

HALDIMAND COUNTY TRAILS ADVISORY COMMITTEE

TERMS OF REFERENCE

Goal

To expand, enhance and promote a public trail system within Haldimand County consistent with the County's Trail Master Plan. This trail system will support a variety of travel modes and will contribute to the County's overall quality of life.

Mandate

The purpose of the Haldimand County Trails Advisory Committee (HCTAC) is to represent and oversee trail interests on behalf of the residents and trail interest groups across Haldimand County.

The primary mandate is to establish implementation priorities and potential funding partnerships to develop the trail system. This trail system will support in the long term, healthy and active lifestyles for the residents and promote additional tourism in Haldimand. The Committee is to give advice to provide a livable and environmentally friendly county that is accessible and safe for commuting by cyclists and pedestrians, for recreational and utilitarian use of trails, and other elements of active lifestyles.

Committee Responsibilities

- Establish a workplan for the first year of operation and each year following and share with Council in January of each year;
- Assist with establishing annual priorities for implementation of the Master Plan for Council approval;
- Provide advice to Council on the implementation of trail network improvements and new projects;
- Assist community partners with or pursue funding opportunities and grant applications;
- Identify and assist with the development of partnerships for implementation and management of the trail system;
- Provide input on trail issues and opportunities in Haldimand County;
- Remain abreast of, and communicate regularly with other regional, provincial and national trails and active transportation organizations;
- Work in collaboration with Haldimand County's neighbours in establishing and maintaining interregional trail connections;
- Assist with public relations and the development and delivery of educational and promotional programs and events;
- Provide representation for the variety of trail user groups and other stakeholders they represent and in doing so, disseminate information to trail related groups;
- Assist with the organization of, and participate in trail action and event days such as trail cleanups;

- Prepare and deliver an annual report to Council regarding the past year's successes and challenges, along with a priority and action plan including budget implications for the coming year.

Committee Composition

The committee should be made up of at least 8 voting members, but not more than 12 voting members, led by the Manager of Community Development and Partnerships. This staff coordinator role would be dedicated to the coordination of trail and active transportation and cycling initiatives, and would provide facilitative and administrative support for the committee work. The committee should include representation from the following:

- A minimum of one member of Haldimand County Council (non-voting member)
- Staff member(s) from key municipal departments such as Planning and Economic Development, Engineering Services, Facilities and Parks Operations, Economic Development and Tourism and Community Development and Partnerships (non-voting members)
- Up to six individuals representing other stakeholder groups such as ATV/snowmobile clubs, service clubs, cycling, walking, or equestrian groups (all voting members)
- Up to six individuals representing the residents of Haldimand County (all voting members)

Membership and Terms of Membership

The staff coordinator will solicit appointments from key municipal departments. In addition, applicants and nominations for selection to the committee will be solicited / advertised to special interest groups / stakeholders, as well as to community members who would provide profile information on their areas of expertise, and their interest in serving as a member to the HCTAC.

The staff coordinator, along with the appointed Councillor and key department representatives, will review applicants and nominate the voting committee members to Council for approval.

Members of the HCTAC will serve a minimum three year term. Voting members' terms will be staggered to maintain continuity for the committee. There will be no compensation made to members of the HCTAC.

Meetings

Haldimand County will provide meeting facilities and related support services for all HCTAC meetings.

Committee meetings will be rotated in various areas within Haldimand County as required.

County staff will take and circulate all meeting minutes, highlighting recommendations and resolutions by the committee. Meeting minutes should be made available to the public as requested.

All meetings will be advertised and open to members of the public unless in camera sessions are justified as per the Municipal Act.

Chair will be determined by HCTAC members at the first meeting.

Decision Making / Conflict of Interest

The HCTAC has no decision making power over stakeholder groups / staff or standing committees. They will develop recommendations and proposals to provide to staff for consideration by Council.

Quorum will be 50% of the HCTAC members.

The HCTAC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority of those in attendance. Only resolutions as they appear in the adopted minutes may be considered as officially representing the position of the committee.

Members of the HCTAC will be expected to declare any pecuniary conflict of interest at the start of each meeting, and if any such conflicts, either actual or perceived are declared, the member will not take part in the discussion or voting related to the items identified.

Reporting

The HCTAC will report to Council, through staff quarterly reports updating them on activities and assessments of their progress on Council’s mandate. Reports containing recommendations for consideration will be made by the appropriate staff to Council for approval.