

MUNICIPALITY OF NORTH GRENVILLE

TERMS OF REFERENCE

Active Transportation Advisory Committee

Purpose

The mandate of the Active Transportation Advisory Committee is to implement the integrated trails strategy within the Municipality of North Grenville and to expand, enhance and promote a public Municipal active transportation system, which includes both on land and water.

The Active Transportation Advisory Committee shall:

- a) Research and gather information on best practices for trails development and opportunities for external funding;
- b) Recommend the maintenance or development of all trail systems and any other trail systems within or connecting Municipal parks (existing or proposed), including signage or trail markers, including connecting to other trail systems within the County;
- c) Recommend promotional materials and organize/participate in events to promote trail use;
- d) Assist in prioritization of trail development; and
- e) Receive items for information, discuss trails-related matters and make written recommendations to Council

The Committee shall have regard to the shared priorities of the Council Workplan and forthcoming Community Strategic Plan.

Membership

The Committee shall be comprised of a minimum of 4 and a maximum of 9 volunteer members and up to 2 member of Council, all of who have voting rights. A staff person(s) from Parks, Recreation & Culture may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) influential decision makers (current and retired) from various business/industry sectors;
- b) individual members willing to take on specific responsibilities for specific areas of the program;
- c) the individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) availability of members to participate in the programs/policies and attend Committee meetings.

The Committee shall endeavor to have at least one member under the age of 25 and shall endeavour to be gender balanced.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Chair and Vice Chair from among its volunteer members. The positions will be elected by a secret ballot by a majority of the voting members of the Committee.

The Chair and Vice Chair will have a concurrent four-year term. In the absence of the Chair and Vice Chair, the Committee shall appoint an Acting Chair.

The Committee Chair or Vice Chair will present the Committee's report and recommendations to the Municipality's Committee of the Whole or Council, as required.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year. Additional meetings shall be held at the call of the Chair.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Clerk's Office within one week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members in attendance in person.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote of those in attendance.

Department Jurisdiction

Parks, Recreation & Culture - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Director of Parks, Recreation & Culture

Administrative Support

The Clerk's Office shall provide minute taking and agenda preparation and distribution in conjunction with the Chairperson.

Budget

The Committee will prepare an annual budget for individual projects or tasks to be undertaken in any year. The Director of Parks, Recreation & Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.