



memorandum

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Item #	<u>21</u>
Report No.	<u>24 (cw)</u>
<u>Council - June 7/16</u>	

DATE: JUNE 7, 2016

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JEFFREY A. ABRAMS
CITY CLERK

SUBJECT: TERMS OF REFERENCE, SMART CITY TASK FORCE
COMMITTEE OF THE WHOLE REPORT NO. 24, ITEM 21

Recommendation:

The City Clerk recommends the adoption of the Terms of Reference for the Smart City Advisory Task Force as set out at Attachment 1 to the memorandum.

Background:

At its meeting of May 31, 2016, in considering Item 21 of Committee of the Whole Report No. 24 entitled "Smart City Advisory Task Force – Creating a Smart City of Excellence", Committee of the Whole recommended that the City Clerk be requested to prepare terms of reference for the Task Force on the basis described in the report.

The attached terms of reference are presented for Council's consideration and are being recommended for adoption.



Jeffrey A. Abrams
City Clerk

Attachment

**SMART CITY ADVISORY TASK FORCE
TERMS OF REFERENCE**

Mandate / Objectives

Establishing a Smart City Task Force will better enable Staff to meet the challenges and opportunities of the growing digital / urban society, where leading municipalities are embracing "SMART City" principles and technologies. Communities that embrace technology and advanced data analytics as a means to achieve exciting lifestyle benefits for residents, robust economic opportunities, and more efficient governance within a safe and healthy environment are better positioned as future growth centres.

The Task Force's primary objective will be to provide advice to Council and the City Administration, including high-level political and community perspectives into the development of a Smart City initiative, and to endorse Smart City technologies for Council's ultimate consideration.

In addition to the bi-annual updates to the VMC Sub-Committee, City Staff including the Senior Management Team will discuss the Findings Reports and the advice of the Task Force City staff will prepare a coordinated report that discusses the implications and impacts of the Task Force Interim Findings Report. This staff report is proposed to be prepared for Committee and Council consideration in Q2 of 2017.

The Task Force will:

1. Serve as a forum for the discussion of SMART City concepts amongst residents, businesses, and other stakeholders;
2. Consider research, best practices, and findings related to SMART City implementations and data-driven innovation efforts across Canada and the world;
3. Develop a vision for what Smart Cities could mean for Vaughan;
4. Review administrative recommendations regarding various aspects of the forthcoming City-Wide Digital Strategy, that is part of the Council endorsed 2015-2018 Service Excellence Strategy Map, and provide strategic guidance and other perspectives as required;
5. Share updates and presentations with advice and recommendations related to Smart Cities to the relevant City Committee(s) including the VMC Sub-Committee which culminate with a final report of Smart City Recommendations no later than March 2018;

Term

The term of this Task Force shall be from September 2016 through July 2018.

Membership

Members shall include members of Council, Citizens and Stakeholders, as follows:

- a) Two (2) members of Council selected by the Mayor will represent Council;
- b) The Mayor, as Chair of the VMC Sub-Committee, will serve as an ex officio member of the Task Force;
- c) Five (5) public members (Vaughan citizens) shall be selected based on a competitive application process administered by the City Clerk's office;

- d) Eleven (11) stakeholder representatives, respectively being senior representative from the following stakeholder communities:
- Education Community
 - Media and Entertainment Community
 - Arts & Culture Community
 - Health Care and Medical Community
 - Research Community
 - Information, Communications and Technology Companies, (ICT)
 - Non-Government Associations and Government Services
 - Tourism
 - International Business Promotion
 - Financial Services Industries
 - Construction Industry

Meeting Procedures

Task Force meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate. The proceedings of the Task Force are to be governed by the City's Procedural By-law.

The Task Force will have Co-Chairs and Co-Vice Chairs.

One Member of Council will serve as a Co-Chair and be appointed by the Mayor. The second Co-Chair will be selected by the Task Force membership.

One Member of Council will serve as a Co-Vice Chair and will be appointed by the Mayor. The second Co-Vice Chair will be selected by the Task Force membership.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Task Force Facilitator. The Task Force Facilitator will confirm meeting agendas with the Co-Chairs. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting or as soon as practicable.

After each meeting of the Task Force, the City Clerk shall submit a report in the City's committee report format to the Vaughan Metropolitan Centre Sub-Committee.

Meetings

Meeting dates will be determined at the first meeting of the Task Force. The Task Force may meet on the schedule determined, or at the call of the Co-Chairs. The Task Force shall meet at a minimum once every two months.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

Quorum

Quorum shall be calculated as a majority of the total number of persons appointed to the Task Force; ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the Task Force but will be counted as a member present when in attendance.

Staff Resources

Member(s) of City Administration shall support the Task Force, including the Chief Corporate Initiatives and Intergovernmental Relations, Chief Information Officer and the Director of Economic Development.

The Chief Intergovernmental Relations shall also name a Task Force Facilitator, who will support the Chair and provide the Task Force with information, research, and other services as required;

Agendas of meetings shall be filed and maintained in the Office of the City Clerk. After each meeting, the committee will submit a report to the VMC Sub-Committee.

The City Clerk's Office will support the Task Force Facilitator in the production and posting of agendas. The City Clerk's Office will provide procedural advice, and record the official proceedings of the committee.

The Committee will be provided with additional administrative and technical support at the discretion of the Chief Corporate Initiatives and Intergovernmental Relations.

While there is no specific budget allocated to this Task Force, funding for incidental items such as report preparation, office supplies, and general meeting expenses will be drawn from the VMC Marketing Budget but will not exceed \$5,000 annually.

Authority

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Task Force may not direct staff to undertake activities without authority from Council.

Amendment / Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.

The Terms of Reference for the Smart City Advisory Task Force were established by Council's adoption of Item 21 of Committee of the Whole Report No. 24 on June 7, 2016.