

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 7, 2016

Item 21, Report No. 24, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on June 7, 2016, as follows:

By approving the following in accordance with Communication C3, from the City Clerk, dated June 7, 2016:

- 1) That the Terms of Reference for the Smart City Advisory Task Force as set out in Attachment 1 be adopted.***

21

**SMART CITY ADVISORY TASK FORCE
CREATING A SMART CITY OF EXCELLENCE**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Clerk, dated May 31, 2016:

Recommendation

The City Clerk, on behalf of the Vaughan Metropolitan Centre Sub-Committee, forwards the following recommendation from its meeting of May 18, 2016 (Item 3, Report No.2) for Council's consideration:

The Vaughan Metropolitan Centre Sub-Committee recommends:

1. That Council establish a Smart City Advisory Task Force reporting to the VMC Sub-Committee;
2. That the Clerk be requested to prepare Terms of Reference for the Task Force substantially as they appear within this report;
3. That recruitment for the Smart City Advisory Task Force be commenced pursuant to the Membership and Selection section of this report; and
4. That Staff be directed to report back on the Findings Report at the Conclusion of the Task Force and/or appropriate milestones as determined by the Chief Corporate Initiatives and Intergovernmental Relations.

Report of the Chief Corporate Initiatives and Intergovernmental Relations, dated May 18, 2016

Recommendation

The Chief Corporate Initiatives and Intergovernmental Relations, in consultation with the Chief Information Officer, and Director of Economic Development, recommends:

1. That Council establish a Smart City Advisory Task Force reporting to the VMC Sub-Committee;
2. That the Clerk be requested to prepare Terms of Reference for the Task Force substantially as they appear within this report;
3. That recruitment for the Smart City Advisory Task Force be commenced pursuant to the Membership and Selection section of this report; and
4. That Staff be directed to report back on the Findings Report at the Conclusion of the Task Force and/or appropriate milestones as determined by the Chief Corporate Initiatives and Intergovernmental Relations.

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Contribution to Sustainability

Green Directions Vaughan embraces a *Sustainability First* principle and states that sustainability means we make decisions and take actions that ensure a healthy environment, vibrant communities and economic vitality for current and future generations.

Economic Impact

There is no immediate economic impact associated with approving the recommendations in this report. Any additional funds required for the administrative needs of the Task Force will be allocated to the VMC annual marketing budget. Staff in various departments, including mainly the City Manager's Office, Economic Development and the Office of the Chief Information Officer will be required to assist with the Task Force at various Stages of its Term. It is anticipated that annual costs such as office supplies, meeting expenses, etc., associated with preparing a findings report(s) should not exceed \$5,000. Any new or additional costs associated with the Task Force's Findings Report(s) will be clearly identified in future reports to Committee and Council.

Communications Plan

The work of the Task Force will be communicated through bi-annual updates to the VMC Sub-Committee. As Task Force Findings Reports could have implications on both VMC and City-wide initiatives, these reports will be considered by the VMC Sub-Committee in the first instance and then to the appropriate Standing Committee of Council where City-wide implications are present. Information on the work of the Task Force will also be available through Staff's regular VMC e-newsletters to stakeholders and citizens and through Corporate Communication's more broadly scoped E-News. Furthermore, those looking for information about the VMC can find other City initiated studies, planning documents, links to demographic information and links to other external agencies that are related to work being undertaken in building Vaughan's new downtown on the City's website. The Project Management Team worked with Corporate Communications and ITM to create a consolidated VMC landing page on the City's website. The URL for the landing page is www.vaughan.ca/vmc.

Purpose

At the April 6, 2016 meeting of the Vaughan Metropolitan Sub-Committee, Mayor Maurizio Bevilacqua, Chair of the VMC Sub-Committee, requested that the Chief Corporate Initiatives and Intergovernmental Relations report back to the May 18, 2016 VMC Sub-Committee with a report that lays out a Terms of Reference for the creation of a Task Force to further explore, study, recommend and advance actions necessary to further Vaughan's growth as a Smart City. This request was supported by the VMC Sub-Committee Members.

