



Intelligent City Advisory Committee

**Wednesday, December 18, 2014 – 3:00pm
EOC 1, City Hall**

MINUTES

MEMBERS PRESENT:

Councillor Bill Harper - Co-chair, City Council
Michael Hrybyk - Co-chair, Community Member
Gavin McLeod - Community Member
Jen Arbo - Community Member
Gary Munro - Community Member
Ian McLeod - Community Member
Reg Nordman - Community Member, EDAC representative

REGRETS:

Jonina Campbell - Community Member
Gerry Akkerman - TransLink
Philip Barker - Fraser Health Authority
Brigid Canil - Ministry of Transportation and Infrastructure
Nelson Eng - Community Member
Gary Holowatiuk - Director, Finance and Information Technology
Susan Buss - Deputy Chief Librarian
Jim Lowrie - Director, Engineering

STAFF:

Rod Carle - General Manager, Electric Utility Commission
Blair Fryer - Manager, Communications and Economic Development
Alvin Chok - Chief Information Officer
Bev Grieve - Director, Development Services
Andréa Khan - Economic Development Coordinator/Recording Clerk

GUESTS:

Roel Coert - Go4Objectives

The meeting was called to order at 3:06pm.

1.0 APPROVAL OF AGENDA

MOVED and SECONDED

THAT the December 18, 2014 agenda be adopted with the following additions:

- Addition of “Master Class” to item 6, Other Business
- Addition of presentation, “Business Plan Update” to item 3.4.

CARRIED.

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

2.0 ADOPTION OF NOVEMBER 20, 2014 MINUTES

MOVED and SECONDED

THAT the November 20, 2014 minutes be adopted

CARRIED.

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

3.0 UPDATES

3.1 December 8 update to Council

Mr. Chok provided an update report to Council on December 8, 2014. The report was intended to benefit new Council members, and included the 2012 Task Force Report and 2014 Strategic Plan. The report was received and no questions were asked.

3.2 Report timeline

The fibre network business plan will be presented to Council in early January 2015, either the 12th or 19th of January. The report will be brought forward in a closed meeting due to the financial data that will be presented. The Consultant as well as both Co-Chairs will be in attendance.

3.3 Subgroup updates

After discussing the challenges and benefits of having concrete tasks and timelines for each subgroup, the Committee agreed that each subgroup is to identify one or two major items that they would like to accomplish over the next year and determine what resources are necessary to achieve the item(s).

The Committee discussed the Intelligent City Coordinator position and suggested that the job description come from the Committee.

3.4 Business Plan Update

The Consultant presented "Municipal Fibre Network FttP Business Case"

- Agenda
 - Proposed capital investments
 - Worst case scenario
 - Best case scenario

The Consultant noted that a 20% contingency is included in the totals.

The Committee discussed collocation options, as well as options to connect to Harbour Centre.

Mr. Fryer noted that BCBusiness “Best Cities for Work in BC” Environics Analytics ranking listed New Westminster as #6 of 36 cities. The Committee then discussed the lower cost per month for business assumption and requested that this be revisited in a further sensitivity analysis. The Committee also discussed the option of having the calculations done based on square footage instead of employee number size.

4.0 MEETING SCHEDULE FOR 2015

4.1 2015 Meeting schedule

The Committee members present agreed that 9am would be a better meeting time. The Committee Clerk will communicate with members to confirm that the proposed new time is suitable.

5.0 ICAC 2014 PROGRESS AND ACCOMPLISHMENTS (ALL)

5.1 Progress and accomplishments

After informal discussion, Committee members agreed that the greatest accomplishments in 2014 were the strategic plan and the fibre infrastructure business plan. Other accomplishments of note were budget approvals and the establishment of a mutually beneficial working relationship with the Ministry of Transportation.

Those present that have been involved in similar initiatives elsewhere also commended the Committee on the speed at which it has arrived at this point.

The Committee Clerk will share the subgroup terms of references with Mr. Gavin McLeod so he may make an informed decision regarding which subgroup(s) he would like to join.

Procedural note: Jen Arbo exited at 4:09pm

Following a discussion regarding the need for a Royal Columbian Hospital representative on the committee, Mr. Fryer overviewed the Mayor’s task forces. Specifically focusing on the Health Care Cluster Task Force, Mr. Fryer briefly explained the potential RCH expansion impact, the work that this task force will be undertaking, and how it relates to Intelligent City.

6.0 OTHER BUSINESS

6.1 Master Class

Mr. Fryer reviewed the Keynote and Master Class as offered by the Intelligent Communities Forum, noting that the Keynote is geared toward the greater

community (up to 300 attendees) and the Master Class is focused on near term action and would be a workshop for ambassadors of the initiative (50-100 attendees).

Anvil Centre is tentatively booked for March 31 (Keynote) and April 1 (Master Class).

MOVED and SECONDED

WHEREAS the Intelligent City initiatives both planned and underway are beneficial for the entire community;

WHEREAS there currently exists a lack of understanding in the broader community of the Intelligent City initiatives that needs to change in order to further Intelligent City goals;

WHEREAS the Intelligent Community Forum offers a Master Class program to assist communities in addressing the above;

THEREFORE, BE IT RESOLVED THAT the Intelligent City Advisory Committee supports the City of New Westminster in hosting the Intelligent Communities Forum Keynote and Master Class in 2015.

CARRIED.

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

7.0 NEXT STEPS

No items.

8.0 MEETING ADJOURNMENT

The meeting was adjourned at 4:29pm.

Councillor Bill Harper
Chair

Andréa Khan
Recording Clerk