Minutes – Executive Policy Committee – September 14, 2022

REPORTS

Item No. 15 Open Government Policy Annual Review

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That this report be received as information.

DECISION MAKING HISTORY:

Moved by Councillor Chambers,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Yea:	Bowman, Allard, Browaty, Chambers, Mayes, Rollins	6
Nay:		0

Carried

ADMINISTRATIVE REPORT

Title: Open Government Policy Annual Review

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
F. Wiltshire	F. Wiltshire	N/A	M. Jack

EXECUTIVE SUMMARY

On February 15, 2017, Council approved the City of Winnipeg Open Government Policy, which provides a framework for the Public Service to continue to move towards being more open, transparent, and accountable.

The Open Government Annual Review aims to provide a summary of the work that has been done to date on Open Government in the City of Winnipeg, and to outline work that is ongoing and planned for the future.

Key achievements over the past year include:

- The launch of an online form for requests for access to City records (i.e., FIPPA requests), making submission of FIPPA requests possible on mobile devices,
- The transition to a mix of in-person and virtual public engagement opportunities in spring 2022 as COVID-19 public health orders eased in Manitoba, and
- The launch of 14 new data sets on the City's Open Data Portal including:
    - Narcan (Naloxone) Administrations and Substance Use
    - Temporary patio registrations, and
    - 311 wait times.

The objectives set out in the Policy are not intended to be static, but rather they are anticipated to be organic in nature as they will continue to be shaped by dialogue with both citizens and City departments. The principles and action items which are set out in the Policy are non-exhaustive, as new ideas and outcomes will continue to develop over time.

RECOMMENDATIONS

1. That this report be received as information.

REASON FOR THE REPORT

On February 15, 2017 Council adopted the following recommendation:

"That Council approves the City of Winnipeg Open Government Policy (Appendix A) and direct the Public Service to report back annually on Open Government Policy implementation at the City of Winnipeg"

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications associated with receiving this report as information.

HISTORY/DISCUSSION

Over the past decade citizens have been passionate about informing themselves on local community issues and engaging in government policy. Direct access to information and openness and transparency at all levels of government is being demanded in order to empower citizens.

On March 20, 2013, Council adopted an Open Data Initiative which endorsed the principles of providing Open and Accessible Data that could be shared with citizens, businesses and other jurisdictions, the greatest amount of data possible while respecting privacy and security concerns.

On June 25, 2014, Council adopted the "Open Government Initiative - Improvements to the Freedom of Information and Protection of Privacy Act Process" which directed the Winnipeg Public Service to implement a new process for Freedom of Information and Protection of Privacy Act (FIPPA) requests. This process would focus on the concepts of openness and transparency in providing government data, while ensuring privacy and security of data for citizens and businesses, in keeping with the Open Data Initiatives adopted by Council.

On September 16, 2015, Executive Policy Committee requested that the Public Service conduct a review of all city data sharing and identify opportunities to apply machine readable format along with a review of security and privacy considerations and report back within 90 days.

On October 26, 2015 the City Clerk's office prepared a report outlining leading open government initiatives in other jurisdictions and broad recommendations on next steps for the City of Winnipeg in implementing open government.

On November 18, 2015 the Chief Administrative Officer was directed to implement an open government policy across all Departments in the City of Winnipeg, and to develop an Action Plan for Council's endorsement within 6 months.

On July 13, 2016, Council approved the Open Government Action Plan, and directed the Winnipeg Public Service to report back on an Open Government Policy by February 2017.

On February 15, 2017, Council approved the City of Winnipeg Open Government Policy and directed the Public Service to report back annual on open government initiatives that have been undertaken.

The first annual review was provided to Council on September 27, 2017, and have continued on an annual basis since then.

2022 Annual Update

Over the past year, significant work has been done to increase the amount of information available to the public with 14 new data sets having been made available on the City's Open Data Portal. All data on the Open Data portal has been released as JSON, XML and CSV, which are universal general standards for machine readability. The City worked with data enthusiasts to host an Open Data Hackathon, which was open to members of the public at no charge.

Among the new datasets published was Narcan (Naloxone) Administrations and Substance Use datasets, new Orthographic photography tiles for 2021, and the continued expansion of the LRS (Linear Referencing System) geospatial datasets, including speed limits, block segments, school speed limits, school zone signage and on-street paid parking. The City also released LiDAR data, Community Energy Investment Roadmap data, Temporary patios, and 311 Call Wait times.

The Office of Public Engagement (OPE) transitioned to a mix of in-person and virtual public engagement opportunities in spring 2022 as COVID-19 public health orders eased in Manitoba. Ensuring the safety of participants was critical for the Office. All in-person events followed the provincial public health orders and City protocol that were applicable at the time of the event. Additional precautions were also taken such as providing hand sanitizer and ensuring spacious venues.

In May 2022, the Access and Privacy Office (APO) launched its first online form for requests for access to City records (i.e., FIPPA requests), making submission of FIPPA requests possible on mobile devices which greatly increases accessibility to this vital City service. The new form decreases time and increases efficiency in the administrative work required by legislation for each request received. In 2021, the City processed 957 FIPPA requests, a 13% increase over the year before, the impact of these new efficiencies is anticipated to be substantial over time. Coinciding with the new online form was the launch of APO's newly designed webpage with improved accessibility and navigation.

APO continues its focus on access and privacy compliance across City initiatives. A new in-house Privacy Screening Questionnaire on APO's CityNet page enables departments to quickly determine whether a full Privacy Impact Assessment is required for new or existing by-laws, protocols, programs and projects. In 2021, APO's advisory services experienced a 34% increase in requests for privacy assessments and advice to City Departments. Delivery of access and privacy training resumed in early 2022 with a new course, CE1213 Employee Obligations under *the Freedom of Information and Protection of Privacy Act (FIPPA)* and *Personal Health Information Act (PHIA)*. APO continues its development work for delivery of course content through online training modules.

Finally, the City has continued to redevelop webpages on the City's website to ensure they are responsive to all devices, and have more concise information.

FINANCIAL IMPACT

Financial Impact Statement **Date:** August 15, 2022

Project Name:
Open Government Annual Review

COMMENTS:
There are no financial implications associated with the recommendations in this report.

Jason Duke - August 16, 2022
Jason Duke, CPA, CGA
A/ Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with:
Innovation & Technology Department
City Clerks

OURWINNIPEG POLICY ALIGNMENT

1.5 Evidence-Informed Decisions
Invest in data and technology in order to support objective, evidence-informed decision-making; support open government and open data principles for collection and sharing; help coordinate records and information management; and improve process efficiency, results-based service delivery and accountability.

1.19 Equitable Service Access
Achieve best practice standards in equitable customer service and communications, enabling all community members to understand and navigate municipal service-delivery systems and decision-making processes, in the official language of their choice.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

n/a

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Goal 6: All City Services are Equitable, Inclusive and Accessible

Action 6.3 – Increased Communications of City Programs and Services

Strategically use communications tools to increase awareness of existing City programs and services that benefit people experiencing poverty. These include, but are not limited to, updating the centralized information page on the City website (winnipeg.ca/Supporting Winnipeggers) and sharing with community partners, enhanced promotions for key City services (e.g. multi-lingual interpreter service available on 311, Recreation Fee Subsidy and third-party referral program, WINNpass program, low-cost shower-only ($1.95) option at Recreation facilities, etc.)

SUBMITTED BY

Department: Customer Service & Communications
Division: Office of the Director
Prepared by: F. Wiltshire
Date: August 15, 2022
File No:

Attachment: