

**Open Government Committee, Divisional Information Management (IM) Liaisons and City of Guelph –  
Joint Meeting**

**Minutes**

**April 28, 2014**

10:00 a.m. – 12:00 p.m.  
Metro Hall 308/309

**Attendees:** -Open Government Committee  
-City of Toronto Divisional Information Management Liaisons

**Guests:** -City of Guelph guests  
-City of Toronto – guest staff

**Regrets:**

**Support:** Robert Ambra, Amit Lall

	<b>Agenda Topics</b>	<b>Lead</b>	<b>Key Points / Action</b>
	Minutes of March 10, 2014	Ulli Watkiss	Minutes approved.
	<b>City of Toronto</b> Open Government and Information Management: 'Our story'	Ulli Watkiss	<ul style="list-style-type: none"> <li>• Presented on the City of Toronto's governance for Information Management and Open Government programs and initiatives</li> <li>• In 2007 Toronto became the first Canadian municipality to post Councilor expenses on-line</li> <li>• After launching the Open Data portal, Toronto published Councillors' expenses in raw, machine-readable format</li> <li>• With these open information efforts required stronger governance to shift organizational culture towards more responsible management of information.</li> <li>• 'eGovernment', a committee focused on enabling technologies for functions was rebranded to the Open Government Committee with a mandate broader than technology</li> </ul>

			<ul style="list-style-type: none"> <li>• In 2010 the City Manager’s Office completed an organization review of the City's information management related functions</li> <li>• The City Clerk was given the mandate for corporate information management policy and implementation</li> <li>• A new Corporate Information Management Services (CIMS) organization was created to promote open government by enabling easy public access to clear and understandable government information</li> <li>• Today, Open Government and Information Management governance is embodied in the Open Government Committee, with organizational leadership and support from CIMS</li> <li>• Policies, directives and standards are framed by the City's Information Management Framework, which itself is aligned with the Open Government principles</li> <li>• In 2012 the Open Government Committee adopted the accountability, transparency, accessibility and civic participation principles of the international Open Government Partnership.</li> <li>• Promoting Open Data in the City of Toronto is a unique partnership between Information and Technology (I&amp;T) Division and CIMS</li> <li>• Another unique partnership between I&amp;T and CIMS is Email. The joint project oversight recognizes that email is the pervasive way to communicate and message decisions and records within the City</li> <li>• The Open Government Committee and CIMS are promoting the importance of 'Designing IM requirements' into technologies, such as instant messaging</li> <li>• The key message from the Open Government and Information Management governance model is that the City of Toronto takes a holistic approach that recognizes legislation, strategy, policy, design, technology, people and practices</li> </ul>
	<p><b>City of Guelph</b>  Open Government Action Plan, Strategies for Implementing Information Management in Information Technology, Managing Culture Change</p>	<p>Blair Labelle,  (General Manager, Technology and Innovation, City of</p>	<ul style="list-style-type: none"> <li>• Presented on Guelph's Open Government Action Plan (OGAP)</li> <li>• OGAP is an integral component of Guelph's Corporate Strategic Plan</li> <li>• Open Government is helping to drive cultural changes needed to respond to new realities</li> <li>• Staff idea camps and a focus on leadership and development are being used to support organizational change management strategies</li> </ul>

	Guelph), Mark Amorosi	<ul style="list-style-type: none"> <li>• OGAP is about communities driving their own initiatives in partnership with the City of Guelph</li> <li>• In 2012, the Open Government Framework was approved by council, which provided the basis for OGAP</li> <li>• A tangible example of Open Government in action was an organized hackathon that took place in February</li> <li>• Design labs are also being established as places for public innovation where interdisciplinary teams will help to lead change</li> <li>• Presented the co-production process for developing OGAP starting in February with the final draft of the plan presented to City Council in July</li> <li>• OGAP community benefits include: <ul style="list-style-type: none"> <li>○ Better supported and empowered community</li> <li>○ More civic participation</li> <li>○ Innovative solutions to shared challenges</li> <li>○ Economic benefits</li> <li>○ Greater trust in local government</li> </ul> </li> </ul>
<b>Discussion</b>	Meg Shields (moderator)	<ul style="list-style-type: none"> <li>• A design lab will be piloted and the City of Guelph is taking steps to create the entity. Some design labs will provide information, while others will provide physical space to collaborate and work through complex questions. The hope is that these design labs will be a long-term platform for engagement</li> <li>• The source of complex questions that need to be addressed will come from both Government and the community</li> <li>• City of Guelph's Communication Plan/Strategy for community engagement needs to look at different methods of engagement based on people's preferences</li> <li>• The idea behind Guelph's staff idea camps is to have a general discussion about what Open Government needs to be successful, to explore initiatives as a group and to develop ideas that support Open Government</li> </ul>
<b>City of Toronto Divisional Information Management Plans</b>	Robert Ambra,	<ul style="list-style-type: none"> <li>• Provided an overview of the Information Management Accountability Policy and the key duties of the Information Management Liaisons</li> </ul>

<p>-Introduction to IM Liaisons and IM Plans</p> <p>- Consolidated report from the Clusters on their IM plans, discussion of challenges, and how Open Government Committee can support Divisions' 2013 implementation and changes to 2014 IM Plan approaches.</p>	<p>Soraya Walker (IM Liaison)</p>	<p>(IML)</p> <ul style="list-style-type: none"> <li>• Key themes, action items, gaps and areas of focus from the Divisional Information Management (IM) Plans were presented</li> <li>• Transportation Services presented on their process and approach to developing their IM Plan as well as on Transportation's inventory of information, which they hope to complete in 2014</li> </ul>
<p><b>Discussion</b></p>	<p>Meg Shields (moderator)</p>	<ul style="list-style-type: none"> <li>• How policies are being operationalized by divisions through procedures needs to be reviewed.</li> </ul>
<p><b><u>Next meetings</u></b>  <b>Open Government Committee - June 23, 2014, 10:30am-12 City Hall, 9WT Boardroom</b></p>		