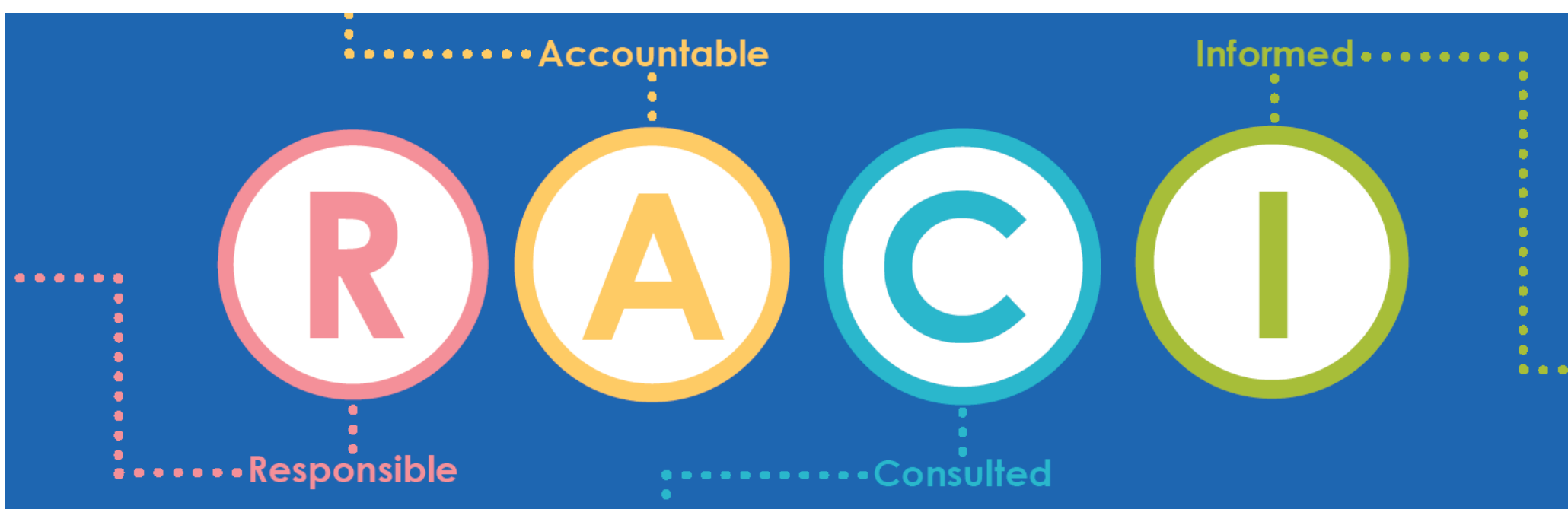


RACI Chart

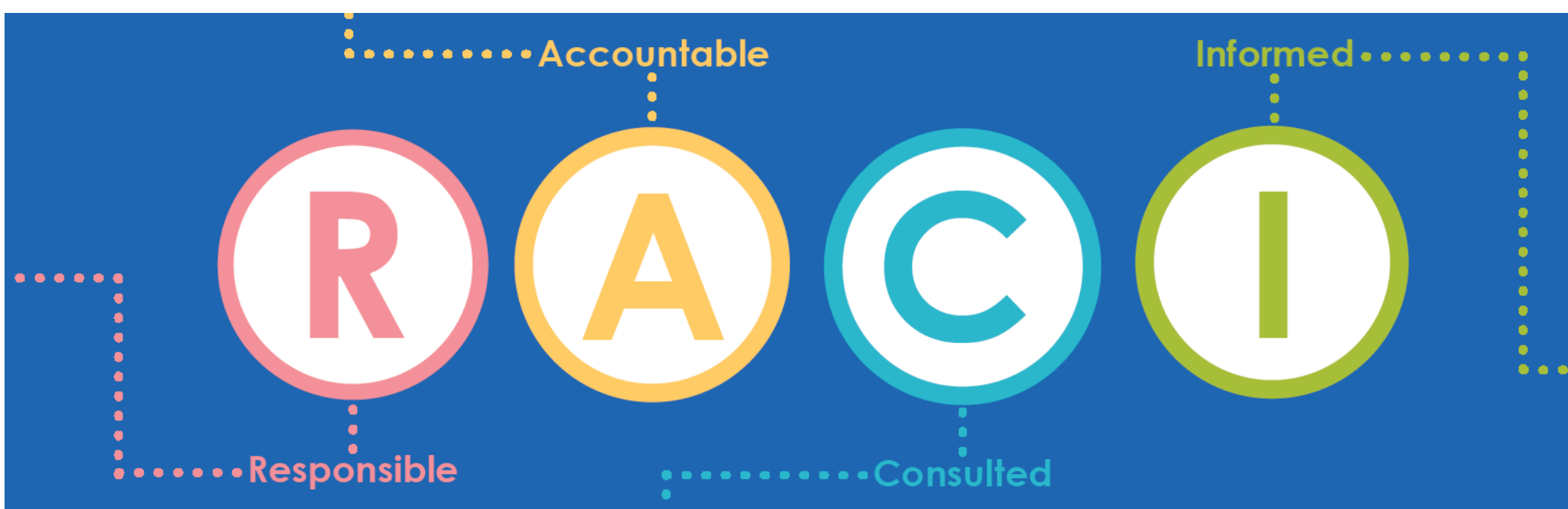
Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Analyze the guest services models for the library, gallery, tourism	June 2024	Aidan Tim	Aidan Tim	Tim Nicholls Harrison Melissa Crannie Staff – TTAG Staff - Library	Pam Coulter Tim Simmonds HR Shawn Dubosq Advisory Committee Library Board	Develop list of guest services / synergies Explore comparable staff levels
Analysis and capital costing for different project options (Tourism at TTAG, Library, Tourism at TTAG)	Sept 2024	Aidan Shawn	Aidan Shawn	Tim Nicholls Harrison Melissa Crannie Staff – TTAG Staff - Library Melissa/Annie Diamond & Schmitt Consultants	Pam Coulter Tim Simmonds TTAG Advisory Committee Library Board	Cost of removing the wall Cost of Tourism at the TOM





