

# Ontario 9-1-1 Advisory Board

## MINUTES

Monday, November 23, 2009

10:00 am

Town of Newmarket Municipal Offices

Council Chambers

395 Mulock Drive

Newmarket, Ontario

### A. OPENING & MINUTES

#### PRESENT

##### EXECUTIVE COMMITTEE

Judy Broomfield

Peter Glen

Tom Voisey

NENA Ontario

Ontario Association of Chiefs of Police

Secretary-Treasurer

##### MEMBERS

Jim Friend

Bryan Baxter

John Molyneaux

Bryan Burbidge

Mark Hull

AMO – Regional Caucus

AMO – Small Urban Caucus

Ontario Association of Fire Chiefs

Ontario Association of Fire Chiefs

Ontario Ministry of Health

##### TECHNICAL ADVISORY PANEL/OBSERVERS

Mark Hitchman

Pat Berry

OPP

Bell Canada

##### REGRETS

Norm Lambert

Chris Pittens

Bill Davis

Dave Hanly

Nancy Banks

Toronto

Ontario – Public Safety & Security

AMO – ROMA

AMO – County Caucus

APCO Canada

#### QUORUM

**QUORUM**

**TOTAL VOTING POSITIONS PER CONSTITUTION: 13**

**TOTAL CURRENT VOTING POSITIONS FILLED: 11**

**TOTAL VOTING MEMBERS IN ATTENDANCE: 7**

**QUORUM PRESENT**

**OPENING REMARKS**

- Welcome to all from Judy Broomfield.
- Recognized guest, Inspector Fern Labelle, North Bay OPP.

**MINUTES**

- Review of meeting minutes for September 29, 2009.

**MOTION**

**Moved by J. Molyneaux,  
 Seconded by J. Friend,  
 That the minutes of the September 29, 2009 meeting be adopted.  
 Carried**

**FINANCIAL**

- T. Voisey reported on the current financial status of the Advisory Board.

**FINANCIAL REPORT**

Opening Bank Balance, September 29, 2009		\$27,112.65
Less:		
CK#119 – 29/09/09 – J. Broomfield	\$ 585.76	
[RE: NENA Ontario Conference]		
Total Expenses		<u>585.76</u>
Closing Bank Balance, November 23, 2009		\$27,112.65
Less cheques issued, not yet cashed		
CK#121-14/10/09-Simsand Holdings	\$ 370.47	
[RE: Mtg Refreshments 29/09/09]		
CK#122-14/10/09-Easy Hosting	\$ 188.91	
[RE: Domain Name Registration]		
Total Outstanding Cheques		559.38
Sub-total		\$25,967.51
Equity Shares Held		100.00
Cash on hand		<u>0.00</u>
Net Worth, November 23, 2009		<u>\$26,067.51</u>

**MOTION**

**Moved by J. Molyneaux,  
 Seconded by P. Glen,  
 That the financial report for November 23, 2009 be accepted.  
 Carried**

## CORRESPONDENCE

- May 14, 2009, email received from member Bryan Baxter re an announcement that the Association of Municipalities of Ontario (AMO) and the Union of Municipalities of Quebec (UMQ) have signed an Agreement of Cooperation. Information forwarded to Dave Hanly, Chair of the Ad Hoc Sustainable Funding Resources sub-committee.

## **B. BUSINESS ARISING FROM PREVIOUS MEETINGS**

### Communications Plan

- Peter Glen has talked with John Matsui and emphasized the Board's feeling that it was "too aggressive".
  - John's intent was to provide a "shopping list" and that the Board would select what they felt would be possible.
  - The next logical step for the web site would be for the Communications Subcommittee to do a half-day brain-storming session what would result in a clear mission statement on how to proceed.
  - Judy Broomfield emphasized that priority should be given to the web site.

### OAB Domain Name

- Jim Friend reported on the status of the domain name
  - Jim started with an attempt to renew the domain name but discovered that he did not have administrative control of the account. Bill Bowhuis was contacted however he did not know the password/account information. Jim had technical access but could not administer the account.
  - CIRA (Canadian Internet Regulatory Agency) required a letter of incorporation; however the OAB is not an incorporated company. After considerable perseverance Jim was able to get them to understand and everything got straightened out. He now has full administrative and technical control.
  - Jim had an email from Bill Bowhuis and was advised that Mountain Cablevision had been bought out by Shaw Cable and they pulled the plug on our complimentary web hosting.
  - Two alternatives appeared to be in order, the first would be to plead our case to Shaw Cable and in unsuccessful find a new "host".

**MOTION**

**Moved by P. Glen,  
Seconded by J. Molyneaux,  
That J. Friend be authorized to re-establish web hosting arrangements as soon as possible. The costs must not exceed \$500.00 for a one-year period and further that the hosting service be a Canadian based company.  
Carried**

### OAB Thumb Drives

- Peter Glen reported that the OAB thumb drives were finished and ready to be delivered. He is waiting for the finalized version of the PSA so that it can be pre-loaded onto the drives. Funding for the thumb drives established, by motion, at the September 29, 2009 meeting.
- John Molyneaux advised that the PSA had gone back to the York Police Video Services and he will ensure that the revised production copy is available today.
- The Public Relations committee includes Chair, John Molyneaux, Jim Friend, Nancy Banks, Peter Glen and Tom Paniak.
- 

**MOTION**

**Moved by P. Glen,  
Seconded by N. Lambert,  
That the Draft Communications Plan be referred back to the Communications Plan Sub-committee for further discussion and further that this Sub-committee give priority to the details of redesigning the OAB website.  
Carried**

### **D. COMMITTEE REPORTS**

#### Government Affairs

- No report

#### Management/Financial

- No report.

