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File: 2000

1999-12-08

FIFTY-FIFTH ANNUAL MEETING

OF THE

GENERAL COUNCIL

MINUTES of the fifty-fifth Annual Meeting of the General Council of the Radio Advisory Board of Canada, held in the Drawing Room of the Chateau Laurier, Ottawa, Ontario,

at 09:30 on **7 December 1999**

PRESENT

EXECUTIVE COMMITTEE

Officers

| | | |
|--------------------------|------|-----------------|
| Ron Coles (Chair) | EFC | President |
| Phil Saunders | RABC | Past President |
| Michelle Beck | CCTA | Vice President |
| Francine Boucher | RCMP | Vice President |
| Guy Boulay | CWTA | Vice President |
| David Farnes | CWTA | Vice President |
| Kirk Nesbitt | CAB | Vice President |
| Ted Campbell (Secretary) | RABC | General Manager |

Committee Chairs

| | | |
|--------------|---------------|--|
| Kirk Nesbitt | CAB | Broadcasting Committee |
| P.F. Ng | Rogers Cantel | Electromagnetic Compatibility Committee |
| Bill Taylor | BTG* | Fixed Wireless Communications Committee |
| Bob Simmonds | Cleartnet | Mobile and Personal Communications Committee |

Ex-officio

Dr. Robert W. McCaughern Industry Canada

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David Culliford, *Executive Vice President (CEA)*, Paul Richardson, *Vice President (BTG)*, and Paul Frew, *Chair, Refarming Committee (EFC)* sent regrets.

* Bell Telecom Group

Sponsor Member Representatives

| SPONSOR | REPRESENTATIVES |
|--|--|
| APCO Canada | M. Thompson |
| Bell Telecom Group | Lawrence Lainchbury Jeremy Phillips Bill Taylor |
| Canadian Association of Broadcast Consultants | <i>No representative</i> |
| Canadian Association of Broadcasters | Kirk Nesbitt W. Stacey |
| Canadian Broadcasting Corporation Canadian Cable Television Association | Suzanne Lamarre Michele Beck |
| Canadian Electricity Association | Yvon Depratto |
| Canadian Space Agency | <i>No representative</i> |
| Canadian Wireless Telecommunications Association | David Farnes Guy Boulay Peter Minaki |
| Clearnet Inc. | R. C. Simmonds |
| Department of National Defence | Steve Sibbald |
| Electro-Federation of Canada Inc. | Patrick Carrey Ron Coles Rob Fraser Andy McGregor Peter Minaki |
| Frequency Coordination System Association | Lionel Burns Al Moreno |
| Ministry of the Solicitor General - O.P.P. Telecommunications Section | <i>No representative</i> |
| Mobility Canada | Darlene Farrow Panna Burman Ed Prior Gary Rolston |
| Municipal Electric Association | <i>No representative</i> |
| NAV CANADA | Eric Augstman |
| Radio Amateurs of Canada | Don Rowed |
| Railway Association of Canada | Walter Dabisza Jacques Darrah |
| Rogers Mobile Communications Inc. | P.F. Ng |
| Royal Canadian Mounted Police | Francine Boucher Guy Millaire Kathy Vezina |

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| SPONSOR | REPRESENTATIVES |
|---|-----------------|
| Western Canada Telecommunications Council | Tom Lam |

Voting member in **bold**

INDUSTRY CANADA REPRESENTATIVES

| NAME | DIVISION |
|---------------------------|----------------|
| Chantal Beaumier | Regulatory |
| Paul Blais | Engineering |
| Darius Breau | Regulatory |
| Jean-Claude Brien | Engineering |
| B.A. Brown | Engineering |
| Rebecca Chan | Engineering |
| Arto Chubukjian | Engineering |
| Mike Connolly | Regulatory |
| Michel Gaudreau | Engineering |
| Kathy Ha Hau | Engineering |
| Hibtullah Khomusi | Engineering |
| Chantal Lamarche | Engineering |
| Suzanne Lambert | Engineering |
| Fern Léger | Policy |
| Vassilios Mimis | Engineering |
| Mike Miller | Engineering |
| Jan Skora | Regulatory |
| Sabah Towajj | Engineering |
| Phuong Vu | Engineering |
| David Warnes | Telecom Policy |
| George Zurankowski | Engineering |

Speakers in **bold**

GUESTS

| NAME | REPRESENTING |
|---------------|--------------|
| Gerald Bergin | CRTC |
| Luc Boucher | CRC |

CALL TO ORDER BY THE PRESIDENT

The 55th Annual Meeting of the General Council of the Radio Advisory Board of Canada was called to order by the President, Coles, at 09:30.

