

Open Government Committee

Minutes March 16, 2015

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

Chair	Ulli Watkiss
Attendees	Casey Brendon, Grant Coffey (for Karthi Bala), Ian Duke, John Humphries (for Mathew Chrysdale), Harvey Low, Larry MacKay (for Bikram Chawla), Fiona Murray (for Lynda Taschereau), Meg Shields, Beth Waldman (for Jackie DeSouza)
Guests	William Ballard, Jill Delen, John Jones, Rob Meikle, James Tay
Regrets	Tracy dal Bianco (for Shirley MacPherson), Daphne Gaby Donaldson, Alex Mozo, Rob Rossini, John Schaffter, Lorne Turner
Support	Nancy Isozaki, David Lee

Agenda Topics	Lead	Key Points / Actions
Minutes	Ulli Watkiss	January 19, 2015 Minutes approved. Information Management (IM) Plans Update <ul style="list-style-type: none">• City Clerk's Office has received IM Plans from 23 divisions.• IM Plans received highlight diverse IM challenges: communication, training, data standards, data quality and Routine Disclosure Plans updates.• City Clerk's Office will be report out on Open Government and Information Management, including IM Plans analysis, at the end of 2015. Action Item <ul style="list-style-type: none">• Nancy Isozaki will be contacting outstanding Divisions for their IM Plans.
Open Government Updates	Nancy Isozaki	Open Government Academic Forum <ul style="list-style-type: none">• Planning for the Fall Forum continues including discussions with UofT's Munk School as a potential partner. Joint IM Lead and Open Government Committee Meeting <ul style="list-style-type: none">• A joint meeting is being planned for September 2015 on the topic "Barriers to opening up Toronto's information – finding a balance between Open Information

		<p>and the User Fee Policy".</p> <ul style="list-style-type: none"> • Invitations will be extended to others outside of both groups. <p>IPAC Leadership Awards 'Open Government' finalist</p> <ul style="list-style-type: none"> • Harvey Low co-presented with City of Guelph CAO on 'Open Government' at the IPAC Leadership conference in February. Their session was well attended & very well-received. • City of Toronto IPAC awards (Open Government 'Finalist' & Graffiti Management 'Silver') will be presented at Council on March 31, 2015. <p>Open Government pan-Canadian Community of Practice</p> <ul style="list-style-type: none"> • March 26, the Province of Ontario will provide an update on their activities • Province of New Brunswick and some municipal representatives will join March tele-meeting. • Summer tele-meeting will feature New Brunswick, who hosted GovMaker in Nov 2014 and are planning a Govmaker November 2015.
<p>Managing Legacy Repositories</p>	<p>Jill Delen, William Ballard</p>	<p>Jill Delen and William Ballard presented challenges and issues relating to managing the City's legacy data using enterprise projects: Email Migration and Web Content Management.</p> <ul style="list-style-type: none"> • Divisions are now fully accountable and responsible for managing their content. • The migration reduced the content by 37.1% but since has slowly increased. • Divisions receive bi-annual reports for content monitoring purposes. • More awareness and education effort are needed in record retention, expiration and archival management practices for Divisions. • About 84,000 files were removed as deemed stale content. • Much limited value information is stored in silo repositories or in email. This practice causes unnecessary difficulty in proper information migration planning. • Technology alone does not resolve the challenge. A behavioral change in record management needs to occur. • The current record retention legislations do not reflect current digital information management needs. <p>Action Item</p> <ul style="list-style-type: none"> • Nancy Isozaki (and Corporate Information Management Services, CCO) will lead with the Information & Technology Division and Legal (with divisional

		consultation) to identify an implementation model to address the broader issue and to apply to both projects.
Social Media Update	Rob Meikle, Fiona Murray, Meg Shields	<p>Rob Meikle, Fiona Murray and Meg Shields led a discussion on removing restricted social media use for staff.</p> <ul style="list-style-type: none"> • Social media is becoming a common tool for conducting City business. • Government Management Committee motioned for better use of social media. • Staff needs to take responsibility for using social media and be aware of the related user policies (i.e. Accepted Use Policy) that will be updated accordingly. • By lifting the social media use restriction, while reminding staff of appropriate behavior expectations, the act will demonstrate a leap in trust in staff.
Open Government Survey Results & Analysis	Harvey Low, Meg Shields, James Tay	<p>Harvey Low, Meg Shields and James Tay reported on the results and analysis from the Open Government Staff Survey.</p> <ul style="list-style-type: none"> • Results were reported by each question. No cross-tabulation analysis was discussed for this initial report-back. • The survey received 1,772 responses from 47 Divisions. • More than 300 respondents agreed to be contacted for survey follow ups. • Financial Planning Division (FPD) was identified as the top participating division but there were some confusion between their divisional financial role and as a FPD staff. • Staff continues to be concerned with privacy due possible misunderstanding of related legislations and overplays the "privacy card". • A culture of trust is needed for staff to feel comfortable in being more open and transparent with their data. • The Committee will decide on the release of the survey results at its next meeting. <p>Action Item:</p> <ul style="list-style-type: none"> • James Tay will provide an in-depth analysis including cross-tabulation, issues and challenges at the next meeting.
Next meeting April 27, 2015		