



## **TERMS OF REFERENCE: City of Vaughan SMART City Task Force**

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### **Mandate / Objectives**

#### *Mandate*

The City of Vaughan Smart City Task Force has an overall mandate to advance a culture of knowledge and pursue continuous improvement and to continue to provide advice to Council and City Administration, including high-level political and community perspectives into the development of a Smart City initiative which enhance urban life in terms of people, living, economy, mobility and governance, and to endorse Smart City technologies for Council's ultimate consideration.

#### *Objectives*

The Task Force will:

1. Continue to serve as a forum for the discussion of Smart City concepts among residents, businesses and other stakeholders.
2. Further explore research, best practices, and findings related to Smart City implementations and data-driven innovation efforts across Canada and the World.
3. Utilize the City of Vaughan's Smart City Challenge submission to further cultivate and implement a distinct vision for what Smart City would mean for Vaughan.
4. Review administrative recommendations regarding various aspects of the City-Wide Digital Strategy that was part of the Council-endorsed 2015-2018 Service Excellence Strategy Map and provide strategic guidance and other perspective as required.
5. Align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Service Excellence Strategic Plan.

The Task Force shall develop recommendations on the following key objectives:

1. Identify areas of opportunities related to Smart City principles and technologies and recommend possible solutions including exploring the concept of:
  - a. Innovation development;
  - a. Utilization of information and communication technologies to advance effective, efficient, transparent and accountable governance;
  - b. Utilization of information and communication technologies, infrastructure and services to enhance urban living;
  - c. Development and utilization of data to improve public services to enable an integrated, streamlined service experience; and,
  - d. Implementation of solutions to engage citizens and for the well-being of the community.
2. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, other local municipalities, governance organizations, other levels of government and the non-profit sector, to:

- a. Achieve objectives of the Smart City Task Force;
  - b. Contribute to areas of common interest aligned with the City's participation in the Federal Government's Canada Smart City Challenge, the City-Wide Digital Strategy, and the 2018-2022 Term of Council Service Excellence Strategic Plan.
3. Identify and make recommendations related to emerging technologies.

## **Term**

The Smart City Task Force shall submit its findings and recommendations for review no later than April 2021.

## **Membership**

1. The Task Force membership shall be composed of the following:
  - a. A maximum of two (2) Council members.
  - b. A maximum of five (5) individuals that have expertise or interest in the area(s) of technology, digital/urban society, data analytics and service delivery.
  - c. A maximum of eleven (11) stakeholder representatives, respectively being senior representatives from some of the following stakeholder communities:
    - Green Industries, such as CleanTech;
    - Industry and Business associations;
    - Talent Advisory Services (HR Professionals);
    - Senior Government;
    - Post-Secondary Education, Academia, Research and Innovation;
    - Media and Entertainment;
    - Creative and Cultural Industries;
    - Healthcare and Medical Professionals;
    - Information, Communications and Technology companies;
    - Non-Government Associations and Government Services;
    - Tourism and Travel;
    - International Business promotion including Foreign Consular Services and Chambers of Commerce;
    - Financial Services Industries; and,
    - Construction and Development Industry.
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

## **Meeting Procedures**

The proceedings of the Task Force are to be governed by the City's Procedural By-law.

## **Agendas and Reporting**

1. Agendas shall be prepared by the City Clerk's Office in consultation with the Task Force Chair.
2. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable.

3. After each meeting of the Task Force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following conclusion of the mandate of the Task Force, a report of recommendations will be brought to Council for further consideration.

## **Meetings**

1. 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 Chair.
2. Meetings will be held every other month or as needed throughout the course of the Task force term, except for July and August where no meetings will be scheduled.
3. The Chair of the Task Force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Drive, Vaughan.
5. 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**

1. A majority of members, including the Chair, shall constitute quorum.
2. 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**

The role of staff is to act as a resource to the Task Force, but not to be members of the Task Force, or to deliberate or draft the findings of the Task Force. The following staff will provide advisory and technical support specific to the mandate and objectives of the Task Force:

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the Task Force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the Task Force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the Task Force.
4. The Task Force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

**Authority**

The Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Task Force for the sole purpose of conducting the business or work of the Task Force shall be forwarded to Council for consideration and approval.

The Task Force may not direct staff to undertake activities without authority from Council.

**Amendment / Expansion of Terms of Reference**

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