Background – The VMC Implementation Plan

William Hutchison, Chair, i-CANADA Alliance and Distinguished Research Fellow Munk School, University of Toronto summarized the need for Smart Cities as this, "Communities and nations who devise how to keep pace with this ever advancing frontier while managing the associated business, societal and technology risks, will enjoy the fruits of economic and competitive leadership. They will provide the societal prosperity for their citizens in terms of education, jobs, healthcare, entertainment and digital democracies; and prosperity that will help to finance their ever evolving creative institutions."

Staff submitted a report titled, *Enabling Smart Cities in the Digital Age* at the April 6, 2016 VMC Sub-Committee. The report was also accompanied by two presentations; York Region Staff presented an overview of the York Region Digital Broadband Strategy and Cisco Systems Inc., presented Smart + Connected Communities. [Report Number 1 of the Vaughan Metropolitan Centre Item 4].

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As identified in the report, Staff made note that at this critical juncture of city-building, it is imperative that the City begin to take stock of its digital strategy, develop municipal policies for encouraging broadband accessibility and future-proof its assets to allow it to respond to future opportunities.

For Vaughan, the opportunity to address broadband accessibility issues is of particular importance in the VMC, employment areas and other intensification areas.

While the VMC is an important priority, a Smart City implementation strategy is required City wide. Similar to other City wide strategies such as the Vaughan City Wide Public Art program, Staff are suggesting that the Terms of Reference of a Task Force be focused on City wide measures with a priority focus on the VMC due to the accelerated development and considerable private and public infrastructure investment focused on the VMC. By enabling the building of digital infrastructure required to deliver not only high speed internet, but also smart city technologies, the VMC will be better able to compete in the knowledge economy by positioning the new downtown and the City as a community that offers leading edge technology capabilities to businesses and residents alike.

While the rationale for smart city initiatives within the VMC is present, there are other opportunities for other parts of the corporation to capitalize on smart city technologies. Examples: include traffic management, transit enhancements, street lighting, parking revenues, e-health, public safety, education, tourism, community engagement and economic development.

Digital infrastructure has the capability to transform how services are delivered, investments are generated and quality of life is improved.

Smart City efforts can enable the achievement of many of Vaughan's current and future priorities. Input from residents, businesses, and from leading public and private sector organizations is important to the planning and implementation of new technologies in the City.

The world is evolving - society has become increasingly digital, mobile, connected, and urban. Now everything can be connected in a virtual 'internet of things', which will have dramatic impacts on the way people live, work and play.

Cities need to adapt to this complex context while also facing numerous economic, environmental, and social challenges. More than ever, cities need to ensure they manage critical infrastructure effectively, deliver services efficiently, collaborate freely, and analyze important data for the benefit of their communities.

"Smart Cities" are places that recognize the trends and the need to embrace innovative alternatives.

These are places that are working to achieve exciting lifestyle benefits for residents, robust economic opportunities, and more efficient governance within a safe and healthy environment. They often rely on networks of sensors, cameras, and wireless devices to do so - collecting real-time data, measuring and optimizing performance, sharing results, and reporting issues even before they happen.

A Smart City is characterized by numerous features, for example, a Smart City could:

- produce large amounts of important data that would inform local decisions and support entrepreneurs in creating new business opportunities;
- attract new business investment through high-speed internet networks, new data sets, specialized services, and efficient civic operations;
- increase the efficiency of infrastructure management, through automation and real-time tracking;
- promote the testing of new technologies, as a community 'living lab', that would benefit local residents and businesses;

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- generate digital alerts to city officials when public garbage containers are full, ensuring that no time or resources are wasted collecting at the wrong time or in the wrong way;
- respond to, and even anticipate, traffic congestion to ensure people and goods move through a community efficiently;
- show drivers available parking spaces in real-time, before arriving at their destination;
- enable residents and businesses to check their water consumption at any time, and receive real-time alerts of potential leakages; and/or
- ensure street lights dim automatically when no pedestrians or vehicles are in proximity.

The potential for real-time applications, data commercialization, cost savings, local environmental benefits, and lifestyle enhancements support the sixteen Council priorities associated with the Service Excellence Strategy Map.

As this is a major undertaking for the City of Vaughan, it is recommended that a Smart City Task Force be created to provide valuable insight

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.

Smart City Advisory Task Force Terms of Reference

Objectives:

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 until July 2018.

