



# **INTELLIGENT CITY ADVISORY COMMITTEE**

**May 8, 2015 – 3:00 p.m.**  
**EOC #1, City Hall (511 Royal Avenue)**

## **MINUTES**

### **MEMBERS PRESENT:**

- |                        |                              |
|------------------------|------------------------------|
| Councillor Bill Harper | - Co-Chair, City Council     |
| Michael Hybryk         | - Co-Chair                   |
| Brigid Canil           | - Ministry of Transportation |
| Nelson Eng             | - Douglas College            |
| Gavin McLeod           | - Community Member           |
| Gary Munro             | - Justice Institute of BC    |
| Luc Lang               | - Justice Institute of BC    |

### **MEMBER REGRETS:**

- |                |                     |
|----------------|---------------------|
| Gerry Akkerman | - TransLink         |
| Jennifer Arbo  | - Hyack Interactive |
| Ian McLeod     | - Douglas College   |
| Reg Nordman    | - Community Member  |

### **GUESTS:**

- |                   |                    |
|-------------------|--------------------|
| Alim Karim        | - Community Member |
| Tatiana Pakhomova | - Purpose Society  |
| Neely Hazell      | - Fraser Works     |

### **STAFF:**

- |                 |  |
|-----------------|--|
| Bev Grieve      | - Director, Development Services                   |
| Gary Holowatiuk | - Director, Finance and Information Technology     |
| Susan Buss      | - Deputy Chief Librarian                           |
| Alvin Chok      | - Chief Information Officer                        |
| Rod Carle       | - General Manager, Electrical Utilities            |
| Blair Fryer     | - Manager, Communications and Economic Development |
| Andrea Khan     | - Economic Development Coordinator                 |
| Lauren Blake    | - Committee Clerk                                  |

The meeting was called to order at 3:07 p.m.

## **1.0 ADDITIONS TO AGENDA**

There were no additions.

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the Minutes of March 20, 2015**

#### **MOVED and SECONDED**

*THAT the minutes of the March 20, 2015 Intelligent City Advisory Committee meeting be amended to reflect Gerry Akkerman as present, and Gary Munro's regrets;*

*THAT item 4.4 be amended to reflect that Garry Akkerman provided the subgroup update; and,*

*THAT the minutes be adopted as amended.*

**CARRIED.**

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

## **3.0 UNFINISHED BUSINESS**

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

Blair Fryer, Manager of Communications and Economic Development, summarized the on-table document regarding the Intelligent City Coordinator role.

In response to questions from the Committee, Mr. Fryer and Alvin Chok, Chief Information Officer, provided the following information:

- The ideal candidate would be dynamic and able to address both the coordination and business development functions of the role;
- The successful candidate would conduct research and present findings to Council, as well as coordinate the efforts of the Committee;
- Experience with event planning would be an asset, as the position would involve promotion of the Intelligent City initiative;
- The role would be supported by the Communications department for additional assistance with respect to marketing and social media;
- The role has been designated as a minimum one-year temporary term to allow the job description to be amended as the initiative evolves; and,
- Funding for the position is in place for 2015.

Discussion ensued, and Committee noted the following comments:

- The successful candidate should have an understanding of operating the utility, as well as the ability to maintain relationships with the internet service providers (ISP);
- It was questioned if New Westminster would follow a similar direction as the City of Vancouver, utilizing both a Chief Information Officer as well as a Chief Digital Officer; and,

- It was suggested that the functions required for the initiative be determined prior to the hiring of the individuals.

**MOVED and SECONDED**

*THAT the Intelligent City Coordinator job description be supported as presented.*

**CARRIED.**

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

## **4.0 NEW BUSINESS**

### **4.1 Funding Application**

Councillor Bill Harper, Co-Chair, reported the following information regarding the New Building Canada Fund (NBCF) application process:

- It is anticipated that announcements regarding the NBCF will be made in June or July 2015;
- The Provincial government has not yet set guidelines regarding the application process;
- The NBCF would be assigned after the guidelines are established;
- The Intelligent City initiative has been identified as a project to be submitted for consideration;
- A lobbyist has been retained to assist with the funding application process;
- Projects are not permitted to be resubmitted if they are unsuccessful during the first call of applications;
- It is not clear if the second intake of applications has been announced; and,
- The City has its own funding identified for the Intelligent City project.

