

The Township of Tiny
2024 Township of Tiny Administrative Centre (TTAC) Ad Hoc Committee
Terms of Reference

a. Committee members

Council hereby formally establishes the TTAC Ad Hoc Committee (the “Committee”) as a Committee of Council under the provisions of the *Municipal Act*. Members of the Committee shall be appointed by Council.

b. Objectives

The objectives of the Committee are as follows:

- i) To review the public space(s) component of the new administrative centre in anticipation of making recommendations for same.
- ii) To vet public feedback on the building features received from the Public Information Centres (PICs) with consideration of the potential cost and overall benefit.
- iii) To make recommendations on building features and enhancements for the public space(s), i.e. murals and artwork displays.
- iv) To make recommendations on fundraising initiatives or contests, i.e. room naming and “buy a brick” opportunities.
- v) To make recommendations on accessible features for the public space(s).
- vi) To report back to the Township of Tiny Administrative Centre Committee on its findings and recommendations.

c. Term

The Committee will meet on an as-needed basis, at the call of the appointed Chair, with the Committee being in place for the duration of the administrative centre construction. The Committee will commence after the July 2024 PICs.

d. Composition

- i) The Committee shall consist of seven (7) non-elected voting citizen members and one (1) elected voting member of Council, as well as a staff resource (non-voting) and recording secretary (non-voting).

- ii) The seven (7) non-elected voting citizen members shall be selected through an open recruitment process and their appointments approved by Council.
- iii) The Committee shall appoint a Chair and Vice-Chair to be elected at the first meeting. Any voting member of the Committee shall be eligible to serve as Chair or Vice-Chair of the Committee. The Chairperson, and in their absence the Vice-Chair, shall preside over meetings and Committee business.
- iv) Each Committee member shall be paid as per the current by-law setting remunerations of Council members and Committee members (\$35 for Committee members and \$45 for the Chair per meeting).
- v) Committee members must adhere to the Township of Tiny Code of Conduct for Local Boards/Committees.

e. Meetings and Minutes

- i) All Committee meetings shall be open to the public.
- ii) Committee meeting minutes shall be forwarded to Council.
- iii) In the conduct of business, all eight (8) members of the Committee have equal voting rights.
- iv) The meetings shall be at the call of the Chair in consultation with the Recording Secretary. Additional meetings may be called at the request of the Chair with at least one week's prior notice.
- v) A Recording Secretary will be provided to assist at meetings. The Recording Secretary, in consultation with the Chair, will circulate an agenda for each meeting and take minutes of the meetings accordingly. The Recording Secretary will assist with the organization of meeting dates and subsequent notifications.
- vi) Resignations shall be tendered in writing to the Chair. The Chair shall advise Council through the Township Clerk. Subject to the remaining term, a replacement member shall be appointed at the discretion of Council.
- vii) Any appointed member shall be deemed to have resigned himself or herself from his/her respective appointment if he/she has missed three (3) consecutive meetings without being authorized to do so by a resolution of the Council and entered upon its minutes.

f. Quorum

- i) A majority of the voting members constitute a quorum at meetings.
- ii) If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting must be re-scheduled.

g. Transportation

- i) Mileage to and from the Committee meetings will not be reimbursed, as per the current by-law setting remuneration of Council members and Committee members.