



Intelligent City Advisory Committee

**Thursday, October 17, 2013 – 3:00pm
EOC 1, City Hall**

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper - Co-chair, City Council
Michael Hrybyk - Co-chair, Community Member
Reg Nordman - Community Member, EDAC representative
Jen Arbo - Community Member
Nelson Eng - Community Member
Jonina Campbell - Community Member
Gary Munro - Community Member

REGRETS:

Ian McLeod - Community Member
Gerry Akkerman - TransLink
Philip Barker - Fraser Health Authority

STAFF:

Blair Fryer - Manager, Communications and Economic Development
Alvin Chok - Chief Information Officer
Bev Grieve - Acting Director, Development Services
Rod Carle - General Manager, Electrical Operations Design & Admin
Jim Lowrie - Director, Engineering
Susan Buss - Deputy Chief Librarian
Andréa Khan - Economic Development Coordinator/Recording Clerk

GUESTS:

Al Balanuik - SD#40
Carolyn Armanini - Planning Analyst, City of New Westminster

The meeting was called to order at 3:05pm.

1.0 APPROVAL OF AGENDA

MOVED and SECONDED

THAT the October 17, 2013 agenda be adopted.

CARRIED.

All members of the Committee present voted in favour of the motion.

2.0 ADOPTION OF JUNE 20, 2013 MINUTES

MOVED and SECONDED

THAT the June 20, 2013 meeting minutes be adopted.

CARRIED.

All members of the Committee present voted in favour of the motion.

3.0 PROGRESS UPDATES FROM ALL SUBGROUPS

3.1 Knowledge Workforce

Led by Mr. Fryer, this subgroup has met once to date, on July 15, 2013. The purpose of this subgroup is to ensure locals have the skills to work in the knowledge sector. Next steps include bringing ideas to the group and possible implementation tactics.

3.2 Marketing and Advocacy

Led by Mr. Fryer, with the last meeting on July 22, 2013, this subgroup's purpose is to create messaging for all intelligent city initiatives. Currently the subgroup is researching best practices, budget, and stakeholders. The digital inclusion subgroup has suggested that this group be included into digital inclusion until the overarching intelligent city initiatives have begun.

3.3 Digital Inclusion

Led by Mr. Fryer, this subgroup has met three times and is now drafting a needs assessment along with administration strategies, and is pursuing consultants to conduct the research.

The Committee suggested that all subgroups should refer to the original Task Force document to ensure that they stay on track. This document included partnering with schools to do pilot projects, providing gigabit internet to the schools, and turning the River Market and Anvil Centre into digital hubs.

The Committee discussed the City's agreement with Shaw, who will be providing wifi to a number of locations throughout New Westminster. Some of these locations are exclusive to Shaw customers, while others will be open to the general public.

Mr. Fryer and Ms. Grieve will follow up on Shaw's wifi initiative for social housing.

The Committee discussed the connectivity planned for the new schools. The schools were advised to have spare conduit, and have since confirmed that the

conduit. The schools have also been advised that either the schools or the City should own the conduit instead of an internet service provider owning it.

Mr. Chok requested that all of the subgroups use a consistent template and offered to share his template with the other subgroups.

3.4 Digital Infrastructure

Led by Mr. Chok, this subgroup's objective is to "ensure affordable fast speed fibre optic and broadband availability throughout most places in New Westminster in support of Intelligent City Initiative by 2015." Strategies to accomplish this objective include investing in a digital infrastructure throughout the city, adding a fibre-broadband division to Electric Utility for management and maintenance, collaborating with third parties, planners and developers, and connecting affordably to Harbour Centre. The fibre network in New Westminster could also be connected to other municipalities and BCNET.

A comprehensive fibre plan needs to be developed, and include an "inner" and "outer" ring, along with distribution points.

Shaw is currently implementing wifi access points throughout New Westminster. All access points are available to Shaw customers, some will be available to city staff, and at city facilities the wifi will be available to everyone. Four access points have been completed to date.

The Committee discussed the timing of marketing available wifi at civic facilities, and agreed that it should not be done until it is available at all applicable locations. Westminster Pier Park is a demonstration area that the digital infrastructure subgroup will have completed within the next couple of months. The Committee requested that a coverage map be produced to show where wifi is available to everything.

Next month an RFP will be posted to acquire a consultant who will determine the fibre plan and implementation steps. The final document created by the consultant will then be used to guide the implementation of the digital infrastructure.

The Committee suggested that key public facilities and higher education facilities should be targeted in the digital infrastructure plan as this is a piece that is currently missing from the plan.