#### Public Relations

- John Molyneaux previewed the PSA which is now 60 seconds long.
  - Further discussion included potential methods of distribution of the PSA, including:
    - Place on web site
    - Include on thumb drives
    - Distribution through AMO
    - Place on YouTube
    - Cable company PSA spots
    - Extract the audio portion in a .wav file
    - Prepare an abbreviated “print” version
  - Action items include:
    - The Communications Sub-committee to review all of the discussion items regarding the PSA
    - The text font used in the video is difficult to read. John Molyneaux to investigate changes to this
    - Dave Hanly to check further into distribution of PSA via AMO

## **Technical Information**

- No further report

## **Wireless & Nomadic Technologies**

### WIRELESS

- Judy Broomfield reports:
  - In February 2009 the CRTC directed wireless carriers to accomplish Stage 1 of Phase II by February, 2010
    - Provides a single xy coordinate with each cellular call
    - Standard format that all PSAPs and Secondary PSAPs can use
    - Carriers directed to pay for it themselves
    - Sub working groups deciding on how to achieve February 2010
    - Deployment schedules being developed, emphasis on not hitting the same area at the same time for testing/deployment
    - Broadcast Circular sent to PSAPs re the schedules. PSAPs requested to keep Secondary PSAPs informed
    - As each carrier goes into a territory the sites are left live when completed
    - No roamers included
    - Non-subscribed handsets not included
    - Location updates are in Stage 2 of Phase II (some time in 2010)
    - A rebuild of the PERS platform will be required for S2PII as the current platform is not set up to make dynamic changes to the X/Y coordinates. Bell is working on this.
    - Every cell site to be tested (max., 100 calls per day)
    - Testing not only to confirm technology from carrier's end but also to test PSAP mapping issues, etc.
    - Only primary PSAPs being contacted/tested in Ontario. PSAPs need to communicate with downstream agencies.
    - Two more wsp's are coming on line – Wind Wireless and Public Mobile. They will have to meet the February
- Tom Paniak advised that they have contacted all secondary agencies that have CAD systems and have provided them with the Bell Canada schedule.

### VoIP

- Peter Glen advises that a Canadian “i2” solution is being looked at to deal with VoIP
  - NENA recognizes the fact that “VoIP is poised to become the predominant technology used in the telecommunications industry” and has produced their Standard: “Interim VoIP Architecture for Enhanced 9-1-1 Services (i2)” to address compatibility issues with current 9-1-1 platforms.
  - VoIP providers have indicated that it is too expensive.
  - CRTC will have to make a decision -- perhaps by year-end.

## **Wireline**

- No report

### **Ad Hoc Sustainable Funding Resources**

- Dave Hanly reports that he is working with Judy Broomfield to revise the original funding request letter.; i.e., updating recent accomplishments.
- Judy Broomfield advises that the Alberta Advisory Board includes emergency services representatives and all PSAPs and Secondary PSAPs are members who pay an annual membership fee.

## **E. NEW BUSINESS**

### **Retirement**

- John Molyneaux, representing the Ontario Association of Fire Chief's, has advised the Board that he will be retiring at the end of the year. John has contacted the OAFCA and requested that they appoint a replacement for him to sit on this Board.

### **OAB Thumb Drives**

- Peter Glen reported that pursuant to Email Motion 'B' dated July 30, 2009 a quantity of 250 1GB thumb drives were ordered for distribution at the NENA Ontario Conference in London, Ontario. Unfortunately the delivery company lost the shipment. The order was cancelled.
- Further discussion took place regarding the value of purchasing these items for distribution, as required, by the Board and further that the thumb drives would present an excellent opportunity to include a file containing the new Public Service Announcement.
- As the original Motion specifically referred to the NENA Ontario conference Peter presented a new motion to proceed with the purchase of 250 thumb drives.

**MOTION**

**Moved by P. Glen,  
Seconded by D. Hanly,  
That 250 1GB thumb drives, engraved with the OAB logo and website be purchased for general distribution by the Board, and further that the Board Public Safety Announcement be loaded onto each thumb drive. The cost of this purchase to be approximately \$2,000.  
Carried**

### **Ontario Road Network**

- Carol-Anne Albertson reported that the ORN program has been very successful. There are some issues regarding jurisdictions amongst municipalities; however the conflicts are being worked on. Further information is being requested from Elections Ontario and the Ontario Trail Network (OTN).

## **F. ADJOURNMENT**

Next meeting:

---

**MOTION**

Moved by P. Glen,  
Seconded by N. Lambert,  
That, due to member scheduling conflicts for the pre-established meeting date of  
November 17, 2009, the next meeting be held on Monday, November 23, 2009.  
Carried

---

Monday, November 23, 2009  
10:00 am  
Town of Newmarket Municipal Offices  
Council Chambers  
395 Mulock Drive  
Newmarket, Ontario

---

**MOTION**

Moved by P. Glen,  
Seconded by J. Friend,  
“That the meeting be adjourned.”

---