



# **INTELLIGENT CITY ADVISORY COMMITTEE**

**June 19, 2015 - 3:00 p.m.**  
**EOC #1, City Hall (511 Royal Avenue)**

## **MINUTES**

### **MEMBERS PRESENT:**

- Councillor Bill Harper - Co-Chair, City Council
- Gerry Akkerman - TransLink (arrived at 3:22 p.m.)
- Jennifer Arbo - Hyack Interactive
- Nelson Eng - Douglas College
- Ian McLeod - Douglas College
- Gavin McLeod - Community Member
- Reg Nordman - Community Member
- Luc Lang - Justice Institute of BC (alternate for Gary Munro)

### **MEMBER REGRETS:**

- Brigid Canil - Ministry of Transportation
- Michael Hybryk - Co-Chair

### **GUESTS:**

- Doug Holman - Co-President & Chief Financial Officer, Novus
- Alfred Krueger - Vice President, Technical Operations, Novus

### **STAFF:**

- Bev Grieve - Director, Development Services
- Gary Holowatiuk - Director, Finance and Information Technology
- Jim Lowrie - Director, Engineering
- Susan Buss - Deputy Chief Librarian
- Alvin Chok - Chief Information Officer
- Rod Carle - General Manager, Electrical Operations
- Blair Fryer - Manager, Communications and Economic Development
- Andrea Khan - Economic Development Coordinator
- Alison Worsfold - Committee Clerk

The meeting was called to order at 3:03 p.m.

## **1.0 ADDITIONS TO AGENDA**

The following item was added to the agenda:

### **4.4 Presentation by Novus**

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the Minutes of May 8, 2015**

#### **MOVED and SECONDED**

*THAT the minutes of the May 8, 2015 Intelligent City Advisory Committee meeting be adopted.*

**CARRIED.**

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

## **3.0 UNFINISHED BUSINESS**

**Procedural Note:** Item 4.4 was considered prior to item 3.1.

### **4.4 Presentation by Novus**

Doug Holman, Co-President & Chief Financial Officer, Novus, and Alfred Krueger, Vice President, Technical Operations, Novus, provided a PowerPoint presentation outlining the background of the company, the services offered by the company, as well as the fiber owned by the company and its current network reach.

In response to questions from the Committee, Mr. Holman and Mr. Krueger provided the following information:

- The company currently provides its services to approximately 400 buildings, with a 36% penetration rate, throughout Metro Vancouver;
- The company does not engage in massive advertising campaigns, and can therefore offer a low service rate to its customers;
- The company offers non-contract services and more affordable prices than Telus and Shaw;
- The company requires the commitment of 15% of building occupants prior to establishing its service in a building;
- The company's biggest seller is its internet services, which attracts young technology-oriented individuals;
- Telephone inquiries received at the call centre are answered within one minute;
- The company would like to expand its connectivity to Metrotown Mall and Edmonds SkyTrain station by the end of 2015;
- The company currently attracts more residential than commercial customers; however, efforts to acquire additional commercial customers is being carried out;
- Connectivity in New Westminster would first be established in newly developed areas that maintain a young demographic, such as at New Westminster SkyTrain station;
- It was suggested that Internet Service Provider competitors are constrained by their relationships with Telus and Shaw;

- The company would be willing to collaborate with the City if it were to establish fiber-optic cable throughout the city;
- The company prefers utilizing conduit fiber-optic cable; and,
- More information regarding the company can be found online at <http://www.novusnow.ca/>.

Alvin Chok, Chief Information Officer, advised that the City is currently building conduit fiber-optic cable from City Hall to Braid Station.

### **3.1 Intelligent City Coordinator Role**

Blair Fryer, Manager, Communications and Economic Development, advised that, upon review by the City's Human Resources department and the senior management team, the Intelligent City Coordinator role job posting has been amended to include the requirement of additional responsibilities and experience. Mr. Fryer noted that recruitment for the position will commence after Council formally approves the job description.

### **3.2 Fibre Utility Governance Model**

Rod Carle, General Manager, Electrical Operations, noted the following information:

- Council has expressed support to continue utilizing the Electric Utility Commission model to govern the fiber utility;
- Council amended the Commission's bylaw to include three Councillors, rather than two, so that seven individuals now serve on the Commission;
- Individuals with expertise in the areas of fiber, district energy, and gas, will be represented on the Commission; and,
- Council will remain updated with respect to the Commission's work plan twice a year.

## **4.0 NEW BUSINESS**

### **4.1 Infrastructure Project Manager**

Alvin Chok, Chief Information Officer, noted that the City is accepting Request for Proposals for the role of the Infrastructure Project Manager, which will be established as a two year contract position with the opportunity for a one year extension.

### **4.2 Co-Chair Review of Terms of Reference and Committee Functionality**

Councillor Harper, Chair, distributed an on table document outlining the Intelligent City Advisory Committee Terms of Reference, and noted the following information:

- It was suggested that certain Directors who are currently Committee members be invited to attend Committee meetings only when required;

- It was suggested that each Committee member should sit on a Subcommittee and report back to the Committee on the undertakings of the Subcommittee;
- The goal of the Terms of Reference review is to reduce work and increase efficiencies of all members; and,
- It was suggested that a position for individuals representing other sectors, such as the arts and education, be recruited for.

Councillor Harper requested that Committee members review the document and provide feedback and suggestions to him via e-mail.

#### **4.3 ISP/Telco Letters of Intent/Agreements**

Alvin Chok, Chief Information Officer, advised that Novus and Shaw have expressed interest in collaborating with New Westminster to establish a fibre-optic network throughout the City.

Blair Fryer, Manager, Communications and Economic Development, noted that Cost Master Communications has expressed interest in accessing the City's fiber-optic network. Mr. Fryer suggested that the company be invited to present at a future Intelligent City Advisory Committee meeting. Councillor Harper suggested that Shaw also be invited to present at a future meeting.

#### **5.0 NEXT MEETING**

July 17, 2015 at 3:00 p.m. in EOC #1

#### **6.0 ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 4:40 p.m.

Certified correct,

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**COUNCILLOR BILL HARPER**  
**CHAIR**

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**ALISON WORSFOLD**  
**COMMITTEE CLERK**