



Eastern Ontario Wardens' Caucus

**Eastern Ontario Wardens' Caucus
MINUTES
Wednesday, September 16, 2009**

**OEMC Conference
5:30 pm - Lisbon Room
(Immediately following the General Meeting at 4:30 pm)
The Ambassador Hotel, Kingston, Ontario**

In Attendance:

County	HEAD OF COUNCIL	CAO
County of Frontenac	Janet Gutowski	Elizabeth Savill
County of Haliburton	Dave Burton	Jim Wilson
County of Hastings	Ron Emond	Jim Pine Cathy Monzon-Bradley (Support)
City of Kawartha Lakes	Ric McGee (Mayor)	Jane Reynolds
County of Lanark	Paul Dulmage	Peter Wagland
United Counties of Leeds and Grenville	Mel Campbell	Steven Silver
County of Lennox and Addington	Gordon Schermerhorn	Larry Keech
County of Northumberland	Linda Thompson	Bill Pyatt
County of Peterborough	Ron Gerow	Gary King
United Counties of Prescott and Russell	M. Robert Kirby	
County of Prince Edward	Leo Finnegan (Mayor)	Dick Shannon
County of Renfrew	Donald Rathwell	
United Counties of Stormont, Dundas and Glengarry	Chris McDonell	Michael Waddell
Other guests:		Steve Sellers & Warren Sleeth, MMAH EOWC Broadband Team Members: Lisa Severson, United Counties of Leeds and Grenville Laura Bradley, Consultant
Regrets:		
County of Renfrew United Counties of Prescott and Russell		Norm Lemke Stéphane P. Parisien

1. Call Meeting to Order/Welcome

Warden Emond welcomed everyone to the meeting and called the meeting to order.

2. Additions to the Agenda

3. Approval of Agenda – September 16, 2009

Moved by: Mayor McGee

Seconded by: Warden Gerow

THAT the agenda for the September 16th, 2009 meeting be approved. Carried.

4. Approval of Minutes

Moved by: Warden Schermerhorn

Seconded by: Warden Gerow

THAT the minutes of the August 16, 2009 meeting of the Eastern Ontario Wardens' Caucus be approved as presented. Carried.

5. Regional Broadband Project

i. Approval to Issue the RFPs for Backbone and Satellite

Jim Pine advised that a meeting was held on September 9th in Belleville to review the RFP for the backbone portion of the project. A number of Wardens and CAOs attended and good suggestions on the document were made. Warden Dulmage asked if the suggested changes to the document had been completed and Mr. Pine advised that through the lawyer Mr. Van Winssen, who also attended the meeting, all the changes that were requested had been made.

Warden Schermerhorn asked for clarification on the statement of "95% coverage". It was advised that the "95%" was in regards to population and businesses not land mass. It was also clarified that of the 95% coverage, 85% would be guaranteed at 10 MPBS with 95% at 3MPBS. It was acknowledged that the contributing factor of the difference speed for the last 10% being those individuals in remote areas that will still have to rely on satellite coverage.

Moved by: Warden Dulmage

Seconded by: Warden Gutowski

THAT the RFPs for the backbone and satellite portions of the EORN project be approved for release. Carried

ii. EOWC Cost Sharing Formula

Gary King reviewed the report, recommendation and the 10 costing formula options that have been prepared to allocate the 10 million dollars share the EOWC has committed to the broadband project.

Warden Gutowski spoke against the recommendation of Option #8 noting that Frontenac County will have to pay an increased share due to the City of Kingston being a separated municipality of the County of Frontenac. She pointed out that the economic benefit of bordering Kingston benefits not only the County of Frontenac but the County of Lennox & Addington and the United Counties of Leeds and Grenville as well. Warden Campbell noted that the United Counties of Leeds and Grenville has two separated towns and one separated city that they will be bearing the costs for and that if Option 8 is chosen then the County that has the separated city in it should be responsible for the costs.

Mayor McGee indicated that he felt that the separated cities should have to pay their fair share of the costs for the network in order to have access. It was acknowledged that the broadband team felt that the separated cities should have to pay as well but that when the MUND group was approached over a year ago they did not indicate interest in being involved with the project. Warden Dulmage commented that if the separated cities do not want to be involved and pay a portion of the cost up front then the EOWC/EORN should investigate the possibility of introducing a surcharge or tariff to be paid by the cities for the services that extend into their areas once the network is built. It was acknowledged that the vision of the network was to benefit the entire eastern region.

Mayor Finnegan questioned whether the cities would see the benefit of the network as most have high speed services already. It was acknowledge that there are some separated municipalities with very large rural areas where no high speed service extends to and that those cities should certainly see the benefit of paying their portion of the cost to gain access to the network. As well, all of the eastern Ontario will benefit from the higher speeds and increased access to the network once it is built. This will increase the economic development opportunities for businesses located in the cities and the rural areas and allow for increased connectivity to the cities hospitals, libraries and educational institutions.

It was agreed that if the County with the Separated city is paying upfront for the costs to extend service to that city/town then any costs received from the city towards the network should be reimbursed to the County that fronted the costs. It was also agreed that the approach to each separated municipality would have to be by the EOWC as a whole. It was agreed that the COAs would discuss the approach and present the Warden's with a plan at the October EOWC meeting.

It was acknowledged that municipalities are beginning work on their 2010 budgets in the near future and this issue would need to be addressed to the

separated municipalities soon to give them a chance to budget for their cost contribution.

