

Open Government Committee

**Minutes
June 22, 2015**

10:30 a.m. – 12:00 p.m.
City Hall, 9th Floor West Tower
Large Boardroom

Chair	Ulli Watkiss
Attendees	Jackie DeSouza, Daphne Gaby Donaldson, Ian Duke, Harvey Low, Jeff Maus (for Tracey dal Bianco), Rob Rossini, Meg Shields
Guests	John Jones
Regrets	Karthi Bala, Casey Brendon, Bikram Chawla, John Humphries (for Mathew Chrysdale), John Schaffter, Lynda Taschereau
Support	Nancy Isozaki, David Lee

Agenda Topics	Lead	Key Points / Actions
Minutes	Ulli Watkiss	April 27, 2015 Minutes approved. <ul style="list-style-type: none">• Certificates of Leadership from the Institute of Public Administration of Canada were presented to participating Open Government members for being a finalist.
Open Government Updates	John Jones	Common Data Elements Standards <ul style="list-style-type: none">• Approved by City Clerk's Office (CCO) and Chief Information Officer (CIO)• The approved standards will be realized upon the creation of the supporting Information Technology (IT) standards.• Auditor General (AG) rejected response on the related 'dataset-matching standards and implementation'. CIO and CCO's original response to AG referenced the importance of recognizing the limited legislative functions that could use dataset-matching and the need to integrate any implementation into the IT Governance prioritized Portfolio Plan. Information Management Liaison <ul style="list-style-type: none">• At the July 22 meeting, Revenue Services will present its Utility Account Online Lookup System. Interested members may request to attend or for a copy of the presentation.

		<p>Open Government Toronto Public Service Survey</p> <ul style="list-style-type: none"> • Exploring communication method to engage the 300 survey respondents who requested follow up. <p>Open Government Performance Measures and Indicators</p> <ul style="list-style-type: none"> • Partnering with subject matter experts from Ontario, Kitchener and Guelph, a set of performance measures and indicators on Open Government and the province's three-pillar approach of Open Information, Open Dialogue and Open Data are being developed. A framework is to be created for 2016 reporting. • Toronto is represented by Corporate Information Management Services and City Manager's Office. • Update will be provided at the August 10 meeting. <p>Open Government Symposium</p> <ul style="list-style-type: none"> • Ryerson will be co-hosting the academic symposium on October 27, 2015 at Peter Bronfman Learning Centre. The centre holds approximately 60 people. • Working with Ryerson, four initial topics are being considered based on January staff survey results. • Open Government Community of Practice • On August 20, 2015, the New Brunswick Government will present its Open Government efforts with a review of the New Brunswick GovMaker in November 2015. <p>Open Government Web Project</p> <ul style="list-style-type: none"> • University of Toronto student, Lishuo Zhang, will complete draft design by end of July. • Update will be provided at the August 10 meeting. <p>Information Management Framework (IMF)</p> <ul style="list-style-type: none"> • An updated IMF was presented to the Committee. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Members were asked to provide comments on the updated IMF by end of July. • Members were asked to provide suggestions on engagement options with the Toronto Public Service Survey respondents.
<p>Participatory Budgeting</p>	<p>Meg Shields</p>	<p>The City is conducting three participatory budgeting pilots in 2015. The pilots involve three wards (12, 33, and 35). Residents will be asked to propose and vote on community investment projects (\$150,000 per piloted ward). The results will be report to Council in November.</p> <ul style="list-style-type: none"> • Pilot model is a combined framework with other cities in Brazil, United Kingdom,

		<p>United States and Australia.</p> <ul style="list-style-type: none"> • Brainstorm to Ballot will take four stages from April 2015 to March 2017 for winning project completion. • Collected proposals that may not qualify will be forwarded to relevant City Divisions for consideration. • Voter's age starts from 14 years old because most grade nine students begin the study of municipal civic engagement in school. • The voting will take place in September. • Community participation has been low but with diverse representation.
<p>e-Mail Updates</p>	<p>Nancy Isozaki</p>	<p>Open Government Committee members were requested NOT to share this information; Email team does not want to undo the communications & training culture change to get staff to actively manage emails.</p> <p>The e-mail migration project has migrated 17,400 of 22,500 accounts to date. With the 311 e-mail box and Legal Services as the last migrations, the migration is scheduled to be completed by July 31, 2015.</p> <ul style="list-style-type: none"> • Consulted with Cluster Senior Management Teams, Human Resources, Legal Services, Accountability Officers, and the City Manager's Office: <ul style="list-style-type: none"> ○ Asked to revise and confirm their "Exempt list" based on business rules. ○ Need separate repository to reduce Outlook storage footprint and better business email management. ○ Investigate function of Accountability Officers, Human Resources, Legal Services and Toronto Buildings requires the saving of e-mail, including deleted. CIO actioned to identify options. • "Delete means delete" is frozen until forensic technology solutions is available • "Email on the Job" Enterprise eLearning Imitative module by fourth quarter in 2015. • "Email as a Record" IT capital budget case submitted. • Phase 2 includes: <ul style="list-style-type: none"> ○ Decommissioning legacy email ○ Creating separate e-mail repository capital project ○ Implementing long user account names

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| | | <ul style="list-style-type: none">○ Assessing forensic capability and retention schedule impact○ Exploring mailbox size limitation and other features/enhancements○ Deleting older e-mail |
| Next meeting August 10, 2015 | | |