

CONNECTIVITY COMMITTEE MEETING

Thursday, October 22, 2020

Table of Contents

I.	Agenda.....	2
II.	Connectivity Committee Meeting Minutes – October 8, 2020.....	3
III.	Elgin County Connectivity Committee: Literature Review.....	6
IV.	Action Plan Update.....	13
V.	Draft Connectivity Survey (Public) Communications Plan.....	21
VI.	Current Internet Service Provider Survey.....	23

CONNECTIVITY COMMITTEE MEETING

Thursday, October 22, 2020
1:00 p.m.
Meeting to be held electronically.

Agenda

1. Approval of Agenda
2. Adoption of October 8, 2020 Minutes
3. Disclosure of Pecuniary Interest and the General Nature Thereof
4. Literature Review – Library Staff
5. Action Plan Update – Councillor Marks, Chief Administrative Officer
6. Summary of Discussion with Local Municipal Partners – Chief Administrative Officer (Verbal)
7. Internet Forum – General Manager of Economic Development (Verbal)
8. Draft Connectivity Survey (Public) Communications Plan – Supervisor of Legislative Services
9. Draft Internet Service Provider Survey – Supervisor of Legislative Services
10. Date of Next Meeting
11. Adjournment

Meeting: Connectivity Committee
Date: October 8, 2020
Time: 1:00 p.m.
Location: Webex

Attendees: Tom Marks, Councillor and Committee Chair
Dominique Giguère, Councillor and Committee Vice Chair
Dave Mennill, Warden
Justin Pennings, Community Member
Mike Andrews, Community Member

Regrets: Joshua Kiirya, Community Member
Shawn Southern, Community Member

Staff: Julie Gonyou, Chief Administrative Officer
Jim Bundschuh, Director of Financial Services
Alan Smith, General Manager of Economic Development
Al Reitsma, Manager of Information Technology
Cecil Coxen, IT Manager – Township of Malahide
Katherine Thompson, Supervisor of Legislative Services
Carolyn Krahn, Legislative Services Coordinator

DRAFT MINUTES

1. Call to Order

The Connectivity Committee met this 8th day of October, 2020. The meeting was called to order at 1:00 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Approval of Agenda

Moved by: Warden Mennill
Seconded by: Mike Andrews

Resolved that the agenda be approved as presented.

Recorded Vote

	Yes	No
Councillor Tom Marks	Yes	
Councillor Dominique Giguère	Yes	
Justin Pennings	Yes	
Mike Andrews	Yes	
Warden Mennill	Yes	
	5	0

- Motion Carried.

4. Adoption of September 22, 2020 Minutes

Moved by: Justin Pennings

Seconded by: Councillor Giguère

Resolved that the minutes of the previous meeting be adopted.

Recorded Vote

	Yes	No
Councillor Tom Marks	Yes	
Councillor Dominique Giguère	Yes	
Justin Pennings	Yes	
Mike Andrews	Yes	
Warden Mennill	Yes	
	5	0

- Motion Carried.

5. SWIFT Update – Barry Field

Barry Field provided an overview of the SWIFT Project, including SWIFT’s procurement approach, technology choices, the project status for Elgin County, targeted outcomes, the current situation, what areas SWIFT will address, and opportunities for additional broadband funding.

6. Reviewing the Action Plan

The Chief Administrative Officer presented the Committee’s Action Plan, which was developed at the previous meeting, and the Committee provided feedback to finalize the plan.

As a part of the Committee’s Action Plan, the Manager of IT presented a draft Elgin County Connectivity Committee Internet Survey, and the Committee provided feedback.

The Chief Administrative Officer recommended that the Manager of IT consult with the Director of Community and Cultural Services to discuss privacy concerns regarding the collection of personal information, specifically residents’ home addresses.

Based on the Committee’s feedback, the survey will be updated and posted. A promotional plan will be developed and implemented. In consultation with the Local Municipalities, paper copies of the survey will be made available at various locations throughout Elgin County.

