made open/public, Under review, Restricted</p>	<p>Controlled vocabulary. Drop down menu: Privacy, Security, Confidentiality, Legal and contractual limitations</p>	<p>Free text, character limit (200)</p>
<p>TRUE</p>	<p>St. Lawrence Parks Commission</p>	<p>Annually</p>	<p>Will be made open/public</p>		

TRUE	St. Lawrence Parks Commission	Monthly	Will be made open/public		
TRUE	St. Lawrence Parks Commission	Monthly	Will be made open/public		
TRUE	St. Lawrence Parks Commission	Monthly	Restricted	Privacy	Contains confidential employee information
	St. Lawrence Parks Commission	As required	Restricted	Privacy	Contains confidential employee information
	St. Lawrence Parks Commission	Annually	Under review		
	St. Lawrence Parks Commission		Restricted	Privacy, Confidentiality	Contains employee names and attendance information

Dataset URL	License Type	File Types (extensions)	Additional Comments (Combined) 1 (CommsBR) & 2 (FOI)
<p>OPTIONAL</p> <p>If the data is made available on the internet or intranet, include the Uniform Resource Locator (URL) website address in this field.</p>	<p>OPTIONAL</p> <p>Please indicate if the dataset is currently licenced using one of the following licences.</p>	<p>MANDATORY</p> <p>Please indicate the format of the file that your source data is stored in (separate with a comma).</p>	<p>OPTIONAL</p> <p>Please provide any other information about your data asset that would help us to assess its suitability for open data.</p>
<p>Free text, character limit (200)</p>	<p>Controlled vocabulary Drop down: Open Government Licence, Queen's Printer Licence, Ministry Licence, Ontario.ca Terms of Use, Other Licence. None</p>	<p>Free text, character limit (200). Comma separated list.</p>	<p>Free text, character limit (200)</p>
	<p>None</p>	<p>XSLX</p>	<p>Postal codes are tracked for visitors to SLPC attractions (Upper Canada Village & Fort Henry) and campgrounds.</p> <p>Release of postal codes maybe a concern - personal information - there are some IPC orders out there but would need to look into this a bit more. Further analysis is required prior to releasing the data</p>

	None	XSLX	Social media activity is tracked to measure audience engagement throughout the season. Concern depending on what is being tracked/included here. (1) Need to have a look at what information is being collected - could raise concerns over personal privacy; hence, requires further analysis prior to releasing the data
	None	XSLX	Website activity is tracked to all attraction sites including page views, average time on site, bounce rates etc. Concern depending on what exactly is included, ie, if IP addresses include (1) Need to have a look at what information is being collected - could raise concerns over personal privacy; hence, requires further analysis prior to releasing the data (2)
		XSLX	Requires further analysis if PI is included prior to releasing the data
		XSLX	Concern if PI or identifiable information is included. Would need further analysis prior to releasing the data
		XSLX	
		XSLX	