Ms. Grieve noted that Bentall Kennedy, developers of the Sapperton Green site at the corner of Braid St and Brunette Ave, are aware of the intelligent city initiative and are ready to incorporate a digital dimension and do the "heavy lifting" for their upcoming mixed use development.

The Committee discussed the need for strategies regarding collaboration with internet service providers (ISPs), including the need to determine who pays for the final connection to the building or home. The idea of user-pay was suggested as an option to be considered. To avoid various ISPs owning small sections all over the city, the Committee suggested that the City own all of the digital infrastructure and lease portions as necessary to ISPs thereby avoiding an untenable situation in the future. The City of Calgary was given as an example of a ubiquitous fibre network that is charging \$0.11/fibre per month for public sector organizations, and \$0.55/fiber per month for private sector organizations and businesses. Ultimately, the Committee agreed that an over-arching business plan is needed to give cost, revenue and partnering options.

3.5 Innovation

Originally led by Mr. Chok, and now led by Mr. Akkerman, this subgroup has met once to go over case studies and best practices. The next step is to look further into the case studies and determine how best to attract and encourage innovation in New Westminster. Innovation-based businesses tend to cluster together and currently those clusters are largely focused in various locations in Vancouver.

The Committee requested that the innovation subgroup look into incubator best practices and consider if and how an incubator could be successfully introduced and maintained in New Westminster. Another consideration to be explored is a hackathon space, perhaps in the industrial areas of New Westminster, however the fibre connectivity needs to be in place first. The Committee noted that there is currently a group that holds a “Saturhack” at the River Market once a month.

Procedural note: Bev Grieve and Jim Lowrie exited at 3:56pm.

Mr. Eng noted that Douglas College is attempting to create ties with the Vancouver Enterprise Forum (a networking forum for technology entrepreneurs), and that there is a student movement to set up a computer science club.

The Committee suggested that the Innovation subgroup engage with the “Saturhack” group, find out their needs, and use this to inform future innovation and marketing activities.

4.0 REQUEST FOR PROPOSAL

4.1 Purpose of Request for Proposal (RFP)

Mr. Chok created a draft RFP with hopes of obtaining a consultant within the technology filed to speed up the process of the Intelligent City Advisory Committee (ICAC), and create a business plan that the ICAC can use to move

forward. The consultant would need to include a multi-year plan with milestones, a timeline and deliverables to keep the progress on track. The Committee reviewed the draft RFP and were requested to provide input. No changes were suggested at this time.

4.2 Overview of draft

The RFP draft will be posted shortly through the Purchasing Department and a consultant is expected to be engaged by late November 2013. A preliminary workshop would need to occur shortly after securing the consultant, followed by a second workshop in December. These workshops will inform the update to Council which will occur in January 2014.

The Committee questioned where the intelligent city initiatives are on the City's priority list. For example, would a fibre infrastructure be considered a high priority when the City is considering competing infrastructure applications New Westminster?

After discussing the breadth of RFP, Mr. Chok clarified that IT's plan is to have one RFP for the overarching plan, and a second RFP for the business plan which will include costs, fibre plans and partnerships. These will be done concurrently to enable the ICAC to apply for the infrastructure grant in early 2014. With the first consultant being engaged in November and a workshop occurring the following weeks, the subgroups will all need to be ready to present their progress and goals at the next ICAC meeting. Mr. Chok confirmed that payment for both consultants are to come from IT's budget.

The Committee requested that the digital inclusion definition in the digital infrastructure draft be updated to reflect that inclusion is not solely about economic factors, it is also about access, training and knowledge.

5.0 MEETING SCHEDULE

5.1 Meeting schedule

Next meeting: November 21, 2013 at 3pm.

The consultant will be introduced at this time and will conduct a preliminary workshop assigning pre-work for the December workshop.

6.0 OTHER BUSINESS

6.1 Other Business

The Economic Development Advisory Committee (EDAC) requested metrics from the Economic Development Office. Economic Development is now working with Development Services to create this document. Rocket Builders is also

engaged with Douglas College students to collect data on New Westminster businesses and their growth; this data will be used to inform attraction strategies.

7.0 NEXT STEPS

7.1 Next steps timeline

- All subgroups to meet within the next three weeks.
- Preliminary workshop with consultant in late November.
- Half day workshop with consultant in December
- First draft from consultant in January
- Update to Council in January

8.0 MEETING ADJOURNMENT

The meeting was adjourned at 4:34PM

Councillor Bill Harper
Chair

Andréa Khan
Recording Clerk