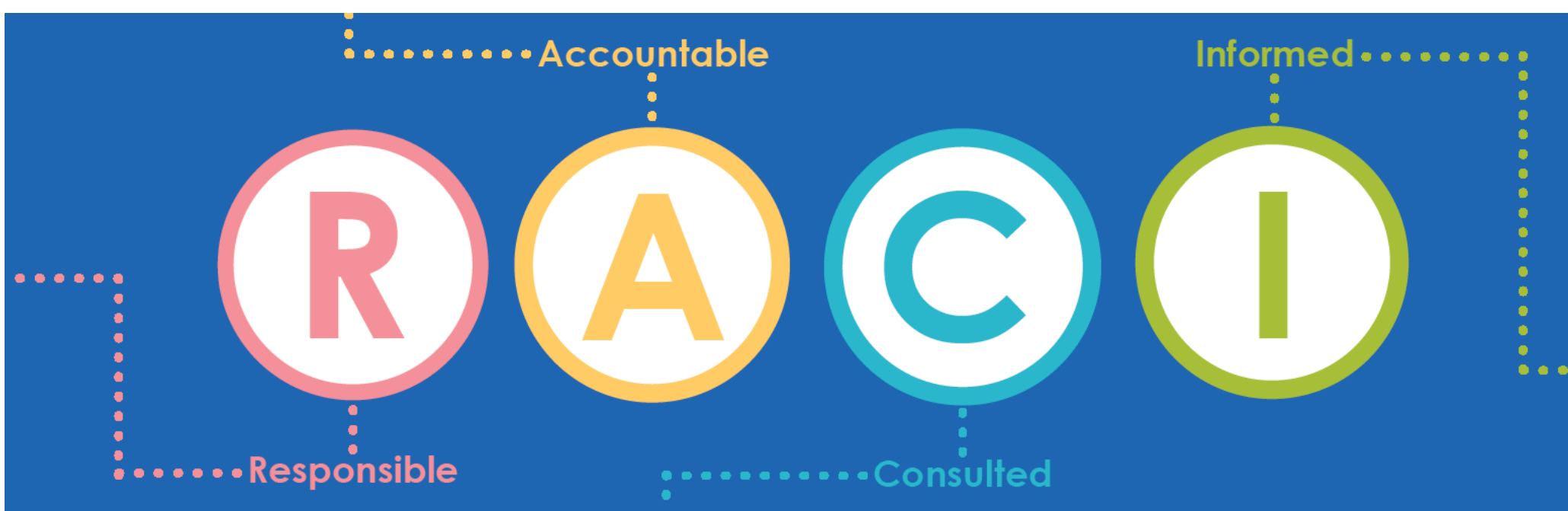
				IT Services		Financial Analysis
Review the TTAG expansion feasibility study to determine impact on business case	March 2024	Aidan Tim Nicholls Harrison Pam Coulter	Aidan Tim Nicholls Harrison Pam Coulter	Melissa Crannie HR Staff – TTAG Staff - Library Melissa/Annie Diamond & Schmitt Consultants	Tim Simmonds TTAG Advisory Committee Library Board	
Review how library, gallery, tourism utilize volunteers	June 2024	Aidan Tim Nicholls Harrison	Aidan Tim Nicholls Harrison	Melissa Crannie Melissa/Annie Kim Skene Shawn Dubosq TTAG Staff Library Staff	Pam Coulter Tim Simmonds Shawn Dubosq TTAG Advisory Committee Library Board	Explore retention and attraction opportunities





