	Open Government Committee **DRAFT** **Minutes** **February 29, 2016** 10:30 a.m. – 12:00 p.m. City Hall, 9th Floor West Tower Large Boardroom
Chair	Ulli Watkiss
Members	Bikram Chawla, Lan Nguyen, Casey Brendon, Tracey dal Bianco, Jackie DeSouza, John Humphries (for Matthew Chrysdale), Daphne Gaby Donaldson, Ian Duke, Daniel Fusca, Harvey Low, John Schaffter, Meg Shields, Rob Rossini, Fiona Murray (for Peter Notaro)
Guests	Stewart McKendry, Karthi Bala, Shalini Babbar
Regrets	Internal Audit Rep, Peter Notaro, Rob Rossini, Bikram Chawla, Casey Brendon, Ulli Watkiss
Support	Olalekan Adejola, Nancy Isozaki, John Jones

Agenda Topics	Lead	Key Points / Actions
Minutes	Daphne Gaby Donaldson	January 19, 2016 meeting update on action items provided. Action items: 1. Strategic Communications has assigned a Communications person to work on broader communication of AODA and the IM Framework. 2. Lan will discuss an IT business case on AODA with Karthi. 3. Open Government Performance Measures – Nancy's team has consulted with a number of stakeholders on measures. This item will be included in the April 11th joint meeting with the IMLs. Committee then approved the Minutes. (Held from Nov 2015 meeting) Recognition for outstanding contribution to the Open Government Committee – John Jones.
Open Government	John Jones	**2016 Committee Priority Themes & Workplan Items** • New workplan proposed for 2016. The new workplan has the major priorities/

Updates		themes and sample activities to be carried out for each theme. Below are the six major priorities:
		- o Reports & Publications - o Awareness and Collaboration - o Implementing Technologies e.g. SharePoint - o Information Mgt. framework - o Governance – measuring and monitoring - o Tell the Story – Divisions (This priority will be renamed to provide clarity.) - After a few clarification questions, the committee endorsed the new 2016 workplan. **Other Updates** - TPS Bylaw featured on Open Government website (Toronto.ca/opengov). Also posted to the website are the Open Government in OpenSpaces proceedings from last fall. 2015 Open Government Report is being re-imaged as an Album-style Progress Report. The report is framed as part of the response to the 2015 survey findings that there is little knowledge of Open Government happenings within the City. Committee members will see the draft report prior to the April 11th meeting. - Project Manager starting March 7 for 'Open Information – Classification' capital project. - Communication for recently approved IM standards and procedures to be approved by end of the month. - Information Management Accountability Policy updates – changes will incorporate changes to Municipal Code Chapter 217 and MFIPPA legislation amendment. - Govmaker 2016 – (sponsored by MaRS, Province, Guelph, Toronto) tentatively scheduled for spring in Guelph. The Mayor of Guelph is expected to open the event. **Open Government Committee Terms of Reference** - Last review was 3 years ago. Committee priorities, scope etc may have evolved. **ACTION:** Volunteers needed to form a working group for this review which is to start in April. Please contact John Jones to participate. The working group will report back to the Open Government Committee on June 27th.
Open Data – Report at Government Management	Daphne Gaby Donaldson/Lan Nguyen	The Open Data Committee (ODC) is co-Chaired by Daphne and Lan and has senior division representatives. Kick-off meeting is March 3. The key priorities for the Open Data Committee are to

Committee 9.13 & Next Steps		- increase the number of data sets being published - build more information sharing culture - provide robust technology and tools - engage City staff and the Divisions - open by design – build in open data at the system design stage The ODC will look at the 2016 Open Government Committee workplan to see how to align the two workplans. In order to respond to GMC motions on open data, the Open Data Committee will discuss it and determine what can be done this year, what are the barriers, resources required, how to manage expectations and explore opportunities to engage the public. The Open Government Committee provides oversight for the Open Data Committee.
Cloud Computing Framework	Stewart McKendry	Fiscal pressure, need for modernization, projects in the pipeline looking at Cloud are some of the reasons the City is looking at putting in place a Cloud framework. This framework is to provide a repeatable approach for using Cloud storage in the City. I&T, PMMD, Legal and the City Clerk's Office developed the framework. The Cloud framework focuses on addressing four fundamental questions: - What is Cloud? - Is my need a suitable option for the Cloud? - How do I get ready to go to the Cloud? - How can the City enable the Cloud? Going Cloud does not: - eliminate the need to weigh your risks against the benefits - change our responsibility for proper records & information management To go Cloud, projects still have to perform due diligence (tools provided in framework) on what is to be done as Cloud is the how and not the what.

		Cloud does not work in isolation of projects and it involves a huge culture shift and change in mindset. For this reason, a communication plan has been developed to ensure stakeholders receive relevant information about the Cloud framework at the appropriate level of details. The Cloud framework is to be presented to the City Clerk and CIO for approval. The City environment does change, so the framework will be updated regularly.

Next meeting: Monday, April 11, 2016, JOINT MEETING with Information Management Liaisons: NEW LOCATION: METRO HALL Room 308-309. NEW START TIME: 10am-noon.