



## Information Technology Sub-Committee

### Minutes 6

Tuesday, 29 November 2016

9:30 a.m.

### Champlain Room

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- Notes:**
1. *Please note that these Minutes are to be considered DRAFT until confirmed by the Sub-committee.*
  2. *Underlining indicates a new or amended recommendation approved by Sub-committee.*
  3. *Except where otherwise indicated, reports requiring Council consideration will be presented to Council on 14 December 2016 in Information Technology Sub-Committee Report 3.*

**Present:**

Chair: Councillor R. Chiarelli  
Vice-Chair: Councillor J. Leiper  
Councillors: G. Darouze, T. Tierney and M. Wilkinson

#### DECLARATIONS OF INTEREST

No declarations of interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 5, of the Information Technology Sub-Committee meeting of Thursday, 31 March 2016, were confirmed.

**CITY CLERK AND SOLICITOR DEPARTMENT**

1. STATUS UPDATE - INFORMATION TECHNOLOGY SUB-COMMITTEE  
INQUIRIES AND MOTIONS FOR THE PERIOD ENDING 22 NOVEMBER 2016  
  
ACS2016-CCS-ITS-0001 CITY WIDE
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**REPORT RECOMMENDATION:**

**That the Information Technology Sub-Committee receive this report for information.**

RECEIVED

**CORPORATE SERVICES DEPARTMENT**

**CORPORATE FINANCE**

2. 2017 DRAFT OPERATING AND CAPITAL BUDGET –  
INFORMATION TECHNOLOGY SUB-COMMITTEE  
  
ACS2016-CCS-ITS-0002 CITY WIDE
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**REPORT RECOMMENDATION:**

**That the Information Technology Sub-Committee consider the relevant portions of the draft 2017 Operating and Capital Budgets and forward its recommendations to Council, sitting as Committee of the Whole, for consideration at the meeting of 14 December 2016.**

Mr. Saad Bashir, Chief Information Officer, Information Technology Services, Corporate Services Department, spoke to a brief PowerPoint slide presentation to outline the newly-restructured Department's makeup, mandate and areas of oversight, organizational changes faced in 2016, staffing, and upcoming projects slated for 2017/2018. The presentation also included an overview of the Sub-Committee's portion of the 2017 City of Ottawa Budget. A copy of this presentation is held on file with the City Clerk.

Councillor Leiper then introduced the following "Roadmap" Motion, drafted to guide the Sub-Committee in its Budget considerations.

#### **MOTION N<sup>o</sup> ITSC 06/01**

Moved by Councillor J. Leiper:

**That the Information Technology Sub-committee (ITSC) recommend that Council, sitting as Committee of the Whole, approve the ITSC portion of the 2017 Draft Operating and Capital Budget as follows:**

- 1. The Information Technology Services Budget as follows:**
  - a. Operating Resource Requirement (p. 3 of the ITSC Sub-Committee budget book);**
  - b. ITSC Capital Program Funding Summary (p. 4).**

Questions to Staff, and Sub-Committee discussions touched upon:

- Increasing IT Security requirements, including partnering with external agencies and raising the level of user awareness of IT security risks;
- Upcoming technology infrastructure renewal projects (SAP, MicroSoft Office, execution of digital services strategy, etc.) and the retirement of outdated legacy systems and infrastructure;
- The creation of a new architecture lab for software testing;
- Moving towards 'Cloud'-based data systems and integrating and implementing 'Smart Cities' strategies within the City of Ottawa;
- The creation of new departmental guidelines, standards and framework and the provision of regular departmental updates to Committee;
- Longer-term strategic planning for Capital IT investments.

Discussions having concluded, the report recommendations were put before Committee and were "Carried" as amended by Motion N<sup>o</sup> ITSC 06/01.

There being no further discussion, the Committee then "Carried" the report recommendation, as amended by its Roadmap Motion set out below.

**MOTION N<sup>o</sup> ITSC 06/01**

Moved by Councillor J. Leiper:

**That the Information Technology Sub-committee (ITSC) recommend that Council, sitting as Committee of the Whole, approve the ITSC portion of the 2017 Draft Operating and Capital Budget as follows:**

- 1. The Information Technology Services Budget as follows:**
  - a. Operating Resource Requirement (p. 3 of the ITSC Sub-Committee budget book);**
  - b. ITSC Capital Program Funding Summary (p. 4).**

CARRIED, as amended

ADJOURNMENT

The meeting adjourned at 10:00 a.m.

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Committee Coordinator

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Chair