



INTELLIGENT CITY ADVISORY COMMITTEE

December 16, 2016 - 9:00 a.m.
City Hall, Council Chamber Meeting Room

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper	- Co-Chair, City Council
Michael Hrybryk	- Co-Chair
Brigid Canil	- Ministry of Transportation
Ron Cann	- Community Member
Reg Nordman	- Community Member

MEMBER REGRETS:

Gerry Akkerman	- TransLink
Michael Ewen	- School District Representative
Wendy Parry	- Douglas College Representative
Chris Sabiston	- School Board Representative

STAFF:

Susan Buss	- Deputy Chief Librarian
Ruby Campbell	- Intergovernmental and Community Partnerships Manager
Alvin Chok	- Chief Information Officer
Blair Fryer	- Manager, Communications and Economic Development
Patricia Jecks	- Intelligent City Project Coordinator
Andrea Khah	- Economic Development Coordinator
JoAnn Tosh	- Committee Clerk

The meeting was called to order at 9:09 a.m.

1.0 ADDITIONS TO AGENDA

The following item was added to the agenda:

- 6.2 - Top 7 Intelligent Communities of the Year Application Status

2.0 ADOPTION OF MINUTES

3.1 Adoption of the Minutes of September 16, 2016

MOVED and SECONDED

THAT the minutes of the September 16, 2016 Intelligent City Advisory Committee be adopted.

CARRIED.

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

3.0 PRESENTATIONS

There were no items.

4.0 UNFINISHED BUSINESS

There were no items.

5.0 NEW BUSINESS

5.1 Innovation Forum

Ruby Campbell, Intergovernmental and Community Partnerships Manager, provided an On-Table document regarding Innovation Week in New Westminister that will be held in February 2017.

In response to questions from the Committee, Ms. Campbell provided the following information.

- In efforts to promote the weeklong event, the City plans to send a ‘save the date’ via social media and via hard copy cards;
- It is anticipated that information will be displayed on the City’s digital billboard to promote the week-long event; and,
- The City will be using the Twitter handle @InnovateNW for the event and plan to cross promote with SFU, Douglas College, and BCIT.

Discussion ensued and the Committee provided the following comments:

- The City could send a representative to partake in the Pecha Kucha event during the Innovation Week;
- It was suggested that the City could declare an annual ‘Innovation Week’ in New Westminister; and,

- It was discussed that the City could display a banner over the pedestrian overpass on McBride Boulevard.

5.2 Fibre Connectivity Bylaw for new Multiple Dwelling Unit (MDU) for new Developments

Alvin Chok, Chief Information Officer, provided a report regarding fibre connectivity and the potential need to create a bylaw that could require all new developments in New Westminster to have interconnectivity in the planning process. Mr. Chok noted that the bylaw should reference fibre conduits in buildings, allocation in telecom rooms sufficient for the City's bridge net telecom equipment, and ISP network equipment. It was also noted that having fibre conduit risers between floors in high rise apartment building is also recommended.

MOVED and SECONDED

THAT Council consider adopting a bylaw to include fibre connectivity to all new multiple dwelling units, businesses, and single family homes; and,

An amendment to the Electrical Utility Bylaw 6502, 1998 and Subdivision and Development Control Bylaw 7142, 2007 to include fibre conduit access in the underground installation process.

CARRIED

All members of the committee present voted in favor of the motion.

5.3 Statement on Innovation

Reg Nordman, Community Member, provided an On-Table PowerPoint presentation regarding the Statement on Innovation:

Discussion ensued, and the Committee noted the following:

- The Innovation statement, 'In New West, Innovation is Everyone's Job' could be used as an internal statement to encourage innovation among City staff;
- The statement could also be used as background wording for the twitter handle @InnovateNW; and,
- The Statement on Innovation could be brought back to the Senior Management Team for approval and direction regarding implementation of the statement throughout the City.

5.4 Open Data gap Analysis

Patricia Jecks, Intelligent City Coordinator, provided a report on behalf of the Innovation sub-committee regarding the significance of quickly enhancing our open data processes and the sub-committee suggested a formal gap analysis on the open data platform and process be conducted.

