



ICF Canada Board Meeting and AGM

June 14, 2016 Columbus, Ohio, Sheraton Hotel

Minutes of the ICF Canada Board Meeting and AGM

Attending:

Barb Scully (Parkland County, Alberta); Bob Campbell (Windsor-Essex, Ontario); Greg Dandewich (Winnipeg, Manitoba); Kristina Verner (Toronto, Ontario); Luigi Presta (Think Compass); Rob McCann (Clearcable); Stephane Goyette (Montreal, Quebec); Trevor Lewington (Lethbridge, Alberta); Geoff Samson (Surrey, British Columbia- On call with Bruce Hayne sitting in); Bruce Lazenby (Ottawa, Ontario - On call); Mark Kindrachuk (Intermarket - On Call). John Jung (ICF Canada) Founder and Executive Director; Campbell Patterson (On call- Chairman of Technical Committee)

Regrets

David Seabrook (Fredericton, NB); Ben Champoux (Moncton, New Brunswick); Carl Viel (Quebec City, Quebec)

Action Items

1. Kristina Verner, newly elected Chairman of ICF Canada to convene meetings of Executive Committee and with John Jung, arrange the call for a first virtual meeting of the new Board of ICF Canada in the Fall of 2016 in conjunction with the timing of the announcement of the new slate of ICF's SMART21 (around October 20, possibly in conjunction with ICF Canada's THINK CANADA event in Niagara Falls).
2. ICF Board Members and Vice Chairs to contact John Jung to assist in promoting ICF Canada in their regions, including encouraging new Canadian applications for the SMART21 process.
3. ICF Board Members and Vice Chairs to assist the Chair and Executive Director in attracting new ICF Canada Members and sponsors from the private sector and institutions.
4. Monthly new content for the ICF Canada Newsletter and Website to be channeled through Board Members to the Executive Director about their regions.
5. Participation in the ICF Canada delegation to Eindhoven, The Netherlands and to attend the Global Forum September 19 and 20, to be promoted by the new Board Members in their regions.
6. Participation in ICF Canada's new project called Think Canada in Niagara Falls to be promoted by Board Members in their region.

Welcome and Introductions

John Jung, the Founder and Executive Director of ICF Canada welcomed the new Board and observers. Everyone, including observers were introduced. John explained that this is the first Board meeting of the new Board. The meeting in Toronto was not an official meeting of the Board as it was not created at that time. An interim Executive Committee helped to create it as a Canadian non-profit and held its first meeting and AGM virtually in the Fall of 2015. Since then a business plan was adopted by this Executive Committee and ICF Canada had been developing traction following its work to organize and host the ICF Summit in Toronto in June 2015. It went forward to develop a new Website, a new Newsletter, speak across Canada and around the world and begin to develop some initiatives, but with very limited resources and staff, it was not able to secure as many members and a suitable operating budget in the first half of 2016 as it had hoped. This is expected to change with the new Board's support and programs such as Think Canada slated for the remainder of 2016 and leading into 2017.

John also explained that there were no Minutes from 2015, as the Board was not yet constituted and the roster of members put forward comes through the list of current Canadian member cities of ICFF and private sector members who have come forward to participate with ICF Canada this year.

Election of Officers and Chairman (2016-2018)

The list of Officers as Directors of the ICF Canada Board was put forward by the Executive Director. Kristina Verner, one of the current Executive Committee Members, put forward the motion to accept the list; seconded by Greg Dandewich, another current Executive Committee member. All approved.

The newly constituted Board of ICF Canada then confirmed Greg Dandewich (Winnipeg) and Carl Veil (Quebec City) as Vice Chairs on the Executive Committee and Kristina Verner (Toronto) as the new Chair of ICF Canada. The term for the new Board Members, Executive Committee Members and Chair will be from 2016-2018 with opportunities for extensions. Rotation among new inductees will be organized by ICF Canada management in coordination with a new Nominations Committee to be created later in 2016.

Executive Director's Report

John Jung provided an overview of the formation of ICF Canada and initiatives and actions to-date.