7. Date of Next Meeting

The Committee will meet again on Thursday, October 22 at 1:00 p.m.

8. Adjournment

Moved by: Justin Pennings

Seconded by: Councillor Giguère

Resolved that the meeting adjourn at 2:26 p.m.

Recorded Vote

	Yes	No
Councillor Tom Marks	Yes	
Councillor Dominique Giguère	Yes	
Justin Pennings	Yes	
Mike Andrews	Yes	
	4	0

- Motion Carried.



REPORT TO COUNTY COMMITTEE

FROM: Erin Braam, Natalie Marlowe & Merrill Taylor; Community and Cultural Services

DATE: October 15, 2020

SUBJECT: Elgin County Connectivity Committee: Literature Review

RECOMMENDATION:

THAT the October 15th, 2020 report titled Elgin County Connectivity Committee Literature Review submitted by Erin Braam, Natalie Marlowe and Merrill Taylor, be received and filed for information.

INTRODUCTION:

At the request of the Elgin County Connectivity Committee, a consolidated literature review was developed regarding rural broadband Internet projects that have been successful solutions for other Ontario communities.

This literature review profiles five communities in Ontario and Alberta that have not been formally reviewed by the Committee and have implemented successful rural broadband Internet projects. Communities profiled include Amherstburg, ON; Olds, AB; Chatham, ON; Chapleau First Nations, ON; and Timiskaming and Gogama-Foley, ON. Given that the County Connectivity Committee has current knowledge of Eastern Ontario Regional network, SWIFT, and Packet Works, these projects were not reviewed.

The purpose of this review is to identify ideas and solutions for existing knowledge gaps in Elgin County and contribute further understanding of this topic.

DISCUSSION:

In the profiles of each of the six rural communities below, the discussion addresses points of interest to the Connectivity Committee including private-public partnerships, technologies used, project cost, and contribution of the participating municipality.

1. Amherstburg Project

The town of Amherstburg, Ontario gave Bell Canada a proposal, and they committed to an agreement whereby no rural customer would be left out. The project was announced in November 2017, began in the spring of 2018, and was projected to be completed for all residents by July 1, 2020.

Technologies Used:

Each customer was connected to fibre Internet and would “have up to a gigabyte”. Up until this project, SWIFT was the town’s only option (which they were not interested in pursuing because they felt it was outdated technology).

Project Cost & Partnership Type:

\$12 million+ – Bell picking up entire bill and ... “while the town won't be making any monetary contribution to the project, it has agreed to provide any resources needed to expedite the process” including streamlined access to permits and city records. Essex Power and Hydro One were “very receptive to the plan”.

Resource Links:

<https://www.iheartradio.ca/am800/news/bell-bringing-fibre-internet-to-amherstburg-with-12-million-investment-1.3468104>

<https://www.iheartradio.ca/am800/news/amherstburg-s-high-speed-internet-installation-nearing-completion-1.10629951>

<https://windsorstar.com/news/local-news/game-changer-aburg-getting-high-speed-fibre-optic-internet-in-2018>

<https://windsorstar.com/news/local-news/high-speed-internet-still-a-work-in-progress-in-amherstburg>

2. Olds Project

Olds, Alberta is the location where Canada’s first community-owned and operated Fibre-to-the-Premises network started. In 2004, the Technology Committee of the Olds Institute for Community & Regional Development began focusing on laying the foundation for this connected community with the development of an Open Telecommunication Network. In 2011, the construction of a state-of-the-art fibre-optic network began.

Partnership Type:



This project was a collaboration of schools, governments, and community leaders brought together by The Olds Institute for Community & Regional Development created by the Community Learning Campus and O-NET, a local Internet service provider.

Technologies Used & Project Cost:

This project used fibre optics and cost between \$13 and \$15 million. It was financed using a loan backed by the town of Olds, and line of credit from a local bank.

