

## **Connectivity Committee Terms of Reference**

### **Purpose**

The purpose of the Township of South Glengarry's Connectivity Committee is to develop a work plan to encourage high speed internet and natural gas opportunities for underserved locations in South Glengarry and to carefully consider proposed communication tower locations.

### **Authority**

Authority of the Connectivity Committee is limited to the range of matters described in this Terms of Reference.

1. The Connectivity Committee reports to the Council of the Township of South Glengarry through motions and minutes of the meetings.

### **Composition**

1. Membership:

The Connectivity Committee shall consist of the following members:

#### 1.1 Community Experts:

- a. Two (2) members of Council of the Township of South Glengarry
- b. Three (3) industry professionals that have a through understanding of the current internet and natural gas networks.
- c. Two (2) members of the public that reside in or do business in South Glengarry.

#### 1.2 Absence:

Any member who is absent from three (3) consecutive regular meetings without leave of absence or without a satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.

#### 1.3 Resignation of Members:

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

#### 1.4 Removal of Members:

Council reserves the right to remove a Committee member at any time from the Committee at the discretion of Council.

#### 1.5 Filling Vacancies:

Vacancies shall be filled per the Council as soon as possible with another suitable representative.

#### 1.6 Term:

After a work plan is completed, this Committee shall be disbanded, unless Council decides to extend its work.

### **Structure**

The Connectivity Committee shall appoint a Chair which may be a member of Council; all members of the Committee are eligible to be Chair. The Chair will be a voting member. All meetings shall be called through the Chair and the Chair will be responsible for chairing the meeting. In the absence of the Chair, an acting Chair may be appointed by the Committee as needed.

### **Advisors**

The Staff Resource person shall be the Secretary of the Connectivity Committee, without voting authority and shall prepare agendas and packages for the Committee meetings.

### **Procedures**

1. The Connectivity Committee shall meet quarterly at a minimum or at the call of the Chair.
2. A quorum of members must be present at all times to conduct business.
3. The Recording Secretary will provide a digital copy of the agenda to members a minimum of 5 (5) days prior to a meeting. Minutes will be taken and circulated to the members within thirty (30) days of a meeting.
4. The Connectivity Committee will prepare a work plan to present to Council. The plan will include options and/or next steps regarding high speed internet and natural gas connections in the Township, specifically to areas that are currently underserved.