

TAY VALLEY TOWNSHIP

CANADA 150 WORKING GROUP TERMS OF REFERENCE

In support of celebrations of the 150th Anniversary of Confederation, Tay Valley Township deems it appropriate to establish a Canada 150th Working Group.

MANDATE

The purpose of the Working Group is to provide advice and recommendations to Council regarding initiatives to be held during 2017 that honour the rich heritage of Tay Valley Township. To fulfill its mandate, it is anticipated that the Working Group will, among other things:

- Plan and coordinate, in conjunction with the Township's Recreation Working Group when appropriate, celebratory events with a heritage theme specifically for Tay Valley Township residents;
- Offer support to selected events organized by community groups in Tay Valley Township with the agreement of the organizing committees;
- Partner with community groups for new events with a heritage theme;
- Support the development of legacy projects; and
- Recommend to Council priority projects and activities.

REPORTING RESPONSIBILITY

The Canada 150 Working Group will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Planner or designate. The Working Group will present an annual report to the Committee of the Whole touching on the Working Group's activities over the last year and upcoming issues. In-year updates from the Working Group will be communicated to the Committee of the Whole on a regular basis by the Council Member representative. A final report on the year-long anniversary celebrations, ending December 31, 2017, will be provided to Council.

MEMBERSHIP

The Canada 150 Working Group shall comprise a minimum of five (5) members appointed by Council with representation from the three township wards where possible. Replacement members can be appointed, if needed, during the course of the term. One member shall be a Council Member, who will also serve as Chair. The Planner or designate shall act as a resource person to the Working Group. Members are expected to have a valid criminal record check in keeping with the Council approved policy.

MEETINGS

The Working Group will meet at least quarterly or at the call of the Chair or Planner (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Planner or designate will serve as recording secretary. Meeting Minutes will record those

members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Township Office.

TERM

The term of appointment shall be for the year 2017 at the pleasure of Council. It is anticipated that the Working Group will be disbanded by December 31, 2017.