Resource Links:

<https://cooperativesfirst.com/blog/2018/02/16/how-to-become-the-most-connected-community-in-canada/>

<https://o-net.ca/about-o-net/>

<https://calgaryherald.com/life/swerve/would-you-move-to-the-town-of-olds-for-its-gigabit-age-internet-speed>

<https://www.cbc.ca/news/technology/small-alberta-town-gets-massive-1-000-mbps-broadband-boost-1.1382428>

<https://www.municipalworld.com/feature-story/broadband-connectivity-your-community/>

Please use your Elgin County Library Card and PIN to access the following articles from Press Reader, one of our eResources. The following links work best with Internet Explorer:

<https://pressreader.com/article/282144993964261>

<https://pressreader.com/article/281685432460767>

3. Chatham Project

TekSavvy, which is Canada's largest independent Internet service provider, is headquartered in Chatham, Ontario. TekSavvy Solutions Inc. will build an open-access fibre network in Chatham, and surrounding areas. They have never built their own network entirely from scratch but will build a fibre-to-the-premises network in rural Chatham-Kent.

Partnership Type & Contribution of Municipality:



TekSavvy and the Municipality of Chatham-Kent announced a joint effort. The Municipality intends to invest \$6.5 million to facilitate an open-access fibre backbone connecting communities in Chatham-Kent.

Technologies Used & Project Cost:

This project will develop a high-speed fibre broadband network in Chatham-Kent. TekSavvy intends to invest up to \$26 million over 18 months in the development of its fibre network.

Resource Links:

<https://www.teksavvy.com/in-the-news/2018-press-releases/teksavvy-and-chatham-kent-plan-joint-effort-for-high-speed/>

<https://mobilesyrup.com/2020/02/20/teksavvy-partners-with-ericsson-expand-rural-network/>

<https://www.newswire.ca/news-releases/teksavvy-chooses-ericsson-to-build-rural-lte-network-in-southwestern-ontario-896216108.htm>

<https://financialpost.com/telecom/why-indie-internet-provider-teksavvy-is-building-its-own-fibre-network-for-the-first-time>

Please use your Elgin County Library Card and PIN to access the following article from Press Reader, one of our eResources. The following link works best with Internet Explorer:

<https://pressreader.com/article/281496458619996>

4. Chapleau First Nations Project

NEOnet worked with Bell Canada and FedNor to bring high-speed Internet in the Chapleau Area First Nations Broadband Project. This project connected three Chapleau area First Nations (Chapleau Cree First Nation, Brunswick House First Nation, and Chapleau Ojibwe First Nation) in 2006.

Partnership Type:

Project Chapleau is a technology project developed by Bell Canada, Nortel and the Township of Chapleau began operations in high-speed networking in 2005. Further

support was provided by North Eastern Ontario Communications Network Inc. (NEOnet), a not-for-profit organization that is supported by FedNor. This project is an example of the success of the public-private sector partnership.

Technologies Used & Project Cost:

With \$513,600 in support from FedNor, two Chapleau-area connectedness projects were supported: \$27,600 to the Township of Chapleau to hire and Information Technology Coordinator/Trainer and \$486,000 to go to the North Eastern Ontario Communication Network (NEOnet) to provide three area First Nations with high-speed Internet service using a Digital Subscriber Line (DSL) Internet solution.

Resource Links:

<http://media.knet.ca/node/1705>

<https://www.neonet.on.ca/>

<https://www.neonet.on.ca/projects/completed-projects/broadband/chapleau-first-nations-broadband-project/>

<https://lakesuperiornews.com/News/Ontario/North-Eastern-Ontario/investing-in-reliable-internet-for-northern-ontario>

5. Timiskaming and Gogama-Foley Area Project

This project connected 18 rural communities in the Town of Latchford, Municipality of Temagami, Goodfish, Hough Lake, Chamberlain Township, Coleman Township, King Kirkland, Township of Gauthier, Gowganda, Nettie Lake, Foleyet, Chaput Hughes, Gogama, Sesekinika, Kenogami, Westree and Shining Tree.

