

Open Government Committee

Minutes

November 4, 2013

10:30 a.m. – 12:00 p.m.

Protocol Presentation Room – City Hall Basement

Attendees:	Karthi Bala, Casey Brendon, Mathew Chrysdale, Jackie DeSouza, Daphne Gaby Donaldson, Ian Duke, Shirley MacPherson, Harvey Low, Ruvani Shaubel, Meg Shields, Lynda Taschereau, Lorne Turner, Ulli Watkiss Joined by the Information Management Liaisons group
Regrets:	Rob Rossini, John Schaffter
Support:	Robert Ambra, Amit Lall, Nancy Isozaki

	Agenda Topics	Lead	Key Points / Action
1	Minutes of September 30, 2013	Ulli Watkiss	Minutes approved.
	Welcome and Introductions		<ul style="list-style-type: none">• Introduced Open Government Committee members• Provided an overview of the Open Government Committee and examples of topics discussed• Described the importance of the IML role and the challenges of the role
2	Updates		
	<ul style="list-style-type: none">• Open Government Community of Practice• MaRS Forum to explore Open Government	Nancy Isozaki	<ul style="list-style-type: none">• On October 3rd we participated in an online conference call to launch an Open Government Community of Practice that included a large number of participants• The next step is the upcoming Open Government conference and workshop event, called 'GovMaker' on November 22nd• Reminded both Open Government Committee members and Information Management Liaisons to register by submitting the internal training form for this event, as the attendees need to be confirmed with the lead partner organization, MaRS Discovery District.

	<ul style="list-style-type: none"> Information Management Liaisons 	Robert Ambra	<ul style="list-style-type: none"> Process has matured over the year from awareness to developing a plan
3	Divisional IM Plans – Our Experiences So Far	<p>Carleton Grant – ML&S</p> <p>Susan Paolucci – Court Services</p>	<ul style="list-style-type: none"> Shared experiences with developing the IM Plan for ML&S <ul style="list-style-type: none"> Biggest challenges were sharing information with staff that are disbursed as well as creating a plan that can be easy to understand Engaged divisional SMT in workshop to determine what actions are required Found the maturity assessment tool provided by City Clerk's office to be very useful to highlight where attention is required Ensured that IM plan aligned to divisional strategic plan Shared experiences with developing the IM Plan for Court Services <ul style="list-style-type: none"> Sent template to 5 managers to highlight the areas where requirements were and were not being met. Consolidated feedback and presented to SMT Recommends that IM plan be reviewed every three months and updated as required otherwise it will sit on a shelf and be ignored
4	Civic Engagement	Meg Shields	<ul style="list-style-type: none"> Presented on the Civic Engagement Strategy and the Engage Toronto Initiative <ul style="list-style-type: none"> Discussed objectives of the Civic Engagement Strategy Scan of civic engagement activities across divisions Compared other jurisdictions charters/policies for civic engagement Provided overview of Engage Toronto Initiative including timeline and next steps through 2014

5	Closing Remarks	Ulli Watkiss	<ul style="list-style-type: none">• Summarized the critical directions and input on topics and issues that the Open Government Committee has provided in 2013• A draft of 2014 topics will be sent out before year end for the group's consideration• Thanks to Open Government Committee and Information Management Liaisons for their leadership, participation and contributions in 2013
	Next meeting Open Government Committee – January 13, 2014		