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Membership and Selection

Members shall include members of Council, Citizens and Stakeholders.

Council

Two (2) members of Council selected by the Mayor will represent Council. The Mayor, as Chair of the VMC Sub-Committee, will serve as an ex officio member of the Task Force.

Chair and Vice Chair

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.

Citizens

Five (5) public members (Vaughan citizens) shall be selected based on a competitive application process administered by the Clerk's office.

Stakeholders

A member shall be a senior representative selected from each of the 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

Selection criteria should include:

- Ability to commit to the meeting schedule and requirements of the Task Force (mandatory); and
- Experience and knowledge in SMART City applications, municipal innovation, public/private partnerships, business attraction, community master planning, and/or other related areas; and
- Academic and professional credentials; and
- Evidence of community leadership and experience working collaboratively and providing effective recommendations on a board or committee

Member Roles and Responsibilities

All members of the Committee are expected to:

- attend all scheduled meetings;
- participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly throughout the process, and provide constructive input;
- complete preparatory work or reading prior to meetings, where necessary,
- maintain confidentiality and comply with the terms of the procedural by-law and any protection of privacy legislation that may be applicable to their activities, including the City of Vaughan's Personal Information and Collection, Use and Dissemination Policy; and,
- avoid conflict of interests and declare conflicts when they arise

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The Co-Chair shall confirm meeting agendas in consultation with the Task Force facilitator, preside over meetings, and sign the findings report to Council on the Task Force behalf.

The Co-Chair shall be directly supported by the Task Force facilitator.

In the absence of either Co-Chair, a Co- Vice-Chair shall undertake the duties of the Chair.

Committee 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 to the VMC Sub-Committee a report which will be noted in the Sub-Committee's report to Council under the section titled "Other Items Considered by 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.

Meeting Format and Schedules

Task Force meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate.

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.

Task Force meetings will commence in September 2016. Specific meeting schedules are at the discretion of the Task Force; however, it is anticipated that:

- One meeting would be scheduled every two (2) months, with additional meetings at the Task Force's discretion;

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

The recommendations of a Smart City Advisory Task Force will inform and potentially impact the following Term of Council's priorities:

- Continue to develop transit, cycling and pedestrian options to get around the City
- Facilitate the development of the VMC
- Support the development of the hospital
- Invest, renew and manage infrastructure and assets
- Continue to ensure the safety and well-being of citizens
- Attract investment and create jobs
- Continue to cultivate an environmentally sustainable city

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- Support and promote arts, culture, heritage and sports in the community
- Continue to advance a culture of excellence in governance
- Enhance civic pride through a consistent city-wide approach to citizen

The interim and final *Findings Reports* will address these potential impacts

Regional Implications

A Smart City gains its initial competitive advantage by implementing a more advanced broadband communications infrastructure than its neighbours. The infrastructure becomes the foundation upon which members of the community collaborate more effectively, and implement advanced applications in business, education, healthcare, science and research, culture and the arts, film, TV, entertainment and community services.

The creation of a Smart City Advisory Task and its future recommendations would ultimately support York Region's Broadband Strategy. The Region has made broadband connectivity a priority in its 2016 Federal and Provincial pre-budget submissions.

Conclusion

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 use of senior representatives from the outlined stakeholder's group will give the Task Force the ability to understand "Smart Cities" from a holistic perspective. A Smart City is one that uses technology to better the quality of life for its citizens and businesses and is a cornerstone of City building for the 21st Century. Vaughan is at a key stage in its history, with the building of its new downtown, the Vaughan Metropolitan Centre which provide the City with a unique opportunity to understand and potentially seize the opportunities identified by the Task Force.

It is important to note that the Task Force's Interim and Final *Findings Reports* in 2017 and 2018 is only the first step in Vaughan becoming a Smart City Centre of Excellence but is a necessary foundational piece of work so that Council and the City Administration can better understand the full nature of a Smart City for Vaughan.

Attachment

None

Report prepared by:

John Britto, Council / Committee Administrator, Extn. 8637



memorandum

C	<u>3</u>
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.

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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.

**SMART CITY ADVISORY TASK FORCE
CREATING A SMART CITY OF EXCELLENCE**

Recommendation

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As this is a major undertaking for the City of Vaughan, it is recommended that a Smart City Task Force be created to provide valuable insight

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.