Partnership Type:

NEOnet and 18 partnering communities completed this project in 2009 with the support of FedNor, NOHFC, and Ontera. Without the support of FedNor, NOHFC, and Ontera, this \$7,100,000 infrastructure would not have been a possibility.

Technologies Used & Project Cost:

Ontera developed a wireless broadband network using the Canopy Advantage System supplied by Motorola Canada Ltd. This system provided a last-mile link to subscribers and is a good fit for servicing the dispersed, low-density populations in the project. The

system also featured a number of wireless POPs or access points. These groups are located at the tower sites in the 18 participating communities. The wireless network is connected to Ontera's existing fibre optic network at Timmins, Kirkland Lake, Englehart, New Liskeard and Temagami.

Resource Links:

<https://www.neonet.om.ca/projects/complete-projects/broadband/timiskaming-and-gogama-foleyet-area-broadband-project/>

<https://www.newswire.ca/news-releases/high-speed-internet-access-reaches-18-northeastern-ontario-communities-544290722.html>

<https://www.northernontariobusiness.com/around-the-north/high-speed-internet-comes-to-timiskaming-gogama-foleyet-366887>

<https://www.baytoday.ca/local-news/ontera-wins-high-speed-chase-50769>

<https://news.ontario.ca/en/bulletin/14056/broadband-and-cellular-services-expanding-in-northeast/>

FINANCIAL IMPLICATIONS:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

**LOCAL MUNICIPAL PARTNER IMPACT:**

Not applicable at this time.

COMMUNICATION REQUIREMENTS:

Not applicable.

CONCLUSION:

In conclusion, this review profiled five communities in Ontario and Alberta that have implemented successful rural broadband Internet projects. The purpose of this review was to identify ideas and solutions from the profiled communities for knowledge gaps that exist in Elgin County. These profiles will contribute further understanding of this topic and ultimately what the role of Elgin County is in supporting these gaps.

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

	Actions	WHAT DO WE WANT TO KNOW?	HOW?	Notes/Updates
<p>Conduct an Environmental Scan</p>	<p>Conduct a literature review to identify what other rural communities have done to address connectivity challenges and issues (i.e. best practices, emerging practices, lessons learned, etc.)</p>	<p>Lessons learned</p> <ul style="list-style-type: none"> • What has worked well? • What has not worked well? <p>Who did they work with to make it happen?</p> <p>What made the business case work for building rural fibre?</p>	<p>Utilize Reference Librarian Support from Community and Cultural Services</p> <p>Timeline: 2 weeks for preliminary research; 2 weeks for analysis.</p> <p>Ongoing</p>	<p>Literature Review completed by Community and Cultural Services – presented to Committee October 22, 2020 (attached).</p> <p>Research to identify best practices will be ongoing.</p>
	<p>Meet with the Independent Telecommunications Providers Association</p>	<p>Lessons learned</p> <ul style="list-style-type: none"> • What has worked well? • What has not worked well? <p>Who did they work with to make it happen?</p> <p>What made the business case work for building rural fibre?</p>	<p>Mike Andrews to facilitate connection</p> <p>Delegation to committee</p> <p>Timeline: Meeting 4 or 5 subject to availability of the group</p>	<p>Mike Andrews facilitated connection.</p> <p>It is anticipated that the Executive Director of the Independent Telecommunications Providers Association will attend Connectivity Committee Meeting #5 (November 5, 2020).</p>
	<p>Talk to other communities who have successfully implemented connectivity solutions</p>	<p>How did they make the business case to internet service providers?</p>	<p>Following the literature review (communities to be identified in literature review).</p>	<p>It is anticipated that an update will be provided to the Committee at Meetings #5 & 6.</p>

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

		<p>What did they do to make the business case work?</p> <p>Lessons learned</p> <ul style="list-style-type: none"> • What has worked well? • What has not worked well? <p>Who did they work with to make it happen?</p>	<p>Timeline: 4-6 weeks after literature review, dependent on community partner availability (COVID/resourcing concerns)</p>	
Gather Existing Data	SOURCE	WHAT DO WE WANT TO KNOW?	HOW?	
	Gather existing data that can help to inform the development of a connectivity strategy in Elgin. Contact the following organizations to access their data:			
	A. Thames Valley District School Board	<p>How many students do not have access to internet at home?</p> <p>Are there particular locations where students don't have access to the internet?</p>	<p>Jim will connect with the TVDSB and report back to committee.</p> <p>Timeline: Meeting #5</p>	Update will be provided at Meeting #5.
	B. SWIFT	What does connectivity currently look like in Elgin?	Discussion with Barry Field	SWIFT is available as a resource as needed.