**Moved by: Mayor McGee
Seconded by: Warden Dulmage**

THAT the EOWC approves Option # 8 as the preferred costing formula to allocate the EOWCs committed cost share of the broadband project and that the separated municipalities in Eastern Ontario be asked to pay up front their fair share or the implementation of a surcharge or tariff for services that might extend into the separated cities will be investigated and further that any cost recouped from the separated municipalities towards the project cost will be refunded to the County that fronted the costs for the separated municipality. Carried.

iii. EOWC Insurance Requirements

Jim Pine advised that during the review of the lease for the project office with the Town of Prescott, the insurance broker advised that the EOWC should investigate further insurance coverage in addition to the insurance provisions called for in the lease. As the EOWC is now an incorporated entity, proper public sector insurance coverage should be considered.

**Moved by: Warden Schmerhorn
Seconded by: Mayor Finnegan**

THAT the EOWC review the requirements for a public sector insurance program and receive quotes for the coverage. Carried.

iv. Project Management Office – Lease with Town of Prescott

Mr. Pine advised the lease arrangements with the Town of Prescott are very favourable and that the draft lease has been reviewed by our solicitor and by an insurance broker.

**Moved by: Mayor Finnegan
Seconded by: Warden Burton**

THAT the Chair and Secretary Treasurer be authorized to conclude the Lease agreement with the Town of Prescott for the securing of space for the EORN Project Management Office. Carried.

v. Project Management Services

Mr. Pine advised that as a result of discussion and concern over the timing of acquisition of Project Management Services for the project an on-desk report

was prepared to address the issue. The report proposes that there are two phases to project management for the EORN Project.

Phase 1 BCF Application:

During this phase Laura Bradley's involvement as Technical Consultant has been integral to completing the BCF Application as well as writing and issuing the RFPs for satellite and the backbone. Her technical advice will be important during period of the RFP release as she will be the technical contact for any questions the proponents may have about the project. As well, she has been working with the Provincial and the Federal governments on the details of the Contribution Agreement. After the Contribution Agreement is signed it is expected that her relationship as a member of the Broadband team will end.

Phase 2 – Post Contribution Agreement – Construction/Implementation of the physical network.

Once the Contribution Agreement has been signed a RFP prepared by our solicitor and the broadband team will be prepared for Project Management which will include the kinds of services that will be required, the scope will be aided by the responses to the RFPs that we receive. Jim Pine advised that as Laura's role will have ended at the signing of the Contribution agreement and her firm, if she choose too, could respond to the project management RFP for the post Contribution Agreement work.

Warden Dulmage advised that this report brings a great level of comfort to him and he was pleased to see the issue addressed in a formal way. He commended the hard work of the Broadband team on the project to date.

**Moved by: Warden Dulmage
Seconded by: Warden Campbell**

That the EOWC Inc. endorses the acquisition of project management services for EORN as proposed. Carried

6. New Business

Review of the RFPs

Warden Thomson advised that she would like representation from the Warden's group to be on the RFP review team for each RFP issued. Jim Pine advised that whoever was chosen to sit on the review committee would have to commit to a least a week's worth of time as the review team had to be consistent throughout the review to maintain the consistency and transparency of the process.

**Moved by: Warden Thomson
Seconded by: Warden Rathwell**

THAT the RFP review team include representation for the EOWC Warden's Caucus. Carried.

7. Correspondence

8.1 Incoming Correspondence

- 8.1.1 From Warden Dulmage Lanark County (August 26, 2009)
Re: Rural Broadband RFP Review and Approval
- 8.1.2 From the Honourable John Baird, Minister of Transport,
Infrastructure and Communities (August 31, 2009)
Re: Eastern Ontario Regional Network Funding

Moved by: Warden Gerow
Seconded by: Warden Burton

THAT the Incoming Correspondence be received. Carried.

8.2 Outgoing Correspondence

- 8.2.1 Memo from Chair Ron Emond to members of the EOWC (August 28, 2009)
Re: ISP letter regarding Broadband
- 8.2.2 Memo from Chair Ron Emond to All Eastern Ontario MPs and MPPs (August 31, 2009)
Re: Eastern Ontario Regional Broadband Network (EORN) – Internet Service Provider Letters
- 8.2.3 Letter from Chair Emond to Eagle.ca (September 9, 2009)
Re: Letter regarding EORN
- 8.2.4 Letter from Chair Emond to Reztel Broadband (September 9, 2009)
Re: Letter regarding EORN
- 8.2.5 Letter from Chair Emond to RipNET Limited (September 9, 2009)
Re: Letter regarding EORN

The Outgoing Correspondence is provided for information purposes only.

8. Next Meeting

October 18, 2009
CRST Conference

Location of meeting:

Deer Creek Golf and Banquet Facility (Two kms north of the CRST Conference site)

2600 Audley Rd.N.,
Ajax, ON L1Z 1T7
905-427-7737

It was clarified that the meeting will begin at 2:00 pm.

9. Confirmatory By-Law # 09-07

Moved by: Mayor Finnegan
Seconded by: Warden Gerow

THAT the Board of Directors of the Eastern Ontario Wardens' Caucus hereby enacts as follows:

- 1. THAT the action of the Board of Directors at its meeting held on the 16th day of September 2009 in respect to each motion, resolution, by-law and other action passed and taken by the Board of Directors at its said meeting, except where prior approval of any other body or agency is required, is hereby adopted, ratified and confirmed.**
- 2. THAT the Chair and the proper officers of the Corporation of the Eastern Ontario Wardens' Caucus Inc. are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Secretary is hereby authorized and directed to affix the Corporate Seal to all such documents. Carried.**

10. Adjournment