



## **TRAILS (TAC) Advisory Committee**

### **TERMS OF REFERENCE**

(Approved by Council February 2, 2016)

#### **1.0 GOAL**

To provide advice and assist the Council through the office of the Chief Administrative Officer (CAO/Town Manager) and the citizens of the Town of Erin on matters associated with Trails and Trail development within the community.

#### **2.0 PRINCIPLES**

Principles that guide the Trails Advisory Committee (TAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for trail development and utilization within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

#### **3.0 MANDATE**

The mandate of the Trails Advisory Committee (TAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) on a range of multi-disciplined trail development including but not limited to:

- To initiate and provide advice with respect to the properties best suited for multi-disciplined trails use within the Town of Erin;
- To provide advice as to how trail development features may be achieved through the adoption of appropriate municipal policies;
- To establish criteria for the evaluation of public and/or private properties of interest;
- To promote the awareness of the Town of Erin's existing network of trails and those proposed through publications, events, public speaking, displays, signage and plaques;
- To advise on relevant development, applications and funding opportunities that may be available for trail development in the Town;

- To report on multi-disciplined trail development opportunities in a broader sense as it relates to mandate features and utilization;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees.

#### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Trails Advisory Committee (TAC) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a one year term to run consistent with the appointments of Council representatives. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, and recording secretary for TAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Officer (CAO) relating to TAC Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, TAC may recommend the removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, the Council shall request that Council appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the TAC appointment periods. Council may

also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.

- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request of the CAO to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

## **5.0 REPORTING**

- 5.1 TAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 TAC reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. TAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when TAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, TAC shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of TAC over the previous year;
  - b) Describe ongoing activities and issues and identify any priorities/concerns, and
  - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council a copy of same, through the Clerk's office.

## **6.0 OPERATING BUDGETS**

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.

- 6.2 Committee members will receive no remuneration for their involvement in TAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by TAC through the Office of the CAO.

## **7.0 CONFLICT OF INTEREST**

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

## **8.0 STAFF LIAISON AND SUPPORT SERVICES**

- 8.1 Administrative support to be provided by the Town will include: the coordination of TAC related communications and correspondence; ensuring TAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Direct of Finance/Treasurer will administer the TAC budget.

## **9.0 MEETINGS**

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include TAC members, with the approval of the Chair, provided a TAC member chairs the sub-committee. Sub-committees shall report to the TAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **10.0 AMENDMENTS**

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 TAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.