Corporation of the City of
NEW WESTMINSTER

Intelligent City Advisory Committee

Thursday, January 23, 2014 – 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
Gary Munro   - Community Member
Ian McLeod   - Community Member

REGRETS:
Philip Barker   - Fraser Health Authority
Rod Carle   - General Manager, Electric Utility Commission
Nelson Eng   - Community Member
Jonina Campbell   - Community Member
Gerry Akkerman   - TransLink
Susan Buss   - Deputy Chief Librarian

STAFF:
Blair Fryer   - Manager, Communications and Economic Development
Alvin Chok   - Chief Information Officer
Bev Grieve   - Director, Development Services
Jim Lowrie   - Director, Engineering
Andréa Khan   - Economic Development Coordinator/Recording Clerk

GUESTS:
Roel Coert   - Consultant
Gary Holowatiuk   - Director, Finance and Information Technology

1.0	CASUAL NETWORKING

Introductions of the members and guests.

The meeting was called to order at 3:10pm.

2.0   APPROVAL OF AGENDA

MOVED and SECONDED
THAT the January 23, 2014 agenda be adopted.

CARRIED.

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

3.0   ADOPTION OF NOVEMBER 21, 2013 MINUTES

MOVED and SECONDED
THAT the November 21, 2013 meeting minutes be adopted.

CARRIED.

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

4.0   MATTERS ARISING

4.1   Subgroup progress updates

Updates were as follows:

Digital Inclusion
- 2014 meetings have been scheduled
- Next meeting: February 27 @ 10am

Marketing & Advocacy
- Still combined with digital inclusion

Knowledge Workforce
- 2014 meetings have been scheduled
- Next meeting: February 13 @10am
- Makers Space
  - Currently includes: Reg Nordman, David Moulton, Thor Borgford, David Wright, Mark Shieh; staffed by Blair Fryer and Andréa Khan
  - Proposed: start a Makers Club grassroots movement at the River Market
  - Next steps: research, business plan, marketing, 6-12 month pilot
  - Next meeting: January 29 @ 10:30am

Reg Nordman elaborated on the Makers Space idea, noting that this is a space where people come together in a space that offers equipment to use for innovative ideas, rapid prototyping, and preliminary product runs. These spaces

typically include equipment such as 3D printers, small CAD machines and other specialized items. The focus is not on software but making physical things. Douglas College wants to partner on this initiative and have the equipment be utilized by both the general community and Douglas College staff and students. The Makers Space group has requested that the City provide support and act as conveners for the project.

Infrastructure
- No update.

Innovation
- No update.

4.2 Business and fibre plan RFP

Mr. Chok introduced Mr. Roel Coert, Consultant. Mr. Chok noted that there were three respondents to the second RFP (fibre map/business plan), and all three proposals came in above budget. Mr. Coert's proposal was selected and renegotiated to create a proposal that is within budget.

Mr. Coert presented the scope of the work, and actions that need to be done to accomplish the plan and ensure it is sustainable. The presentation entitled, "Proposed Fibre Deployment for the City of New Westminster", included:
- Introduction: Mr. Coert has worked with municipalities across the globe and locally. This proposal has been scaled back to fit within the budget set out by the IT department.
- Phased approach:
  - Validate business model
  - Validate operating cost
  - Validate revenues
  - Cash flow positive after
  - Fibre to the home (FttH) needs to be implemented step by step – presales from the internet service providers (ISPs) are required to validate the investment required from the City
  - There are three types of providers: multiunit buildings (suites), businesses, and high-rises (lease out the space to put units on the tops of buildings for LTE/4G). These avenues will guarantee a return on investment.
  - Collaboration with the local ISPs by leasing the fibres/ducts
- Phased approach (con't)
  - Phase 1: low hanging fruit areas
    - Businesses
    - Multi dwelling units
    - High-rises
  - Phase 2 and beyond

- Congruent areas
- Fibre to the home
- Deliverables (see proposal)
  - Design of backbone
  - Design of connection to Hastings
  - First mile options
  - Business option workshops and analysis
  - Preparation cost models
  - Meeting city departments for feasibility
  - Scope engineering requirements city wide roll out
  - Preparation high level FttP (fibre to the premises) and FttH map
  - Cost/benefit analysis and options
  - Submit and present final report
  - Suggested: have a workshop to discuss the various options, should the Committee want to be involved in depth and details
  - Can cost out in-depth best once a business model is chosen
  - The design will be optimized to use City assets
  - FttH is a combination of the incumbent and service providers

The Committee discussed the first phase and noted that they do not want to be in a position where the City loses ownership of the fibre. The City will have a choice of where the City-owned fibre ends and where the ISP begins (ie: FttP). Eventually the City will put in the common infrastructure and then lease it to the ISPs. This would include the City doing the build, and would exclude any guarantee of service to the customer – this would be the responsibility of the ISP.

The Committee inquired as to whether there would be value in creating a new City utility to manage the fibre. The following points were noted: the downside to creating a City utility is that the utility is tied by a specific budget cycle, is subject to politics, and businesses prefer flexible providers which are generally private. A City utility could be created, however it is suggested that it be at arms-length like QNet is to the City of Coquitlam. QNet is a separate entity is owned by the City and the board is made up of City managers; this model allows QNet to access funds such a bank loans, as needed.

Mr. Coert presented a map to the Committee, which shows where the focus of the project will be. The Committee noted that the highlighted areas tend to have younger demographics, some of whom have requested better internet service. Mr. Coert explained that the fibre backbone would be designed with consideration given to new and planned projects. The final deliverable will have a well-researched design that should be sufficient for a grant proposal. The deliverable will not include the underground design as this level detail is out of scope and out of budget.

The Committee can expect the consultant to be completed in three months, with the final deliverables presented by early May 2014.

4.3 January update to Council

The January update has been moved to February. On February 17, 2014, the consultants (Rhyzome) will do a workshop with the CAO, Mayor and Council in the morning, followed by a presentation to Council in Committee of the Whole that evening. The Committee is invited to attend both.

The Committee discussed moving the February 20, 2014 meeting to earlier in that week to accommodate the schedule of the consultants when they are here. No final decision was made.

Council is expecting the draft report from the consultant on February 17, 2014.

5.0   CONSULTANT WORK PROGRESS

5.1 Consultant (Rhyzome) work progress

The Committee's response rate to the questions circulated via email was low, with a total of three respondents. The questions were to be posted to Powernoodle by January 10th; however this has not happened to date. A second email was circulated with the purposes of creating a "Group B" or community stakeholder contact list. To date there has been one respondent.

Procedural note: Jen Arbo exited at 4:29pm

ACTION: Alvin Chok to circulate an update of the consultant's progress via email.

6.0   OTHER BUSINESS

No items.

7.0   NEXT STEPS

No items.

8.0   MEETING ADJOURNMENT

The meeting was adjourned at 4:34PM

Councillor Bill Harper	Andréa Khan
Chair	Recording Clerk