

### Terms of Reference

**Name:** Internet Infrastructure Task Force (IITF)

**Support:** The office of the CAO

**Type:** Task Force

**TOR Approved by Council:**

Resolution passed: 2020-12-02

By-law presented to Council: 2020-12-16

**Purpose:**

Reporting to Council, the task force will research and present options for internet infrastructure on municipal property and the overall process of improving internet access for Grey Highlands.

**Mandate:**

- Review the current state of broadband internet service throughout Grey Highlands.
- To recommend the establishment of a collaborative process with other local municipalities and/or the County to advance internet connectivity objectives.
- To ensure its internet infrastructure is evolving to align with improved technology standards.
- To recommend how Grey Highlands can support internet access and affordability.
- To review Grey Highlands municipally owned properties for potential internet infrastructure opportunities.
- To make recommendations on how municipally owned properties can be used for internet infrastructure.

**Delegated Authority:**

The IITF is a task force established to meet the requirements of the specific task as indicated in the mandate.

IITF has no authority to direct staff and all reporting must be done within the membership of the committee.

IITF is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters, except as may be required in relation to the task specified.

### **Composition:**

IITF will consist of:

- 3 Members of Grey Highlands Council
- At the first meeting IITF will elect a Chair and Vice-chair for the task force.
- Only those members appointed by Council may vote on any issue.
- All appointed members shall be required to adhere to any Code of Conduct in place during the appointment.

### **Term and Vacancies**

The Task Force will remain in place through the current Council Term or until the final report findings are presented to Council. Vacancies that occur prior to the completion of the task may be replaced at the discretion of Council.

### **Lead Department/Reporting Relationship:**

The Lead Department supporting the Task Force will be the office of the CAO with meeting management support provided by CLS. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will not be forwarded to Council, however, will be made available on the website and be used in the creation of the final report to Council. The task force should not have any specific requests until such time as their final report and recommendations are presented to Council upon the completion of the mandate of the Task Force, unless there is a time sensitive matter that is required prior to the completion of the task.

### **Administration:**

CLS will provide meeting management support for agendas and minutes.

The office of the CAO will provide guidance and information to the Task Force.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law shall apply to the Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request the attendance of experts, staff and/or representatives from Special interest groups at meetings to provide guidance on a specific issue.

Delegations shall not be scheduled at Task Force Meetings, however correspondence received from stakeholders may be used in the development of the final report. The Task Force may allow specific stakeholders to speak during Task Force meetings as necessary upon approval of the majority of the members.

IITF meetings shall be open to the public. Members of the public shall not have general speaking rights at any task force meeting.

### **Schedule/Location of Meetings:**

IITF will meet as required with the first meeting being called by the CAO. Notice of IITF meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

### **Budget and Financial Report:**

This task force does not have access to municipal funds.

### **Special Considerations:**

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.