HALIFAX

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TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by

SUBMITTED BY: _____

                  Jacques Dubé, Chief Administrative Officer

DATE: January 23, 2017

SUBJECT: **Open Government Initiatives in the Office of the Municipal Clerk**

SUPPLEMENTAL INFORMATION REPORT

ORIGIN

On January 16, 2017 the Executive Standing Committee, by way of motion, forwarded item 11.1, Open Government Initiatives in the Office of the Municipal Clerk to Regional Council for information with supplementary information.

LEGISLATIVE AUTHORITY

Executive Standing Committee Terms of Reference, s.8 General Governance of Council:

"The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council."

BACKGROUND

On September 12, 2016, the Executive Committee requested that the information report, "Introduction to Open Government" be added to the next meeting for discussion. On January 16, 2017, staff from the Municipal Clerk's Office provided an overview of Open Government initiatives in the Municipal Clerk's Office and responded to questions of clarification. Arising from the discussion, the Executive Committee requested that the report be forwarded to Regional Council; and that a supplemental report be prepared to include an enhanced listing of HRM Open Government activities and to attach a listing of web links to accompany the best practice findings.

DISCUSSION

In response to the request from the Executive Standing Committee, an additional listing of HRM Open Government based activities and programs are listed below:

2017-2018 Budget Engagement, currently HRM is conducting consultations on the budget, through the Shape Your City Halifax platform. The webpage features tools such as an interactive budget allocator, an information video, a schedule of meetings and a video library featuring Committee of the Whole (COW) budget sessions. In addition, there are four posted discussions (future services, revenue fees, capital projects, and municipal infrastructure) to allow residents to provide comment and fosters discussion amongst residents. As noted above all COW budget sessions are live streamed and video archived. In addition, Communication Access Real-time Translation, more commonly known as CART services are provided to enhance accessibility. At the meetings, there is a public participation component, and the ability to provide comment through a comment card, which is available at each meeting. *(In process)*

Administrative Order 35, Procurement Policy in this refresh, the Procurement team engaged with internal stakeholders that were most frequent users of the policy. In addition, feedback was received from external stakeholders affected by the policy. The results from the consultation will be taken into consideration when drafting the revised Administrative Order. *(In progress)*

Council and Committee Pages, in 2016 incremental changes were made to the way in which Agendas are posted, in that all recommendations/motions were posted to the website to enhance accessibility, and the way in which documents were formatted 100% digital, as opposed to re-scanned which enhances access and search-ability within the document. Mid 2016, all standing committee-meeting videos are posted to the website, with the exception of the Appeals Standing Committee, (not webcasted). Posting standing committee videos has increased access to information. *(Ongoing)*

HRM Accountability and Transparency webpage was launched in 2016 to provide a one stop shop for those wanting to learn more about the municipality's commitment to ensuring access to information and upholding accountability and transparency throughout the organization. The webpage is a landing page that features links to Access and Privacy, Auditor General, Open Data, Councillor Code of Conduct, Compensation Disclosure, Past Election Campaign Contributions, and Routine Disclosure. *(Completed)*

Refining Clerk's Office KPIs have been established by the Municipal Clerk's office to ensure that agendas/minutes documents are completed in a timely manner. Closed session meetings are being tracked, as well as the length of time to provide context. The Clerk's Office will also record all meeting times. It is anticipated that this data will be used in allocating work assignments, and be factored into committee continuance evaluations. *(Ongoing)*

Mayor's Website provides an online interface to connect with residents. The webpages feature information on how to contact the Mayor, commemorative requests, and his schedule. The Mayor's page also provides a photo gallery and links to his Twitter and various social media, which generates public comment/conversation. He posts his expenses to the site, sorted by out of town travel, local travel, and miscellaneous, which affords for greater transparency. *(Ongoing)*

Moving Forward Together Plan (MFTP) demonstrates a shift in the planning process of a large project from start to end in terms of including consultation. The project included a concerted effort to engage with stakeholders and the public through a number of consultation methods. *(Completed)*

Planning and Development - Public Engagement at present the Planning and Development Department is working on a comprehensive public engagement strategy geared at planning applications, to create a suite of consultation methods to garner feedback. Halifax Transit will be collaborating on this project. *(In progress)*

Public Appointment Process Enhancements, throughout 2016 staff have been working with Corporate Communications to hone its citizen recruitment outreach, aimed to advise of vacancies, and to provide

information on the appointment process. The recruitment campaign under the heading "Connect with Community" was launched in May and subsequently in October. A communications strategy focused on enhancing existing outputs, development of new materials, and working through community groups to relay opportunities to their respective networks. The 2016/2017 recruitment had a 10% increase in application submissions. *(Ongoing)*

Open Cities Index (2015/2016) is released by the Public Sector Digest, and determined by a number of factors such as readiness, implementation, quality of data released. The survey began in 2015, and ranked HRM as #20, and in 2016, HRM improved ranking as #16. *(Ongoing)*

Release of Data Sets the Open Data team regularly releases data; and are currently working on the release of Automatic Vehicle Location real-time transit data, and the release of a building data set, which will be able to enhance existing data sets (building permits, building footprints). The Open Data team has been working with Corporate Communications to create a public facing element to the release of data. Future plans include a schedule of upcoming data sets, and an interactive element to allow for the possibility of re-prioritizing the release of data sets based on public input. *(Ongoing)*

Web Transformation Project, the Halifax.ca website is being refreshed, with a new look and an update of content. In refreshing the site, care is taken into enhancing the end user experience and how information is presented and communicated to the public. *(Ongoing)*

Winter Maintenance, a result of the 2014-15 winter season, HRM took a look at communications and setting expectations for residents. The result was developing a service standard based on the end time of a snow event and adhering to the standard. Collaboration occurred with Corporate Communications to develop snow strategy. The strategy consisted of a public education campaign on the service standards, event end time and utilizing the 311 call centre to report matters. The strategy has had an impact on public satisfaction with winter maintenance operations. *(Ongoing)*

FINANCIAL IMPLICATIONS

There are no financial implications.

