DOCUMENT 1

## INFORMATION TECHNOLOGY SUB-COMMITTEE

## Terms of Reference

MANDATE

The Information Technology Sub-Committee ("IT Sub-Committee") is a sub-committee of the Finance and Economic Development Committee.  Its mandate is to advise the Finance and Economic Development Committee, other Standing Committees and Boards, City Council, and the Transit Commission on potential large-scale investments in information technology tools and the long-term planning of information technology priorities for the City of Ottawa.  ~~The Sub-Committee has an ongoing mandate to investigate information technology products and services that provide improved access to City services by the public, better communication with the public, and increased accountability to the public while protecting privacy, as well as enhancing management and oversight at the City of Ottawa in congruence with the City's fiscal framework.~~

**The Information Technology Sub-Committee has an ongoing mandate to investigate information technology products and services, including initiatives that stem from the Smart City Strategy to provide improved access to City services by the public, enhanced connectivity throughout the city, and an economy that is strengthened by leveraging available and emerging technologies and products.** **(per Motion No. ITSC 01/01)**

MEMBERSHIP

Membership of the IT Sub-Committee shall consist of Members of City Council, approved by City Council. The Mayor shall be an *ex officio* member of the Sub-Committee.

GENERAL RESPONSIBILITIES

The IT Sub-Committee shall:

1.  Be primarily responsible to the Finance and Economic Development Committee for those applicable items emanating from:

    a.  Information Technology Services  of the Corporate Services Department; and

    b.  all other Departments/Services/Branches in the City of Ottawa having to do with matters pertaining to the responsibilities of the Sub-Committee, including

the Service Innovation and Performance Department and its role in the development and improvements to Ottawa.ca.

2. Provide advice, as necessary, to other Standing Committees, Boards, and the Transit Commission with respect to those projects, services or purchases with a significant information technology component or impact.

3. Be responsible for making recommendations to other Standing Committees, Boards, Council and the Transit Commission with respect to policy and overall directions relating to the use of information technology tools.

4. Seek opportunities to become informed of available new and leading-edge technologies, as well as identify opportunities to enhance existing technologies, including consulting with local industry, as well as other municipalities and levels of government.

## SPECIFIC RESPONSIBILITIES

1. Be responsible for reviewing proposals for large-scale investments in information technology put forward by staff, including taking an active role in the initial vetting of proposed projects, and making recommendations to Committee/Boards and Council and the Transit Commission on which to fund. This may be done through the use of Committee sponsors.

2. Be responsible for making recommendations to other Standing Committees/Boards and Council and the Transit Commission with respect to policy and projects directly related to information technology tools and services at the City of Ottawa, such as Ottawa.ca, Corporate-wide upgrades, return on investment goals focused on service improvements as well as financial returns, special hardware/software acquisitions, security and testing procedures, privacy, accessibility and risk management.

3. Make recommendations to other Standing Committees/Boards and Council and the Transit Commission and provide direction regarding stakeholder consultations and future investment strategies.

4. Review project proposals, including costs and return on investment, and make recommendations to other Standing Committees/Boards and Council and the Transit Commission, as appropriate, as part of the City's annual budget process.

5. Receive quarterly reports from Information Technology Services on the progress of current projects, including an update on costs, and the effectiveness of completed projects, including an analysis of the return on investment.

AUTHORITY, DECISION-MAKING AND REPORTING RELATIONSHIP

By-law No. 2019-8, being a by-law of the City of Ottawa to govern the proceedings of the Council and its Committees, shall govern the Information and Technology Sub-Committee meetings and the Sub-Committee's administration.

The Information and Technology Sub-Committee shall meet at the call of its Chair in accordance with the notice provision of above-noted *Procedure By-law*.  All Members of Council will receive meeting notices, agendas and meeting documentation for this Sub-Committee.  All Members of Council, and/ or their office staff, are permitted to attend meetings of the Sub-Committee.

A decision by the Information and Technology Sub-Committee shall be forwarded to the appropriate Standing Committee, Board, the Transit Commission and/or Council for consideration.

The Information and Technology Sub-Committee will report its budget deliberations directly to Council.