

Wireless Infrastructure Deployment

2019 August 13 - Collaboration Table

Attendance

Colin Lavery, Shaw	Paul Jones, Shaw	Monique Nessel, The City of Calgary
Karen Dolan, TELUS	Cody Greenough, Rogers	Wanda Michaels, Kogawa Consulting
Mikala Hansen, TELUS	Miruna Toma, Shaw	Shelly Ohama, The City of Calgary
James Burdan, Shaw	David Basto, The City of Calgary	Barb Minard, The City of Calgary

Regrets

Maria Lee, The City of Calgary

A common communications approach

CONSIDERATIONS

- Common interests also include the promotion and marketing of any future partnership initiatives (e.g. innovation district).
- Implementation tactics will likely align with small cell deployment or specific initiative/milestone announcements.
- The engagement of Health Canada and local authority will provide good resources and information for Calgarians.
- Other Resource: CWTA (Canadian Wireless Sector to the Canadian Economy), www.cwta.ca.

ACTIONS

- Rogers, TELUS and SHAW will send contact information for their respective media relations contacts.
- Rogers, TELUS and SHAW will send contact information for their respective privacy officers.
- Sara Hamel and Maria Lee will initiate conversations with the WSP media relations and privacy SMEs around common communication activities (e.g. glossary, FAQs, stories...etc.).
- Colin Lavery will follow up to see if he has a Health Canada contact.
- Barb Minard will provide Sara Hamel with the draft glossary which was collated by her and Wanda Michaels during the business process redesign phase. Sara Hamel will work with the WSP communications SMEs to refine a common, simple language around wireless infrastructure and 5G.
- Paul Jones will provide some examples of other municipalities as it relates to best practices for communicating privacy options to citizens (e.g. clear and concise information provided by London Underground).
- City-team will continue to engage with Information Calgary.

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Innovation district

CONSIDERATIONS

- Consider a design that is coordinated, flexible and responsive as well as considers the effective cohabitation of innovation and core service delivery to customers located in the district.
- Consider establishing two innovation districts – high density (highly controlled) and industrial (fewer constraints to test such things as autonomous vehicles).
- Other key stakeholders (e.g. smaller tech companies) will be interested and should be invited at the appropriate time.

ACTIONS

- Rogers, Shaw and TELUS are interested in scoping out the concept.
- David Basto will coordinate the next chartering/planning session which will be facilitated by an IT Project Manager. Key questions to answer include: scope, timeline (3 month sprint versus 3 year project), geographic area(s) and outcomes.
- The following will be invited: Shaw (Colin Lavery, James Burdan and Miruna Toma, Paul Jones), TELUS (Mikala Hansen and Karen Dolan) and Rogers (Cody Greenough). These WSP representatives will extend to colleagues as required.
- Paul Jones to provide some examples in other cities / regions where these types of districts are being tested.

Soft Launch

ACTIONS

- Shelly Ohama to book bi-weekly meetings with Shaw (Colin Lavery, James Burdan and Miruna Toma, and Paul Jones), TELUS (Mikala Hansen and Karen Dolan) and Rogers (Cody Greenough) to discuss continuous improvement opportunities as the soft launch progresses. Meetings will be cancelled as required. Participants may attend in-person or via Skype.
- Shelly Ohama to share the future process models document for reference.

Master Agreement Negotiations

ACTIONS

- Shaw, Rogers, and TELUS will provide Shelly Ohama with the legal counsel contacts for inclusion in the master agreement meetings.
- Shelly Ohama to book individual meetings with Shaw (Colin Lavery, James Burdan and Miruna Toma, Paul Jones + legal counsel), TELUS (Mikala Hansen, Karen Dolan + legal counsel) and Rogers (Cody Greenough + legal counsel) for two hours each on either September 9th or 11th.
- Shelly Ohama to follow up on any pre-read materials for these meetings.

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Software Application and Process Guidelines

ACTIONS

- Shelly Ohama to coordinate a meeting with Shaw (Colin Lavery, James Burdan and Miruna Toma, and Paul Jones), TELUS (Mikala Hansen and Karen Dolan) and Rogers (Cody Greenough) on September 17th or 18th for (a) presentation/update on the interim software application and (b) guidelines review.