Alvin Chok, Chief Information Officer, reported that the Open Data working group has reviewed the City's gaps and has created an informal action plan for the City going forward. The Committee requested that Mr. Chok provide an update with the findings to the Committee at a future meeting.

Discussion ensued, and the Committee noted that the City could enhance the platform more quickly and identify and implement quick wins that could potentially lead to process improvements and more live, real-time data being available to the public.

MOVED and SECONDED

THAT the Intelligent City Advisory Committee recommend a consultant be retained to conduct a gap analysis on the City's open data and identify any early wins.

CARRIED.

All Committee members present voted in favor of the motion.

Blair Fryer, Manager of Economic Development and Communications, provided an update regarding the Public Engagement strategy. Mr. Fryer noted that Council approved the strategy and provided support in moving forward with implementing the strategy, which would include hiring a Public Engagement Coordinator. It is anticipated that the City will collaborate with the research students at the University of British Columbia who will access the City's data to develop ways to measure the City's public engagement activities moving forward.

6.0 REPORTS AND INFORMATION

6.1 Working Team Updates

(a) Inclusion

Susan Buss, Deputy Chief Librarian, reported that the Inclusion working group is planning to host three drop-in workshops at the Elizabeth Fry Society of Greater Vancouver to teach basic computer skills; it is anticipated that the workshops will start during the third week of January 2017. Ms. Buss noted that the workshops will be a combination of presentation and hands on practice. Some areas that could be addressed include resume building skills,

building online profiles for online job applications; and information on password recovery.

(b) Innovation

Patricia Jecks, Intelligent City Projects Coordinator, provided an On-Table PowerPoint Presentation regarding the City Strategic Priorities with respect to Innovation. Ms. Jecks noted that the main focus areas for the Innovation Working Group is to assist with the City's Master Transportation Plan (MTP) by bringing forward two innovative technology solution concepts aligned with the MTP policies and to enhance the City's Open Data Platform.

The Committee noted that they would be interested in having Brigid Canil, Ministry of Transportation, provide a presentation on autonomous vehicles at a future Intelligent City Committee meeting.

(c) Knowledge Workforce

Patricia Jecks, Intelligent City Projects Coordinator, provided an On-Table PowerPoint Presentation with an overview of the Knowledge Workforce working group's key accomplishments and next steps.

(d) Marketing & Advocacy

Blair Fryer, Manage of Economic Development and Communications, provided an On-Table PowerPoint presentation and reported the following information:

- Sandwich boards are being displayed in the vicinity of City crews installing high-speed fibre underground;
- Notices are being displayed on building doors to inform residents that the building is BridgeNet ready and encouraging residents to connect via bridgenetnw.ca; and,
- It is anticipated that the City will be sending letters to all stratas in New Westminster in January 2017 with information on BridgeNet and to encourage residents to educate themselves with the marketing material that will be circulated.

(e) Infrastructure

Alvin Chok, Chief Information Officer, provided an On-Table PowerPoint presentation regarding the Infrastructure Working Group's key accomplishments and next steps. Mr. Chok also provided a status update regarding the current BridgeNet fibre project within the City and a map of

where BridgeNet fibre is currently located as well as plans for future installation in New Westminster. A link to the map can be found on the BridgeNet website at www.bridgenetnw.ca

6.2 Top 7 Intelligent Communities of the Year Application (On-Table)

Patricia Jecks, Intelligent City Project Coordinator, advised that the Top 7 Intelligent Communities of the Year application has been completed and will be submitted for consideration. The Intelligent Community Forum is expected to make the Top 7 Communities of the Year announcement on February 9, 2017 from Taipei, Taiwan.

7.0 NEXT MEETING

March 17, 2017 at 9:00 a.m. in Committee Room #2

8.0 ADJOURNMENT

ON MOTION, the meeting was adjourned at 11:08 a.m.

Certified correct,

Councillor Bill Harper
Co-Chair

Michael Hrybyk
Co-Chair

JoAnn Tosh
Committee Clerk