



**WATERFRONT**Toronto

# Digital Strategy Advisory Panel - Meeting # 13

## Agenda and Meeting Book

THURSDAY, JANUARY 23, 2020 FROM 1:30PM TO 5:30PM

WATERFRONT TORONTO

20 BAY STREET, SUITE 1310

TORONTO, ON, M5J 2N8



## WATERFRONToronto

### Meeting Book - Digital Strategy Advisory Panel - Meeting # 13

1:30 - 1:35	1. Opening Session		
	a. Call to Order		
	b. Approval of Agenda	Approval	All
	Agenda - Page 3		
	c. Declarations of Conflict of Interest		All
	d. Approval of Previous Minutes	Approval	All
	Minutes - Nov 7 2019 - Page 4		
1:35 - 1:40	2. Chair's Remarks		M. Geist
1:40 - 2:00	3. Management Report	Information	K. Verner
	Management Report - Page 8		
2:00	4. Motion to go into closed session	Approval	All
	<p>A discussion of Waterfront Toronto's in-development Innovation plan will take place in a Closed Session as permitted by By-Law No. 2 of the Corporation. The exception relied for the discussion of Item 5 in Closed Session is Section 6.1.1(l) of By-Law No. 2. The Panel will then hold a closed working session for the purposed of developing its Supplemental Report on the Digital Innovation Appendix. The Panel will continue in Open Session at the end of the working session to discuss and vote on any resolutions pertaining to the Closed Session.</p>		
5:20	7. Motion to go into open session	Approval	All
5:20 – 5:25	8. Resolutions Arising from the Closed Session (if any)	Approval	All
5:25 – 5:30	9. Other Business	Discussion	All
5:30	10. Adjournment	Approval	All

**WATERFRONT TORONTO DIGITAL STRATEGY ADVISORY PANEL  
MEETING 13 - AGENDA**

January 23, 2020 - 1:30pm - 5:30pm  
Waterfront Toronto Boardroom  
20 Bay Street, Suite 1310 Toronto, Ontario M5J 2N8

1:30 - 1:35	<b>1. Opening Session</b>  a. Call to Order b. Approval of Agenda c. Declarations of Conflict of Interest d. Approval of Previous Minutes i. November 7, 2019	Approval  Approval	M. Geist All All All
1:35 - 1:40	<b>2. Chair's Remarks</b>		M. Geist
1:40 - 2:00	<b>3. Management Report</b>	Information	K. Verner
2:00	<b>4. Motion to go into closed session</b>	Approval	All
	<p>A discussion of Waterfront Toronto's in-development Innovation plan will take place in a Closed Session as permitted by By-Law No. 2 of the Corporation. The exception relied for the discussion of Item 5 in Closed Session is Section 6.1.1(l) of By-Law No. 2.</p> <p>The Panel will then hold a closed working session for the purpose of developing its Supplemental Report on the Digital Innovation Appendix.</p> <p>The Panel will continue in Open Session at the end of the working session to discuss and vote on any resolutions pertaining to the Closed Session.</p>		
2:00 - 2:25	<b>5. Discussion of Waterfront Toronto Innovation Plan</b>	Information and Discussion	A. Barter
2:25 - 2:40	<b>BREAK</b>		
2:40 - 5:20	<b>6. Working Session - DSAP Supplemental Report</b>	Working session	All
5:20	<b>7. Motion to go into open session</b>	Approval	All
5:20 - 5:25	<b>8. Resolutions Arising from the Closed Session (if any)</b>	Approval	All
5:25 - 5:30	<b>9. Other Business</b>	Discussion	All
5:30	<b>10. Adjournment</b>	Approval	All

Note that meeting start time was adjusted to accommodate a group discussion between Waterfront Toronto's Human Rights Impact Assessment consultants and the DSAP, which will take place before the meeting.

**WATERFRONT TORONTO  
DIGITAL STRATEGY ADVISORY PANEL  
MEETING #12 - MINUTES**

November 7, 2019 - 1:00pm - 5:00pm

Video Archive of Meeting: <https://www.youtube.com/watch?v=0-nt9xYFEF8>

PANELISTS: Michael Geist (chair) Charles Finley (co-chair)  
Alaina Alston (remote) Andrew Clement  
Diane Reynolds (remote) Kurtis McBride  
Khaled El-Emam (remote) Karen Gomez  
Mark Wilson Pamela Robinson  
Teresa Scassa (remote) Kevin Tuer

REGRETS: Carlo Ratti  
Jutta Treviranus  
Dave Dame

**WATERFRONT TORONTO MANAGEMENT & EXTERNAL LEGAL:**

Kristina Verner Carol Webb  
Vance Lockton George Takach  
George Zegerac Chantal Bernier (remote)  
Meg Davis

**GUESTS:**

Alyssa Harvey Dawson Sidewalk Labs  
Jesse Shapins Sidewalk Labs  
Jacqueline Lu Sidewalk Labs

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**1a. CALL TO ORDER**

Being a quorum of Panelists present, the meeting was called to order at 1:07 p.m. Michael Geist, Chair of the Panel, presided as Chairperson of the meeting.

**1b. APPROVAL OF AGENDA**

On a motion made by Kevin Tuer, seconded by Kurtis McBride, it was resolved to approve the agenda as amended for the meeting. Motion Carried.

**1c. DECLARATIONS OF CONFLICT OF INTEREST**

No new conflicts of interest were registered.

**1d. APPROVAL OF PREVIOUS MINUTES**

On a motion made by Mark Wilson, seconded by Charles Finley, it was resolved to approve the minutes from the meeting on July 22, 2019. Motion Carried.

