Clause embodied in Report No. 2 of the Policy and Finance Committee, as adopted by the Council of the City of Toronto at its meeting held on March 6, 7 and 8, 2001.

20

Telecommunications Steering Committee

(City Council at its meeting held on March 6, 7 and 8, 2001, adopted this Clause, without amendment.)

The Policy and Finance Committee recommends the adoption of the joint report (February 4, 2001) from the Chief Administrative Officer and the Executive Lead on Telecommunications.

The Policy and Finance Committee reports, for the information of Council, having recommended to the Striking Committee that Councillor Howard Moscoe be appointed as a member of the Telecommunications Steering Committee.

The Policy and Finance Committee submits the following joint report (February 4, 2001) from the Chief Administrative Officer and the Executive Lead on Telecommunications:

Purpose:

To report to the Policy and Finance Committee on the outcome of a review of the Telecommunications Steering Committee. Staff previously recommended that the Terms of Reference of the Telecommunications Steering Committee be reviewed and that a report be submitted to the Policy and Finance Committee.

Financial Implications and Impact Statement:

There are no new financial implications resulting from the adoption of this report.

Recommendations:

Staff reviewed the terms of reference and membership of the Telecommunications Steering Committee and make the following recommendations:

(1) maintain the Telecommunications Steering Committee;

(2) due to the significant policy overlap with other standing committees, membership on the Telecommunications Steering Committee should include representatives from each the City’s Standing Committees, (e.g., Administration, Works, Economic Development and Parks, Planning and Transportation, Policy and Finance, etc.);
the mandate of the Telecommunications Steering Committee should be to monitor, plan and co-ordinate internal and external telecommunications initiatives;

City staff, in consultation with independent telecommunications experts, should prepare an orientation programme for members of the Telecommunications Steering Committee. The programme should also be made available to all Members of Council;

due to the rapid change in the field, the mandate of the Telecommunications Steering Committee should be expanded to include semi-annual informal forums with private sector telecom leaders and industry associations to exchange information on emerging trends/issues in the information technology sector;

the Telecommunications Steering Committee should continue to be a sub-committee of the Policy and Finance Committee. However, many projects are now underway that fall within the mandates of other standing committees. Therefore, consideration should be given to the review of certain reports by other standing committees in addition to Policy and Finance, or prior to Policy and Finance;

the Inter-Departmental Working Group would continue with representatives from appropriate departments/divisions, e.g., Chief Administrator’s Office, City Solicitor’s Office, Economic Development, Finance, Information Technology, Transportation Services, and Water and Wastewater Services. Where appropriate, IT and telecom leads from ABC’s should participate in the staff Working Group;

the Executive Lead on Telecommunications would continue to lead and provide strategic direction to the Inter-Departmental Working Group; however, telecommunications initiatives would be linked more closely to appropriate information technology initiatives/programmes; and

the Acting Executive Director of Information Technology has a mandate to integrate telecommunications planning and strategic management into the Information Technology Division of Corporate Services Department, which reports to the Administration Committee. Therefore, the mandate, membership, and reporting relationship of the Telecommunications Steering Committee should be reviewed in 12 months.

Background:

On January 2, 2001, the City Clerk submitted a Staff Report to the Policy and Finance Committee, entitled Review of Sub-Committees, Advisory Committees, Special Committees and Task Forces established by City Council since January 1998.
The staff report recommended that:

The Policy and Finance Committee review the attached Appendices I and II, and determine:

(a) which sub-committees that report to Policy and Finance Committee it wishes to continue or disband, and determine the mandate and membership of those sub-committees it wishes to continue; and

(b) which advisory committees, special committees and task forces that report to the Policy and Finance Committee it wishes to recommend to City Council be continued or disbanded, and whether the composition or mandate should be retained or amended;

The Telecommunications Steering Committee was listed in Appendix I with the recommendation that the Terms of Reference and Membership be reviewed, and that a report be submitted to the Policy and Finance Committee.

