

Intelligent City Advisory Committee

Thursday, May 15, 2014 – 3:00pm
EOC 1, City Hall

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper - Co-chair, City Council
Reg Nordman - Community Member, EDAC representative
Jen Arbo - Community Member
Ian McLeod - Community Member

REGRETS:

Michael Hrybyk - Co-chair, Community Member
Nelson Eng - Community Member
Gary Munro - Community Member
Gerry Akkerman - TransLink
Jonina Campbell - Community Member
Philip Barker - Fraser Health Authority
Bev Grieve - Director, Development Services

STAFF:

Blair Fryer - Manager, Communications and Economic Development
Rod Carle - General Manager, Electric Utility Commission
Alvin Chok - Chief Information Officer
Jim Lowrie - Director, Engineering
Susan Buss - Deputy Chief Librarian
Andréa Khan - Economic Development Coordinator/Recording Clerk

GUESTS:

Roel Coert - Consultant, Go4Objectives
Paul West (via phone) - Consultant, Rhyzome
David Hicks (via phone) - Consultant, Rhyzome/Pensario
Gary Holowatiuk - Director, Finance and Information Technology

The meeting was called to order at 3:03pm.

1.0 APPROVAL OF AGENDA

MOVED and SECONDED

THAT the May 15, 2014 agenda be adopted

CARRIED.

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

2.0 ADOPTION OF APRIL 17, 2014 MINUTES

MOVED and SECONDED

THAT the April 17, 2014 meeting minutes be adopted.

CARRIED.

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

3.0 SUBGROUP PROGRESS UPDATES

3.1 Innovation subgroup

No update.

3.2 Knowledge Workforce subgroup

No update.

3.3 Digital Inclusion/Marketing subgroup

The Digital Inclusion subgroup is looking to involve the City's Social Planner to help with identifying stakeholders, creating a needs assessment, and doing an audit of current digitally inclusion initiatives are happening in New Westminster. The subgroup also intends to set up a presentation for the new school superintendent in the next few weeks.

One of the issues that has been identified is resourcing of the work, including the needs analysis, coordination with various agencies and programming. The subgroup has agreed that there is no need to wait to begin the digital inclusion work.

3.4 Infrastructure

Update will be covered under item 4.1.

4.0 CONSULTANT WORK PROGRESS UPDATES

4.1 Infrastructure Plan (Roel Coert, Go4Objectives)

Roel Coert presented an update of the infrastructure project. Large maps were circulated to the Committee for consideration. Presentation slides included:

- Network components
 - Plans to connect every home to fibre
 - Technical plans to make this happen (reference to large maps)
 - Next steps: obtaining the costs
- Drop cables to homes and buildings

Procedural note: Gary Holowatiuk exited at 4:00pm

- Technical details of drop points

- Central office co-locations
 - Technical details
 - The plan calls for a co-location space at City Hall and a second one in Uptown. These details are in the process of being determined
- Drop cables to homes and building
 - Choice of cable/box will depend on the deployment strategy that the City would like to use
- Fibre distribution hub
- Progress
 - FttH design completed
 - Number and length of cables available
 - Number of drop points and distribution cabinets available
 - Framework financial model available
 - Next steps
 - Consolidate numbers
 - Identify the materials required
 - Calculate labour and material costs
 - Identify collocation space and required investments.
- Deliverables for the next ICAC meeting
 - Total cost of FttH deployment
 - Fibre to the premises design

The Committee and Consultant discussed strategies to wire up existing buildings, and the requirements that should be addressed with developers.

4.2 Roadmap (Paul West, Rhyzome; David Hicks, Pensario)

Item 4.2 was considered before item 4.1

The Committee discussed the revised document from Rhyzome before having the Consultants join via conference call. Points made by the Committee included the following:

- Intelligent Communities Forum (ICF) is still the primary focus of the report, even though the Committee requested that the ICF information be moved to an appendix.
- The requested conclusion section was still missing.
- The requested Strategy to attract businesses was still missing.
- A comprehensive executive summary that could stand alone was lacking.
- An explanation of how the five pillars come together as an action plan, with a checklist to follow is desired.
- A large amount of feedback was missing or loosely incorporated into the report.
- The 2012 Task Force report was a good report structure to follow, concise, clear with the details in the appendices.

Procedural note: the Consultants joined by phone at 3:19pm.

The Committee discussed the Roadmap with the Consultants, commenting that overall the document is good and quite detailed. The Committee then discussed the content they felt was missing from the document. In addition to points discussed in preparation for the conference call, the Committee also requested that the following be considered and/or added to the report:

- A history of how the Intelligent City Advisory Committee came to be;
- The report framework still include the five ICF pillars, but remove the focus on the ICF awards;
- The document be more concise overall and move the details into appendices;
- Include a value proposition for each pillar;
- Greater acknowledgement be given to the task force recommendations.

The Committee and Consultants agreed that the document would not be ready for presentation to Council on May 26th, 2014. To ensure the document is presented before summer break, the Consultant confirmed that the final document would be ready within a week.

Procedural note: the Consultants exited the phone call at 3:48pm.

The Committee discussed the efficiency of the feedback that was provided, and agreed that the presentation to Council will ideally be done in conjunction with the infrastructure presentation.

5.0 BUILD CANADA FUNDING PROPOSAL

No updates.

6.0 OTHER BUSINESS

No items.

7.0 NEXT STEPS

7.1 ICF Report

Blair Fryer to report back to the Committee after attending the 2014 Intelligent Communities Forum in June.

8.0 MEETING ADJOURNMENT

The meeting was adjourned at 4:13pm.

Councillor Bill Harper
Chair

Andréa Khan
Recording Clerk