1. Committees formed to date. A report was circulated on the status of the committees
 - a. ICF Canada's Technical Committee
 - b. ICF Canada Program Committee
 - c. ICF Canada Special Project Committee
 - d. ICF Canada International Delegations Committee
 - e. ICF Canada Fundraising Committee

Website and Newsletter: John Jung discussed the creation of the new ICF Canada Website; www.icf-canada.com and its content generator, the bi-monthly ICF Canada Newsletter. It helps to get the word out about Intelligent Communities in Canada as well

as helps to develop interest and traction in ICF Canada as an organization. Kristina Verner praised the Newsletter authors and partners as it provides new and valuable content in each edition. It is also now circulated globally and subscribers are joining daily. It is free to all new subscribers and member communities. Please feel free to promote it and encourage new subscribers.

2. ICF Canada Projects and Initiatives were covered dealing with local, national and international exposure in 2016:
 - a. Keynote addresses, panels, Info sessions, roundtables. Highlights:
 - i. Globe, Vancouver
 - ii. Smart City Expo, Taipei
 - iii. York Region
 - iv. Canadian Institute of Planners, Quebec City
 - v. European Commission, The Netherlands (WIRE2016)
 - vi. Global Forum, Eindhoven
 - vii. ITS Global Congress, Melbourne and NZ and Australian Speaking Tour
 - viii. Smart City Summit, Toronto
 - ix. ICF Site Visits (Taiwan, Germany, NZ)
 - x. Cross Canada Speaking Tour
 - b. Inbound Delegations such as Indian, Nigerian and Dutch delegations. Think Canada will be the largest ICF Canada event in 2016 (October 19 and 20)
 - c. Outbound Delegations such as the visit to Eindhoven and the Global Forum (Sept 19 and 20) open to all ICF Canada members and participants
 - d. Articles, Media, Press Interviews such as media coverage of conferences, Top7 and Intelligent Community of the Year coverage, articles in journals in Canada and abroad, etc.
3. ICF Summit 2015 was the biggest project of ICF Canada in 2015 as ICF Canada was being formed.
4. ICF Canada organized to secure funding through the Federal Government of Canada's Global Markets Action Plan (GMAP), called the Invest Canada – Community Initiatives (ICCI) program. This program provides financial support to communities for their foreign direct investment (FDI) initiatives and activities. ICF Canada, as a national non-profit representing 27 Intelligent Communities, qualified in the same way as other similar organizations across Canada could qualify for financial support on a matching basis. Accordingly, ICCI funded 50% of the funds needed to undertake the first study of the ICF Canada Intelligent Communities. The project cost \$46,000. With partnership support, ICF Canada was able to complete the survey and analysis and the new publication, "Sharpening Canada's Competitive Edge" was produced. It includes analysis of the 27 Intelligent Communities across Canada and profiles of each as part of the report. All ICF Canada Members will receive a copy and it will be made available to the public to assist in defraying publication costs to-date. This document will form the basis

of new content for the Newsletter and for the ICF Canada Website. It will also be used to assist companies at THINK CANADA to make decisions about potential business opportunities and locational decisions by site selectors attending the event in Niagara Falls in October. The results of the surveys received from ICF Canada's Intelligent Communities will be included in a global survey that ICF is arranging later this year to compare all 145+ Intelligent Communities on a global basis. Any ICF Canada community that did not complete the survey will be able to be included in this next phase with ICF.

5. THINK CANADA Business and Investment Summit 2016 – The largest public project that ICF Canada will be involved in since the ICF Summit in 2015 in Toronto will take place in Niagara Falls in October (19-20) this year. Luigi Presta of Think Canada and a new ICF Canada Board Member explained the project and how communities and organizations across Canada and around the world can get involved. A website has been developed for it. See <https://www.thinkcanada.org/> This will be Canada's largest Business and Investment Summit welcoming foreign business leaders to be a part of Canada's largest inbound foreign direct investment mission in a variety of Intelligent Community business related topics such as greenfield investment, merger and acquisitions, partnerships or joint ventures as well as topics related to smart infrastructure and Big Data, among others. In addition to inviting up to 75 international investors to Canada for targeted lead-generated meetings with our Intelligent Communities that want to participate in this Summit, there will be an Economic Forum to be held on October 20 with cities and organizations from across Canada that want to learn how to create and leverage becoming Smart Communities such as the SMART21, how to take advantage of the Broadband Economy, and how to bridge the gaps in our communities. What did some communities do to solve their crisis and issues through support of technology and organizations such as ICF? Case studies and presenters from a variety of sectors, planners, financiers and developers will be available to inspire and share solutions and benchmarked examples. See: <https://www.thinkcanada.org/ecdev/> . All are welcome to attend and actively participate in this exciting two-day event in Niagara Falls. For more information, contact John Jung.
6. Executive Summer Camp – Toronto- 2017. The plans for the inaugural summer camp in 2016 did not proceed this year. While there was great support in Toronto for hosts and presenters for the week-long gathering, the cost to mount the event for a small number of participants was too high. Accordingly, it was postponed to 2017 with a proposal to develop a new price and targets for participation globally in order to secure a good mix for the event.
7. Outbound Delegation opportunity was proposed for ICF Canada members to join the delegation attending the Global Forum in Eindhoven in September 19-20. ICF Canada will not be charging a fee to participate. Participants thinking of attending the Global

