

ONTARIO 9-1-1 ADVISORY BOARD

SUBCOMMITTEE TERMS OF REFERENCE AND ANNUAL BUDGET

- 1. GOVERNMENT AFFAIRS**
- 2. MANAGEMENT/FINANCIAL**
- 3. PUBLIC RELATIONS**
- 4. TECHNICAL INFORMATION**
- 5. WIRELESS and NOMADIC TECHNOLOGIES**
- 6. WIRELINES**

ONTARIO 9-1-1 ADVISORY BOARD

Government Affairs Sub-Committee

(a) Terms of Reference:

The Government Affairs Sub-Committee shall be responsible to the Board for the following:

- Lobby and liaise with various levels of government in order to more clearly define the role of the Board and the 9-1-1 system.
- Lobby and liaise with the Canadian Radio and Telecommunications Commission (CRTC) from time to time as the need arises for changes governing 9-1-1 with respect to users, carriers and providers, etc.
- Where and when applicable seek assistance from and understanding of the various levels of government as to the financial needs of the Board and the 9-1-1 system as a whole.
- Where and when applicable seek assistance from and understanding of the various levels of government as to the practical application of 9-1-1 in our communities and how they can assist in making it work better.

(b) Workplan:

- Work with the other sub-committees (Management, Public Affairs, Technical Information, Wireless, Wirelines and Ad Hoc User Fees) in order to understand objectives of the Board for the coming year.
- Prepare for presentations to various government stakeholders prior to budgets and through the National Emergency Number Association communicate with various Carriers.
- Meet with the Association of Municipalities of Ontario (AMO) and/or its sections.
- Attempt to meet with provincial government officials
- Monitor any progress on earlier discussed issues and if necessary communicate with the CRTC, The Minister of Community Safety and Correctional Services, AMO and/ or its sections.
- Review any progress of issues or lack of and develop strategies to improve results, while being available to meet with any 9-1-1 stakeholders. Send out reminder requests for funding prior to budget deliberations

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Management Sub-Committee

(a) Terms of Reference:

The Management Sub-Committee shall be responsible to the Board for the following:

- In consultation with the Secretary-Treasurer and other Sub-Committees, prepare an annual budget for presentation to the Board during the first meeting of each year;
- Manage the administrative and financial affairs of the Board;
- Monitor the Secretary-Treasurer's periodic reports on revenues and expenditures of the Board;
- Recommend the annual appointment of an audit committee to review the Board's financial transactions;
- Conduct a periodic review of the Board's committee structure for consideration by members of the Board;
- Conduct a periodic review of the Board's Constitution for consideration by members of the Board;

(b) Workplan:

- Prepare annual budget for the Board
- Review Board's administrative services
- Review Board's financial activities
- Select members for appointment to the Audit Committee
- Review Board's Constitution

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Public Relations Sub-Committee

(a) Terms of Reference:

The Public Relations Sub-Committee shall be responsible to the Board for the following:

- In consultation with the Secretary-Treasurer and other Sub-Committees, prepare an annual budget for presentation to the Board during the first meeting of each year;
- Manage the Public Relations affairs of the Board, assisting other Committees as requested;
- Prepare and distribute informational materials on various OAB issues and subjects as required by the Board;
- Prepare for and schedule personnel to accommodate any functions that have been authorized by the Board;

(b) Workplan:

- Prepare annual budget for the Board,
- Review Board's Public Relations services and schedule any activities for the year,
- Review current years Public Relations expenditures,
- Review Board's commitments regarding Public Relations activities for the upcoming year.

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Technical Information Sub-Committee

(a) Terms of Reference

The Technical Information Sub-Committee shall be responsible to the Board for the following:

- Prepare and distribute technical alerts, bulletins or other critical information in relation to the operation of the 9-1-1 system as it relates to both providers and users.
- Co-ordinate with the Public Relation Sub-Committee to establish an effective means to disseminate required information.

