



Town of Tecumseh

Rural Broadband Advisory Committee

Terms of Reference

1. Purpose

To investigate, identify and advise on broadband high-speed internet coverage (Broadband) in rural areas of the Town of Tecumseh (Town) and act in an advisory role to Tecumseh Town Council (Council).

2. Objectives

The objectives of the Rural Broadband Advisory Committee (Committee) include:

- 2.1. Identify Broadband and internet initiatives;
- 2.2. Champion high-speed connectivity across the Town;
- 2.3. Interface with and consult with stakeholders;
- 2.4. Provide input/feedback to policy development as required;
- 2.5. Encourage private sector that will provide greater connectivity speeds within the Town;
- 2.6. Promote investment by both public and private sector funding to improve connectivity;
- 2.7. Develop tools to assist with attraction of broadband infrastructure investment;
- 2.8. Advocate for ratepayers in underserved areas by engaging public and private sector stakeholders to investigate opportunities for partnerships that promote Broadband development and access for residents, businesses and institutions;
- 2.9. Review and refine specific goals, outcomes and timelines for short-term and medium-term priorities;

- 2.10. Develop a program to assist in solving connectivity challenges of the Town's residents and businesses.;
- 2.11. Facilitate and enable resident and business stakeholder engagement and consultation opportunities across the Town;
- 2.12. Work in collaboration with members of Town Council and Administration in developing possible solutions and programs to support enhanced connectivity in the Town;
- 2.13. Develop a plan for Council's consideration and approval to implement the goals and directions recommended by the Committee, including metrics and deliverables.

3. Scope

The Rural Broadband Advisory Committee will consider matters related to internet connectivity for residents and businesses in the Town.

4. Constraints

Decisions of the Rural Broadband Advisory Committee shall be advisory in nature and take the form of recommendations to Council.

5. Committee Membership

5.1. Number and Eligibility of Members

- Mayor
- Two (2) Council members shall be appointed by Council (representation from urban and rural areas).
- Four (4) Members at Large – (resident / business / community members) shall be appointed by Council.

5.2. Term of Members

A member's term is the same as the term of the Council. Status of the Committee shall be reviewed at the outset of the next term of Council.

6. Chair

6.1. At the first meeting of the Committee, a Chair and Vice-Chair shall be selected and appointed by the Committee members.

6.2. In the absence of the Chair, the Vice-Chair shall assume the role of the Chair.

7. Meetings

7.1. Location

Meetings will be held:

- At Tecumseh Town Hall and/or
- Electronically (virtual online meeting)

7.2. Administrative Support

The Town Clerk (or designate) shall be the Clerk of the meeting. The Chief Administrative Officer and Director Information & Communication Services shall also provide administrative support for this Committee.

7.3. Agenda

The Clerk shall be responsible for production of the agenda in collaboration with the Director Information & Communication Services.

Business of the committee shall be conducted in the following order, unless otherwise resolved by the Committee:

1. Roll Call
2. Call to Order
3. Declaration(s) of Pecuniary Interest

4. Delegations
5. Communications
6. Reports
7. Unfinished Business
8. New Business
9. Next Meeting
10. Adjournment

7.4. Procedure

The Committee shall act in accordance with Town's Procedure By-law.

7.5. Scheduling Meetings

The Committee shall meet four (4) times annually at the call of the Chair. Additional meetings may be called at the request of the Chair.

7.6. Meeting Notice

Notice of a meeting shall be given in accordance with each of the Town's Procedure By-laws.

7.7. Conduct of Meetings

Meetings will be open to the public to attend. Meetings may be closed to the public pursuant to section 9 of the *Municipal Act, 2001*.

7.8. Quorum

Quorum shall be a simple majority of the membership of the entire Committee.

7.9. Voting

A motion requires a simple majority to succeed. A tied vote shall result in a loss.