ITEM DISCUSSION

1. Welcome And Introduction

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Ron Coles welcomed delegates to Ottawa and invited those present to introduce themselves.

Action: Nil

Item: Closed

2. Approval Of The Agenda

The DRAFT Agenda was circulated and posted on the RABC web site at www.rabc.ottawa.on.ca prior to the meeting.

Action: Nil

Item: Closed

3. Approval Of The Minutes Of The 54th Annual Meeting

The President presented the DRAFT minutes of the 54th meeting, held in Ottawa on 1 December 1998.

In reviewing the minutes of the last meeting, the President noted that there were no “Open” items and as a result, there was no business arising from the last meeting.

It was moved by **Don Rowed, *Radio Amateurs of Canada***
and seconded by **Guy Millaire, *Royal Canadian Mounted Police***
that the minutes should be adopted as presented.

Carried

Action: Nil

Item: Closed

4. President's Report

The President tabled his annual report which was included in the meeting book and is available on the Board's web site. In his verbal comments he noted that the pace of activity had increased, again, and showed no signs of lessening as we entered a new era. This would be a challenge for committee and sub-committee leaders and members alike. He stressed the need to continue to strengthen the *partnership* between Industry Canada and the Radio Advisory Board of Canada so that we can continue to offer Canadians modern, economical, reliable radiocommunication products and services.

The Chairmen of the various technical committees were thanked for their efforts and the support which they had provided the President and they were asked to convey the Board's appreciation to their committees.

Finally, he thanked the staff of the RABC office for their efforts over this past year.

Action: Nil

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Item: Closed

5. Industry Canada Comments

Dr. Robert W. McCaughern, Director General Spectrum Engineering, congratulated Board members on another successful year. Notes for his remarks were provided in the meeting book and are available on the RABC web site at www.rabc.ottawa.on.ca

6. Financial Report

Ted Campbell, *General Manager*, presented the financial report on behalf of **David Culliford**, *Canadian Electricity Association*, the *Executive Vice President* who could not attend. The financial report was in four parts:

The auditors report for FY 1998/99;

A proposed new dues structure;

The FY 1999/2000 budget; and

The appointment of the auditor for FY 1999/2000.

6.1 Auditor's Report

The *General Manager* explained that the conversion to an accrual based system of accounting was still ongoing and, therefore, the accounts still reflected payments actually made in FY 1997/98 in the FY 98/99 expenses but some payments received – including some Spectrum 20/20 income which was received in 97/98 were not brought forward to offset those sums – they were reported in 97/98 as income. This situation should be clear by the end of FY 01/02 when we will have a consistent picture of our income and expenses.

It was moved by **Bob Simmonds**, *Clearnet*

and seconded by **Mark Thompson**, *APCO Canada*

that the Auditor's Report should be accepted.

Carried

6.2 Dues for FY 1998/99

Ted Campbell explained that there were two proposals for dues for 1999/2000. He reminded members that, several years ago, it was agreed that all members, except *Canadian Association of Broadcast Consultants (CABC)*, should migrate to a common dues level. This was accomplished

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last year for all members except *Western Canada Telecommunications Council (WCTC)*. This year:

- *WCTC* wishes to propose that its dues should *fall* to \$210.00 (the same level as *CABC*);
- The Executive proposes dues for all members, except *CABC*, should be set at \$3135.00. This represents a very large increase for *WCTC* and no change for all other members.

Tom Lam of *WCTC* was invited to explain the *WCTC* position.

Tom Lam stated that *WCTC* reluctantly agreed to accept the Executive's position; in recognition of the changing state of the membership of the Board and of *WCTC*. *WCTC* would have preferred a two year phase-in of this steep dues increase but agreed, again, to support the majority view. **Tom Lam** recommended that the Executive should consider the dues structure to take into account the relative benefits which membership brings and the contributions of members to the various goals of the Board: including providing regional representation.

The *President* thanked **Tom Lam** and the *WCTC* for its cooperation and understanding in this matter. He reported that the Executive had begun a discussion, just the previous day, of dues structures and the *Executive Vice President* would discuss this, further, with members of the General Council.

It was moved by **Guy Millaire**, *Royal Canadian Mounted Police*

and seconded by **Don Rowed**, *Radio Amateurs of Canada*

that the proposed dues structure proposed by the Executive should be adopted.

