Minutes
Rural Access to Broadband Internet Technology (RABIT) Task Force

Meeting Date: July 29, 2020
Meeting Time: 11:00 a.m.
Location: Microsoft Teams Meeting
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

- Task Force Member Attendance

  Deputy Mayor Rob Potter called the meeting to order at 11:01 a.m. with Councillor Rob Sampson and Mayor Alar Soever present.

  Town staff present was Chief Administrative Officer Shawn Everitt.

- Additions to the Agenda

  None

Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the Municipal Conflict of Interest Act and the Town Procedural By-law 2019-56, Rural Access to Broadband Internet Technology (RABIT) Task Force members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

  None

- Review of Previous Minutes (July 21, 2020)

  Reviewed the format of the July 21, 2020 minutes which capture action items and next steps. The Task Force reached a consensus that the minutes were sufficient. Minutes of the Task Force will be provided to Council, or, in the event that matters require further consideration by Council, they will be submitted via Task Force Report to Committee of the Whole.
B. **Staff Reports and Deputations**

B.1 **Deputations, if any**

None

C. **Matters for Discussion**

C.1 **Terms of Reference Review**

- Reviewed draft Terms of Reference and provided feedback
- Final draft to be provided to Committee of the Whole August 11, 2020 for consideration

C.2 **Task Force Next Steps**

- Eventual development of a Request for Proposal that can be open to communications industry
- Contact SWIFT for mapping to detail existing fiberoptic conduit and the various connection points
- Contact Apple Growers to confirm potential synergies between apple tree water line installation and routes for future fiberoptic conduit
- Contact Operations Department to confirm the method by which fiberoptic conduit installation can be incorporated into planned capital projects (road resurfacing, tar and chip program, water/wastewater infrastructure installation, etc.)

D. **Correspondence**

None

E. **New and Unfinished Business**

E.1 **Additions to the Agenda**

E.2 **Items Identified for Discussion at Next Meeting**

- Action Item Follow-up
- Director of Operations regarding Capital Projects and Potential Incorporation of Fiberoptic Conduit

F. **Upcoming Meeting Dates**

August 21, 2020
Town Hall, Committee Room

G. **Adjournment**

Time of adjournment was 12:01 p.m.