

**Open Government Committee  
Minutes**

**January 13, 2014**

10:30 a.m. – 12:00 p.m.  
City Hall, 9<sup>th</sup> Floor West Tower

<b>Attendees:</b>	Karthi Bala, Daphne Gaby Donaldson, Ian Duke, Harvey Low, Shirley MacPherson, Huw Morgan, Alex Mozo, John Schaffter, Ruvani Shaubel, Meg Shields, Lynda Taschereau, Lorne Turner
<b>Guests:</b>	John Davies
<b>Regrets:</b>	Casey Brendon, Mathew Chrysdale, Jackie DeSouza, Rob Rossini, Ulli Watkiss
<b>Support:</b>	John Jones, Nancy Isozaki, Judy Sheridan

<b>Agenda Topics</b>	<b>Lead</b>	<b>Key Points / Action</b>
Minutes of November 4, 2013	Daphne Donaldson	Minutes approved.
<p style="text-align: center;"><b>UPDATES</b></p> <p>Govmaker Day (Nov. 22) Impressions &amp; Next Steps</p> <p>Divisional Information Management Plans</p>	Nancy Isozaki	<ul style="list-style-type: none"> <li>• MaRS Govmaker Day was a great success and resulted in ongoing partnerships and activities including Communities of Practice for Open Data, and Open Government.</li> <li>• MaRS Discovery District is planning a public Open Government event. They will be planning the event independent of the City of Toronto and are looking for a non-profit organization to co-host.</li> <li>• IM Plans are being completed by the Divisions. Common themes in the plans are a need for greater awareness of IM, communication and training.</li> <li>• <b>ACTION: Open Gov Com will request from the DCMs a Cluster level summary analysis of the Divisional Plans in preparation for a Joint IML/Open Gov Com meeting April 28.</b></li> </ul>

<p><b>2014 Open Government Draft Work Plan</b></p>	<p>Nancy Isozaki</p>	<ul style="list-style-type: none"> <li>• A draft of the annual Open Government Committee work plan was presented for discussion</li> <li>• The plan includes a request for each committee member to present on an Open Government related initiative going on in their division or cluster.</li> <li>• <b>ACTION: Members identify topics from their division or cluster for presentation to Open Government Committee</b></li> <li>• <b>ACTION: A revised work plan based on the discussion will be circulated to the committee.</b></li> </ul>
<p><b>New Email System Implementation and Implications</b></p>	<p>John Davies</p>	<ul style="list-style-type: none"> <li>• Update provided on current project to replace Novell GroupWise email system with Microsoft (MS) Exchange.</li> <li>• Plan includes deployment of 23,000+ email accounts to Exchange from Nov. 2014 to Oct. 2015</li> <li>• Project team is working with CIMS to improve the information management of email records as an opportunity during the transition</li> </ul>
<p><b>"Open Analysis"</b> – an Important Element of Open Government</p>	<p>Harvey Low</p>	<ul style="list-style-type: none"> <li>• Open Analysis is about empowering people to use the data for their own purposes</li> <li>• Making data easy to manipulate without highly specialized skills increases its accessibility</li> <li>• Ensuring the data is understood in context is important and can be supported by including meta data with the datasets</li> </ul>
<p><b>Next meeting</b> March 10, 2014</p>		