



Intelligent City Advisory Committee

**Wednesday, October 16, 2014 – 3:00pm
EOC 1, City Hall**

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper - Co-chair, City Council
Michael Hrybyk - Co-chair, Community Member
Gavin McLeod - Community Member
Jen Arbo - Community Member
Nelson Eng - Community Member

REGRETS:

Gary Munro - Community Member
Reg Nordman - Community Member, EDAC representative
Gerry Akkerman - TransLink
Jonina Campbell - Community Member
Ian McLeod - Community Member
Philip Barker - Fraser Health Authority
Rod Carle - General Manager, Electric Utility Commission

STAFF:

Blair Fryer - Manager, Communications and Economic Development
Alvin Chok - Chief Information Officer
Susan Buss - Deputy Chief Librarian
Jim Lowrie - Director, Engineering
Bev Grieve - Director, Development Services
Andréa Khan - Economic Development Coordinator/Recording Clerk
Gary Holowatiuk - Director, Finance and Information Technology

The meeting was called to order at 3:04pm.

1.0 APPROVAL OF AGENDA

MOVED and SECONDED

THAT the October 16, 2014 agenda be adopted

CARRIED.

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

2.0 ADOPTION OF SEPTEMBER 3, 2014 MINUTES

MOVED and SECONDED

THAT the September 3, 2014 minutes be adopted

CARRIED.

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

3.0 ADOPTION OF SEPTEMBER 18, 2014 MINUTES

MOVED and SECONDED

THAT the September 18, 2014 minutes be adopted

CARRIED.

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

4.0 TASK UPDATES

4.1 Overview of revised communications plan

To complete the plan, decisions on the network options need to be confirmed. Mr. Fryer and Ms. Arbo will layout the plan for the Intelligent City website. These details will be determined at the next Marketing and Advocacy meeting.

4.2 Report timeline meeting

When there is a consensus on the plan option and strategy to pursue, Staff will create a report with the recommendation to Council.

The Committee discussed the value of internet providers informed and/or involved. Mr. Chok updated the Committee on the progress of meetings he has been organizing with various ISPs.

Procedural note: Bev Grieve arrived at 3:12pm

4.3 Presentations to local business groups

The New Westminster Chamber of Commerce and the Downtown BIA are interested in being presented to. The Chamber of Commerce would like to be presented to in January 2015, and the Downtown BIA in November 2014.

The Residents' Associations were presented to at the Residents' Association Forum in September 2014; however there are still opportunities to present to the individual associations.

Councillor Harper and Mr. Fryer will continue to set up meetings with local business groups. The School Board, Inter-agency, and Tourism Board will all be offered presentations as well.

5.0 SUBGROUP PROGRESS UPDATES

5.1 Digital Inclusion

Last Meeting: June 26

Next meeting: October 23

Meeting highlights:

- Susan Buss (NWPL) attended the local interagency meeting and Neely Hazell from Fraserworks ESC joined the subgroup as a result
- NWPL shared the results of the informal needs assessment survey
 - 28 days
 - Staff were asked 873 questions
 - Email and printing help accounted for 54% of assistance required
 - Most frequent software help was provided for use of Microsoft Word
 - Anecdotally the NWPL staff noticed many people booked multiple sessions for digital help
- The Subgroup discussed resourcing needs – Marketing strategist, local organizations etc. Social Planner, John Stark, offered to help create that list and make connections

Next Steps:

- Create list of digital inclusion assets
- Present to local organizations
- Audit of offerings available

5.2 Knowledge Workforce

Last Meeting: October 9

Next Meeting: December 11

Meeting highlights:

- Reg and Jonina met with Superintendent John Gaipman to discuss the opportunity for a “Board authorized course”, which could be implemented as soon as January 2015 (would have to be created within the next month, otherwise the next opportunity would be for the next school year). This course could be entrepreneurial/start-up focused and used to connect/bridge schools and the workforce
- The Subgroup is looking for opportunities for arts and creative integration
- Reviewed the Rhyzome report gaps – agreed at the report does not reflect that focus that this subgroup would like to take (bridging education and workforce, starting with the healthcare industry)

Next Steps:

- Blair to connect with RCH and HSA to see if there are opportunities to partner

5.3 Marketing & Advocacy

Last Meeting: August 7

Next Meeting: TBA

Meeting highlights:

- Defined mandate – to effectively engage all local stakeholders and continually communicate the intelligent city initiatives and progress on each
- Blair introduced the hired marketing strategist – Hyack Interactive
- Discussed opportunity for the ICAC to participate in an ICF Master Class
- Reviewed Rhyzome recommendations

Next Steps:

- Complete and submit ICF Smart 21 application. The application is available to the Committee in the Dropbox.
- Arrange a media briefing for the day after the fibre infrastructure goes to Council
- Create ICAC presentation(s)

Mr. Fryer overviewed the opportunity to bring a Master Class to New Westminster in the 2015. The Committee discussed the value of bringing the community together to provide understanding of Intelligent City and spur excitement.

Should a Master Class be hosted, it would be held in Anvil Centre in early spring.

Procedural note: Gary Holowatiuk arrived at 3:30pm

The Committee discussed the interest that Service Canada has expressed in digital inclusion.

5.4 Innovation

No updates.

5.5 Infrastructure

In a partnership with the Ministry of Transportation, 144 strands of fibre will be pulled across the Queensborough Bridge. This will be completed by 2015.

6.0 FIBRE REPORT

The Consultant is currently away, and will present the revised report in full at the November 20, 2014 meeting.

Mr. Chok presented an amended version of the business case. The Committee discussed the ideal number of fibre optic cables to install as well as the increase in competition of ISPs that could enter the market in New Westminster by

reducing this barrier to entry. The Committee also discussed the benefits to business, start-ups, entrepreneurs and both small and large ISPs.

Procedural note: Nelson Eng exited at 3:59pm

Funding and phased approach options were discussed, and Mr. Chok recommended the FttP option. The Committee suggested that in a phased approach, FttP could be “phase 1”, potentially followed by FttH as “phase 2”, contingent on funding.

7.0 OTHER BUSINESS

The fibre business plan report will likely be presented to Council at the December 8, 2014 meeting.

8.0 NEXT STEPS

- At the next meeting, Mr. Fryer will report out on the confirmed Master Class dates and subsequently plan the logistics and guest list.
- The Marketing & Advocacy Subgroup will prepare assets in preparation for the report to Council

9.0 MEETING ADJOURNMENT

The meeting was adjourned at 4:29pm.

Councillor Bill Harper
Chair

Andréa Khan
Recording Clerk