RISK CONSIDERATION

NA

COMMUNITY ENGAGEMENT

A broad community engagement strategy on Open Government will be developed. Feedback and input from the community will occur throughout the development of future Open Government Initiatives in the Municipal Clerk's Office.

ATTACHMENTS

Attachment 1 – Open Government Jurisdictional Scan Web-links
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A copy of this report can be obtained online at http://www.halifax.ca/boardscom/standing.php then choose the appropriate Standing Committee and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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Report Approved by: _____
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Attachment 1 – Open Government Jurisdictional Scan Web-links

Jurisdiction	Item Page	Item Description	Website
Edmonton	Open City Homepage	The link is to the homepage for Edmonton's Open Government Initiative. From this landing page, you can access all elements of the Edmonton Open Government we presence.	https://www.edmonton.ca/city_government/initiatives_innovation/open-city.aspx?utm_source=virtualaddress&utm_campaign=opencity
	Citizen Dashboard	This dashboard is a visualization of Edmonton's Key Performance Indicators.	https://dashboard.edmonton.ca/
	Open Analytics	This webpage is the point of access for the work being done by Edmonton's data analytics group. There is both visualizations and analytics done by this group.	http://ace.edmonton.ca/
Guelph	Action Plan	The consultant report for Guelph laying out the roadmap for how Guelph can pursue Open Government.	http://guelph.ca/wp-content/uploads/OpenGovActionPlan_InterimReport_Feb2014.pdf
	Framework	The corporate report that laid out the how Open Government would progress in Guelph.	http://guelph.ca/wp-content/uploads/GuelphOGF_Framework_Nov2012.pdf
	Open Guelph	The homepage for Open Guelph where all Guelph Open Government initiatives can be accessed.	http://open.guelph.ca/
Kitchener	Open Government Page	The homepage for Open Government in Kitchener.	https://www.kitchener.ca/en/insidecityhall/Open-Government.asp
	Action Plan	The overview of Open Government in Kitchener and the way forward for them.	https://www.kitchener.ca/en/insidecityhall/resources/Kitchener_Open_Government_Action_Plan_Jan_2014.pdf
	Open Data Portal	Kitchener Open Data portal.	http://data.kitchenergis.opendata.arcgis.com/
Toronto	Clerk's Portal	An online portal for all Council and Committee meeting information (including schedules, agendas, minutes, etc.).	http://app.toronto.ca/tmmis/index.do
	Wellbeing Portal	A portal with data visualization based on socio-economic and geographic data.	http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=4209f40f9aae0410VgnVCM10000071d60f89RCRD
	Progress Portal	A dashboard with the trends and key indicators within the city.	http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=9792de0096180510VgnVCM10000071d60f89RCRD
Greater Sudbury	Open Government	A report that provides a path for Open Government in Sudbury	http://www.greatersudbury.ca/inside-city-hall/open-government/open-government-pdfs/open-government-report/

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Jurisdiction	Item Page	Item Description	Website
	Report		
	Sudbury Open Data Portal	Open Data Portal.	http://opendata.greatersudbury.ca/
Kingston	Open Government Workplan	The initial report for that lays out the way forward for Kingston Open Government.	https://www.cityofkingston.ca/documents/10180/11294042/COU_A2415-15414.pdf/09f49568-371b-418c-9bd7-d158a291b639
Alberta	Home Page	The landing page for all Open Government activities done by Alberta.	http://open.alberta.ca/
	Data Visualization	The homepage for the data visualizations done by the Government of Alberta.	http://open.alberta.ca/interact/visualization
British Columbia	Home Page	The open government page on BC's website.	http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government
	Open Information Site	A single page with links to many different types of information (expenses, FOIPP requests, active dissemination, etc.)	http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information
Nova Scotia	Open Data Portal	Nova Scotia Open Data Portal.	https://data.novascotia.ca/
Ontario	Open Government Tracker	A tracker with the major milestones for Open Government, as well as projects and their progress.	https://www.ontario.ca/page/open-government
	Open Data Page	A webpage that tracks the release of data, how data is being used, and what data is has been requested.	https://www.ontario.ca/page/sharing-government-data
	Public Engagement	A webpage that has all information about both how Ontario engages with people and what engagements are ongoing/completed.	https://www.ontario.ca/page/public-engagement
	Open Information	A single portal where all of the details about what information is released and how more can be requested.	https://www.ontario.ca/page/open-information
Canada – Federal	Home Page	The homepage where Canada's Open Government projects can be found.	http://open.canada.ca/en
	OGP Plan	The 3rd biennial Open Government Partnership plan for Canada (OGP is the international organization that oversees Open Government efforts).	http://open.canada.ca/en/content/third-biennial-plan-open-government-partnership

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Jurisdiction	Item Page	Item Description	Website
	Open Data Portal	The Open Data portal for the federal government.	http://open.canada.ca/data/en/dataset
	StatsCan	All of the statistics collected by the government in a free, accessible form.	http://www.statcan.gc.ca/eng/start