

Intelligent City Advisory Committee

Wednesday, November 20, 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
Gerry Akkerman - TransLink
Jen Arbo - Community Member
Nelson Eng - Community Member
Brigid Canil - Ministry of Transportation and Infrastructure
Gary Munro - Community Member
Ian McLeod - Community Member
Reg Nordman - Community Member, EDAC representative

REGRETS:

Jonina Campbell - Community Member
Philip Barker - Fraser Health Authority
Rod Carle - General Manager, Electric Utility Commission

STAFF:

Blair Fryer - Manager, Communications and Economic Development
Alvin Chok - Chief Information Officer
Susan Buss - Deputy Chief Librarian
Jim Lowrie - Director, Engineering
Bev Grieve - Director, Development Services
Andréa Khan - Economic Development Coordinator/Recording Clerk
Gary Holowatiuk - Director, Finance and Information Technology

The meeting was called to order at 3:04pm.

Ms. Buss announced that the New Westminster Public Library would be hosting their first "Tech Days" on November 21-22, and invited all members of the Committee to attend.

1.0 APPROVAL OF AGENDA

MOVED and SECONDED

THAT the November 20, 2014 agenda be adopted

CARRIED.

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

2.0 ADOPTION OF OCTOBER 16, 2014 MINUTES

MOVED and SECONDED

THAT the October 16, 2014 minutes be adopted

CARRIED.

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

3.0 FIBRE REPORT

3.1 Report to Council Plan

Due to the content of the fibre infrastructure report, it will be presented in a closed Council meeting when it is ready.

MOVED and SECONDED

THAT the remainder of this meeting be in camera.

CARRIED.

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

3.2 Consultant Presentation

Mr. Chok overviewed the fibre report concept, noting that the FttH and FttP business cases have been separated into two separate reports instead of the combined business case originally drafted by the Consultant.

Procedural note: Gary Holowatiuk arrived at 3:10pm

In the original draft the worst case scenario was presented. The Committee requested that the Consultant revise the report to include a sensitivity analysis which shows the most likely case in addition to the worst case scenario.

The Consultant presented "Municipal Fibre Network FttP Business Case"

Procedural note: Ian McLeod arrived at 3:12pm

Presentation:

- Agenda
- Main business case variables
- Effect on the business case
- Minimum sales for the most likely scenario

Mr. Chok explained that the microtowers that certain telecommunication companies (telcos) are implementing require fibre.

The Committee discussed the need to have letters of intent from the telcos.

- Focus area (map)

The Committee questioned which components are included in the estimates and which are present already. The Committee requested that considerations be added to the report to include virtual payments from the City for use of the fibre, as well as expansion of the focus area.

- FttP Service Providers
 - Connections to the exchange (555 West Hastings)

A third option was added by the Committee; a possible agreement between the City of New Westminster and the Ministry of Transportation and Infrastructure to provide the City with 6 of the Ministry's strands to connect to 555 West Hastings. This agreement is not finalized, and was presented as an option for the Committee's consideration.

- First mile for service providers

The Committee requested that future heavy development areas be added to the focus area map, noting Sapperton Green, the waterfront, and Royal Columbian Hospital.

- Implementation organization
- Conclusion

The Committee discussed the presentation, and requested that an accountant look over the business case. The Committee also requested that the report include a business case that does not allow for shallow trenching.

After reviewing the key points, the Committee agreed that there is benefit in reinvesting positive cashflow for phase 2 (FttH) and that the initial report to Council can show that a small investment is required to create a self-sustaining model.

MOVED and SECONDED

THAT the recommendations in the FttP network business plan for the City of New Westminster be accepted by this Committee.

CARRIED.

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

4.0 FUNDING

4.1 Funding

The City has struck a small working committee of staff to work with a consultant to complete an application for infrastructure funding. The submission deadline is

mid-February 2015 and the City intends to have an application in for that that intake (the first of two).

The Committee agreed that this plan does not hinge on provincial or federal funding, and that it is a priority regardless of success with the application.

5.0 TASK UPDATES

5.1 Smart21

Mr. Fryer reported that the City did not achieve Smart21 status as awarded by the Intelligent Communities Forum (ICF) for 2015, however the application process was educational. Mr. Fryer has been in contact with one of the ICF founders regarding New Westminster hosting a keynote presentation and Master Class. The tentative date is late March 2015.

5.2 Report timeline

An update will be given to the new Council on December 8, followed by a formal report and presentation of the final business plan in early January 2015. The operational component which requires staffing resources also needs to be presented to Council.

5.3 Presentations to local business groups

A presentation to the Downtown BIA has been scheduled for February 2015. The New Westminster Chamber of Commerce has requested a presentation in January 2015; a date has not been scheduled yet.

6.0 SUBGROUP UPDATES

6.1 Digital Inclusion

Last meeting: October 23

Next meeting: TBA - 2015

Meeting highlights

- Tech Days at the Library on November 21 and 22. Tech Days will include awareness and learning opportunities, as well as promotion of City apps (SeeClickFix and MyWaste);
- Discussed the opportunity for more City apps;
- Police has been asked to assign a representative to the ICAC;
- Ms. Buss drafted a digital inclusion survey that will be reviewed by Ms. Hazell and then sent to local agencies;
- Discussed presenting to stakeholders, surveying for needs and offerings
- Discussed the establishment of a grants program for technology/digital inclusion.

Next steps

- Secure funding for a staff person specific to Intelligent City;
- Create Terms of Reference for a technology/digital inclusion grant;
- Send survey to interagency list.

6.2 Knowledge Workforce

Last meeting: October 9

Next meeting: December 11

No updates.

6.3 Marketing & Advocacy

Last meeting: October 21

Next meeting: TBA – 2015

No updates.

6.4 Innovation

Mr. G. McLeod was added to the innovation subgroup. Ms. Arbo to provide Mr. Akkerman with the contact information of a community member who has expressed interest in joining this subgroup.

6.5 Infrastructure

Ms. Canil was added to the infrastructure subgroup.

The Committee confirmed that members can be added to subgroups without having to attend the larger ICAC meetings.

7.0 OTHER BUSINESS

No items.

8.0 NEXT STEPS

No items.

9.0 MEETING ADJOURNMENT

The meeting was adjourned at 4:30pm.

Councillor Bill Harper
Chair

Andréa Khan
Recording Clerk