### **4.2 Fiber Utility Governance Model**

Rod Carle, General Manager of Electrical Utilities, provided the following information with respect to the fibre utility governance model:

- The Fibre Utility Governance model has been jointly reviewed by the Electric Utility Commission (EUC);
- The EUC was formed in 2006 and consists of five board members;
- The initiative includes a review of the fibre network, district energy and other energy solutions for future benefits; and,
- The 2015 – 2019 work plan for the EUC includes determining whether or not district energy, the Intelligent City fibre network and other utilities could be within the EUC mandate.

Mr. Carle provided the following overview of the District Energy program:

- The City has been working with the Royal Columbian Hospital (RCH) and the Sapperton Green development to create a sustainable energy source for the surrounding Sapperton area;
- Biomass or sewer heat energy would be the energy source for the program;
- While the program would supply energy to the entire Sapperton area, RCH and the Sapperton Green development would utilize 96% of the energy load;
- The Brewery District development has also been included in discussions regarding district energy, and has expressed interest in a heating system;
- Due to the timeline of the developments, the district energy program may not be required until 2020 or later;
- RCH would be required to implement its own system, and the City would utilize the system to provide the peak load;
- The district energy system would be built in the Braid Industrial area, which is situated on the sewer line, and currently has a biomass provider in the area; and,
- The piping for the project would be implemented along Brunette Avenue.

Discussion ensued, and the Committee noted the following comments:

- The Boulder Report identifies different models for operating various utilities in the United States;
- New Westminster's electric utility remains regulated to reduce certain risk factors; and,
- The City works to ensure that there is an efficient replacement of existing utilities and roads infrastructure.

### **4.3 ICAC Structure**

Blair Fryer, Manager of Communications and Economic Development, summarized a suggestion received from Jennifer Arbo, Committee Member, regarding the Intelligent City Advisory Committee (ICAC) structure. Ms. Arbo provided the following suggestions via email:

- The Committee should begin an activation/implementation role with respect to the Intelligent City initiative;
- The existing subcommittees become task forces with membership based in a specified area of focus;
- The task forces would work towards developing specific tactics that align with a designated foundational pillar;
- A single representative of the task force would serve on a larger advisory committee; and,
- The larger Committee would provide direction and feedback to the incoming coordinator and project manager.

In response to questions from the Committee, staff advised that members are invited to serve on the Committee via an invitation through the Chair.

Discussion ensued, and the Committee noted the following suggestions:

- There could be semi-annual or quarterly broader group meetings;
- There could be an annual Intelligent City community event;
- There is a need for the task forces and members of the broader ICAC to remain connected and engaged in the process;
- The subgroups should be reviewed to ensure they are meeting sufficiently;
- There be a recruitment advertisement for subcommittee membership;
- A representative from the Mayor's Task Force on the Economic Health Care Cluster serve on the ICAC; and,
- The ICAC have a fixed membership.

The Committee expressed concerns regarding the potential loss of strategic representatives that might not be related to a task force function.

Michael Hybryk and Councillor Bill Harper, Co-Chairs, advised that they would review the ICAC Terms of Reference to assess the Committee's functionality, and report back at the June 19, 2015 ICAC meeting.

#### **4.4 Review of Master Class and Keynote Address**

Blair Fryer, Manager of Communications and Economic Development, outlined the document that was distributed to the Committee via email regarding the Master Class and Keynote Address, and noted the following additional information:

- Attendees indicated an interest in the Intelligent City program, as well as the desire for additional involvement in the process;
- The video that was provided at the event is available on the City website; and,
- The first Innovation Series event is scheduled for May 12, 2015.

Mr. Fryer reported that he attended the City of Surrey's launch of their Intelligent City Forum campaign, and had a positive discussion with Robert Bell, Executive Director, Intelligent City Forum, regarding the City of New Westminster's intelligent city progress.

Discussion ensued, and the Committee commended staff for a successful job hosting the event. The Committee suggested that the top four items from the event be identified and distributed to the Intelligent City subcommittees for further discussion.

#### **4.5 Next Steps**

The item was deferred to the June 19, 2015 Intelligent City Advisory Committee meeting.

**5.0 NEXT MEETING**

**June 19, 2015 at 3:00 p.m. in EOC #1**

**6.0 ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 4:31 p.m.

Certified correct,

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**COUNCILLOR BILL HARPER  
CHAIR**

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**LAUREN BLAKE  
COMMITTEE CLERK**