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

		Where have you identified gaps?		
	C. Current Providers	<p>What does connectivity currently look like in Elgin?</p> <p>Where have you identified gaps?</p> <p>Would you be willing to have a one on one discussion with Committee Chair?</p>	<p>Survey – draft completed by the committee</p> <p>Timeline: Meeting #4 – distribution following meeting by email invitation</p>	Draft survey (attached) to be discussed by Committee on October 22, 2020 and distributed following direction from Committee.
	D. OMAFRA	<p>Are you aware of any areas that are not being served? Where?</p> <p>Are you aware of any areas that are underserved? Where?</p>	<p>Jim will connect with OMAFRA and report back to committee.</p> <p>Timeline: Meeting #5</p>	Update will be provided at Meeting #5.
	E. Chamber of Commerce	<p>Are you aware of any areas that are not being served? Where?</p> <p>Are you aware of any areas that are underserved? Where?</p>	<p>Alan Smith will connect with the Chamber of Commerce (Aylmer and St. Thomas) and report back.</p> <p>Timeline: Meeting #5</p>	Update will be provided at Meeting #5.
F. Public Health	<p>Are you aware of any areas that are not being served? Where?</p> <p>Are you aware of any areas that are underserved? Where?</p>	<p>Katherine will connect with Public Health and report back.</p> <p>Timeline: Meeting #5</p>	Update will be provided at Meeting #5.	

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

	Stakeholder	What we need to know	How	
Engage Stakeholders	A. End Users (businesses/homeowners)	<p>Where do you live?</p> <p>What do you have now?</p> <p>What is the speed?</p> <p>What do you pay for it?</p> <p>What do you need?</p> <p>What are you willing to contribute to the solution?</p>	<p>Survey – online and paper, distribution plan to include local municipal partners and Elgin’s libraries</p> <p>Online – social media, County website, LMP websites</p> <p>Press Release and paid advertisements in local media outlets.</p> <p>Timeline for survey: Week #4</p> <p>Virtual Input Session</p>	<p>Survey completed October 15, 2020.</p> <p>Communications/Distribution Plan attached for Committee Review (October 22, 2020).</p>
	B. Local Municipal Partners	<p>What are you doing?</p> <p>Where are the underserved areas?</p> <p>What are you willing to contribute to the solution?</p>	<p>Local Administrators to discuss strategy. CAO will report back Week #4.</p> <p>County Councillors</p>	<p>Preliminary feedback has been gathered. A fulsome report will be provided to the Committee at Meeting #5.</p>

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

		Are you undertaking any infrastructure projects/road work that we could leverage to install fibre?		
	C. Neighbouring Municipalities <ul style="list-style-type: none"> Chatham-Kent 	<p>What have you done?</p> <p>What has worked well?</p> <p>What has not worked well?</p>	<p>Warden to Warden</p> <p>IT Manager to IT Manager</p> <p>Engineer to Engineer</p> <p>This will be ongoing.</p>	It is anticipated that preliminary information will be presented to the Committee at Meeting #5.
	D. Potential Infrastructure Partners <ul style="list-style-type: none"> Elgin County – Engineering Services LMPs Utilities 	<p>Are you undertaking any infrastructure projects/road work that we could leverage to install fibre?</p> <p>What are you willing to contribute to the solution?</p>	<p>Staff to connect with potential infrastructure partners and provide updates when available.</p> <p>Engineering Services to provide financial information regarding infrastructure opportunities (conduit).</p> <p>This will be ongoing.</p>	It is anticipated that preliminary information will be presented to the Committee at Meeting #5.
	E. Thames Valley District School Board	How many students do not have access to internet at home?	<p>Gather existing data</p> <p>Timeline: Week #5</p>	Information will be presented at Meeting #5.

