



## **INTELLIGENT CITY ADVISORY COMMITTEE**

**March 15, 2019 – 9:00 a.m.**  
**City Hall, Council Chamber Meeting Room**

### **MINUTES**

#### **MEMBERS PRESENT:**

Councillor Patrick Johnstone	- Co-Chair, City Council
Michael Hrybyk	- Co-Chair, Douglas College Representative
Councillor Chuck Puchmayr	- Council Representative
Nimmi Bangert	- Community Member
Brigid Canil	- Ministry of Transportation & Infrastructure Representative
Ron Cann	- Local Business Community Representative
Jolene Foreman	- Local Business Community Representative
Bill Harper	- Community Member
Maureen McRae-Stanger	- School District #40 Representative
Reg Nordman	- Technology Industry Representative
Wendy Parry	- Douglas College Representative
Paul Romein	- Local Business Community Representative
Cyrus Sy	- Technology Industry Representative
Levon Zadavec-Powell	- Technology Industry Representative

#### **MEMBER REGRETS:**

Gerry Akkerman	- TransLink Representative
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#### **GUESTS:**

Eamonn O’Laocha	- Douglas College
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#### **STAFF:**

Rod Carle	- General Manager, Electrical Utility
Alvin Chok	- Chief Information Officer
Steven Faltas	- Business Process Manager, Electrical Utility
Patricia Jecks	- Intelligent City Program Manager
Phil Kotyk	- Fibre Networks Operations Manager
Jim Lowrie	- Director of Engineering Services
Heather Corbett	- Committee Clerk

The meeting was called to order at 9:00 a.m.

## **1.0 PRESENTATIONS**

### **1.1 Douglas College**

Eamonn O’Laocha, Douglas College, provided a PowerPoint presentation including the following information:

- Background of the Applied Research and Education Department at Douglas College, which works on the delivery of high impact, measurable projects in community settings; and,
- Overview of the Street Level Digital Connectivity project, which focuses on providing used cell phones to marginalized communities, and using WiFi in order to remove barriers and reduce digital exclusion.

In response to questions from the Committee, Mr. O’Laocha provided the following information:

- This project has focused on New Westminster, however if successful, other cities may see the benefit of introducing a similar program;
- If the project is successful, the hope would be to extend its reach to low income communities and expand digital inclusion;
- There are currently five students working on the phone drive and looking at the social impact of the project;
- The Douglas College Student Union and faculty are sponsoring the phone drive;
- The collected phones would be ethically and environmentally recycled if not compatible with the needs of the project; and,
- Bluetooth beacons would be used to trigger a notification on a specific app on the phones, which would indicate nearby amenities and weather warnings to the user.

Upon discussion, the Committee made the following comments:

- The project was commended for its support of the City’s homeless population; and,
- It may be of mutual benefit for Douglas College to engage the high school system with this project.

## **2.0 HOUSEKEEPING**

### **2.1 Orientation and Oaths of Office**

Heather Corbett, Committee Clerk, provided a PowerPoint orientation presentation, and reviewed the following documents:

- ICAC Terms of Reference;
- Committee Rules of Conduct;
- City of New Westminster Respectful Workplace Policy;
- City of New Westminster Social Media Policy; and,
- Freedom of Information Permission Forms.

Ms. Corbett administered the Oath of Office to all members of the Committee present.

**Procedural Note:** Item 2.2 was addressed after Item 4.1

## **2.2 Appointment of ICAC Co-Chair**

### **MOVED and SECONDED**

*THAT Mike Hrybyk be appointed as Co-Chair of the Intelligent City Advisory Committee.*

**CARRIED.**

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

## **3.0 ADDITIONS / DELETIONS TO AGENDA**

### **MOVED and SECONDED**

*THAT the agenda of the March 15, 2019 Intelligent City Advisory Committee meeting be adopted, with the following additions:*

1. *ICF 7 (7.3)*
2. *Frequency of ICAC meetings (8.1)*

**CARRIED.**

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

## **4.0 ADOPTION OF MINUTES**

### **4.1 Adoption of the Minutes of December 14, 2018**

#### **MOVED and SECONDED**

*THAT the minutes of the December 14, 2018 Intelligent City Advisory Committee meeting be adopted.*

**CARRIED.**

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

## **5.0 UNFINISHED BUSINESS**

### **5.1. Overview of Intelligent New Westminster (INW)**

Mike Hrybyk presented an overview and timeline of Intelligent New Westminster over the time period of 2013 to 2017, including the projects completed during the time frame, which culminated in the development and adoption of the INW Strategic Plan in September 2018

### **5.2. Overview of INW Strategic Plan**

Mike Hrybyk reviewed the goals and strategies of the Intelligent New West Strategic Plan, explaining that the original five areas of the ICAC structure were collapsed into the three main areas associated with each strategy, namely Intelligent Economy, Digital Government and Intelligent Infrastructure. Mr. Hrybyk suggested that committee members consider the sub areas that they would like to be involved in.

In response to questions from the Committee, Patricia Jecks, Intelligent City Program Manager, noted that the operational plan has clear deliverables, and progress on projects and objectives would be measured, tracked and returned to the Committee, and subsequently Council, as required, for review and evaluation;

Committee members made the following comments:

- ICAC projects could be reported on the proposed Key Performance Indicator Dashboard for the City's strategic initiatives;
- INW was discussed at length by Council during the budget process and therefore demonstration of project deliverables would be important;
- Council may require more periodic updates on the strategic plan to keep the profile raised;
- A suggestion was made to provide a one-page document to demonstrate how the INW actions and strategies align with the objectives contained within the operational plan.

