



## Broadband Internet and Mobility Committee Terms of Reference

### 1. Committee Vision

- 1.1 Residents, businesses, and organizations within the PRRD will have access to reliable, redundant, high-speed Broadband Internet services in their homes, businesses and public buildings, at performance levels that meet all of their needs for health, education, economic development, that are delivered now and into the future.

### 2. Purpose

- 2.1 The purpose of the Committee is to implement the PRRD's Connectivity Strategy.

### 3. Definitions

**"Delegation"** means any person who has requested to speak or make a presentation to the Committee.

**"Invited Guest"** means a person who has been requested by the Committee to participate in a Committee Meeting or make presentation to the Committee.

**"Member"** includes Directors, and persons who are not Directors whom have been appointed by the Board to the Committee.

### 4. Role of the Committee:

- 3.1 The roles of the Committee include:

- a) Engage with service providers and stakeholders;
- b) Research and review current technologies and market trends;
- c) Develop a Broadband Internet and Mobility connectivity work plan,
- d) Identify specific projects to enhance Broadband Internet and Mobility connectivity within the PRRD;
- e) Examine funding opportunities,
- f) Recommend to the Regional Board formal or informal partnership opportunities that would enhance the success of connectivity related projects;
- g) Make recommendations to the Regional Board in the development and implementation of policies, procedures, bylaws, reports and actions plans to enhance Broadband Internet and Mobility connectivity;
- h) Recommend grant applications for connectivity projects for the Board's review and submission; and
- i) Complete community consultation on the development and implementation of broadband connectivity plans and projects, and report back to the Regional Board.

## **5. Structure of the Committee**

- 5.1 The Broadband Internet and Mobility Committee will consist of all 12 Regional Board Directors, or their appointed alternates.
- 5.2 The Regional Board Chair may appoint additional Members who are not Directors to the Committee.
- 5.3 The Committee may make recommendations to the Regional Board to appoint additional Members who are not Directors to the Committee.
- 5.4 The Regional Board may, by Board resolution, change the Members of the Committee as needed.
- 5.5 The Committee Meetings will be chaired by a Committee Member elected by the Committee on an annual basis at the first Meeting of the calendar year.
- 5.6 A Vice-Chair will be elected by the Committee on an annual basis at the first Meeting of the calendar year.
- 5.7 In the absence of the Chair, the Vice-Chair will chair the Meeting.
- 5.8 The Committee or Committee Chair, may invite guests to attend and participate in Meetings.

## **6. Meetings**

- 6.1 The Committee shall meet annually in January, April, July and October.
- 6.2 A Special Meeting may be called at the request of the Committee Chair, by any two Directors named to the Committee, or by Board resolution.
- 6.3 Notice of a Special Meeting must be delivered in writing to each Director at least five days before the date of the Meeting.
- 6.4 Regular Committee Meetings may be cancelled by Committee Resolution, or when the Committee Chair determines there is insufficient business to convene a meeting, provided that at least two days written notice is given.
- 6.5 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.

## **7. Meeting Agendas**

- 7.1 Agendas for Regular Committee Meetings will be published to the PRRD website the Friday before the Meeting.
- 7.2 Items for the regular agenda must be provided to Administration by noon the Monday prior to agenda publishing.

## **8. Meeting Minutes**

8.1 The Committee Meeting minutes will be placed on the Board Agenda Consent Calendar.

## **9. Participation**

9.1 Committee Meetings may be conducted by means of an Electronic Meeting.

9.2 In the case of an Electronic Meeting, the Meeting facilities must enable the public to hear the Committee Members participating electronically for the open portions of the Meeting.

9.3 The Committee Chair may request that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.

## **10. Quorum**

10.1 A simple majority, one Member more than 50%, shall constitute a quorum at all Regular and Special Meetings.

10.2 If there is no quorum within 30 minutes after the time specified in the notice of the Meeting, the Meeting is cancelled, and all business on the agenda for that Meeting must be dealt with at the next Regular or Special Meeting.

## **11. Delegations and Presentations**

11.1 Delegations will be limited to two per Meeting.

11.2 The maximum time for of a delegation before the Committee is 15 minutes.

11.3 The maximum time for a presentation of an Invited Guest of the Committee is 60 minutes, unless otherwise permitted by resolution of the Committee.

11.4 Any materials to be distributed to the Committee as part of a delegation or presentation must be included on the Meeting Agenda.

## **12. Voting**

12.1 Director and their appointed alternates under the *Local Government Act Sections 200 and 201* are the voting Members of the Committee.

12.2 Committee Members appointed to the Committee by the Regional Board who are not Directors are non-voting Members.

12.3 Where a Director who is present when a vote is taken abstains from voting, that Director shall be deemed to have voted in the affirmative.

12.4 After the vote is taken, the Committee Chair shall state the names of those Directors voting in the negative, and the Recorder will enter those names in the minutes.

12.5 All recommendations of the Committee shall be determined by majority vote.

12.6 Tie votes will be defeated.

Date Committee Established	May 27, 2021	Board Resolution #	RD/21/05/13
Date TOR Approved by Board	July 22, 2021	Board Resolution #	RD/21/07/13
Amendment Date		Board Resolution #	
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