

# Terms of Reference

## Council Advisory Task Force: Regional Broadband

<b>Purpose</b>	<b>What will the Regional Broadband Advisory Task Force do and why?</b>
<p>The Regional Broadband Advisory Task Force is an advisory body of Council to provide feedback to York Region staff in the development of tools, policies and working groups to advance the goals of the York Region Broadband Strategy.</p>	
<b>Background</b>	<b>Why was it created?</b>
<p>The York Region Broadband Strategy was developed to identify connectivity issues and opportunities throughout York Region and to provide a framework for addressing the connectivity needs of the Region’s residents, businesses and institutions.</p> <p>The key Priority Areas requiring consideration by the Advisory Task Force will include:</p> <ul style="list-style-type: none"> <li>• Education and Advocacy</li> <li>• Municipal Process</li> <li>• Infrastructure Investment</li> </ul>	
<b>Composition</b>	<b>Who is on the Regional Broadband Advisory Task Force ?</b>
<p>The composition of the Regional Broadband Advisory Task Force is to be determined by York Region Council.</p> <p>Suggestions include:</p> <ul style="list-style-type: none"> <li>• Chair of the Planning and Economic Development Committee (PEDC)</li> <li>• A Regional Council representative from each local municipality</li> </ul> <p>The Advisory Task Force will be supported by representatives from senior management and the following departments and services:</p> <ul style="list-style-type: none"> <li>• Transportation Services</li> <li>• Community and Health Services</li> <li>• Environmental Services</li> <li>• Corporate Services</li> <li>• Finance</li> <li>• York Region Rapid Transit Corporation</li> <li>• York Regional Police</li> </ul>	

<b>Term of Membership</b>	<b>How long is the commitment for the Regional Broadband Advisory Task Force?</b>
The Advisory Task Force term is anticipated to be between 18 and 24 months; subject to further review after 18 months.	
<b>Decision-Making</b>	<b>How does the Regional Broadband Advisory Task Force make decisions?</b>
The Advisory Task Force is an advisory body to Regional staff. Decisions will be made by Regional Council.	
<b>Responsibilities</b>	<b>How will the Regional Broadband Advisory Task Force work together to meet its purpose?</b>
Advisory Task Force members will attend meetings and provide support to staff by: <ul style="list-style-type: none"> <li>• championing high-speed broadband connectivity across the Region</li> <li>• reviewing and refining specific goals, outcomes and timelines for the York Region Broadband Strategy</li> <li>• consulting with stakeholders</li> <li>• providing feedback and input regarding policy development</li> </ul>	
<b>Meeting Logistics</b>	<b>When does the Regional Broadband Advisory Task Force meet?</b>
<p>The Advisory Task Force will meet quarterly, or as required, to review and discuss issues and action items pertaining to the execution of the York Region Broadband Strategy.</p> <p>The proposed meeting schedule is as follows:</p> <p>Inaugural Meeting – as late as Q3 2015, or as determined by availability of Task Force Membership:  Overview of the Broadband Strategy and identification of key actions under each Priority Area</p> <p>Subsequent Meetings – to the end of the Advisory Task Force Term:  Broadband Strategy project updates, opportunities and discussion</p> <p>Meetings of the Advisory Task Force will be approximately two hours in length.</p>	
	<b>What needs to be done and by whom?</b>
<ul style="list-style-type: none"> <li>• The Regional Clerk, in consultation with the Planning and Economic Development Branch will solicit agenda items and prepare meeting agendas and minutes.</li> <li>• Planning and Economic Development Branch staff will be responsible for meeting-related activities, including: <ul style="list-style-type: none"> <li>– workplan development, monitoring, maintenance and reporting</li> <li>– activities to support completion of deliverables of the Advisory Task Force</li> <li>– overall administration of the Advisory Task Force</li> </ul> </li> <li>• Regional Broadband Advisory Task Force input will guide staff recommendations and be integrated into Regional staff work plans and reports to Council, as appropriate.</li> </ul>	