Smart City
TASK FORCE
WORKBOOK

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1

VAUGHAN

WORKBOOK

MEETING #1: An exploratory conversation with the Smart City Task Force about visioning for a smart-city future.

ABOUT THIS WORKBOOK

The City of Vaughan looks forward to welcoming you at the inaugural virtual meeting of the Smart City Task Force on Tuesday, June 30. A portion of the meeting will be dedicated to active discussion and brainstorming with you – its members. The focus of the discussion will explore how we can ensure smart cities and emerging technology projects are focused on people and outcomes – not just technology. There is an exciting and immediate urge to examine disruptive industries and consider innovative tech solutions. However, there is also an important need to identify fundamental issues cities need to address first in order to transcend the hype of "smart cities" and place people at the centre of transformation.

GROUP DISCUSSION FORMAT

The meeting agenda has about 25 minutes dedicated to group discussion. We'll primarily focus on two main discussions: guiding principles and vision. To help you prepare for these discussions in advance of the meeting, this workbook contains summaries of each of the topics to be covered. If you have any questions beforehand, lack a stable internet connection at home that may prevent you from participating or have specific accessibility needs, please email **Kitty.Yung@vaughan.ca**.

DIGITAL WHITEBOARD

To facilitate this online discussion with everyone's participation, we will be using a live, easy-to-use digital whiteboard tool called MURAL. More information and instructions on how to use MURAL are provided starting on the following page. Members are encouraged to review the instructions and play around in the test MURAL space prior to the meeting.

DISCUSSION #1

GUIDING PRINCIPLES (10 MINUTES)

Effective smart city strategies need to be principle-based. The City of Vaughan is looking to collaborate with task force members to develop and gain consensus on a set of core principles to articulate the fundamental values and ethics of a smart city. These principles will help the City and stakeholders consistently navigate business decision-making over the long term.

KEY DISCUSSION QUESTIONS

• What citizen needs, priorities, values and aspirations should be considered and explored when transforming into a smart city? Let's discuss these aspirations in the context of these areas:
   a. Government responsibilities and civic protections
   b. Guiding policies and procedures
   c. Community collaboration, partnerships and private-public ventures
   d. Building a strong foundation and infrastructure

• As the City of Vaughan works towards becoming a smart city, what are some key principles that should guide our work?

DISCUSSION #2

VISION STATEMENT (10 MINUTES)

In the previous discussion, we explored citizen aspirations for smart cities in the context of responsibility and protections, policy and procedures, collaboration and partnerships and building a strong foundation and infra-structure. All things considered, what does it truly mean for Vaughan to be a smart city? For the purposes of developing a smart city framework, the City of Vaughan wants to collect feedback from task force members that will help craft an overarching **vision statement**.

A "smart city" often has a unique meaning to each individual and community. In general, a smart city is a city that can increase its competitiveness and quality of life, efficiently use resources, and support economic sustainability. A smart city also uses innovation to address the needs of the community, puts citizens first, enhances collaboration between City departments and bridges connections between people and government.

KEY DISCUSSION QUESTIONS

- How is a smart city different from our traditional notion of a city?

- How do we want Vaughan to transform in the next 20 to 30 years?

ABOUT MURAL

WHAT IS MURAL?

MURAL is a visual collaboration workspace. It offers a shared, digital whiteboard space where teams can collaborate across any device. Think of it like a giant board, wall or canvas. You do not need an account with MURAL to participate. While MURAL is the name of the company/software, a mural also refers to the canvas upon which we will be collaborating.

TECHNICAL REQUIREMENTS FOR PARTICIPATING IN MURAL

MURAL is a HTML5 web application and works best in Chrome, but it can also be used in Microsoft Edge, Firefox and Safari.

Supported browsers:
- Chrome: 51 or above
- Edge: 43 or above
- Safari: 9 or above
- Firefox: 46 or above

NOTE: MURAL's performance and responsiveness in Internet Explorer 11 is not as good as with other modern browsers, therefore it is **not** recommended.
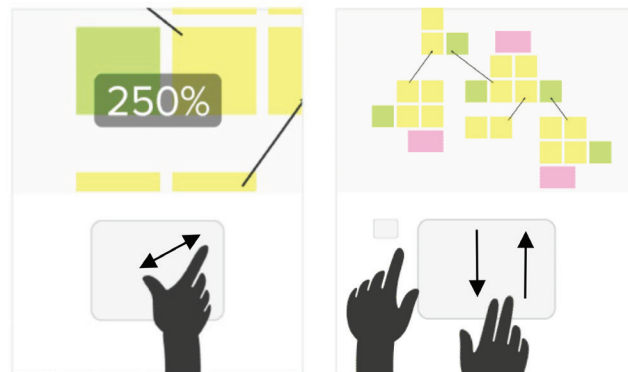
MURAL ON MOBILE DEVICES

If you plan on participating on a mobile device (smartphone, iPad, etc.), you **must** download the MURAL app (**Note**: MURAL is not available for Android devices). Once the app is downloaded onto your device, click on the invitation link provided to you to join the mural activity. It will automatically open in the app. You **do not** need to register for an account through the MURAL app.

