

INFORMATION TECHNOLOGY AND TRANSFORMATION STEERING COMMITTEE (ITTSC)

TERMS OF REFERENCE

BACKGROUND

Regional Council at its meeting on March 25, 2004, approved the following:

THAT an Information Technology and Transformation Steering Committee be created for the Region of York;

AND THAT the Information Technology and Transformation Steering Committee report to the Finance and Administration Committee;

AND THAT a terms of reference for this Committee be presented to Council for approval by the end of June, 2004;

AND THAT This Committee be responsible for ensuring that all future Information Technology direction and projects meet York Region's business needs as well as the Region's vision, mission, values and goals;

AND THAT This Committee review and provide education and direction on all policies regarding the use of Information Technology, including but not limited to hardware, software, and systems, network and application integration;

AND THAT This Committee investigate the possibility of opportunities to collaborate with local municipalities on projects, share resources and services that may lead to efficiencies for all participating member municipalities;

AND THAT Information Technology leaders from all local municipalities and the Region be invited to attend these meetings.

PURPOSE AND ROLE

1. The ITTSC will recommend to the Finance and Administration Committee those policies, projects and programs to support the York Region's business needs to realize the Region's vision, mission, values and goals.
2. The ITTSC will facilitate the collaboration between the Region of York and the local municipalities on common Information Technology related needs.
3. The ITTSC will receive reports and recommendations on a regular basis from staff on future Information Technology directions, policies, projects, education, hardware, software, systems, network and applications.

ITTSC MEMBERSHIP

The Council of the Region of York shall appoint 5 Council Members and the Regional Chair, ex officio, to sit on the ITTSC and these members shall, in turn select a Chair and Vice Chair for the Sub Committee.

ITTSC SCOPE

The ITTSC will focus on the business needs of the Region as well as on policies and collaboration among the Region and the area municipalities that will lead to the transformation of the region as a whole to an organization that leverages people, technology and innovation. The ITTSC will also focus on business opportunities and on how to address any impediments to realizing the technology aspirations of the Region and the area municipalities.

ROLE OF STAFF

The CTRC (which is a cross-departmental staff committee on technology) will be a resource to the ITTSC Committee. The focus of the CTRC, as a Regional staff group is on how the technology is implemented and on executing the directions and policies recommended by the ITTSC and approved by Council.

Staff from the local municipalities with interest and/or involvement in Information Technology will also be invited to attend.

MEETING SCHEDULE

The ITTSC Meetings will be held monthly and/or at the call of the Chair.