## **6.0 REPORTS AND INFORMATION**

### **6.1. Operational Team Updates**

#### **(a) Intelligent Economy**

Patricia Jecks, Intelligent City Program Manager, updated the Committee regarding the Intelligent Economy Operational Team's objectives, noting the following:

- Regarding objective #1, a statement of work is under development and will likely require engagement with an external consultant;
- Regarding objective #2, partnerships with SD40 and Douglas College have been signed, future relationships are being identified;
- Regarding objective #3, the digital platform is in the framing stage; and,
- Regarding objectives #4 and #5, policy development is pending outcomes of a KPMG report, anticipated in the early Fall.

In response to questions from the Committee, Ms. Jecks noted that the development of user experience standards, best practices and universal design principles are essential components of building an effective digital policy.

Committee members made the following comments:

- In order to measure the objective of attracting businesses, it would be beneficial to have a baseline to track from; and,
- The main challenge with attracting companies to the City is the amount of space available for their future growth.

#### **(b) Digital Government**

Alvin Chok, Chief Information Officer updated the Committee regarding the Digital Government Operational Team's objectives, noting the following:

- The City's open data website is recognized as a top website among other municipalities, and is undergoing some renewal so that it will show coherent datasets, which would likely be ready to show after the summer; and,
- Regarding e-government services, budget and a strategic framework would be established, with the intention to involve all City departments and a public engagement process.

#### **(c) Intelligent Infrastructure**

Rod Carle, General Manager, Electric Utility, updated the Committee regarding the Intelligent Infrastructure Operational Team's objectives, noting the following:

- Regarding BridgeNet, the goal is to continue advancing its success as the largest municipal-owned fibre network in BC and the City would continue working with ISPs and tracking customer usage;
- Current stats on BridgeNet construction and connections are as follows:
  - Construction is complete from Columbia Street to Victoria Hill;
  - 28 MDUs connected;

- 56 near-net MDUs connected;
- 12 business buildings connected;
- 19 City buildings connected;
- 3 institutions connected, and John Knox school opening soon;
- Regarding Advanced Metering Infrastructure (AMI), the Electrical Utility is working to move forward with replacement meters;
- Regarding 5G, the City has been approached about the technology and it will undergo further review later this year;
- Regarding the infrastructure optimization strategy, this will require collaboration with other City departments, including Planning, Transportation, and others.

In response to questions from the Committee, Mr. Carle provided the following information:

- Ten ISPs currently provide the service on BridgeNet; and,
- While BridgeNet does not require power to run, the ISPs use power and could possibly be connected to the City's Solar Power farm;

Committee members made the following comments:

- There may be greater uptake on business buildings if the ISP pricing could be re-evaluated;
- There may be an opportunity to provide internet service to home-based businesses, as these make up 24% of business licenses;
- There may be an opportunity to create a regional hub with connections to municipal neighbours, which may entice the telecom companies to be more competitive across the region; and,
- BridgeNet is easy to understand as a concept, and could further other areas of the INW Strategic Plan, such as inclusion and economic growth.

## **7.0 NEW BUSINESS**

### **7.1 ICAC Terms of Reference**

Patricia Jecks, Intelligent City Program Manager, noted that the ICAC Terms of Reference (TOR) have been updated from the previous version, and indicated that the most relevant changes to the TOR is the ICAC will be providing oversight of an updated Intelligent New West strategic plan, and now has the opportunity to present relevant opportunities for consideration to the Mayor's Task Force on Local Economy.

**MOVED and SECONDED**

*THAT the Intelligent City Advisory Committee endorse the draft revised Terms of Reference for Council's approval.*

**CARRIED.**

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

**7.2. SMART21 2020 Application**

Patricia Jecks, Intelligent City Program Manager, noted that ICF wrote to inquire whether the City was planning to apply for SMART21 2020, and reminded the Committee that there had been a previous decision not to do so.

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

- The process required to complete the application would be to send a request for resources to Council;
- The benefits of reaching the top 21 include recognition of accomplishments, international public relations, and increased attractiveness to businesses;
- It would be important to tie the benefits of the application to key actions in the INW Strategic Plan; and,
- The City is already able to use SMART21 branding, and may do so perpetually.

**MOVED and SECONDED**

*THAT the Intelligent City Advisory Committee recommend Council ask staff to look for resources from existing budgets to move forward with the application to SMART21 2020, and if not, for Council to evaluate any shortfall in funding.*

**CARRIED.**

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

**7.3. ICF 7**

The Committee discussed that it would make sense to attain membership in SMART21 (as per previous discussion) before progressing to ICF 7.

**8.0 NEXT MEETING**

**8.1 Frequency of ICAC Meetings**

The Committee noted that, with the new structure of the ICAC, it may be advantageous to meet more frequently, i.e. every two months, or six times per year.

It was noted that the ICAC management committee would further discuss the definition and population of the sub-committees, and the topic of meeting frequency could be re-evaluated at the next ICAC meeting.

The next ICAC Meeting Date is Friday, June 14, 2019 at 9:00 am in Council Chamber.

**9.0 ADJOURNMENT**

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

Certified correct,

**ORIGINAL SIGNED**  
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**Councillor Patrick Johnstone**  
**Co-Chair**

**ORIGINAL SIGNED**  
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**Mike Hrybyk**  
**Co-Chair**

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**Heather Corbett**  
**Committee Clerk**