

Open Government Committee

DRAFT

Minutes

September 22, 2015

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

Chair	Ulli Watkiss
Attendees	Emily Allison (for Bikram Chawla), Casey Brendon, Tracey dal Bianco, Jackie DeSouza, Daphne Gaby Donaldson, Ian Duke, John Humphries (for Mathew Chrysdale), Matt Krepicz (for Harvey Low), Alex Mozo (for Rob Rossini), Fiona Murray (for Lynda Taschereau), Meg Shields
Guests	Robert Ambra, Bill Ballard, Rob Candy, John Jones, Jim Suderman
Regrets	Karthi Bala, Daniel Fusca, Nancy Isozaki, John Schaffter
Support	David Lee

Agenda Topics	Lead	Key Points / Actions
Minutes	Ulli Watkiss	August 10, 2015 Minutes approved.
Open Government Updates	Robert Ambra (for Nancy Isozaki)	<p>Open Government in OpenSpaces</p> <ul style="list-style-type: none">• The event will be at Ryerson University on October 27, 2015 from 8:30 a.m. to noon• City Manager, Peter Wallace, will be a speaker• Please reply to invitation as soon as possible <p>GTEC Conference</p> <ul style="list-style-type: none">• The event will be in Ottawa on October 19 to 21, 2015• Nancy Isozaki will be attending the event and participating on a panel discussion on Open Government <p>Information Management Liaisons Group Update</p> <ul style="list-style-type: none">• Next meeting is on September 23, 2015• Agenda items will include presentation on bringing data to public via interactive maps from Parks, Forestry & Recreations and Divisional Record Keeping Assessment from City Clerk's Office

		<p>Controlled Vocabularies – Subject Thesaurus and BARTOC</p> <ul style="list-style-type: none"> The City Subject Thesaurus was featured on BARTOC – the Basel Register of Thesauri, Ontologies & Classifications, the first Canadian city to do so <p>Open Government Public Survey</p> <ul style="list-style-type: none"> Toronto Public Service (TPS) survey data will be published shortly Ipsos-Reid released a public survey on Open Government with questions similar to the TPS survey. The results will be ready for the Open Government in OpenSpaces event <p>Open Government Community of Practice</p> <ul style="list-style-type: none"> Toronto will be hosting the next meeting on December 1, 2015 New Brunswick will be presenting its Open Government program and GovMaker event. <p>Open Government Performance Measures</p> <ul style="list-style-type: none"> The Ontario Public Service (OPS) draft logic model on Open Government was reviewed. The City of Toronto will use the OPS draft model as the basis in developing its model on performance measures. <p>Open Government Website</p> <ul style="list-style-type: none"> The new website is in beta development and will be ready prior to the Open Government in OpenSpaces event <p>GovMaker 2016</p> <ul style="list-style-type: none"> The event is being planned for May 2016 with City of Guelph as the potential location. MaRS, OPS, Toronto and Guelph are partners in planning the agenda <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> Members are to: <ul style="list-style-type: none"> Reply to the Open Government in OpenSpaces invitation as soon as possible Provide input, idea, feedback towards the model for Open Government performance measures
<p>Open Information Capital Projects</p>	<p>Bill Ballard</p>	<p>The Open Information Capital Project – 2015 to 2020 received the "Go" in the gating process from the Project Review Team.</p> <ul style="list-style-type: none"> The three project components are Enterprise Classification, Digital Asset Library, and Store and Access in SharePoint. Members would like a presentation on the IT Capital Project Gating process in early

		<p>2016.</p> <ul style="list-style-type: none"> • Next steps are to hire the project manager and business analyst with project commencement in 2016. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Add IT Capital Project Gating presentation to the 2016 work plan
<p>Acceptable Use Policy Update: Corporate Information on Personal Devices</p>	<p>Rob Candy (for Nancy Isozaki)</p>	<p>An update on actions being taken as a result of the 2011 Supreme Court decision and 2014 IPC Order on business information stored on personal devices. On whatever technology device City business is conducted, those records are likely in the custody or control of the City and subject to FOI requests. Staff should use City issued devices to conduct City business wherever possible.</p> <ul style="list-style-type: none"> • City Clerk's Office is updating the briefing note distributed with the agenda to bring awareness of the impact on staff of the Supreme Court Decision and IPC Order and possible policy implications. • The draft Acceptable Use Policy has been reviewed and language included in reflecting these decisions. The updated policy will be published shortly • A proper communication plan supplemented with training will be vital in bring awareness and understanding. • Tracey raised some issues around the use of remote access on third party computers. Follow up with Information & Technology on current guidelines and procedures with remote access (i.e. token) usage for users is required. • There was a suggestion that practical guidelines on City business records on personal devices be developed with examples and scenarios will be help with communication and understanding.
<p>Electronic Document and Records Management / Divisional Assessment</p>	<p>Jim Suderman</p>	<p>An update on getting ready for Electronic Document and Records Management (EDRMS) and Divisional Assessments.</p> <ul style="list-style-type: none"> • EDRMS <ul style="list-style-type: none"> ○ The report to Council to access the Province's Vendor of Record for Enterprise Information Management will be tabled at Government Management Committee in November. ○ Proof of concept implementation is planned for mid 2016 • Divisional Assessments <ul style="list-style-type: none"> ○ Divisional assessments capture record keeping measures using criteria relevant to

		<p>the City's Information Management Accountability Policy</p> <ul style="list-style-type: none"> ○ Divisional assessments are a new service offering from Corporate Information Management Services. ○ Divisions will have an assessment completed every 24 months ○ Fifteen divisions are completed, 29 underway and all 44 Divisions targeted for completion by end of this year. ○ The Divisional Assessment Report will include a high-level dashboard and a detailed summary. ● File Planning <ul style="list-style-type: none"> ○ File planning services is an enhanced service offering. It is a collaborative exercise with CIMS and each Division <ul style="list-style-type: none"> ▪ Links lines of business or service delivery with needed records ▪ Includes all technologies ○ The output is a File Plan, an information management organization chart.
<p>Open Government Annual Report</p>	<p>Bill Ballard / Robert Ambra</p>	<p>A draft outline for the annual report was presented for member's consideration.</p> <ul style="list-style-type: none"> ● Content should include examples how developers are using the City's Open Data ● The targeted report length is 5 to 6 pages with a planned release for the first quarter in 2016 <p>Action Items:</p> <ul style="list-style-type: none"> ● By October 8th, members are asked to email Bill Ballard and Robert Ambra with: <ul style="list-style-type: none"> ○ Content ideas ○ Names of individuals who could assist with content and review of the Annual Report.
<p>Next meeting November 16, 2015</p>		