

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2020

Item 12, Report No. 1, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 28, 2020, and the confidential recommendations made public.

12. APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT OF CITIZEN MEMBERS TO SMART CITY TASK FORCE

The Committee of the Whole recommends:

- 1) That the Terms of Reference for the Smart City Task Force, be approved;**
- 2) That the following stakeholder representatives be appointed to the Smart City Task Force:**
 - a. Thano Lambrinos**
 - b. Ted Maulucci**
 - c. Nabila Alibhai**
 - d. Richard Tam**
 - e. Andrew Safranko**
 - f. Julie Morin**
 - g. Daniel Silverman**
 - h. Martin Canning**
 - i. Judy Farvolden**
 - j. Lisa Phillips**
 - k. Pina D'Agostino**
- 3) That the following citizen members be appointed to the Smart City Task Force:**
 - a. Rob Brickman**
 - b. Liana Di Marco**
 - c. Vivek Khopkar**
 - d. Mary Proc**
 - e. Mark Singh**
- 4) That the report of the Deputy City Manager, Administrative Services and City Solicitor, dated January 21, 2020, be received.**

CITY OF VAUGHAN

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Recommendations

1. That Council approve the Terms of Reference for the Smart City Task Force (Attachment 1); and
2. That Council give consideration to the applications received for the appointment of citizen members and the proposed list of stakeholder representatives for the Smart City Task Force (Confidential Attachment 2).

Committee of the Whole (2) Report

DATE: Tuesday, January 21, 2020

WARD(S): ALL

**TITLE: APPROVAL OF TERMS OF REFERENCE AND APPOINTMENT
OF CITIZEN MEMBERS TO SMART CITY TASK FORCE**

FROM:

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

ACTION: DECISION

Purpose

To seek approval of the Terms of Reference, to review the applications received for the appointment of citizen members, and to consider the proposed list of industry representatives for the Smart City Task Force.

Report Highlights

- Staff submitted a report with the Terms of Reference and applications of citizen members for the Smart City Task Force at the October 2, 2019 Council Meeting and the matter was deferred.
- Staff has since compiled a proposed list of industry representatives to serve on the Task Force for Council's consideration.
- A decision is required to appoint public members and technical representatives to the Smart City Task Force.

Recommendations

1. That Council approve the Terms of Reference for the Smart City Task Force (Attachment 1); and
2. That Council give consideration to the applications received for the appointment of citizen members and the proposed list of stakeholder representatives for the Smart City Task Force (Confidential Attachment 2).

Background

At its meeting on May 14, 2019, Council approved the establishment of the Smart City Task Force as part of Mayor Maurizio Bevilacqua's 2018-2022 Term of Council Priority Task Forces. Mayor Maurizio Bevilacqua and Councillor Sandra Yeung Racco serve as Chair and Vice-Chair respectively. The City Clerk was directed to prepare the Terms of Reference and commence recruitment for members.

The mandate of the Smart City Task Force is to make recommendations that ensure the City is advancing a culture of knowledge and pursue continuous improvement and continue to provide advice to Council and City administration, including high-level political and community perspectives into the development of a Smart City initiative, and to endorse Smart City technologies.

At the October 2, 2019 Council Meeting, Staff submitted a report with the proposed Terms of Reference and applications of citizen members for the Smart City Task Force. Council deferred the matter and directed staff to advertise and recruit for members again.

Previous Reports/Authority

[Item 13, Committee of the Whole Report no. 27, Approval of Terms of Reference and Appointment of Citizen Members to Task Forces](#)

Analysis and Options

In consultation with the Chair of the Task Force, Staff clarified that the applications submitted with the initial report were for consideration for the appointment of a maximum of five (5) citizen members. Staff has since compiled a list of stakeholder representatives from various industries for Council's consideration. According to the proposed Terms of Reference, Council may appoint up to eleven (11) stakeholder representatives, in addition to the 5 citizen members.

Applications received for the Smart City Task Force and the proposed list of stakeholder representatives are included in Confidential Attachment 2 of this report.

Financial Impact

There are no financial impacts associated with this report.

Broader Regional Impacts/Considerations

There are no Regional impacts/considerations associated with this report.

Conclusion

It is appropriate that Council approve the Terms of Reference and give consideration to the appointment of citizen members and stakeholder representatives to the Smart City Task Force.

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

Attachments

1. Terms of Reference - Smart City Task Force.
2. Confidential Attachment (Mayor and Members of Council only).

Prepared by

Isabel Leung, Deputy City Clerk & Manager, Administrative Services, Ext. 8190



TERMS OF REFERENCE: City of Vaughan SMART City Task Force

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.