Communications Committee &
Information Technology Sub-Committee Meeting
Minutes
September 28, 2011
9:00 a.m. – 10:00 a.m.

Members	**Staff**
Present:	Noeline Chipun, Senior Financial Analyst
Regional Councillor Jim Jones	David Decker, Deputy Fire Chief
Regional Councillor Gordon Landon	Suliang Feng, Manger, Virtual Services
Councillor Alex Chiu	Dennis Flaherty, Director of Communications & Community Relations
Councillor Logan Kanapathi	
Councillor Howard Shore	Nasir Kenea, Chief Information Officer
	Peter Loukes, Director of Operations
Regrets:	Joel Lustig, Treasurer
Mayor Frank Scarpitti	Sugun Rao, Manger, Technology
	Debbie Walker, Director, Library Strategy & Innovation
	Laura Gold, Council/Committee Coordinator

The Communications Committee & Information Technology Sub-Committee convened at 9:09 a.m. with Regional Councillor Jim Jones presiding as Chair.

1. 2012 ITS CAPITAL BUDGET SUBMISSIONS

The Committee reviewed the following 2012 ITS Capital Budget Items:

Project	**Project Name**
ITS-Corporate Services	
12094	**Web Based TXM (Financial Services) - $50,900**

The TXM Tax system is required to move to a web based system. The current Orcale platform is no longer supported by the vendor (City of Mississauga).

Moved by Councillor Alex Chiu
Seconded by Councillor Howard Shore

That the ITS-Corporate Services 2012 Capital Budget Item No. 12094 be approved.

CARRIED.

Project	Project Name
ITS-Other	
12095	**Core Base Architecture - $569,400**

Telephone System Replacement – Phase Three of Three - $84,421
This budget request is to complete phase three of three of the Telephone system replacement. This includes the replacement of all desk top phones.

Members requested that the Town look into the possibility of accessing the Region's phone system to eliminate long distance fees for Regional phone calls. Staff were requested to investigate issues with the current voice mail system.

48 Port Power over Ethernet Network switch- $24,500
This budget request replaces the existing Network devices with new Power Over Ethernet and Quality Service capable switch.

Wireless Access Point - $45,600
This budget request is to replace existing aging AP with newer 802.11 capable devices that support 300 Mbps speed. This will increase the speed of the wireless connection and broaden the access range (e.g. staff will be able to access the wireless network from longer distance).

There was a discussion regarding issues pertaining to accessing your voice mail from your blackberry – which Staff advised to be part of upcoming enhancements.

Audio Visual - $274,000
This budget request is to replace the main controller in the Canada Room and Council Chamber, AV equipment in the Council Chamber and all projectors in Civic Centre Board Rooms. A consultant will assess user needs prior to replacing the equipment in the Canada Room and Council Chamber. It was suggested that both the Clerk's Office and John Wong be consulted regarding user needs. Members felt the equipment should be simple enough for the Chair to use; resolve the existing microphone issues in the Council Chamber; and should include video conferencing capabilities (so that special equipment is not required). It was recommended that the vendors be invited to provide a presentation to Council on their AV systems.

Staff advised that the conversions of the AV equipment will need to be scheduled over the Christmas and summer breaks to minimize disruptions. It was recommended that a work plan for both Canada Room and Council Chamber be put in place before moving forward. The work will then be prioritized.

Folding/Stuffing Machine in Mail Room- $18,000

Printers - $115,000
This budget request is for printing/imaging devices that may need replacement in 2012. The Committee requested that the printer strategy on the fourth floor be reviewed and that both quality and convenience be considered as well as the possibility of consolidation as appropriate.

Project	**Project Name**
	Moved by Regional Councillor Gord Landon Second by Councillor Alex Chiu That the ITS Core Base Architecture Capital Budget Item No. 12095 be approved. CARRIED.