Comments:

The Telecommunications Steering Committee was formed in February 1999 to serve as a Steering Committee to an Inter-Departmental Working Group, whose mandate was to monitor, plan, and co-ordinate internal and external telecommunications initiatives, and to develop telecommunications plans. One Hundred Thousand dollars ($100,000) from the corporate contingency fund was allocated for these purposes.

Telecommunications is a broad field which impacts on the City in many different ways, ranging from managing our rights-of-way, negotiating municipal access or street crossing agreements, meeting our corporate telephony/computer networking needs to the City’s economic development and access to the global economy. Recognizing the diverse nature of the telecommunications sector, the Inter-Departmental Working Group was established to better co-ordinate telecommunications issues/initiatives, and included representatives from appropriate departments, including the CAO’s Office, Economic Development, Information and Technology, Legal Division, and Works and Emergency Services.

In February, 2000 an Executive Lead on Telecommunications was appointed by the Chief Administrative Officer to lead the City’s telecommunications initiatives and to provide overall strategic direction in this emerging area.

The Telecommunications Steering Committee and the Inter-Departmental Working Group have been active with a range of telecommunications issues, including municipal access agreements, rights-of-way management, demonstration projects, wireless and fibre optics connectivity.

In July, 2000, the Chief Administrative Officer and the Executive Lead on Telecommunications submitted a joint report to the Telecommunications Steering Committee, Policy and Finance Committee and Council which outlined a strategy, or work plan, for future initiatives on telecommunications. The work plan set out three major activities to be undertaken in support of the strategy:
(1) a range of initiatives designed to better manage pressure on City rights-of-ways resulting from the growth in the telecommunications field;

(2) the development of a detailed business case for a municipal dark fibre optic build; and

(3) short-term examination of demonstration projects.

This approach was approved by Council at its meeting in July 2000. Since that time, staff have been very active in establishing a telecom project office, engaging a consultant to conduct a feasibility study for a municipal dark fibre network, conducting a RFP process for a demonstration project (robotics technology to install fibre optics in combined water/waste water sewers), conducting an EOI/RFP process for a telecommunications support structure in high demand areas, (in partnership with the private sector on a build/manage/transfer basis). In addition, staff retained the firm of Angus-Telemanagement (highly respected industry analysts) as our telecommunication advisors to provide sector specific advice and guidance.

In light of this work undertaken to better manage telecommunication issues, staff are of the view that it is appropriate to review the terms of reference of the Telecommunications Steering Committee and the Inter-Departmental Working Group to ensure that they continue to meet the needs of the City. In addition, the recent appointment of the Executive Lead on Telecommunications as the Acting Executive Director of the Information Technology Division provides an opportunity to integrate overall responsibility for telecommunications with responsibility for information technology, thus building on the synergies of these complementary areas.

Conclusion:

This report recommends that the Telecommunications Steering Committee be continued. It also recommends that the terms of reference and membership be modified to better address the multiple telecommunications initiatives now underway in various departments, which will be of interest to a number of standing committees. The revisions to the terms of reference also recommend that the Telecommunications Steering Committee conduct regular informal meetings with key industry representatives.

Contact:

Steven Byrd, Manager, Telecommunications Office, Metro Hall, 2<sup>nd</sup> Floor, 55 John Street, Toronto, Ontario, M5V 3C6, Telephone: 338-1985; Facsimile: 338-1980; E-mail: sbyrd@city.toronto.on.ca
Appendix “I”
Review of Sub-Committees, Advisory Committees, Special Committees And Task Forces

Reporting to the Policy and Finance Committee:

Type:
Steering Committee

Name:
Telecommunications Steering Committee

Establishing Authority:


Membership: (pre municipal election in November 2000)

Councillor John Adams (Chair)
Councillor Gordon Chong
Councillor Davis
Councillor Howard Moscoe
Councillor Mario Silva

Mandate/Terms of Reference:

To serve as a Steering Committee to an Inter-Departmental Working Group, whose mandate is to monitor, plan and co-ordinate internal and external telecommunications initiatives, and to develop telecommunications plans.

Frequency of Meetings:

Meeting once a month, usually the week before Policy and Finance meets.

Sunset Date:
Not specified