![Corporation of the City of NEW WESTMINSTER]

INTELLIGENT CITY ADVISORY COMMITTEE

June 23, 2017 - 9:00 a.m.
City Hall, Council Chamber Meeting Room

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper	- Co-Chair, City Council
Michael Hrybyk	- Co-Chair
Brigid Canil	- Ministry of Transportation
Ron Cann	- Community Member
William Laycraft	- Community Member
Reg Nordman	- Community Member
Wendy Parry	- Douglas College Representative

MEMBER REGRETS:

Councillor Mary Trentadue	- Council Representative
Gerry Akkerman	- TransLink

GUESTS PRESENT:

Jordan Deng	- CIK Telecom Inc.
Angela ?	- CIK Telecom Inc.
Patricia Evans	- Patricia Evans & Associates
Maryam Naser	- New Westminster School District

STAFF:

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 Khan	- Economic Development Coordinator
Phil Kotyk	- Fibre Networks Operations Manager
Jim Lowrie	- Director of Engineering
Heather Corbett	- Committee Clerk

The meeting was called to order at 9:03 a.m.

1.0   ADDITIONS / DELETIONS TO AGENDA

There were no additions to the agenda.

2.0   ADOPTION OF MINUTES

2.1   Adoption of the Minutes of March 10, 2017

MOVED and SECONDED
THAT the minutes of the March 10, 2017 Intelligent City Advisory Committee be adopted.

CARRIED.

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

3.0   PRESENTATIONS

3.1   ISP Presentation – CIK Telecom

Mr. Jordan Deng, CEO of CIK Telecom, provided a PowerPoint presentation about CIK Telecom's services and highlighted the following information about the business:
- About CIK Telecom – locations, customer base, and service provision;
- Fiber to the Building (FTTB) services and examples of locations where CIK Telecom provides FTTBs;
- CIK Telecom's interest in providing services in New Westminster;
- Service offering, including current residential and business FTTB offers;
- Technical support information and standard service times; and,
- FTTB launch date in New Westminster.

In response to questions from the Committee, Mr. Deng provided the following information:
- Most of CIK Tel's existing customers are in Ontario and Quebec, but the company is ready to invest in BC;
- Currently, CIK Tel owns two data centres in Vancouver;
- CIK Tel's FTTB network is currently interconnected with all public providers and they are also building their own networks in Gwillimbury and Markham, Ontario;
- In buildings which are not currently wired, CIK Tel is installing their own fibre, even though it is quite costly;
- CIK Tel have experience in working through challenges in order to install fibre in a tower, such as securing access agreements, managing site surveys and engineering design, installing wiring and overcoming customer service challenges;
- CIK Tel have their own Network Operation Centres (NOC) in Vancouver, Montreal, Toronto, and international locations, and support 8 languages;

- 99% of CIK Tel's services are residential, and business operations are covered by the business arm of the company;
- CIK Tel's Director of Fibre Network found New Westminster via BridgeNet and was impressed with how technologically advanced the City is;
- CIK Tel would not need a minimum number of businesses to begin offering services in New Westminster and would negotiate depending on the circumstances, such as the building structure, existing network, opportunity cost and potential for future customers;

Discussion ensued and the Committee expressed support in moving forward with CIK Tel as an Internet Service Provider (ISP) for BridgeNet.

MOVED AND SECONDED
THAT the City of New Westminster move forward with the application from CIK Telecom to add CIK Tel to the list of ISPs and enter into an agreement with the City.

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

The Committee also discussed barriers and strategies for encouraging ISPs to connect with businesses as well as residential customers. It was recommended that the Marketing & Advocacy Subcommittee develop a marketing proposal for BridgeNet and form a checklist of requirements for doing business with the City.

4.0   REPORTS AND INFORMATION

4.1   Working Team Updates

a)   Inclusion

Wendy Parry, Douglas College Representative, updated the Committee regarding the Inclusion Working Group's key initiatives and next steps, including:
- Literacy training: While the initial digital literacy project with Elizabeth Fry was not as successful as anticipated; the workshops at the New Westminster Library on Sunday mornings were better attended. For next steps, the working group is looking in to a 'Train the Trainer' model; and,
- Feasibility of free Wi-Fi to vulnerable residents: The next steps in providing free Wi-Fi services to vulnerable residents is to better understand the costs, benefits and risks of leveraging BridgeNet infrastructure. Further discussion is expected at the Infrastructure Workshop being held October 6, 2017 and outputs could be considered as part of a broader Digital Inclusion policy.

