

1. INFORMATION TECHNOLOGY SUB-COMMITTEE TERMS OF REFERENCE MANDAT DU SOUS-COMITÉ DE LA TECHNOLOGIE DE L'INFORMATION
--

COMMITTEE RECOMMENDATION, AS AMENDED

That Council approve the Sub-Committee's Terms of Reference, as outlined in this report and attached at revised Document 1, as amended by the Information Technology Sub-Committee. (as set out in motion no. ITSC 01/01).

RECOMMANDATION DU COMITÉ , TELLE QUE MODIFIÉE

Que le Conseil approuve le mandat du Sous-comité, comme il est expliqué dans le présent rapport et joint au Document 1 révisé, tel que modifié par le Sous-comité de la technologie de l'information (comme l'indique la motion no SCTI 01/01).

DOCUMENTATION/DOCUMENTATION

1. City Clerk and Solicitor's report, dated 6 February 2019
(ACS2019-CCS-GEN-0026).

Rapport du Greffier municipal et avocat général, daté le 6 février 2019
(ACS2019-CCS-GEN-0026).

2. Extract of draft Minutes, Information Technology Sub-Committee,
15 February 2019.

Extrait de l'ébauche du procès-verbal, Sous-Comité de la technologie de l'information, le 15 février 2019.

3. Extract of draft Minutes, Finance and Economic Development Committee,
5 March 2019.

Extrait de l'ébauche du procès-verbal, Comité des finances et du développement économique, le 5 mars 2019.

**Report to
Rapport au:**

**Information Technology Sub-Committee
Sous-comité de la technologie de l'information
15 February 2019 / 15 février 2019**

and

**Finance and Economic Development Committee
et Comité des finances et du développement économique
5 March 2019 / 5 mars 2019**

**and Council
et au Conseil
27 March 2019 / 27 mars 2019**

**Submitted on February 6, 2019
Soumis le 6 février 2019**

**Submitted by
Soumis par:
M. Rick O'Connor, City Clerk and Solicitor / Greffier et avocat général**

**Contact Person
Personne ressource:
Christopher Zwierzchowski, Committee Coordinator / Coordonnateur du Comité
(613) 580-2424, ext/poste 21359; Christopher.Zwierzchowski@ottawa.ca**

Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2019-CCS-GEN-0026

SUBJECT: Information Technology Sub-Committee Terms of Reference

OBJET: Mandat du Sous-comité de la technologie de l'information

REPORT RECOMMENDATIONS

That the Information Technology Sub-committee recommend that the Finance and Economic Development Committee recommend Council approve its Terms of Reference, as outlined in this report and attached at revised Document 1, as amended by the Information Technology Sub-Committee. (as set out in motion no. ITSC 01/01).

RECOMMANDATIONS DU RAPPORT

Que le Sous-comité de la technologie de l'information recommande au Comité des finances et du développement économique de recommander à son tour au Conseil d'approuver le mandat du Sous-comité, comme il est expliqué dans le présent rapport et joint au Document 1 révisé, tel que modifié par le Sous-comité de la technologie de l'information (comme l'indique la motion no SCTI 01/01).

BACKGROUND

At its meeting of December 5, 2018, Ottawa City Council considered a report titled 2018-2022 Council Governance Review (ACS2018-CCS-GEN-0028). In approving this report, Council approved "That the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2019 for consideration and recommendation to Council for approval." Accordingly, this report is presented to the Information Technology Sub-Committee for its consideration and approval.

DISCUSSION

With respect to changes specific to the Terms of Reference for the *Finance and Economic Development Committee (FEDCO)*, the 2018-2022 Council Governance Review report recommended the following:

- That the Terms of Reference for the *IT Sub-Committee* be amended to formalize the Sub-Committee's budget approval process, as described in this (Governance) report (as follows):

Budget approval process

Staff are recommending an administrative change to formalize the traditional practice regarding the IT Sub-Committee's authority with respect to budget matters.

Specifically, staff recommend clarifying through the Sub-Committee's Terms of Reference that the IT Sub-Committee makes recommendations directly to Council regarding the Information Technology Services (ITS) operating and capital budgets and the relevant portions of the ServiceOttawa capital budget.

The 2018-2022 Council Governance Review report recommended no changes to the mandate and meeting schedule of the IT Sub-Committee.

The draft Terms of Reference for the IT Sub-Committee are attached at Document 1, with proposed changes underlined for ease of reference.

RURAL IMPLICATIONS

There are no specific rural implications associated with this report.

CONSULTATION

As part of the preparation for the 2018-2022 Council Governance Review report, the City Clerk and Solicitor consulted with elected representatives, citizen members of the Transit Commission, Chairs and Vice-Chairs of Advisory Committees, the Extended Senior Leadership Team, as well as staff in the City Clerk's Branch, Legal Services and the City Manager's Office who work most closely with the legislative process.

The public was notified of this report through the meeting advertisement in community newspapers and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city wide report.

ADVISORY COMMITTEE(S) COMMENTS

There are no associated Advisory Committee comments.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendation contained in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TERM OF COUNCIL PRIORITIES

This report supports the Term of Council Priority related to Governance, Planning and Decision Making.

SUPPORTING DOCUMENTATION *(Held on file with the City Clerk)*

Document 1 – Draft IT Sub-Committee Terms of Reference - **as revised by IT Sub-Committee on February 15, 2019 (Motion ITSC 01/01)**

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the IT Sub-Committee to be implemented by the Office of the City Clerk and Solicitor.