NAVIGATING A MURAL: ZOOMING AND PANNING

Zooming:
If you're using a mouse, just use your scroll wheel to zoom in and out. If you're using a trackpad try:
- sliding two fingers up and down the trackpad
- pinching to zoom, similar to zooming on a smartphone (Mac users)
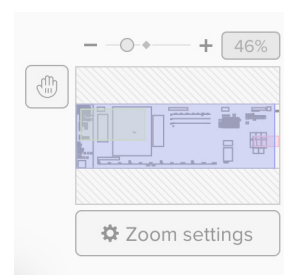

Quick Zooming:
To zoom in on a particular element of the mural (a picture, sticky note, words/instructions, etc.) hold x on the keyboard with the mouse hovered on the element you want to blow up. This allows you to read content easily without having to zoom in. Or, you can select an element and click on the magnifying glass icon in the mini tool bar that pops up.

Panning:
To pan (move) around the mural using a mouse, left click and hold while dragging the background. Or, if using the trackpad, use one finger to click and hold while dragging the background.

Mini map:
In the bottom-right corner of the mural, you will see a mini map. The mini map is like a bird's-eye view of the mural where you can see an outline of all the content. It also shows you where you are in the mural.
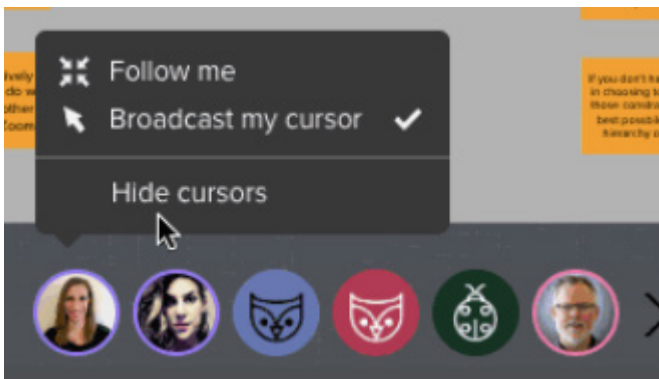

Mini map Zoom:
You can also use the + and - zoom settings at the top of the mini map to zoom in and out on the mural.

Move mode:
Clicking on the little square button with the hand icon inside allows you to turn on/off move mode. This allows you to move, pan and scroll the mural without inadvertently picking up and moving content (pictures, sticky notes, etc.) that you or anyone else has added to the canvas. You will know if you are in move mode if your cursor changes from the pointer to a hand. Make sure move mode is off to be able to add sticky notes and other content.
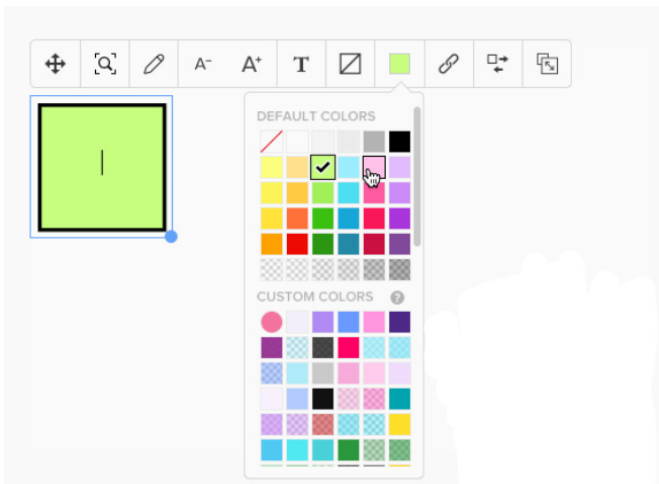
Too many cursors:
With multiple participants and cursors, sometimes you might feel they are covering the content and it can be distracting. You can hide everyone's cursors on your screen (they will still see cursors on their end) by hovering over your avatar at the bottom of the screen. Select "hide cursors" to hide all cursors from your view.

Add a sticky note:
Double-click to add a sticky note, then click on it to add text. Click and drag to move the sticky note. When it is selected, a formatting bar appears that allows you to change the size, colour and shape of the sticky note.

Dot voting:
Voting (or creating a poll) gives the group the ability to quickly form a hierarchy of ideas and improve idea synthesis. To vote during a voting session organized by the facilitator, click directly on the desired element(s). To de-select a vote you've already cast, hold the SHIFT key while clicking on it. If using an iPad or smartphone, tap an element(s) to vote, and tap and hold to subtract a vote. Votes are secret.

Video tutorials:
- **Navigating a mural**
- **Getting ready for your first mural activity**
- **Adding content to a mural**

MURAL's security overview

You can read all about MURAL's security overview **here**.

Troubleshooting

If you've had a chance to play around in the MURAL testing ground and you're still experiencing issues, please contact **mae.caldarelli@vaughan.ca** in advance of the meeting.