

THE CITY OF TORONTO

City Clerk's Office

Minutes of the e-City Committee

Meeting No. 1

Monday, April 5, 2004

The e-City Committee met on April 5, 2004, in Meeting Room "B", City Hall, Toronto, commencing at 2:00 p.m.

* Councillor	2:00 p.m.
Councillor Peter Milczyn, Chair	X
Councillor Brian Ashton	X
Councillor Mike Del Grande	-
Councillor Adam Giambrone	X
Councillor Doug Holyday	X
Councillor Cliff Jenkins	X
Councillor Jane Pitfield	X
Councillor David Soknacki	X

* Members were present for all or part of the meeting.

Also Present: Councillor Sylvia Watson, obo Councillor Mike Del Grande

Declarations of Interest under the *Municipal Conflict of Interest Act*.

None declared.

1.1 Election of Chair

On motion by Councillor Soknacki, the e-City Committee unanimously elected Councillor Peter Milczyn as Chair of the e-City Committee for a term of office to expire on May 31, 2005 or until his successor is elected or appointed.

1.2 Terms of Reference for the Information and Technology Blue Ribbon Panel

The e-City Committee gave consideration to a report (April 1, 2004) from the Chief Administrative Officer and the Commissioner, Corporate Services recommending that:

- (1) the Blue Ribbon Panel consist of 7 members;
- (2) the selected panel members should:
 - (a) be senior information technology directors at the Chief Information Officer / Chief Technology Officer level;
 - (b) be from either major public or private sector organizations that have a threshold scale similar to the City of Toronto (i.e. several thousand networked computers and hundreds of servers);
 - (c) have corporate experience managing a large, complex multi-site information technology environment and dealing with implementation/change management issues;
 - (d) have current, direct management experience with technology lifecycle management issues;
 - (e) be from organizations that are preferably GTA-based to enable a timely participation, and also have an interest in the well-being of the City of Toronto;
 - (f) be recognized as industry experts and free of any conflict of interest or perceived conflict of interest concerns;
- (3) all computer vendors and manufacturers, and all consultants be excluded from this process to ensure impartiality and to avoid any conflict of interest issues;
- (4) panel members include those listed in Appendix A: Nominations for Panel Members; and
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect hereto.

On motion by Councillor Ashton, the e-City Committee adopted the following recommendations contained in the report (April 1, 2004) from the Chief Administrative Officer and the Commissioner, Corporate Services, as amended by the e-City Committee:

- (1) the Blue Ribbon Panel consist of 7 members;

- (2) the selected panel members should:
 - (a) be senior information technology directors at the Chief Information Officer/Chief Technology Officer level;
 - (b) be from either major public or private sector organizations that have a threshold scale similar to the City of Toronto (i.e. several thousand networked computers and hundreds of servers);
 - (c) have corporate experience managing a large, complex multi-site information technology environment and dealing with implementation/change management issues;
 - (d) have current, direct management experience with technology lifecycle management issues;
 - (e) be from organizations that are preferably GTA-based to enable a timely participation, and also have an interest in the well-being of the City of Toronto;
 - (f) be recognized as industry experts and free of any conflict of interest or perceived conflict of interest concerns;
- (3) all computer vendors and manufacturers, and all consultants be excluded from this process to ensure impartiality and to avoid any conflict of interest issues;
- (4) (on motion by Councillor Giambrone), the following Terms of Reference for the Blue Ribbon Panel (IT Panel), contained in the report (April 1, 2004) from the Chief Administrative Officer and Commissioner of Corporate Services, be approved:

"The IT Panel will provide advice to the Executive Director, Information and Technology on the proposed City of Toronto Technology End of Lease

Strategy. The Executive Director will draw upon the experience and guidance of this peer group to make recommendations that best suit the information management and information technology objectives and requirements of the City of Toronto.

In particular, the IT Panel will review, discuss and comment on the City of Toronto Technology End of Lease Strategy with respect to:

- (1) the overall approach and strategy as approved in principle by Council;
- (2) the project charter (defining scope, objectives and management);
- (3) the project implementation plan including project approach, plans, and phased schedule; and
- (4) best practices related to project management, deployment, asset management, and sustainment issues.

Each IT Panel member will complete a Review Evaluation Matrix, assessing the Technology End of Lease Strategy. A staff report will be prepared for the Commissioner, Corporate Services which summarizes the IT Panel evaluations and their recommendations, as well as the Executive Director I&T's recommendations from the Peer Review.

The outcomes for the IT Panel review will be presented to the eCity Committee meeting on April 22, 2004."

- (5) panel members include those listed in the following Appendix A: Nominations for Panel Members as contained in the foregoing report:

"Nominations for IT Panel Members:

Government	Province of Ontario: Chief Service Delivery MBS
	City of Mississauga: Director, Information Technology
Public Agency	Workplace Safety & Insurance Board: CIO, Infrastructure Services
Public Agency – Academic	University of Toronto: Director, Strategic Computing
Financial Sector - Banking	Royal Bank of Canada: VP PC/LAN
	Bank of Montreal: VP, Chief Information Security Officer (former Chief Technology Officer, Province of Manitoba)
Insurance	Sun Life: Corporate CIO"

- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect hereto.

The meeting adjourned at 2:45 p.m.

Chair