(b) Work Plan

- Ongoing participation in related working groups including the National Emergency Number Association(NENA), the Association of Public-Safety Communications Officers(APCO) and the Canadian Radio-television and Telecommunications Commission(CRTC)
- Monitoring of current technical alerts, bulletins and other releases
- Identify recipients for dissemination of information
- Consult with Public Relation Sub-Committee regarding use of web page and other methods for effective dissemination of technical information.

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Wireless and Nomadic Technologies Subcommittee

(a) Terms of Reference:

The Wireless and Nomadic Technologies Sub-Committee shall be responsible to the Board for the following:

- Monitor local, regional, provincial, national and international media sources for articles respecting 9-1-1 wireless, VoIP and other future telecommunications devices to identify real or potential issues and/or trends that could impact Ontario PSAPs.
- Monitor CRTC and Industry Canada activities in order to respond on behalf of the Board in a timely manner to any Public Notice, Telecom Decision or Bulletin that may impact 9-1-1 response at the Municipal level.
- Lobby and liaise with the Canadian Radio and Telecommunications Commission (CRTC) from time to time as the need arises for changes governing 9-1-1 with respect to users, carriers and providers, etc.
- Draft correspondence related to wireless and VoIP issues for review, adoption and release by the Ontario 9-1-1 Advisory Board
- Prepare written submissions on behalf of the OAB to make the its' views known to both regulators and industry bodies.

(b) Workplan:

- Ongoing – continued participation in the CRTC 9-1-1 Working Group conference calls and face to face meetings associated with the establishment of functional network architecture for VoIP 9-1-1 service.
- June to September - Participation in the CRTC 9-1-1 Working Group to develop a report assessing the feasibility of providing x/y location data to all Ontario PSAPs on the delivery of all 9-1-1 cell phone calls. This report is being completed at the request of CRTC staff that have deemed it a necessary first step towards determining the technical and operational issues that should be considered with respect to the provision of wireless Phase II E9-1-1 service throughout Canada.

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Wirelines Subcommittee

(a) Terms of Reference:

The Wirelines Subcommittee shall be responsible to the Board for the following:

- Monitor local, regional, provincial, national and international media sources for articles respecting 9-1-1 wireline technology to identify real or potential issues, trends and issues management in other jurisdictions;
- Identify issues, analyze impact, develop responsive options and proactive strategies to resolve or prevent issues, prepare recommendations to present to the Board;
- Draft correspondence related to wireline issues for review, adoption and release by the Board;
- Use this focus group to research and exchange wireline specific information for the common objective of improving the provision of 9-1-1 operations in Ontario.

(b) Work Plan:

Ongoing:

- Complete assigned action items as per last scheduled quarterly meeting of the Board;
- Identify 9-1-1 wireline issues getting media attention and promptly circulate to the Board; prepare to report on media findings at the next scheduled quarterly meeting of the Board;
- Search for national and international 9-1-1 wireline activities and trends that may be of interest to the Board;
- Monitor for CRTC decisions affecting wirelines and alert the Board;
- Review subcommittee expenditures and budget status.

October – December:

- Prepare and table subcommittee budget proposal at the next scheduled quarterly meeting of the Board;
- Commence actions and/or amend the budget proposal according to the Board's direction;
- Have a subcommittee representative attend the 2008 NENA/APCO joint conference being held in Ottawa.

Ontario 9-1-1 Advisory Board Annual Budget

Chair's Expense		
Travel	3,000	
Postage/Telephone	1,000	4,000
Meeting Expense		
Accommodation	4,000	
Refreshments	2,000	
Travel	4,000	10,000
Administration Expense		
Stationery	600	
Telephone	700	
Printing	600	
Postage	600	2,500
Program Expense		
Government Affairs	1,000	
Management	1,000	
Public Relations	5,000	
Technical Information	5,000	
Wireless & Nomadic	5,000	
Wirelines	4,500	21,500
Special Projects		
Website	5,000	5,000
Total		43,000