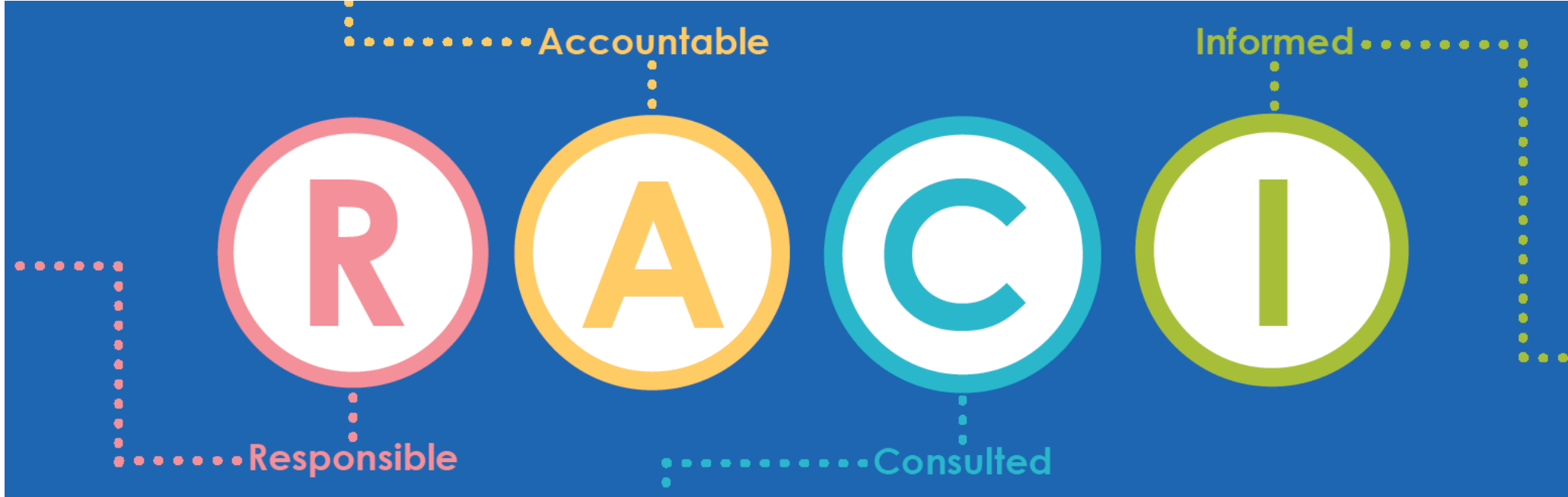
Develop model options for greeting desk/ triage	June 2024	Tim Nicholls Harrison	Tim Nicholls Harrison	Melissa Crannie Kim Skene Melissa/Annie Shawn Dubosq TTAG Staff Library Staff IT Services	Pam Coulter Tim Simmonds Shawn Dubosq TTAG Advisory Committee Library Board	
Review library, tourism, TOM operations hours and possible models	Sept 2024	Tim Nicholls Harrison	Tim Nicholls Harrison	Melissa Crannie Kim Skene Melissa/Annie Shawn Dubosq TTAG Staff Library Staff	Pam Coulter Tim Simmonds Shawn Dubosq TTAG Advisory Committee Library Board	Including security, staffing hours
Analyze impact on health and safety for staff and the public	June 2024	Tim Nicholls Harrison	Aidan	Clancy Crannie ne	Pam Coulter Tim Simmonds Shawn Dubosq Melissa Crannie Tim Nicholls Harrison	Number of incidents





					TTAG Advisory Committee Library Board	
Research on other shared models for like institutions	April 2024	Aidan	Aidan	Tim Nicholls Harrison Melissa Crannie	Pam Coulter Tim Simmonds Shawn Dubosq TTAG Advisory Committee Library Board	Volunteers
Develop the business case and present it to Committee	Oct 2024	Aidan	Aidan	Tim Nicholls Harrison Pam Coulter Melissa Clancy	Tim Simmonds Shawn Dubosq Melissa Crannie TTAG Advisory Committee Library Board	Collaboration, shared resources, staffing (union, non-union), hours, costing, attendance,





						Financial Analysis
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