

Open Government Committee

Minutes

April 29, 2013

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

Attendees:	Casey Brendon, Mathew Chrystdale, Jackie DeSouza, Ian Duke, Tracey Dal Bianco (for Shirley MacPherson), Harvey Low, Trish Garner (for John Pomeroy), Fiona Murray (for Lynda Taschereau, Lorne Turner, Ruvani Shaubel, Meg Shields, Ulli Watkiss
Regrets:	Daphne Gaby Donaldson, Rob Rossini, John Schaffter
Support:	Bill Ballard, Nancy Isozaki, John Jones, Judy Sheridan

	Agenda Topics	Lead	Key Points / Action
1	Minutes of March 11, 2013	Ulli Watkiss	Minutes approved.
	New Business City Strategic Plan - Strategic Actions		<ul style="list-style-type: none"> • Strategic Action Number 1 in the City's Strategic Plan is Open Government by Design • Brainstorming sessions were held on strategic actions for opening up government • The results will be circulated for review and comment <p>Action: Open Government Committee members review and comment on Strategic Actions by May 31, 2013</p>
2	Updates		
	Open Government Forum	Nancy Isozaki	<ul style="list-style-type: none"> • MaRS will present a draft of the format for the Forum to the Open Government Committee sub-group at their upcoming meeting • Forum Dates: Friday, Oct. 28 and Saturday, Oct. 29 • Friday geared to participants from all levels of government and NGOs - \$200 per person • Saturday geared to the public – free admission

	Open Government Vision/Mission	John Jones	<ul style="list-style-type: none"> • Focus group meeting April 23 with sub-group of committee members • Ideas discussed and documented for consideration of the committee • Further input from committee members is requested <p>Action: Submit your Vision Statement and Branding Statement proposals by May 14</p>
	Information Management Hold Policy	John Jones	<ul style="list-style-type: none"> • Policy applies to holding materials for legal matters, and also to other circumstances including requirements for FOI, and accountability officers • Currently the policy is in the review process • Under review by Divisional Information Management Liaisons • Next review by SMEs including, Legal, Audit, I&T, Access & Privacy • Planning for City Manager's approval later in 2013
3	Open Data Licence Consultation Review	John Jones	<ul style="list-style-type: none"> • The federal government's draft Open Government licence was posted on the internet for comment for a limited time late in 2012 • The City of Toronto did not provide comment at that time • Federal government expects provinces and municipalities across Canada to adopt the licence • Will be presented to the G8 in June • City of Toronto meeting with the Province for discussion on May 6
4	Information Management Standards Review - Common Data Elements Standard - Digitization Standard	Bill Ballard	Common Data Elements Standard <ul style="list-style-type: none"> • Key driver for this is eForms • Scope – most common fields associated with a client on forms • For approval Q3 2013 Digitization Standard <ul style="list-style-type: none"> • Managing digital images as records • Business areas are converting from paper to electronic to achieve business efficiencies • Accounts Payable and Toronto Building are two examples • For approval Q3 2013
	Next meeting June 24, 2013		