

**Open Government Committee**

**DRAFT**

**Minutes**

**January 19, 2015**

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

<b>Chair</b>	Ulli Watkiss
<b>Attendees</b>	Bikram Chawla, Grant Coffey (for Karthi Bala), Casey Brendon, Tracey dal Bianco, Jackie DeSouza, John Humphries (for Matthew Chrysdale), Daphne Gaby Donaldson, Cory Lynch (for Ian Duke), Daniel Fusca, Harvey Low, , Meg Shields, Alex Mozo (for Rob Rossini)
<b>Guests</b>	James Tay, Lan Nguyen
<b>Regrets</b>	Internal Audit Rep, Peter Notaro, John Schaffter
<b>Support</b>	Olalekan Adejola, Nancy Isozaki, Robert Ambra

<b>Agenda Topics</b>	<b>Lead</b>	<b>Key Points / Actions</b>
<b>Minutes</b>	Ulli Watkiss	November 16, 2015 Minutes approved. Recognition of Open Government members from Nov meeting - Harvey Low, Meg Shields
<b>Open Government Updates</b>	Nancy Isozaki	<b>Open Government in Open Spaces</b> <ul style="list-style-type: none"><li>• Summary Report package and prior survey materials sent to all participants</li><li>• AODA compliant version under development for posting to Open Government Webpage</li></ul> <b>MFIPPA Amendments</b> <ul style="list-style-type: none"><li>• Related to duty to document and penalty for deleting email related to a FOI request</li><li>• An overview of the amendments and a quick facts document will be sent to committee members</li><li>• The impact on City policies and timelines is being assessed e.g. Responsible Record Keeping Directive/ Guideline, Information Management Accountability Policy</li></ul> <b>New IM Standards and Guidelines - Approved</b> <ul style="list-style-type: none"><li>• Three policy vehicles s listed below were approved at the end of 2015. They will be sent to committee members and an AODA version, once complete will be posted to</li></ul>

		<p>the intranet:</p> <ul style="list-style-type: none"> <li>○ Creating and Managing Digital Records Standard</li> <li>○ Law Enforcement Request for Personal Information Procedures</li> <li>○ Responsibilities for New, Transferring and Exiting Employees and their Supervisors and Managers</li> </ul> <ul style="list-style-type: none"> <li>● Communication Plan has been developed for different forums on how to communicate these new IM standards and guideline.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>● Jackie to explore the need for a broader communication on MFIPPA changes Robert to review how to include AODA compliance in the IM framework</li> <li>● A group be set up to discuss AODA/ IM Business Case for a portal strategy that is AODA compliant.</li> </ul> <p><b>Open Government pan-Canadian Community of Practice</b></p> <ul style="list-style-type: none"> <li>● Guelph has agreed to take administrative responsibility for 2016</li> </ul> <p><b>Open Government Website</b></p> <ul style="list-style-type: none"> <li>● This is now live. A link has also been added to the Toronto home page. Feedback on webpage still expected.</li> </ul> <p><b>Open Government Annual Report</b></p> <ul style="list-style-type: none"> <li>● This is underway, with appreciation to the review team - Daniel Fusca, Jackie DeSouza, Harvey low, Alex Mozo and Tracey Dal Bianco</li> </ul>
<p><b>Feb 22 Government Management Committee – Open Data Program report</b></p>	<p>Daphne Gaby Donaldson/Lan Nguyen</p>	<p>The Open Data Report (an action report for information), summarizes the Open Data program and its achievements</p> <ul style="list-style-type: none"> <li>● The key priorities for 2016 and beyond include: <ul style="list-style-type: none"> <li>○ Building an information sharing culture</li> <li>○ Actively advocate open by design</li> <li>○ Investing in training, knowledge and tools</li> <li>○ Broaden awareness internally</li> <li>○ Continue to engage with the public</li> </ul> </li> <li>● Challenges – Awareness, lack of tools, no roadmap, lack of needed skill set, maintenance, poor communication of upgrades and social responsibility to posting</li> </ul>

		<p>data were some of the challenges highlighted.</p> <p>Key discussion points:</p> <ul style="list-style-type: none"> <li>• Key driver – Commitment</li> <li>• There is a need to go back to the 2016 workplan to see how to align it with IM/ big data</li> <li>• Relevance of Data sets – how should what the public is doing with open data be captured</li> <li>• For future discussion - The possibility of opening City data to other agencies for integration</li> <li>• Data gathering meeting being arranged with police, any interested committee member to contact Harvey.</li> <li>• To change procurement processes to have Open Data clauses built into procurement and generally have Open data embedded as part of mandate</li> </ul>
<p><b>2015/2016 Divisional IM Plans and Open Government Surveys (Public &amp; Staff)</b></p>	<p>Robert Ambra</p>	<p>The Divisional Information Plans and Open Government Survey presentation highlighted the following Themes and Gaps:</p> <ul style="list-style-type: none"> <li>• Communication, Awareness and Training</li> <li>• Improving Information Mgt. practices</li> <li>• Setting divisional standards for information sharing and protection</li> <li>• Improving Data Mgt.</li> </ul> <p>Presentation concluded with a review of the Open Government survey results and how the IM Plans reflect the findings.</p> <p>There are calls for a divisional culture change around information sharing. Awareness that sharing is not a bad thing is important, though it's also important to respect the fact that not every dataset can be open. That is where access levels and privacy comes in.</p>
<p><b>2016 Committee Workplan Review &amp; Priority</b></p>	<p>Nancy Isozaki</p>	<p>The workplan 2016, to be sent out to members, has six major priorities for the committee to look at:</p> <ul style="list-style-type: none"> <li>• Awareness and Collaboration</li> <li>• Implementing Technologies e.g. SharePoint</li> </ul>

<b>Setting</b>		<ul style="list-style-type: none"> <li>• Information Mgt. framework</li> <li>• Governance – measuring and monitoring</li> <li>• Divisions Tell the Story</li> <li>• Reports, Publications</li> </ul> <p><b>Action Item:</b> Committee members should review this workplan, the Divisional Information Plans and Open Government Survey presentation in order to discuss 2016 priorities at the next meeting .</p>
<b>Open Government Performance Measures</b>	Robert Ambra	<p>The Open Government draft Performance Measure table is modeled on the Ontario Government. Measures. With 4 categories (core components) and for each core component, indicators and high level outcomes.</p> <ul style="list-style-type: none"> <li>• More clarity, definition, information is needed for the indicators</li> <li>• Having a strong narration and putting in dependencies in additional narrative</li> <li>• Baseline need to be established</li> <li>• The first Open Government performance measures in the world</li> </ul> <p><b>Action Item:</b> Nancy to set up a workshop before the Feb. 29<sup>th</sup> meeting, inviting the key resources that commented/ contributed to this discussion, to refine the draft.</p>
<b>Next meeting:</b> February 29, 2016; 10:30 a.m. – 12:00 p.m. @ the Large Boardroom, City Hall, 9 <sup>th</sup> Floor West Tower.		