Discussion ensued and the Committee noted the following:

- There may be an opportunity to connect non-profits within the City to the fibre network – discussion would be needed about which organizations would be potential candidates for this opportunity, based on location near to the network; and,
- An important consideration for this opportunity lies in branding it properly and making a connection with the Intelligent City branding.

b) Innovation

Reg Nordman, New Westminster Business Representative, updated the Committee regarding the Innovation Working Group's key initiatives and next steps, including:

- <u>Best in Canada in Open Data in 2018</u>: This may be an area that New Westminster can excel in, and be different. The Group is working on engagement with citizens and local universities to collaborate on Open Data;
- <u>Internet of Things (IoT) solutions</u>: The Group is looking into the UBC research; and,
- <u>Innovation Hub</u>: The Group is compiling an inventory of technology resources in the City.

Discussion ensued and the Committee noted the following:

- Concern was expressed that although the 2017 Hack-a-thon was a great one-day event, it may not have a lasting legacy; and,
- It was suggested that in future, an approach for the Hack-a-thon could be for the ICAC to come up with a procurement process - select a specific project, secure a budget, and make sure that the data will be available to work on. This would also ensure that the data and project results are not lost in future.

c) Knowledge Workforce

Patricia Jecks, Intelligent City Projects Coordinator, updated the Committee regarding the Knowledge Workforce Working Group's key initiatives and next steps, including:

- <u>Mobile app development with BCIT and DC</u>: Mobile app writing is being incorporated into the curriculum at BCIT and students will continue to leverage the City's open data platform focusing more on solving City problems this coming term. Douglas College is considering a similar approach with their computer science courses, which will be further considered at a meeting with faculty in August;
- <u>Makerspace assessment</u>: This is being worked on, and the intention is for completion by end of summer;

- Entrepreneur access to Douglas College Engineering Lab: This program looks to connect entrepreneurs in the community who need prototype development and connect them with college students and the Engineering Lab; and,
- Next steps:
  - Considering organizing a robotics collaboration with Douglas College, with aim of involving elementary and high school students, and collaboration with Douglas' new Engineering Lab program after the initial term has passed.

Discussion ensued and the Committee noted the following:
- It would be important to communicate that Open Data is available for high school students to use as well;
- It was suggested that it would be beneficial for the City to develop a strategy for attracting businesses that are going to be hiring a knowledge workforce, and this would be a good topic for discussion at the upcoming ICAC workshop; and,
- Coding is currently a curriculum requirement for elementary and middle school (K-8) teachers and students. There will be a push next year to develop middle school teachers to teach coding.

d)   Marketing & Advocacy

Ron Cann, Community Member, updated the Committee regarding the Marketing & Advocacy Working Group's key achievements and next steps, including:

- Telling the Intelligent City story
- Update the IC portion of the City website
- Develop personas to identify audience
- Develop marketing plan: Focusing on six key focus areas, including: story telling assets, built environment, existing channels, social media, events & PR and Networking
- Implementation of tactics: Underway

Mr. Cann further reported on the BridgeNet HUB concept, which would aim to provide public spaces and access points to BridgeNet and tell the story of Intelligent City initiatives. He reported that the Committee is planning to start work on investigating locations and exploring the concept further.

Discussion ensued and the Committee noted the following ideas:
- Locations: Anvil Centre, Douglas College Student Association, City Youth Centre, Pop-up locations; and,
- An endorsement from Amazon may be valuable.

MOVED AND SECONDED

THAT the Marketing & Advocacy Working Group proceed with developing the concept of a BridgeNet HUB and report back to the Intelligent City Advocacy Committee.

CARRIED.

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

Mr. Cann reported on the idea of an Innovation Awards program which would aim to celebrate innovation in the City with awards. The Committee noted that these would need to differ from Douglas College's Entrepreneurship Awards and could possibly be branded as "Intelligent New West" Awards.

e)   **Infrastructure**

Brigid Canil, Ministry of Transportation Representative, updated the Committee regarding the Infrastructure Working Group's key initiatives and next steps, including an update on the broadband connections underway or completed.

Alvin Chok, Chief Information Officer, reported on a recent meeting with Mark Shieh, the owner of River Market, and the connectivity to all the tenants.

The Committee also welcomed Phil Kotyk, who has been hired as the City's Fibre Networks Operations Manager.

