



## **INTELLIGENT CITY ADVISORY COMMITTEE**

**March 20, 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 (exited at 4:15 p.m.)
Gavin McLeod	- Community Member
Reg Nordman	- Community Member (exited at 4:15 p.m.)

#### **MEMBER REGRETS:**

Jennifer Arbo	- Hyack Interactive
Brigid Canil	- Ministry of Transportation
Nelson Eng	- Douglas College
Michael Hybryk	- Co-Chair
Ian McLeod	- Douglas College
Gary Munro	- Justice Institute of BC

#### **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
Mark Allison	- Manager, Strategic Initiatives & Sustainability
Blair Fryer	- Manager, Communications and Economic Development
Alison Worsfold	- Committee Clerk

The meeting was called to order at 3:10 p.m.

#### **1.0 ADDITIONS TO AGENDA**

There were no additions.

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the Minutes of January 23, 2015**

#### **MOVED and SECONDED**

*THAT the minutes of the January 23, 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**

There were no items.

## **4.0 NEW BUSINESS**

### **4.1 Report to Council (February 2, 2015)**

**Alvin Chok, Chief Information Officer**, summarized the February 2, 2015 Council report regarding the Peer Review on the Fiber Optic Network Business Plan.

In response to questions from the Committee, Mr. Chok advised that Council is moving forward with the \$5.5 million plan, which does not currently include the provision of a fibre optic connection to Simon Fraser University.

Discussion ensued, and the Committee noted the following comments:

- There is approximately \$8 million located in the Electrical Utility reserves to advance the plan;
- It is projected that the network will result in a net return of \$16.8 million over a 30-year period; and,
- The budget takes into consideration the costs associated with establishing a core connection to QNet.

### **4.2 Presentation to Downtown Business Improvement Association Board**

**Councillor Bill Harper, Chair**, advised that he provided a PowerPoint presentation regarding fibre optics and the Intelligent City initiative to the New Westminster Downtown Residents Association on March 18, 2015.

Discussion ensued, and the Committee suggested that the Intelligent City PowerPoint presentation be revised as follows:

- That a larger font size be applied to each slide;
- That additional information regarding Telecommunications Companies (Telcos) be included; and,

- That basic information regarding the Economic Health Care Cluster, specifically as it relates to the initiative, be included.

Discussion ensued, and the Committee suggested that additional information regarding the initiative, such as projected costs, be circulated to community members to avoid any confusion surrounding the plan.

**Blair Fryer, Manager, Communications and Economic Development**, advised that he and Councillor Harper provided a presentation outlining details of the Intelligent City initiative to the Downtown Business Improvement Association (BIA) Board in February 2015. Mr. Fryer noted that the BIA is enthusiastic with respect to their involvement with the fibre optic network plan.

#### **4.3 Meeting with Internet Service Providers**

**Alvin Chok, Chief Information Officer**, advised that Shaw Communications has expressed interest in leasing the fibre-optic broadband network, should it logistically work for their company. Mr. Chok noted that both Rogers and Telus have also expressed interest in the initiative, noting that they would utilize the program to instate fibres into micro cells.

In response to questions from the Committee, Mr. Chok noted the following information:

- Multiple Internet Service Providers (ISPs) could utilize the same fibre strand;
- Each fibre strand would maintain anywhere from one gigabyte to 10 gigabytes;
- The initiative maintains an annual operating budget of \$200,000 to \$400,000; and,
- It was suggested that the plan be effectively marketed to appeal, and subsequently increase leasing opportunities to the ISPs.

Discussion ensued, and the Committee noted that the ISPs and Telecommunications Companies (Telcos) are required to be formally registered to the network in order to finalize the remaining connection. It was further noted that the City would like to ultimately establish an open access dark fibre-optic model.

In response to questions from the Committee, Bev Grieve, Director, Development Services, advised that the upcoming amendment to the City's Building Bylaw would take into consideration the implementation of fibre into new developments.

#### **4.4 Subgroups**

**Gerry Akkerman, TransLink**, advised that the Innovation Subcommittee met on March 13, 2015. The Subcommittee is currently formalizing a vision statement and 2015 work plan for New Westminster.

#### 4.5 Project Manager, Fiber Network

**Procedural Note:** The meeting recessed at 4:00 p.m. and reconvened at 4:15 p.m. Gary Munro and Reg Nordman exited the meeting and quorum was lost.

**Alvin Chok, Chief Information Officer,** advised that the next step of the initiative includes establishing a job description, and subsequently advertising for the Project Manager position, who would design and construct the fibre optic network. Mr. Chok also noted that there will be a Services Manager position created in the future, who would oversee the fibre optic network.

Discussion ensued, and the Committee suggested that staff research whether the network should function as its own entity or be included with Electrical Utility, and that the findings be provided to the Committee at the April 17, 2015 Intelligent City Advisory Committee (ICAC) meeting. It was also suggested that Mr. Chok provide a draft job description for the Project Manager position at the April 17, 2015 ICAC meeting, and that Joan Burgess, Director, Human Resources, be invited to attend.

#### 4.6 Coordinator Role

**Blair Fryer, Manager, Communications and Economic Development,** advised that there is approximately \$60,000 set aside for a coordinator / communications role, which will be advertised for when a job description is established.

Mr. Fryer noted that the Communications department is currently advancing work required of which the position would oversee, noting that an Intelligent City logo is currently being drafted.

Mr. Fryer advised that there will be a free community based forum on March 31, 2015 from 6:00 p.m. to 8:30 p.m. at the Anvil Centre. The forum, which will investigate how the City's fibre optic broadband network will transform New Westminster, will feature keynote speaker Dr. Norman Jacknis.

Mr. Fryer noted that there will also be an Intelligent City Master Class held on April 1, 2015 from 10:00 a.m. to 3:00 p.m. The master class, which will host upwards of 60 individuals, will discuss collaborative initiatives with local companies and organizations.

**Alvin Chok, Chief Information Officer,** suggested that a professional media group be hired to document and gather clips from the two events.

#### 4.7 Funding Application

The item was tabled to the April 17, 2015 Intelligent City Advisory Committee meeting.

#### 4.6 Next Steps

The item was tabled to the April 17, 2015 Intelligent City Advisory Committee meeting.

**5.0 NEXT MEETING**

**April 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**