Carried

6.3 Budget for 1999/2000

The *General Manager* presented the budget for 1998/99.

It was moved by **Kirk Nesbitt**, *Canadian Association of Broadcaster*

and seconded by **Jacques Darrah**, *Railway Association of Canada*

that the budget should be accepted as presented.

Carried

6.4 Appointment Of Auditor

It was moved by **Wayne Stacey**, *Canadian Association of Broadcasters*

and seconded by **Don Rowed**, *Radio Amateurs of Canada*

that *McCay, Duff & Company*, Chartered Accountants, of Ottawa should be appointed as the Board's auditors for FY 1999/2000.

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Carried

Action: Nil
Item: Closed

7. Report Of The Nominating Committee

Phil Saunders Chairman of the Nominating Committee, presented the Nominating Committee Report which had been included in the formal notice of the Annual Meeting. The Nominating Committee in addition to the Chairman consisted of **Mr. Paul Frew** of the *Electro-Federation of Canada* and **Mr. Bill Taylor** of *Stentor*, both Committee Chairs. Their nominations for the Executive for 1999-1999 were as follows:

| | | | |
|--------------------------|------------------|------------|-------------|
| President | Ron Coles | (EFC) | (continues) |
| Past President | Phil Saunders | (EFC) | (continues) |
| Executive Vice-President | David Culliford | (CEA) | (continues) |
| Vice President | Michele Beck | (CCTA) | (continues) |
| Vice President | Francine Boucher | (RCMP) | (continues) |
| Vice President | Guy Boulay | (CWTA) | (continues) |
| Vice President | David Farnes | (CWTA) | (continues) |
| Vice President | Kirk Nesbitt | (CAB) | (continues) |
| Vice President | Paul Richardson | (Stentor)* | |

In accordance with the By-Law amendment passed at the 53rd Annual Meeting in 1997, nominations closed 48 hours before the meeting. As neither the Chair of the Nominating Committee nor the Secretary had received any nominations the slate of candidates for 1999/2000 was presented to the General Council for its consideration.

Action: Nil
Item: Closed

8. Election of Officers

It was moved by **Phil Saunders**
and seconded by **Lionel Burns**, *Frequency Coordination System Association*
that the slate of officers listed in Item 7, above, should be elected.

Carried

Action: Nil
Item: Closed

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9. By-Laws And Working Procedures Amendments

The Chair introduced proposed changes to the Constitution, By-Laws, Working procedures and Guidance for Committee Chairs – the latter two being appendices to the By-Laws. He noted that the last two documents were quite new, rather than revisions, and that the amendments to the By-Laws and the Constitution were, in general, consequential to them. He reminded members that the Executive proposes that the length of time available for sponsors to consider documents at the ballot stage has been reduced in order to give committees more time to do the actual work. Time is the only resource the Board can give to committees and the Executive is convinced – based on the current rate at which ballot responses are received that these new times are acceptable.

The Chair invited the *General Manager* to deal with the documents in ‘reverse’ order.

Two editorial corrections were made:

- The last part of **ARTICLE IX** of the Constitution is to be changed from ‘... ensure geographical representation. From all sectors of the ...’ to ‘... ensure geographical representation from all sectors of the ...’
- ‘Advise’ on the first line of **General** on page 1 of Appendix A to the By-Laws is to be changed to ‘Advice’

Lionel Burns, Frequency Coordination System Association questioned the use of ‘non-profit’ in the first sentence of **ARTICLE II** of the Constitution; he suggested that ‘not-for-profit’ might be a better choice. The General Council directed the *General Manager* to seek expert advice and to make a change, if necessary, as an editorial correction.

It was moved by **Phil Saunders, Past President**

And seconded by **Suzanne Lamarre, Canadian Broadcasting Corporation**

That the new Constitution, By-Laws, Working procedures and Guidance for Committee Chairs should be adopted as presented and corrected

Carried

Action: *General Manager* to verify wording in **ARTICLE II** of the Constitution, make the editorial corrections and publish the revised/corrected documents on the web site.

Item: Open

10. Date Of The 2000 Annual Meeting

The President announced that the fifty-sixth Annual Meeting would be Tuesday, 28 November 2000 in Ottawa at the Château Laurier. Members will be advised of the final details in due course. This meeting will be the day before Spectrum 20/20 2000.

Action: Nil

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Item: Closed

11. Sectoral Reports By Industry Canada

The actual sequence in which the first four reports was changed so that the International Branch report was given last.

