

**Open Government Committee**

**DRAFT**

**Minutes**

**October 24, 2016**

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>Members</b>	Bikram Chawla, Lan Nguyen, Casey Brendon, Shirley MacPherson, Jackie DeSouza, John Humphries (for Mathew Chrysdale), Daphne Gaby Donaldson, Ian Duke, Daniel Fusca, Harvey Low, John Schaffter, Meg Shields, Alex Mozo (for Rob Rossini), Fiona Murray (for Peter Notaro)
<b>Guests</b>	Janet Gore, Renee Barrette
<b>Regrets</b>	Internal Audit Rep, Peter Notaro, Bikram Chawla, John Schaffter, Daniel Fusca
<b>Support</b>	Olalekan Adejola, Rob Candy, John Jones, Donna Saleh, Robert Ambra

<b>Agenda Topics</b>	<b>Lead</b>	<b>Key Points / Actions</b>
<b>Review of August 9, 2016 Meeting Minutes</b>	Ulli Watkiss	<p>The Open Government Committee Chair, Ulli Watkiss, kicked off the meeting by welcoming members and guests to the fifth Open Government meeting of 2016.</p> <p>The Committee then approved the Minutes for the August 9, 2016 committee meeting.</p>
<b>Open Government Updates</b>	Rob Candy	<p>Rob provided a review and a summary of the results of the 2016 Open Cities Index. Key highlights and discussions include:</p> <ul style="list-style-type: none"><li>• City of Toronto came second to Edmonton for the second consecutive year. Reasons include the method for how we count data sets is not consistent across the country, and the absence of an Open Data Strategy.</li><li>• This year, the methodology changed to focus less on number of data sets and more on community impact and the quality of data sets.</li><li>• Weakness of the survey is that it is self-reporting and the responses are only partially validated by the organization that runs the survey.</li><li>• The City needs an Open Data strategy and it is on the 2017 work plan. The City was called out for having a good program and a national leader in the publication of diverse high-quality datasets.</li></ul>

		<ul style="list-style-type: none"> <li>• Rob Meikle is the lead on writing a report to Executive Committee on a strategic plan for open data. Report expected to be ready next year.</li> <li>• Harvey suggested to go out to the IMLs with set questions to get a sense of what is happening at the divisional level on open data.</li> <li>• There is a need to embrace collaboration with other agencies to enrich our Open Data portal through links.</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Rob to circulate presentation to Open Data Committee.</li> <li>• Harvey to provide questions for the IMLs and will connect with Robert Ambra on this.</li> <li>• Lan's group to develop open data strategy</li> <li>• Harvey to champion officially inviting Agencies to have conversations on how to collaborate.</li> </ul>
<p><b>IPC Open Government Papers</b></p>	<p>Janet Gore &amp; Renee Barrette</p>	<p>Janet and Renee in their presentation described how the role of the Information and Privacy Commissioner (IPC) relates to Open Government. They also talked about their Open Government papers and how they impact Open Government:</p> <ul style="list-style-type: none"> <li>• Open Government: Key Concepts and Benefits</li> <li>• Open Government: Key Implementation Considerations</li> <li>• Open Contracting: Proactive Disclosure of Procurement Records</li> </ul> <p>And lastly, their upcoming paper:</p> <ul style="list-style-type: none"> <li>• Open Government and Protecting Privacy</li> </ul> <p>There was discussion on the position of the City of Guelph (COG) in open by default procurement:</p> <ul style="list-style-type: none"> <li>• COG is looking at how to have an open concept in procurement; to develop solutions before RFP</li> <li>• Opening up the procurement process</li> <li>• Some information in the contracts may be confidential information exempt from access under MFIPPA, while other information should be publicly available, and the IPC needs to provide education/guidance to the business community as well as institutions, on their expectations for disclosure.</li> </ul>

		<p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Consider organizing a forum to discuss open by default procurement/ contracts approach. Participants to include: <ul style="list-style-type: none"> <li>○ Purchasing,</li> <li>○ Open Government Committee</li> <li>○ Information and Privacy Commissioner (IPC)</li> <li>○ Guelph and others interested</li> <li>○ Business community</li> </ul> </li> <li>• Robert to touch base with City of Guelph on their progress made.</li> </ul>
<p><b>2016 Public Engagement Activities</b></p>	<p>Meg Shields</p>	<p>Meg provided an update on public engagement activities occurring in the City. She talked about what the group has been doing this year and the focus for the next 12 months in terms of their engagement activities. Some of which include:</p> <ul style="list-style-type: none"> <li>• Engage Toronto initiative/ knowledge base enhancements</li> <li>• Offering training through the HR calendar in public engagement and customized training for different staff and units. Currently evaluating the trainings to see what should be developed next.</li> <li>• Creating a new layer of community of practice across the organization of staff as point persons for each division to triage requests and capture data from their individual engagements.</li> <li>• Activities on City wide engagements (e.g. consultation for the Long Term Financial Plan for the City) to help public understand how the City works etc.</li> </ul>
<p><b>Open Government Performance Indicators/ Measures</b></p>	<p>Robert Ambra</p>	<p>Robert provided an update on the Open Government Performance Indicators which are required for reporting out progress on City Strategic Action #13 – Open Government by Design.</p> <p>In August 2016, Robert asked the Committee to select 3 indicators per pillar (Open Data, Open Information, Open Engagement and Open Culture).</p> <p>Based on the Committee feedback, Robert presented the final set of Performance Indicators for endorsement.</p> <p>The Committee reviewed them, made some language changes and endorsed the Open Government Performance Indicators.</p>
<p><b>Next meeting:</b> Monday, December 5, 2016: LOCATION: City Hall, 9<sup>th</sup> Floor West Tower Large Boardroom</p>		