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

		<p>Are there particular locations where students don't have access to the internet?</p> <p>What are the current costs of rural internet, and do they prevent access?</p> <p>What are you willing to contribute to the solution?</p>	If needed, consider survey.	
	F. Current Internet Providers and small providers	<p>What can you do to improve connectivity?</p> <p>What are you willing to contribute?</p> <p>What do you need to achieve the last mile?</p> <p>How can we work together to implement solutions? How can we make the business case work to build rural fibre?</p> <p>Can you share with us any user complaints regarding rural internet access?</p> <p>Have you conducted a cost benefit analysis for building rural fibre? If yes, can you share that information with us?</p>	<p>Internet Forum (Committee to set date in November 2020.)</p> <p>Survey – following meeting #4</p> <p>One on one interviews with interested ISPs, following the survey and forum.</p>	<p>ACTION: Committee to set date for Internet Forum.</p> <p>Alan Smith to present framework for Committee review and direction – October 22, 2020.</p>
	G. SWIFT	<p>What are your current plans? What is your ultimate goal?</p> <p>Where are the gaps?</p>	Interview with Barry Field	Presentation from Barry Field received by Committee at Meeting #3.

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

		<p>What are the challenges?</p> <p>Where are you going, and how can we help?</p> <p>What are your timelines?</p>		
Identify Short-Term Solutions	WHAT DO WE NEED TO KNOW?	HOW?	SOLUTIONS	
	<p>Where are the problem areas?</p> <p>What are the potential solutions?</p>	End User Survey/Existing Data	<p>Wireless</p> <p>Point to point access</p>	To be completed following analysis of end-user feedback received through survey.
Explore Funding Opportunities	FUNDING OPPORTUNITIES	CONTACT	HOW	
	<p>County</p> <ul style="list-style-type: none"> Loans - Infrastructure Ontario 	Director of Financial Services	Director of Finance to report back with options and opportunities.	It is anticipated that preliminary information will be presented to the Committee at Meeting #5.
	Provincial Government	MPP	<p>Warden, Chairman and CAO to meet with MPP Yurek.</p> <p>Timeline: October 2020</p>	A meeting has been arranged with Minister Yurek for October 23
	Federal Government	MP	Warden, Chairman, and CAO to meet with MP Vecchio.	A meeting has been arranged for with MP Vecchio for November 12.

Connectivity Committee – Work Plan – Meeting #4 Update (October 22, 2020)

			Timeline: October 2020	
	CRTC		Staff to provide an overview of program and available funding	It is anticipated that preliminary information will be presented to the Committee at Meeting #5.
	Canada Infrastructure Bank		Director of Finance to report back with options and opportunities.	It is anticipated that preliminary information will be presented to the Committee at Meeting #5.
Identify the Role of the County	<p>What is missing?</p> <p>Seek County Council support for a Made in Elgin solution for connectivity challenges.</p> <p>The role of the County is to support the Committee (staff).</p>			Ongoing
Risks	<p>Capacity (staff/COVID)</p> <p>Managing Committee, public, and stakeholder expectations (communication)</p> <p>Required processes and Council consent may take time (public procurement process etc.)</p>			Ongoing

Internet Connectivity Survey (Public)

Communications Plan

The goal of this plan is to have the Survey finalized and live on the County's website on October 15th and delivered to Local Municipal Partners and libraries by Friday October 16th.