## **2. CHAIR'S REMARKS**

Michael Geist provided opening remarks, noting that he was happy to see Panelist feedback reflected in the October 31 threshold issues resolution, and to see Waterfront Toronto taking leadership of digital governance. He also noted the ambitious schedule ahead for the Panel's upcoming activities.

## **3. CEO'S REMARKS**

Waterfront Toronto CEO George Zegerac provided an update to the Panel on the October 31 threshold issues resolution, highlighting in particular the resolution of digital issues. Panelists were also provided a letter from the Mississaugas of the Credit First Nation (MCFN), speaking to the engagement between the MCFN and Waterfront Toronto.

Recommendations and action items from the ensuing discussion:

- The Architecture Working Group will be the principal DSAP point of contact for Waterfront Toronto's development of Intelligent Community Guidelines
  - An interim version of these Guidelines will be circulated soon, and then go through a market sounding exercise.
- Waterfront Toronto will explore the possibility of arranging a meeting and/or working session between DSAP and the Design Review Panel (DRP)
- Understanding the digital architecture layer – who owns it, who operates it, who has access to it, etc. – for this project will be critical
- Waterfront Toronto will need to provide clear guidance in its expectations for DSAP as it moves from critique (e.g. of the MIDP) to creation (e.g. of the Intelligent Community Guidelines) – as well as, more broadly, on where DSAP should focus its review.

## **4. MANAGEMENT REPORT**

<Information in management report was covered in prior topic; thus, this agenda item was skipped>

## **5. DISCUSSION OF NEXT PHASE OF CONSULTATION**

Carol Webb presented an overview of Waterfront Toronto's next phase of consultation on the Quayside project. She also mentioned that the City of Toronto will be starting its digital consultations in December. This was followed up with a discussion of lessons learned from the

first round of consultations (such as avoiding the segmentation of discussions), and how Waterfront Toronto was seeking to engage a broad range of communities in this consultation.

It was recommended that Waterfront Toronto examine Barcelona as a citizen-centric consultation process; otherwise, no action items were raised.

## **6. WATERFRONT TORONTO DIGITAL PRINCIPLES & INTELLIGENT COMMUNITY GUIDELINES**

Waterfront Toronto presented on their Digital Principles and provided an outline of their upcoming Intelligent Community Guidelines, each of which was followed by a detailed discussion.

Recommendations to Waterfront Toronto with respect to the Digital Principles:

- It will be important to make clear the purpose, audience, and intended use (for this and any other document).
- Elements of transparency, accountability and responsibility should be explicitly addressed, perhaps by broadening Principle 3.
  - Recognizing the challenge of communicating short, clear principles, the initial text contained in the diagram associated with the Principles (see associated slides) appear to be broader than the Principles.
- An additional recognition of user empowerment and choice might be warranted.

Recommendations to Waterfront Toronto with respect to the Intelligent Community Guidelines:

- To show their relationship, the Guidelines could be oriented around the Digital Principles.
- There is a need to be very clear what is meant by the term “open”, which can mean a host of different things depending on context and intention. Certain forms of openness may significantly reduce economic viability.
- Accountability should be added to the Digital Governance section.
- There seems to be a gap around how technology is developed, and by who.

## **7. DISCUSSION OF RESPONSES TO DSAP PRELIMINARY COMMENTARY**

Waterfront Toronto and Sidewalk Labs both provided a brief overview of their respective responses to the DSAP Preliminary Commentary.

On the former, one Panelist raised a concern about core policy issues being deferred to the implementation agreements. It was suggested that there are certain issues that should be resolved through a robust policy framework earlier in the process.

On the latter, a Panelist suggested that concerns still existed with respect to Sidewalk Labs as a corporate partner, and these concerns were not sufficiently addressed in the response.

It was also noted that analysis of which digital proposals could be supported at the lesser scale of Quayside was still in-process.

No specific action items or decisions arose from this item.

## **8. DISCUSSION OF SWL DIGITAL INNOVATION APPENDIX**

As the Digital Innovation Appendix was not available at the time of the meeting, it was determined that it was not necessary to go through the full presentation on the topic. No action items arose from the brief Q/A between Panelists and SWL representatives.

## **9. DISCUSSION OF PROCESS FOR DSAP REVIEW OF MIDP**

WT provided an introduction to the potential considerations that could be included in DSAP's review of the MIDP / Digital Innovation Appendix. This will be followed up with a detailed request / description via email, following the meeting.

## **10. REFRESH OF DSAP WORKING GROUP MEMBERSHIP**

Panelists were reminded that much of the "heavy lifting" of the DSAP takes place at the Working Group level. To ensure participation by any interested Panelist, it was decided that a shared document with current group membership would be posted to which Panelists can add or remove their names.

## **11. OTHER BUSINESS**

Two recommendations were made by Panelists during the "Other Business" discussion:

- A re-emphasis that Waterfront Toronto explore a DRP - DSAP integration working session; and,
- That Waterfront Toronto commission or otherwise undertake background research on global examples of consultation on digital matters, and on digital governance.

## **12. ADJOURNMENT**

On a motion made by Mark Wilson, seconded by Kurtis McBride, and carried unanimously, it was agreed that there was no further business of the Panel to transact, the meeting was closed at 5:00 p.m.

January 23, 2020

# Management Report

Kristina Verner, Vice President, Innovation, Sustainability & Prosperity



## Agenda

1. Update on Quayside Project Technical Review
2. Update on Intelligent Community Guidelines
3. Update on DSAP Panelist Renewal

# Thank you.

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