

Intelligent City Advisory Committee

Terms of Reference

Vision / Goal Statement:

New Westminster will become a leading Intelligent City in British Columbia by 2020. This will be accomplished by leveraging information and communication technologies (ICT) and innovation to improve the quality of life, economic prosperity and social well-being of citizens in the new digital age.

Mandate:

The role of the Intelligent City Advisory Committee is to:

1. Provide advice and guidance to staff on the development of a strategic framework and implementation of a work plan to guide the Intelligent City efforts.
2. Advance the cause of Intelligent City initiatives through the five sub-committees: Digital Infrastructure, Innovation, Knowledge Workforce, Marketing and Advocacy and Digital Inclusion.
3. Advocate on behalf of the broader community on the furthering of key Intelligent City indicators in New Westminster and provide support for their implementation.
4. Promote awareness of efforts to establish New Westminster as an Intelligent City and the key benefits that accrue from this work.
5. Act as community ambassadors on behalf of the City of New Westminster's initiative to be designated an Intelligent City.
6. Make recommendations to City Council and report on progress of Intelligent City efforts.

Committee Members:

The Committee shall consist of up to 15 members with representation as follows:

- Council Representative
- Representative/s from the New Westminster business community
- Representative/s from the New Westminster community
- Representative/s from the technology industry
- Representative/s from New Westminster Schools (School District #40)
- Representative/s from post- secondary institutions located in New Westminster
- Representative/s from Ministry of Transportation
- Representative from the Community at large (1)
- Representative/s from TransLink

Staff Advisors:

- Chief Information Officer
- Economic Development Manager
- General Manager Electric Utility
- Deputy Librarian New West Public Library
- Intelligent City Project Coordinator
- Recording Secretary, as designated by Legislative Services
- As well as representatives from City Departments who may be called upon

Co-Chairs:

The advisory panel will be co-chaired by a City Council member and a member of the Intelligent City Advisory Committee.

Term:

Members shall be appointed by Council for a two year term, commencing on the first day of February after the appointment. This period may be extended upon mutual agreement between panel members and City Council.

Meeting Schedule:

The Committee will meet quarterly. Additional meetings may be scheduled as required.

Attendance:

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by City Council resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee at any time.

Quorum:

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Rules of Procedure:

Committee procedures shall be governed by:

1. The Council Procedure Bylaw No. 6910, 2004; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided.