

Open Government Committee

Minutes
April 27, 2015

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

Chair	Daphne Gaby Donaldson (for Ulli Watkiss)
Attendees	Karthi Bala, Casey Brendon, Bikram Chawla, Jackie DeSouza, John Humphries (for Mathew Chrysdale), Harvey Low, Cory Lynch (for Ian Duke), Alex Mozo (for Rob Rossini), Fiona Murray (for Lynda Taschereau), Meg Shields
Guests	Grant Coffey, John Jones, Michelle Jongman, Rob Meikle, James Tay
Regrets	Tracy dal Bianco, John Schaffter, Ulli Watkiss
Support	Nancy Isozaki, David Lee

Agenda Topics	Lead	Key Points / Actions
Minutes	Daphne Gaby Donaldson	March 16, 2015 Minutes approved. <ul style="list-style-type: none">• Transportation Services Division will be developing a Big Data Strategy on traffic congestion. This Committee will ask for a presentation on the subject to provide comment as it relates to privacy and policy perspectives.
Open Government Updates	Nancy Isozaki	Open Government Workshops This session featured presentation on Open Data, Civic engagement and the Toronto Meeting Management Information System Open. Government Academic Forum <ul style="list-style-type: none">• Open Government Academic Forum will partner with local universities this year to tackle some of the core issues with moving the open government agenda forward. To date, we have met with UofT/Monk School, and will be shortly be meeting with Ryerson U. The tentative schedule for the event in mid-November 2015• Preparing for a potential event at the end of 2015• Munk School is hosting a speaking event on "<i>Big City, Big Ideas</i>". Action Item: <ul style="list-style-type: none">• Nancy will forward the registration link to the "<i>Big City, Big Ideas</i>" event.

		<p>Open Government Web Page</p> <ul style="list-style-type: none"> The page will be redesigned so that it is a direct portal for the public (i.e. www.toronto.ca/opengovernment) and give Open Government a corporate view on toronto.ca An intern from the iSchool at University of Toronto will be working on a design for the open government web page. The student will have an opportunity to use their design skills and learn about Open Government and information management. This Committee will have an opportunity to review and comment on the proposed web design. <p>Open Data</p> <ul style="list-style-type: none"> Information & Technology Division and City Clerk's Office are partnering to revise the governance model and develop a three-year work plan. The Open Data Committee will be bringing the model and plan to the Committee for review.
<p>Email Migration Update</p>	<p>Rob Meikle / Nancy Isozaki</p>	<p>Rob Meikle provided an update on the Email Replacement Project. Nancy Isozaki outlined the proposed approach to manage email migration volumes by user categories.</p> <ul style="list-style-type: none"> The project objective is to migration 22,500+ users from GroupWise to Outlook from March to August 2015. The project is on track with over 6,500 users migrated to date. With the help of the Division Leads, Divisions are encouraged to have their staff take advantage of the available multi-medium training options. The migration is an opportunity for users to "clean up" their mailboxes and practice good record keeping. Pre- and Post-migration activities are very crucial in a user's migration experience. Nancy outlined how the use of various user categories could reduce the volume of email to be migrated to Outlook. (See attached presentations) Moving forward, the retention period will be "rolling window" depending on the user category. The future Enterprise Document & Records Management Solution will be used to store business records instead of keeping them in Outlook. In the future, email boxes may be limited in size as is the industry practice.

IT Acceptable Use Policy	Grant Coffey and Fiona Murray	<p>Grant and Fiona provided an update on the draft IT Acceptable Use Policy.</p> <ul style="list-style-type: none"> • This will be a more concise policy that will consolidate a number of technology specific policies and will retire various others. (i.e. mobile, email). • The draft is under review of Information & Technology Division, City Clerk's Office, Human Resources, Legal Services, and City Manager's Office. It was presented at (FACT) Finance Administration Coordination Team for their input. • There was discussion about including what constitutes personal/private usage. It was agreed that it's up to division management to monitor personal/private usage as it relates to operational needs. • The Committee recommended the insertion of "assess" for clause 8.1.1.
Common Data Elements Standards for City Forms	Michelle Jongman / John Jones	<p>Members should review the briefing note and presentation on the Common Data Elements Standards for City Forms in particular and provide feedback.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • Members to forward comments, to John Jones by May 11, 2015. And to endorse the Standard if in agreement.
Mayor's Declaration	John Jones	<p>John Jones advised that a briefing note has been written requesting the Mayor to make an Open Government Declaration. The briefing note is under review with the City Clerk and Director, Strategic Communications.</p> <ul style="list-style-type: none"> • The City of Toronto is the only large municipality that has not made such declaration. • Some municipalities have had the declaration made by the Mayor or Council. • With Open Government part of the Council Strategic Plan and one of the specific Strategic Actions, it's not necessary to have Open Government declared by Council again, just the Mayor. How to approach the Mayor and when will be discussed further with the City Clerk's Office, Strategic Communications and the City Manager's Office.
Open Government Staff and Academic Outreach	James Tay	<p>The item was deferred to the June 22 meeting.</p>
Open Government Survey Update	James Tay	<p>James provided more comparative analysis on the Open Government Survey results in terms of commonalities in themes by clusters and divisions.</p>

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| | | <ul style="list-style-type: none">• The analysis indicated the more open government awareness and training is necessary. The Open Government Workshops should leverage this information to bring awareness to Open Government.• The Committee suggested that the same survey be done in two years from now using the 2015 results as a baseline. |
| Next meeting June 22, 2015 | | |