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**e-CITY COMMITTEE  
DECISION DOCUMENT  
MEETING 4**

<b>Date of Meeting:</b>	<b>Wednesday, July 13, 2005</b>	<b>Enquiry: Belinda Bains</b>
<b>Time:</b>	<b>9:30 a.m.</b>	<b>Committee Secretary</b>
<b>Location:</b>	<b>Committee Room 1</b>	<b>416-392-7039</b>
	<b>2nd Floor, City Hall</b>	<b>bbains@toronto.ca</b>
	<b>100 Queen Street West</b>	
	<b>Toronto</b>	

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*The Decision Document is for preliminary reference purposes only. Please refer to the Committee's minutes for the official record.*

*How to Read the Decision Document:*

- *recommendations of the Committee to the Administration Committee are in bold type after the item heading;*
  - *action taken by the Committee on its own authority does not require Administration Committee approval and is listed in the Decision Document in bold type under the heading "Action taken by the Committee"; and*
- Declarations of Interest, if any, appear at the end of an item.*

*Minutes Confirmed – Meeting of June 20, 2005.*

**Communications/Reports:**

**1. Election of Chair and Vice-Chair – e-City Committee**

Action taken by the Committee:

**The e-City Committee appointed Councillor Milczyn as Chair and Councillor Pitfield as Vice-Chair for a term of office ending November 30, 2006 or until their successors are appointed.**

## **2. Toronto Zoning Project and e-Consultation**

Action taken by the Committee:

**The e-City Committee:**

- (1) received a PowerPoint Presentation from the Project Manager, Zoning By-law Project, City Planning, on Toronto Zoning Project and e-Consultation;**
- (2) requested the Executive Director of Information and Technology, in consultation with the City Clerk, to report to the October 2005 meeting of the e-City Committee on initiatives underway and future possibilities for Listserv type technologies to improve communications between the public and the City of Toronto; and**
- (3) requested the City Manager, in consultation with the City Clerk and Executive Director of Information and Technology to report back to the October 2005 meeting of the e-City Committee on developing a common corporate approach to e-consultation.**

## **3. Technology End of Lease Strategy Initiative (TELS) Progress Report on Purchasing Requirements for 1<sup>st</sup> Phase of Fourth Quarter 2005**

**The e-City Committee recommended to the Administration Committee that the report (June 21, 2005) from the Chief Corporate Officer be received.**

Report (June 21, 2005) from the Chief Corporate Officer reporting on the equipment requirements for the Technology End of Lease Strategy Initiative for the first phase of the fourth quarter, 2005.

Recommendation:

It is recommended that the report be received for information by the e-City Committee and the Administration Committee.

Councillor Jenkins declared an interest in this matter in that he is a retired pensioned employee of IBM Canada Ltd.

## **4. Thin Client Progress Report**

Action taken by the Committee:

**The e-City Committee received the report (June 21, 2005) from the Chief Corporate Officer.**

Report (June 21, 2005) from the Chief Corporate Officer providing a status update on the Thin Client initiative, as part of the Technology End-of-Lease Strategy (TELS) in response to Clause 28, Report 3 of the Administration Committee, adopted by Council at its meeting of May 18, 19 and 20, 2004.

Recommendation:

It is recommended that this report be received for information.

## **5. Technology Asset Management Strategy**

**The e-City Committee recommended to the Administration Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (July 8, 2005) from the Chief Corporate Officer.**

Report (July 8, 2005) from the Chief Corporate Officer reporting back to the Administration Committee, through the e-City Committee, on the inventory system that will be used to track the assets deployed through the Technology End of Lease Strategy (TELS), and to report on a corporate technology asset management strategy.

Recommendations:

It is recommended that:

- (1) all information technology (IT) acquisitions in the City of Toronto, including photocopiers and facsimile machines, continue to be co-ordinated through the Information and Technology Division to ensure they are subject to the acquisition and asset management process;
- (2) the corporate asset management software agent and anti-virus technology of the enterprise systems management suite be installed on all desktop and notebook computers and be part of the City of Toronto's Enterprise Directory Service in order for them to be tracked by the enterprise systems management tools in a consistent manner;
- (3) no equipment should be connected to the network until it is captured in the change management and corporate technology asset management system;
- (4) City Programs will be responsible for reporting all moves, adds and changes to technology assets to the Information and Technology Service Desk until the implementation of the new corporate technology asset management system;
- (5) City Programs will be responsible for directly updating the new corporate asset management system once implemented, for all technology asset moves, adds and changes that they initiate;

- (6) the Deputy City Manager and Chief Financial Officer be directed to report back to the e-City Committee with the financial sustainment model to enable long-term financial planning for asset replacements, when complete; and
- (7) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

## **6. Information Technology Association of Canada (ITAC)**

Action taken by the Committee:

**The e-City Committee:**

- (1) received the report (July 6, 2005) from the Chief Corporate Officer; and
- (2) requested the Chief Corporate Officer to report to the e-City Committee if in the future there is borrowed technology to be tested, to apprise the Committee of the test and the companies, so that the process is transparent; and that this apply to any new initiatives being considered by staff.

Report (July 6, 2005) from the Chief Corporate Officer informing the e-City Committee of an appropriate relationship for the Information Technology Association of Canada (ITAC), and similar associations, with the City of Toronto.

Recommendation:

It is recommended that this report be received for information.

## **7. Status Report on Meeting Management Initiative**

Action taken by the Committee:

**The e-City Committee:**

- (1) received the report (July 5, 2005) from the City Clerk;
- (2) requested the City Clerk to submit a report to the October 2005 meeting of the e-City Committee on the progress of the Meeting Management Initiative; and
- (3) requested that the City Clerk and Executive Director of Information and Technology be advised that the Committee considers the web-streaming of all City Council, Standing Committee and Community Council meetings to be a priority for

**promoting the City of Toronto's e-democracy goals and requested that consideration be given to including this initiative in the 2006 budget submission.**

Report (July 5, 2005) from the City Clerk providing an update on the Meeting Management Initiative, an approved capital project to improve the Committee and Council decision-making process to make it more open, accessible and understandable to the public, Members and staff.

Recommendation:

It is recommended that this report be received for information.