



Griffith Mile Committee

Terms of Reference

2023

Purpose

The mandate of the Griffith Mile Committee is to make a recommendation to Council regarding improving the safety of Highway 41 through the village of Griffith.

Membership

The Committee shall consist of a minimum of four (4) volunteer members and a member of Council.

The committee shall have no more than eight (8) volunteer members.

Meetings

This Ad Hoc Committee will act as a committee, making a recommendation to Council. In this function:

- All committee meetings shall be open to the public to observe
- Meetings shall be held as required, at the call of the Chair
- Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Township's website, Facebook page, and bulletin board on the outside of the Township Office.
- The Committee shall meet as often as needed
- Quorum shall be the majority of committee members appointed
- Additional members may be added by Council resolution

Staff Contact/Administrative Support

The CAO will assign staff for agenda and minute taking responsibilities, and other tasks as deemed appropriate.

Final Report

The Committee shall prepare a final report on steps to improve safety on Highway 41 through the Village of Griffith. As part of the report, the Committee will advise whether there is merit in the Committee continuing and if so what the Committee hopes to achieve.

Term

Ideally, members of the Committee will be appointed at the Regular March 2023 Council Meeting. The Committee will cease once the final report has been submitted to Council unless a decision is made by Council to continue the Committee.