11.1 R&D Initiatives

Dr. Metin Akgun of CRC presented a report on R&D activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

11.2 International Branch

Dr. Robert W. McCaughern presented a report on international activities. He noted that the report was prepared by Dr. Bruce A. Gracie, but Dr. Gracie, and several other Industry Canada members are away at a CITEL meeting. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

11.3 Regulatory Branch

Mike Connolly presented a report on operations and regulatory activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

11.4 Policy Branch

Fern Léger presented a report on policy activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

The President thanked Industry Canada for these sectoral presentations and noted that Engineering Branch would make detailed comments during Committee reports.

Action: Nil

Item: Closed

13. Committee Reports By Chairmen And Industry Canada Representatives

13.1 Broadcasting Committee

Kirk Nesbitt (*Canadian Association of Broadcasters*), the Chair of the Broadcasting Committee, presented his report; a copy of the full report was tabled in the meeting book. The report and the slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

George Zurankowski of Industry Canada presented comments on the Broadcasting Committee's area. Copies of his slides are also available on the web site.

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The President thanked **Mr. Nesbitt** and **Mr. Zurankowski** and the Committee members for the significant work of the Broadcasting Committee over the past year.

13.2 Electromagnetic Compatibility Committee

P.F. Ng (*Rogers Cantel Inc.*), Chair of the Electromagnetic Compatibility Committee, presented his report; a copy of the full report was tabled in the meeting book. The report and the slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

Hibullah Khoumesi of Industry Canada presented comments on the EMC Committee's area. Copies of his slides are also available on the web site.

The President thanked **Mr. Ng** and **Mr. Khoumisi** and the Committee members for the significant work of the Electromagnetic Compatibility Committee over the past year.

13.3 Fixed Wireless Communications Committee

Bill Taylor (*BTG*), Chair of the Fixed Wireless Communications Committee, presented his report; a copy of the full report was tabled in the meeting book. The report and the slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

Rebecca Chan of Industry Canada presented comments on the FWC Committee's area. Copies of her slides are also available on the web site.

The Chair thanked **Mr. Taylor** and **Ms. Chan** and the Committee members for the significant work of the Fixed Wireless Communications Committee over the past year.

13.4 Mobile and Personal Communications Committee

Bob Simmonds (*Cleartel Inc.*), Chair of the Mobile and Personal Communications Committee, presented his report; a copy of the full report was tabled in the meeting book. The report and the slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

Jean-Claude Brien of Industry Canada presented comments on the M&PC Committee's area and on the work of the Refarming Committee. Copies of her slides are also available on the web site.

The President thanked **Mr. Simmonds** and **M. Brien** and the Committee members for the significant work of the Mobile and Personal Communications Committee over the past year.

13.5 Refarming Committee

Paul Frew (*EFC*), Chair of the Refarming Committee, was unable to attend; a copy of his full report was tabled in the meeting book and is available from the RABC web site.

In conclusion, the President congratulated all committee, sub-committee and working group members for their efforts in 1998/99. Their work, he noted, was the 'real' work of the Board and

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he asked members of the General Council to join him in his thanks for work done and, in advance, for even more good work yet to be done.

Action: Nil
Item: Closed

14. CRC Wireless Test Bed

Luc Boucher of *CRC* gave a presentation on the Wireless Test Bed. This report was received with interest by members.

Action: Nil
Item: Closed

15. Spectrum 20/20 2000

The *General Manager*, who is also Chair of the Spectrum 20/20 organizing committee as part of his paid duties, presented a report on Spectrum 20/20 2000. **Sabah Towajj**, *Chair of the Spectrum 20/20 2000 Programme Committee* gave a brief outline of the symposium. The theme is **Great Expectations** and **Dr. Towajj** assured members that their own **Great Expectations** for a symposium which gets better and better would be satisfied.

Action: Nil
Item: Closed

16. Any Other Business

There was no other business

Action: Nil
Item: Closed

17. Adjournment

The President expressed his appreciation to those present for their participation in and contributions to this 55th Annual General Meeting and for their continued support for the Board in pursuit of its goals.

He thanked the companies and organizations sponsoring the 1999 AGM:

- *Bell Canada*
- *Bell Mobility*
- *Cantel – AT&T*
- *Clearnet*

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- *Frequency Coordination System Association*
- *Imagineering*
- *Motorola*
- *NAV CANADA*

He invited everyone to join him for at a small reception.

He wished everyone well and adjourned the meeting at 16:35.

//original signed by//

E.R. Campbell

General Manager

19 December 1999