Forum from Canada are encouraged to join the ICF Canada delegation in order to create a group to take advantage of the discount offered to groups attending. It will also help to get additional speakers from ICF Canada. John Jung is already speaking as an ICF Co-Founder. Another speaker from ICF Canada will only be possible if a minimum of 8 participants are registered as part of the ICF Canada delegation. Kristina Verner, Rob McCann and John Jung are the current members of the delegation. As an added incentive, by special arrangement with Brainport in Eindhoven, they will give ICF Canada a special tour of the key sites and organizations throughout Eindhoven, and explain what makes them the Intelligent Community of the Year. This will not take place as part of the Global Forum and is only available for ICF Canada delegation members! That is another example of value in being an ICF Canada member!

8. ICF Canada's Inaugural Budget: John presented the inaugural budget including identifying the challenges of limited staff and resources to mount a membership and fund-raising drive. Although the ICF Summit in 2015 in Toronto was successful with many partners and sponsors, it has been challenging renewing funding for a startup organization like ICF Canada. Consequently, effort was focused on developing traction through promotion, such as speaking engagements, media and projects. The start of new member funding has only secured \$15,000 CDN in 2016 so far, but has secured \$88,000 CDN from ICCI's federal funding programs for 2016, to be matched in the remainder of 2016 for the survey, website marketing and Think Canada lead generated meetings. This will total \$176,000 CDN in project related funds before the end of 2016. Operational funding to support the organization will be necessary and will form part of the focus for the remainder of 2016. Current revenue for ICCI Canada as of the Board Meeting was only at \$61,000 CDN, with expenses to-date at \$85,000 CDN. The shortfall so far has been met through cash in the bank that resulted from the ICF Summit in 2015, not through the newly formed ICF Canada. The bulk of the costs to-date were for the study: Sharpening Canada's Competitive Edge at a cost of \$46,000 CDN. Operational costs have been relatively minimal at \$34,000 CDN. As part of the operational costs, Eva Blais, an accountant in Waterloo, Ontario has been keeping the books, paying ICF Canada's taxes, etc. Jason Kipfer has been the Webmaster for the ICF Canada site to-date. Other operational costs have been related to meetings, travel, communications, office supplies, modest hosting and other normal office expenses. It is expected that with ICF's partnership in THINK Canada, our overall budget will be balanced by year end around \$200,000.
9. John Jung addressed the need for the ICF Canada Board to be an active and engaged Board. It will only be successful if all of the Board Members and Executive are committed to seeing it through. To date, the Board has been relatively engaged, but most of the heavy lifting has been on the Executive Director. This is not only not sustainable, but also is not appropriate. The Board must be responsible for helping to ensure its success and John and Kristina will be speaking with each Board Member to gauge their

areas of interest and opportunities to grow the organization in each of their communities and regions.

Next Meetings to be scheduled:

Other than the ICF Summit 2017, to take place in New York City next year (June 6-8), all meetings of ICF Canada are to take place virtually, by phone or webcast. I recommend that we meet in association with the announcements of the SMART21 and TOP7 as follows:

- SMART21 Announcement (October 20, 2016)
- Top 7 Announcement (January __, 2017)
- June 6, 2017: ICF Canada Board Meeting and AGM in NYC at ICF Summit

All meetings are to be confirmed. In the mean-time the ICF Canada Executive Committee (Chair, Regional Vice Chairs and Executive Director) will meet every two months, or by the call of the Chair.

JGJ/ 6/20/2016