



THE MAYOR’S INTELLIGENT COMMUNITY TASK FORCE

TERMS OF REFERENCE

Background

As a means of increasing Hamilton’s international visibility and name recognition, the City of Hamilton applied for “Intelligent Communities” designation to the Intelligent Communities Forum (ICF). ICF is a non-profit group that examines the capability of individual cities to prosper in a Broad Band Economy and designates some of them as “Intelligent Communities.”

Global Hamilton led this initiative, with support from the Mayor’s Office and input from City of Hamilton staff across the organization. Based on the application, Hamilton was named a Smart21 Community in the 2016 Intelligent Communities Awards.

Upon presentation of Information Report PED16038 about the ICF designation, a motion was passed to create a Mayor’s Task Force to examine Hamilton’s Information Technology (IT) infrastructure, identify gaps in our digital strategy, and develop an action plan for improving Hamilton’s ranking by the ICF.

Purpose and Mandate

The Mayor’s Intelligent Community Task Force will provide the leadership and direction to explore and address Hamilton’s weaknesses while leveraging the strengths, as they relate to an Intelligent Community. Specific objectives include:

- Examine and assess Hamilton’s IT infrastructure.
- Develop a City-Wide digital strategy, supported by an action plan.
- Improve Hamilton’s strengths and assets as they pertain to ICF indicators.

Responsibility and Scope of Work

The Mayor’s Intelligent Community Task Force will:

- Establish defined outcomes with specific deliverables related to addressing the gaps outlined in the report card from Intelligent Community Forum. Additionally, it is expected that input from specific industry sectors will inform the action plan.
- Ensure that the strategy is “industry driven” and that this strategy will continue to grow and evolve according to industry demands.
- Provide advice and assistance in the implementation of the Task Force’s mandate for the digital strategy.
- Provide advice and suggestions to the Mayor, Council, and Senior Managers where and when required.
- Monitor and track progress and make recommendations where new or improved performance is required.
- The Task Force members will adhere to a specified code of conduct.

Membership Terms and Rules of Engagement

- The Mayor’s Task Force will operate for 24 months (or as required and agreed upon by members based on community needs).
 - Task Force will meet quarterly at the call of the Chair.
 - Members are expected to attend all meetings.
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Chair and Co-Chair	<ul style="list-style-type: none">• Mayor Fred Eisenberger (Chair).• Co-Chair to be elected from the membership.
Member Composition	<p>The Task Force will consist of the Mayor and two members of Council, City of Hamilton staff across the organization, as appropriate, and interested community partners and experts, to include McMaster University, Mohawk College, Hamilton Health Sciences, St. Joseph’s Healthcare Hamilton, and Innovation Factory. The views of industry representatives with an interest in digital infrastructure and strategy will inform the work of the Task Force.</p> <p>Task Force members are:</p> <ul style="list-style-type: none">• Mayor Fred Eisenberger (Chair)• Councillor Matthew Green• Councillor Donna Skelly• Kevin Browne, Innovation and Technology Committee Chair, Hamilton Chamber of Commerce• John Preston, Associate Dean and External Relations, Faculty of Engineering, McMaster University• Ted Scott, Chief Innovation Officer, Mohawk College• Mark Farrow, Chief Information Officer, St. Joseph’s Healthcare Hamilton• David Carter, Executive Director, Innovation Factory• Maria McChesney, Director of Information Technology• Filipe Janicas, Manager, Infrastructure and Operations• John Hertel, Director, Enterprise Management and Revenue Generation• Cindy Mercanti, Director, Customer Service, Access and Equity• Charles Brown, Director of Audit Services• Andrea McKinney, Director of Communications and Intergovernmental Affairs• Andy Zimmerman, Corporate Communications Officer – Digital Media• Ali Sabourin, Strategic and Business Planning Coordinator <p>Characteristics required for a Task Force member include:</p> <ul style="list-style-type: none">• Bring a Hamilton focus and has an established network that can be utilized to assist in accomplishing the Task Force objectives.• Understand why Hamilton needs a strong digital infrastructure and IT to remain competitive against other Cities that want to attract international firms for investment.• Recognize that successful collaboration produces results, not just structures and activities.• Engages others with diplomacy and political acumen.• Is willing to put challenging or delicate issues on the table and work through them.• Is willing to pioneer, break through and identify innovative solutions to complex issues related to Hamilton’s IT strategy, governance, and infrastructure.
Resources	<ul style="list-style-type: none">• City staff liaison from Global Hamilton Office in the Planning and Economic Development Department.• Legislative Services from the Office of the City Clerk.• Meeting facilities that are adequate and accessible will be provided.
Date of Last Review	May 24, 2016