5.0   UNFINISHED BUSINESS

There were no items.

6.0   NEW BUSINESS

6.1   Intelligent City All Committee Workshop – June 28, 2017

Patricia Jecks, Intelligent City Projects Coordinator, discussed the upcoming half-day Intelligent City Workshops, on June 28, 2017, at the Anvil Centre, where the intention is that working group members will receive an update of information, focus on the Committee's accomplishments and participate in a facilitator-led envisioning exercise.

6.2   Digital Infrastructure Strategy Workshop – October 6, 2017

Alvin Chok discussed an upcoming Digital Infrastructure workshop on October 6, 2017, where half a day has been blocked for strategy sessions on how to incorporate broadband into digital strategy. Rod Carle and Alvin Chok are to set up the invite list and develop the workshop strategy in due course.

6.3   ICF SMART21 2018 Application

Patricia Jecks discussed the SMART21 2018 Application, which is due on September 13, 2017. Ms. Jecks will identify whether the City's accomplishments will justify submitting an application again this year and this will be reviewed by the Marketing & Advocacy Committee and the Management team. The Committee discussed that a thorough review of accomplishments and a comparative analysis against other communities should be completed.

6.4   Fall Intelligent City Community Open House – October

Alvin Chok discussed holding open committee meetings, in which each Working Group has the opportunity to invite the public to partake in a meeting. The intention is to get the both the public and private sectors interested in the working groups and the strategies they are focusing on. Mr. Chok reported that he is trying to get Microsoft involved as well as other industry players who are interested in what is happening in the City.

6.5   Innovation Week 2018 Planning

Ruby Campbell, Intergovernmental & Community Partnerships Manager, provided a PowerPoint Presentation on the events that were included in Innovation Week 2017 and discussed the successes of the event.

Ms. Campbell also reviewed the draft framework for Innovation Week 2018, which is due to take place February 23 to March 3, 2018, highlighting the following:
- The 2018 theme will be Transportation, with a focus both locally and regionally;
- Jen Arbo has been hired back as Innovation Week Coordinator;
- Friday, Feb 23: Opening night reception: will be at City hall, partnering with Arts Council;
- Sat/Sunday, Feb 24-25: Hack-a-thon: will be filmed, and will possibly occur at Douglas College;
  - Compass Card data may be a focus;
- Monday, Feb 26: New Westminster Business & Tech Meetup Group: Alix Coté is the Coordinator and this is an opportunity for a big speaker;
- Tuesday, Feb 27: Federal procurement workshop; possible panel on angel investment;
- Wednesday, Feb 28: Business Expo and VANTEC Pitch event – possible kids event;
- Thursday, Mar 1: Transportation Network Forum;
- Saturday, Mar 2: PechaKucha; and,
- Next steps: Working Group meeting on June 27, 2017.

Discussion ensued and the Committee noted the following ideas:
- Education: School District teachers would like to get involved this year in some capacity;
- Branding: There should be opportunities to highlight Intelligent New Westminster and weave the branding into this week;
- Accessibility: Internet access points could also be highlighted this week
- BridgeNet: This may be an opportunity for an open house to bring together ISPs and community members;
- Innovation Awards (as discussed earlier in the meeting) could take place during this week; and,
- If there is a Mayor's Dinner again this year, perhaps Intelligent Cities could be incorporated into the topic.

6.6   Smart Cities Challenge

Ruby Campbell discussed the $300 million Smart Cities Challenge, which is an Infrastructure Canada program aiming "to encourage cities and their most creative minds to adopt new and innovative approaches to city-building"[i]. More details and criteria will be available in the fall.

7.0   NEXT MEETING

Intelligent City All Committee Workshop: **June 28, 2017, 8 a.m. to 12:00 p.m. in Anvil Centre**

Next scheduled ICAC meeting is **Friday, September 15 at 9 a.m.**, however this may be re-scheduled to October.

8.0   ADJOURNMENT

ON MOTION, the meeting was adjourned at 11:20 a.m.

Certified correct,

_____ORIGINAL SIGNED_____   _____ORIGINAL SIGNED_____
Councillor Bill Harper   **Michael Hrybyk**
Co-Chair   **Co-Chair**

_____ORIGINAL SIGNED_____
Heather Corbett
Committee Clerk

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[i]More information on the Smart Cities Challenge can be found at
http://www.infrastructure.gc.ca/plan/cities-villes-eng.html