

Committee of the Whole (2) Report

DATE: Wednesday, May 20, 2020

WARD(S): ALL

TITLE: SMART CITY TASK FORCE – AMENDMENT TO TERMS OF REFERENCE

FROM:

Wendy Law, Deputy City Manager, Administrative Services and City Solicitor

ACTION: DECISION

Purpose

To consider amending the Terms of Reference for the Smart City Task Force under the sections “Membership” and “Meetings”.

Report Highlights

- Staff is requesting amendments to the Terms of Reference to enable Alternate members from the same organization to attend meetings in the absence of Council appointed members as Stakeholder Representatives.
- Staff is also requesting that meetings of the Smart City Task Force be held every quarter, or as needed, throughout the course of the Task Force term, except for July and August when no meetings will be scheduled.
- Council approval is required to amend the Smart City Task Force Terms of Reference.

Recommendations

1. That the Terms of Reference for the Smart City Task Force be amended to enable Alternate members from the same organization to attend meetings in the absence of Council appointed members as Stakeholder Representatives; and

2. That meetings be held every quarter, or as needed, throughout the course of the Task Force term, except for July and August when no meetings will be scheduled.

Background

The Smart City Task Force was established by [Council on May 14, 2019](#), and the Terms of Reference (Attachment #1) were approved by [Council on October 2, 2019](#). The Smart City Task Force has an overall mandate to advance a culture of knowledge, 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 enhances urban life in terms of people, living, economy, mobility and governance, and to endorse Smart City technologies for Council's ultimate consideration.

The Task Force membership is composed of:

- A maximum of two Council members;
- A maximum of five individuals who have expertise or interest in the area(s) of technology, digital/urban society, data analytics and service delivery;
- A maximum of eleven 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.

As meetings require quorum to proceed, staff is requesting Council's consideration to amend the Terms of Reference to allow Council appointed Stakeholder Representative members to have alternates from the same organization to attend meetings on their behalf. This will assist in achieving quorum at meetings.

The current Terms of Reference states that meetings will be held every other month. Staff is requesting that meetings of the Task Force be held every quarter, or as needed, throughout the course of the Task Force term, except for July and August when no meetings will be scheduled.

Previous Reports/Authority

[Mayor Maurizio Bevilacqua's 2018-2022 Term of Council Priority Task Forces \(Rpt. 7, Item 9, approved by Council on May 14, 2019\)](#)

[Approval of Terms of Reference and Appointment of Citizen Members to Task Forces \(Rpt. 27, Item 13, approved by Council on October 2, 2019\)](#)

Analysis and Options

The Terms of Reference provides that a majority of the members, including the Chair, shall constitute quorum. Having alternates attend meetings in the absence of Council appointed members will facilitate attendance, and ensure that technical expertise is represented, thus allowing meetings to take place by attaining the required quorum.

Financial Impact

Not applicable.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

The City Clerk is requesting that Council consider the request to amend the Terms of Reference for the Smart City Task Force to allow Stakeholder Representative members to have alternates from the same organization to attend meetings on their behalf, and for meetings to be held every quarter, or as needed, throughout the course of the Task Force term, except for July and August when no meetings will be scheduled.

For more information, please contact Todd, Coles, City Clerk, extension 8281.

Attachment

1. Smart City Task Force – Terms of Reference

Prepared by

John Britto, Council/Committee Administrator, extension 8637