

Open Government Committee

DRAFT

Minutes

April 11, 2016

10:00 a.m. – 12:00 p.m.
Room 308-309, METRO HALL

Chair	Ulli Watkiss
Members	Bikram Chawla, Lan Nguyen, Casey Brendon, Tracey dal Bianco, Jackie DeSouza, John Humphries (for Matthew Chrysdale), Daphne Gaby Donaldson, Ian Duke, Daniel Fusca, Harvey Low, John Schaffter, Meg Shields, Alex Mozo (for Rob Rossini), Fiona Murray (for Peter Notaro)
Guests	Information Management Liaisons, Ryerson University Masters' program guests
Regrets	Internal Audit Rep, Peter Notaro, Rob Rossini, Nancy Isozaki, Jackie DeSouza, John Humphries
Support	Olalekan Adejola, Robert Ambra, John Jones

Agenda Topics	Lead	Key Points / Actions
Welcome and Review of February 29, 2016 Meeting Minutes	Ulli Watkiss	<p>The Open Government Committee Chair, Ulli Watkiss, welcomed the Open Government Committee members, the Information Mgt. Liaisons (IML) and the special guest, Carolyn John, (Associate Professor in the Dept. of Politics and Public Administration at Ryerson University) to the joint meeting.</p> <p>The leadership role of the IML in better managing information and making government more open and accessible was also acknowledged.</p> <p>Committee then approved the Minutes.</p> <p>Update: GovMaker 2016 will be led by Guelph, Ontario and MaRS. Tentatively planned for Sept. 2016. Once the event is confirmed the Committee and the IMLs will be notified.</p>
"Ask the Open Government Committee"	John Schaffter	<p>This Q & A session provided a forum for the IMLs to ask questions about the City of Toronto's direction regarding Open Government, Information Mgt. and challenges they would like to see addressed. Some of the questions are as follows:</p> <p>Question 1: Has the Open Government Committee considered how information</p>

management and open government will align with Excellence Toronto?

- By using some of the Excellence Toronto drivers as examples, Ulli explained to the group how Information Mgt. and Open Government aligns with the Excellence Toronto.

Question 2: Fire and Paramedics have been asked to open their data. Shouldn't these be consolidated from one place?

- In her response, Lan explained the function of the Open Data Committee as the one official channel for consistency in reporting. It will align data from different sources into a single source for data.

Question 3: What technology advancements is the City implementing to make Open Government more seamless for the City to provide the public with information and for the public to access it?

- In his response, Casey described the Revenue Services Utility Lookup, The public can review their City of Toronto utility account anytime, anywhere, from their computer or mobile device. Details provided include account balance, current and previous billing amounts, payment details, due dates and more.

Question 4: How is the Committee facilitating Open Government through technology?

- In her response, Lan talked about a few of the committee's strategies to support Open Government agenda through technology. Some of which include:
 - o Multi-channel agenda,
 - o multi-services initiatives,
 - o how they are looking at policies and project initiatives like Civic engagement (using technology to engage the public); tools to make the City budget more accessible; Use of business intelligence tools for schools, businesses to create innovation that can help the City.
 - o Open by Design

Question 5: What is the strategy for Change Mgt. around Open Government?

- In her response, Daphne described Change Mgt. as a long and evolutionary process and as such provided some of the steps to be taken to ensure its success. Some of which include:
 - o Training materials and communication will be provided online
 - o Everyone is part of the Change Mgt. planning by ensuring appropriate information is communicated to staff

		<ul style="list-style-type: none"> ○ Making services accessible to the public as easily as the public accesses private sector services is what the public wants for us. We also need to protect information we collect from the public to keep their trust and be open and transparent. ○ Everyone need to see themselves as change agents <p>Question 6: Open Government is more than just letting out open data sets. Can the Committee tell us what we bring into the Open Data Committee beyond open data sets?</p> <ul style="list-style-type: none"> - Open Data is really a journey with over 200 data sets published in the Open Data website. The Open Data Committee <ul style="list-style-type: none"> ○ will work with divisions to publish data without breaching personal information. ○ as part of workplan, will get divisions engaged to publish more data sets ○ will track who is using the data and what the outcomes are ○ as part of workplan, will determine the business value of Open Data to the City and the public ○ will ensure continuous education/ orientation and training across board to create awareness for Open Data <p>In closing the Q & A session, it should be noted that benefits of Open Data are really derived when government itself can look at data with a view of what Divisions can do with it. Also, we should be mindful of ensuring that we are using data in a positive manner.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. IMLs should inform the Open Government Committee if there is any tool they know that may be useful for them 2. All division are to look at the Open Data website and see what might be useful to them. That is when innovation kicks in using data to provide better government and improve the lives of our citizens 3. IMLs are invited to send any topics/initiatives around Change Mgmt. to Robert Ambra, to highlight at future IML meetings.
<p>Toronto Progress Portal</p>	<p>Rob Williams</p>	<p>This online Data Virtualization tool, developed with the City Manager's Office is about how the City is doing from a performance point of view.</p> <ul style="list-style-type: none"> ● This dashboard tool is for performance measures. ● The dashboard is made up of different buckets/ categories, each of which is called a scorecard

		<ul style="list-style-type: none"> • It has different measures and indicators for each measure • It has a Google chart component, data can be downloaded as Excel spreadsheet and can report in PDF format <p>Rob walked the group through the TTC and Toronto Water Open Data that is tracked. He also explained the technology used (an example of how technology supports Open data).</p>
Engineering & Construction Services – Bridge Conditions Visualization Tool	Dan Lymer	<p>Dan presented the Bridge Conditions Virtualization tool and explained the initiative to the group. The tool will keep data on conditions of bridges across the City. The data sets can be accessed through the website – Toronto.Ca/bridges.</p> <p>The presentation covered the project phases, data sets used, future considerations and the Open Data and IM considerations.</p> <ul style="list-style-type: none"> • Some data are withheld from general consumption, for security reasons. • The data on the tool will be updated annually
Electronic Document & Records Management: The Evolution of Solid Waste Management's Approach	Simon Dimuantes	<p>Simon presented the Solid Waste Mgt. Document and Records Mgt. approach to the joint group.</p> <ul style="list-style-type: none"> • SWMS' initial EDRMS Implementation has now become a SharePoint Implementation • In preparation for the SharePoint Implementation, a new naming convention and a G-drive clean-up are in progress. Data migration to a folder structure based on functional model, will follow. • What SWMS did was based on their need, if there is a deviation from the City Clerk's Office information management standards e.g. date format, SWMS will have to amend its format/convention to align with corporate. <p>Action Items:</p> <ol style="list-style-type: none"> 1. To work on file structure so that there is a consistent format with Corporate <p>Meeting ended with a closing remark from Ulli. Questions or suggestions on topics for future discussions to be directed to Robert Ambra and Ola Adejola.</p>
Next meeting: Monday, May 16, 2016: LOCATION: City Hall, 9 th Floor West Tower Large Boardroom		