ITS-Fire	
12171	**Sinclab Power Supply Phase 1 of 2 (Fire) - $9,800**
	This budget request is to replace the Sinclab power supply in the Fire & Emergency Services communications/learning centre.
12174	**UPS System - GEAC (Fire) - $12,200** **Life cycle item.**
	This budget item is to replace the UPS system supporting Fire & Emergency Services computer aided dispatch and fire reporting system.
12355	**Company Officer Training - Phase 1 of 2 (Fire) - $20,400**
	This budget item is for portable hardware and software to permit Officers to train in their assigned stations with multiple Officers online. The software was reported to be an important tool to Fire & Emergency Services succession plan. There was a discussion on issues with the current 911 system which is managed by the Region. Moved by Councillor Alex Chiu Second by Regional Councillor Gordon Landon That the ITS-Fire Capital Budget Item Nos. 12171, 12174 and 12355 be approved. CARRIED.

ITS-Operations	
12097	**Handheld Location Units for Signs/ Park Operations**
	This budget item is to replace 2 handheld units used by Operation's sign crews to track sign inventory. It was recommended that staff consider the integration of systems going forward to avoid duplication of work (e.g. re-entering data), specifically in regards to staff working offsite using handheld devices.

Project	**Project Name**

Moved by Councillor Alex Chiu
Seconded by Regional Councillor Gordon Landon

That the ITS-Operations Capital Budget Item No. 12097 be approved.

CARRIED.

12098	**AVL for 108 Fleet (O11-1) (Operations)**

This budget item is for AVL's for 108 Fleet Units. The units help track work and mitigate claims. There was an inquiry if these devices are included on Miller's vehicles.

Moved by Councillor Alex Chiu
Seconded by Councillor Howard Shore

That the ITS-Operations Capital Budget Item No. 12098 be approved.

CARRIED

ITS-Library

12103	**Angus Glen Branch 3M SmartSorter (Library)**

This budget item is to replace an obsolete 3-bin sorter with a new 7-bin sorter to process the high volume of returns at Angus Glen Library. The sorter is being replaced earlier than its scheduled lifecycle due to heavier than anticipated use. Other libraries already have the newer more robust model being requested. This model is expected to last the full lifecycle of the product. Staff were requested to investigate the pros and cons with respect to leasing/owning this product.

A Member requested that staff report back to Council on the overall impact of having the SmartSorter on staffing levels at Markham libraries.

Moved by Councillor Alex Chiu
Seconded by Councillor Logan Kanapathi

That the ITS-Library Capital Budget Item No. 12103 be approved.

CARRIED.

Regional Councillor Gord Landon left the meeting at 10:30 a.m.

ITS-Waterworks

12104	**DARTS Phase 2 of 2 (Waterworks)**

This budget request is for professional services to assist with the business process mapping to the migration of Waterworks information to the Enterprise Asset Management (EAM) as well as to ensure compliance with QMS (EAM scheduled in 2012). The database will centralize Waterworks currently disparate

Project	**Project Name**
information. Moved by Councillor Logan Kanapathi Seconded by Councillor Howard Shore That the ITS-Waterworks Capital Budget Item No. 12104 be approved. CARRIED.	
12105	**Business Intelligence Dashboard (Waterworks)**
This budget request is for a business intelligence dashboard. This will provide a management tool that helps staff analyze trends to make more informed decisions and to improve productivity. Moved by Councillor Alex Chiu Seconded by Logan Kanapathi That the ITS-Waterworks Capital Budget Item 12105 be approved. CARRIED.	
12353	**CCTV Software Upgrade - ITS Component (Waterworks)**
This budget request is for the software cost to Waterworks project, 12342 CCTV Software Upgrade. Moved by Councillor Alex Chiu Seconded by Councillor Howard Shore That the ITS-Waterworks Capital Budget Item No. 12353 be approved. CARRIED.	

2.   APPOINTMENT OF THE CHAIR AND VICE CHAIR

Moved by Regional Councillor Jim Jones
Seconded by Councillor Alex Chiu

That Councillor Howard Shore be appointed to the position of Chair of the Communications Committee & ITS Sub-Committee.

CARRIED.

Moved by Regional Councillor Jim Jones
Moved by Councillor Howard Shore

That Councillor Logan Kanapathi be appointed to the position of Vice-Chair of the Communications Committee & ITS Sub-Committee.

CARRIED.

3.   ADJOURNMENT

Moved by Councillor Alex Chiu
Seconded by Councillor Logan Kanapathi

That the Communications Committee & ITS Sub-Committee adjourn at 10:45 p.m.

CARRIED.