Smart City Advisory Task Force Terms of Reference

Objectives:

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 until July 2018.

Membership and Selection

Members shall include members of Council, Citizens and Stakeholders.

Council

Two (2) members of Council selected by the Mayor will represent Council. The Mayor, as Chair of the VMC Sub-Committee, will serve as an ex officio member of the Task Force.

Chair and Vice Chair

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.

Citizens

Five (5) public members (Vaughan citizens) shall be selected based on a competitive application process administered by the Clerk’s office.

Stakeholders

A member shall be a senior representative selected from each of the 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

Selection criteria should include:

- Ability to commit to the meeting schedule and requirements of the Task Force (mandatory); and
- Experience and knowledge in SMART City applications, municipal innovation, public/private partnerships, business attraction, community master planning, and/or other related areas; and
- Academic and professional credentials; and
- Evidence of community leadership and experience working collaboratively and providing effective recommendations on a board or committee

Member Roles and Responsibilities

All members of the Committee are expected to:

- attend all scheduled meetings;
- participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly throughout the process, and provide constructive input;
- complete preparatory work or reading prior to meetings, where necessary,
- maintain confidentiality and comply with the terms of the procedural by-law and any protection of privacy legislation that may be applicable to their activities, including the City of Vaughan's Personal Information and Collection, Use and Dissemination Policy; and,
- avoid conflict of interests and declare conflicts when they arise

The Co-Chair shall confirm meeting agendas in consultation with the Task Force facilitator, preside over meetings, and sign the findings report to Council on the Task Force behalf.

The Co-Chair shall be directly supported by the Task Force facilitator.

In the absence of either Co-Chair, a Co- Vice-Chair shall undertake the duties of the Chair.

Committee 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 to the VMC Sub-Committee a report which will be noted in the Sub-Committee's report to Council under the section titled "Other Items Considered by 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.

Meeting Format and Schedules

Task Force meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate.

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.

Task Force meetings will commence in September 2016. Specific meeting schedules are at the discretion of the Task Force; however, it is anticipated that:

- One meeting would be scheduled every two (2) months, with additional meetings at the Task Force's discretion;

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

The recommendations of a Smart City Advisory Task Force will inform and potentially impact the following Term of Council's priorities:

- Continue to develop transit, cycling and pedestrian options to get around the City
- Facilitate the development of the VMC
- Support the development of the hospital
- Invest, renew and manage infrastructure and assets
- Continue to ensure the safety and well-being of citizens
- Attract investment and create jobs
- Continue to cultivate an environmentally sustainable city
- Support and promote arts, culture, heritage and sports in the community
- Continue to advance a culture of excellence in governance
- Enhance civic pride through a consistent city-wide approach to citizen

The interim and final *Findings Reports* will address these potential impacts

Regional Implications

A Smart City gains its initial competitive advantage by implementing a more advanced broadband communications infrastructure than its neighbours. The infrastructure becomes the foundation upon which members of the community collaborate more effectively, and implement advanced applications in business, education, healthcare, science and research, culture and the arts, film, TV, entertainment and community services.

The creation of a Smart City Advisory Task and its future recommendations would ultimately support York Region's Broadband Strategy. The Region has made broadband connectivity a priority in its 2016 Federal and Provincial pre-budget submissions.

Conclusion

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 use of senior representatives from the outlined stakeholder's group will give the Task Force the ability to understand "Smart Cities" from a holistic perspective. A Smart City is one that uses technology to better the quality of life for its citizens and businesses and is a cornerstone of City building for the 21st Century. Vaughan is at a key stage in its history, with the building of its new downtown, the Vaughan Metropolitan Centre which provide the City with a unique opportunity to understand and potentially seize the opportunities identified by the Task Force.

It is important to note that the Task Force's Interim and Final *Findings Reports* in 2017 and 2018 is only the first step in Vaughan becoming a Smart City Centre of Excellence but is a necessary foundational piece of work so that Council and the City Administration can better understand the full nature of a Smart City for Vaughan.

Attachment

None

Report prepared by:

John Britto, Council / Committee Administrator, Extn. 8637

Respectfully submitted,

Jeffrey A. Abrams, City Clerk