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TERMS OF REFERENCE

INFORMATION TECHNOLOGY AND TRANSFORMATION STEERING COMMITTEE

The Finance and Administration Committee recommends the adoption of the recommendation contained in the following report, May 27, 2004, from the Commissioner of Finance subject to the Terms of Reference being amended to allow for the composition of the Steering Committee to consist of “up to” five Council Members:

1. RECOMMENDATIONS

It is recommended that:

1. Finance and Administration Committee and Council approve the Terms of Reference for the Information Technology and Transformation Steering Committee (ITTSC) *(see Attachment 1)*.

2. PURPOSE

The purpose of this report is to provide a Terms of Reference for the scope of the Information Technology and Transformation Steering Committee and working relationship of the Committee with Regional and area municipal staff.

3. 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.

In response to Council's direction, staff undertook the preparation of the attached Terms of Reference.

4. ANALYSIS AND OPTIONS

The business needs of the Region are expanding. Technology can and should play an important role as an enabler to meet the ever increasing business needs of the Region and the local municipalities. Regional Council's direction above delineated the fact that there are significant opportunities where technology can be leveraged to meet the Region's vision, mission, values and goals. Common areas of collaboration between the Region and the local municipalities will be highlighted through the work of the ITTSC as described in the terms of reference.

It is suggested that the ITTSC recommend to the Finance and Administration Committee those policies and programs to support the York Region's business needs and facilitate the collaboration between the Region of York and the local municipalities on common information technology and transformation needs.

The Corporate Technology Review Committee (CTRC) is a staff committee composed of senior staff from the various departments of the Region. This Committee reviews, prioritizes and recommends those technology programs and projects of significance to the Region which should be incorporated into the annual Business Planning and Budget process.

As described in the terms of reference, the role of 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 a knowledge organization that leverages 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. The role of the CTRC is to focus on how the technology is implemented and on executing the directions and policies recommended by the ITTSC through Finance and Administration Committee and approved by Council.

5. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. The ITTSC will be supported by Regional staff. Recommendations of the Committee which impact finances will be the subject of individual reports and subject to the annual Business Planning and Budget review.

6. LOCAL MUNICIPAL IMPACT

Directions from the ITTSC will be sought on how to involve the local municipalities and particularly their IT leaders in the work of the Committee.

7. CONCLUSION

This report establishes Terms of Reference for the Information Technology and Transformation Steering Committee to report as a subcommittee of Finance and Administration Committee, and establishes the working relationships with Regional and area municipal staff.

The Senior Management Group has reviewed this report.

(A copy of the attachment referred to in the foregoing has been forwarded to each Member of Council with the June 3, 2004 Finance and Administration Committee agenda and a copy thereof is on file in the Office of the Regional Clerk.)