

Open Government Committee

**Minutes
August 9, 2016**

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

Chair	Ulli Watkiss
Members	Bikram Chawla, Lan Nguyen, Casey Brendon, Tracey dal Bianco (for Shirley MacPherson), 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	Dale Hussey
Regrets	Internal Audit Rep, Peter Notaro, Rob Rossini, Alex Mozo, Fiona Murray
Support	Olalekan Adejola, Rob Candy, John Jones, Donna Saleh, Robert Ambra, Eric Holmes

Agenda Topics	Lead	Key Points / Actions
Welcome and Review of May 16, 2016 Meeting Minutes	Ulli Watkiss	<p>The Open Government Committee Chair, Ulli Watkiss, kicked off the meeting by welcoming members and guest to the fourth Open Government meeting.</p> <p>The Committee then approved the Minutes for the May 16, 2016 committee meeting.</p>
Open Government Updates	John Jones	<ol style="list-style-type: none">1. An update on the Open Government Committee 2016 work plan was provided. This included:<ol style="list-style-type: none">a. a review of achievement for the first 6 months of 2016 and the outstanding items on the workplan.b. The positive effects of using social media in engaging the public on Open Government – through the Open Government Progress Report twitter and instagram responses.c. Open Government Surveys 2017 – The option to conduct the next Open Government Survey in Feb 2017 was tabled. The Committee should decide by its Sept. meeting on the source of funds for the Open Government Public Survey and whether the internal survey should be conducted by IPSOS. There are resource constraints in-house to conduct the internal survey. Survey

		<p>planning takes about 4 – 6 months so a decision is required shortly.</p> <p>d. Open Government in OpenSpaces Event – Target date Oct. 2017 at a new location with new partners. A working group will need to be set up to plan Open Spaces 2017.</p> <p>Here's the link to The Premier's website on Open Government, where you can add comments/ ideas on Open Government: https://www.ontario.ca/form/submit-your-idea-open-government-consultation?platform=hootsuite</p> <p>Action Item:</p> <ul style="list-style-type: none"> • Open Government Committee to set up a working group for the 2017 Open Spaces at the Sept. Committee meeting. • Open Government Committee to consider when the next Open Government Survey will be conducted and how it will be funded.
Open Government Concerns	Ulli Watkiss	<p>Ulli raised a concern with reports being circulated that the Open Government Committee is lacking progress and that insufficient data sets are being published. The Committee discussed how to resource open data.</p> <p>The Chair of the Open Government Committee (Ulli Watkiss), City Manager (Peter Wallace) and IT CIO (Rob Meikle) have been invited to a panel Q & A session (An Open Government Celebration Event) on Aug. 29, 2016 by the Council Committee on Open Government. Lan Nguyen, Rob Candy and Harvey Low volunteered to attend this Q & A session.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Lan Nguyen, Rob Candy and Harvey Low volunteered to be delegates to the panel session.
IT Policy and Standards Update	Dale Hussey	<p>Dale provided a brief update on IT Policies and Standards Workplan for 2016 – Ongoing.</p> <p>She described how some of the existing policies will be retired as soon as the Acceptable Use Policy (AUP) is approved. Also, policies and standards under revision, to be revised</p>

		<p>and in development. Below are responses to some of the questions asked:</p> <ul style="list-style-type: none"> • Question: By replacing Policies with AUP, some standards may be overlooked. <ul style="list-style-type: none"> ◦ <i>AUP may be broad but the team reviewed the Policies being retired and ensured it covers the key areas.</i> • Is there a tutorial on these Policies? <ul style="list-style-type: none"> ◦ <i>Yes, there will be tutorials and there will be a communication strategy and memo to this.</i> ◦ <i>Also, Questions and Answers will be released with the Policies.</i> • Is there an educational process to passing on the knowledge (knowledge transfer)? <ul style="list-style-type: none"> ◦ <i>Educating is on-going and will be adjusted as needed.</i> <p>Action Item:</p> <ul style="list-style-type: none"> • Dale Hussey and Harvey Low are to work with Barbara Shulman on policies, standards for remote access and using your own device.
<p>Instant Messaging and Personal Email Accounts: Meeting Your Access and Privacy Obligations</p>	<p>Rob Candy</p>	<p>This presentation summarised the compliance issues and actions for consideration in the Information and Privacy Commissioner's (IPC) issued guideline on "Instant Messaging and Personal Email Accounts: Meeting Your Access and Privacy Obligations" (June 2016).</p> <p>It is essential to have policies and tools to preserve records created on personal email accounts and devices.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Tracey (TPH) would share the tool Toronto Public Health has to preserve records created on personal devices.
<p>Open Government Performance</p>	<p>Robert Ambra</p>	<p>Action Item:</p> <p>Open Government Committee members are to complete the Open Government Performance Indicators template by selecting 3 metrics from each pillar of suggested</p>

Indicators/ Measures		indicators and forward this to Robert Ambra.
Next meeting: Monday, Sept. 12, 2016: LOCATION: City Hall, 9 th Floor West Tower Large Boardroom		