Next Steps	Timeline	Notes
Incorporate Committee Feedback into draft survey	October 12, 2020	AI has incorporated feedback as received by the Committee into a new survey link. The link has been sent to Julie and Carolyn for comment.
Get Brian Masschaele's feedback regarding MFIPPA concerns	October 13, 2020	Brian's feedback has been incorporated.
Create a paper version of the Survey	October 13, 2020	Katherine/Carolyn
Upload Survey to www.elgincounty.ca/connectivitycommittee	October 15, 2020	Katherine has edited the Connectivity Committee section on the website and created a spot for the Survey to be uploaded
Draft media release promoting the survey and the Committee's mandate. Get Chair's approval. Sent to media contacts.	October 14	Katherine to draft release and send after approval of Julie and Chair.
Design Newspaper and Facebook ads using canva.	October 9 – 14.	Carolyn has completed drafts of these ads.
Book two weeks of advertising in the Aylmer Express, Port Stanley Villager and West Elgin Chronicle	Book for weeks of October 19-24 and October 26-31	Carolyn
Design and print inserts promoting the survey link for inclusion in library curbside orders.	October 13-14	Carolyn
Send paper copies of the Survey to Libraries along with the inserts for inclusion in orders.	October 14 or 15	To correspond with the delivery van. Carolyn to coordinate.
Investigate mass mailing costs and options through Canada post.	October 15 any beyond	Katherine to investigate with assistance from Economic Development (this has been explored before and Jessica Silcox

		may have the information already available)
Review Survey Progress and number of completed surveys	October 28	October 28 is two weeks into the three week period of the survey. Reviewing the participation rate will allow us to know if we need to take action to get more responses.
Explore enhanced advertising and distribution as needed	October 28 and beyond.	

Electronic Distribution Methods:

- Email requesting distribution to mailing list and contacts
 - EFA
 - Tourism Members and Economic Development Contacts
 - Aylmer Chamber
 - St. Thomas Chamber
 - Port Stanley BIA
 - Local Municipal Partners (electronic mailing lists?)
 - County Councillors
- Social Media Accounts (Twitter, Facebook, Tourism Instagram)
- Website

Paper Distribution

- Local Municipal Partner Offices
- Library branches
- County of Elgin Administration Building

Current Internet Service Provider Survey

1. Do you provide internet service in Elgin County? (Yes or No)
2. If No, Why Not? (Text Box)
3. If yes, which municipalities do you provide service in? Check all that apply.
 - a. Municipality of Bayham
 - b. Township of Malahide
 - c. Town of Aylmer
 - d. Municipality of Central Elgin
 - e. Municipality of Dutton Dunwich
 - f. Township of Southwold
 - g. Municipality of West Elgin
4. What type of service do you provide? Check all that apply.
 - a. Fiber
 - b. DSL
 - c. Wireless
 - d. Satellite
 - e. Cellular
5. If you provide wireless services, does the wireless equipment use licenses or unlicensed spectrum?
(unlicensed spectrum or licenses)
6. What are the barriers that exist to providing service?
 - a. Cost of installing infrastructure
 - b. Access to funding
 - c. Trees and physical obstacles
 - d. Low population density
 - e. Other

If other please specify: (text box)
7. What would help to remove these barriers? (text box)
8. Have you applied for government funding for a broadband project? If you have not applied why? (Text Box)

9. What do you need to achieve the last mile? (Text Box)
10. How can we work together to implement solutions? (Text Box)
11. How can we make the business case work to build rural fibre? (Text Box)
12. What are the most common customer complaints regarding rural internet access? (text box)
13. What are you willing to contribute? Check all that apply.
 - a. Technical expertise
 - b. Become a member on the committee
 - c. Participate in a connectivity forum
 - d. Connectivity infrastructure
 - e. OtherIf other please specify: (text box)
14. Have you conducted a cost benefit analysis for building rural fibre? If yes, can you share that information with us? (text box)
15. Would you be willing to participate in a connectivity forum to assist in finding a solution to rural connectivity challenge in Elgin County? (yes or no)
16. Would you be willing to meet with the Connectivity Committee Chair, Warden and CAO to further discuss opportunities for partnerships in Elgin County?
17. If you are willing to engage in further dialog with the County of Elgin please provide an email address where the County can contact a representative of your organization (Text box).