

**Open Government Committee
Minutes**

March 10, 2014

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

Attendees:	Casey Brendon, Rob Rossini, Max Greenwald, Daphne Gaby Donaldson (Chair), Ian Duke, Harvey Low, Karthi Bala, Tracey Dal Bianca, Ruvani Shaubel, Lynda Taschereau, Lorne Turner
Guests:	Evan Alexiou, Huw Morgan, Rob Candy, Keith McDonald
Regrets:	Meg Shields, Matthew Chrysdale, Jackie DeSouza, Shirley MacPherson, John Schaffter, Ulli Watkiss
Support:	John Jones, Nancy Isozaki, Grant Coffey (for Amit Lall)

Agenda Topics	Lead	Key Points / Action
Minutes of January 13, 2014	Daphne Donaldson	Minutes approved.
UPDATES		
Open Government Committee 2014 Workplan	Nancy Isozaki	<ul style="list-style-type: none"> • Reviewed revised plan. Minor adjustments. • Action: Committee endorsed the 2014 Workplan. • Action: Harvey Low to prepare content for the Open Data team and Open Government Committee regarding neighbourhood improvement areas data consideration.
Open Government (interjurisdictional) Community of Practice	Nancy Isozaki	<ul style="list-style-type: none"> • Reviewed dialogue from recent forum with jurisdictions from Southern Ontario including Guelph, London, Toronto, as well as province of British Columbia. Discussed London Civic Engagement Activities. Discussion was insightful. • Next Community of Practice Forum Host: Province of British Columbia and Victoria with support from Toronto and MaRs.

	<p>Divisional Info. Mgmt Liaisons & 2013 Div IM Plans</p> <p>CIMS Strategic Plan, Open Government Learning Plan</p>	<p>Nancy Isozaki</p> <p>Nancy Isozaki</p>	<ul style="list-style-type: none"> • Excellent turnout at first 2014 IML session. Discussed 2014 plans, 'Open Government by Design Requirements', IT and business continuity elements. • Gathering input from IML on status of Div IM Plans for report back at joint meeting April 28 with Open Government Committee. • Introduction to the draft CIMS Strategic Plan and the Open Government Learning Strategy. • ACTION: Plans will be circulated for Open Government Committee members feedback in Q2 2014 • ACTION: CIMS to circulate the Open Government Learning Plan communications plan
	<p>Protection of Privacy Policy</p>	<p>John, Jones, Evan Alexiou</p>	<ul style="list-style-type: none"> • Overview of key policy elements. • Communication plan has been developed and provided to the City Manager's Office. • Target Scrum for approval mid-May. • No questions on Privacy video circulated for viewing prior to meeting. • ACTION: John Jones follow-up with City Manager's Office, Legal Services and I&T for final input. (Decision on any change in next step can be made based on magnitude of changes.)
	<p>Consistent Naming Standards (AG's Uniform Data Standards, Common Data Elements Standard, Authoritative Sources)</p>	<p>Huw Morgan, John Jones</p>	<ul style="list-style-type: none"> • Update on the Common Data Elements Standard with discussion about how it will be applied to forms and application screens. • Plan to update Enterprise Architecture Review Committee in April to be followed by a report back to Open Government Committee (in email). • Discussed Uniform Data Standards in context of 2013 Auditor General report including approach to put in place a framework for what is required, for example, governance, the actual standards, and processes to store and maintain. Discussed draft document that will be available for Open Government input (in email) with plan to take forward to Enterprise Architecture Review Committee in April. • Review status of Authoritative Sources work and that it is in its infancy, focus currently on defining what an authoritative source is. This will be

			<p>followed by what the requirements for authoritative sources are, and then to identify systems with authoritative data.</p> <p>ACTION: No action required yet.</p>
	2014 Open Data Workplan	<p>Rob Candy, Keith McDonald</p>	<ul style="list-style-type: none"> • Update on Open Data • Sustainment going well but getting new Open Datasets of interest to public not progressing. <ul style="list-style-type: none"> • Action: Open Data Team to • (a) prepare a presentation for SCRUM • (b) identify Datasets for DCMs that are listed in 'Requests of Note' that are on hold • (c) include link from Open Data to Wellbeing Toronto.
	<p>Next meeting April 28, 2014 – Open Government Exchange with City of Guelph and Joint Meeting with Divisional Information Management Liaisons</p>		