

**TOWN OF GEORGINA
GEORGINA TRAILS AND ACTIVE TRANSPORTATION ADVISORY COMMITTEE
(GTAT)**

TERMS OF REFERENCE

1. Purpose

To discuss, review and make recommendations regarding the planning, design, implementation, preservation, management, promotion and use of trails and active transportation routes in the Town of Georgina. This initiative will encourage opportunities for active and sustainable modes of transportation for recreation and utilitarian purposes, which includes walking and cycling. This Committee will assist and provide advice to Town Council in their on-going commitment to develop an integrated, connected and continuous trail and active transportation system as well as implementation of the Town's Trails and Active Transportation Master Plan.

2. Meetings

- i. The Committee shall meet a minimum of every 6-8 weeks (to a maximum of 10 meetings per year).
- ii. Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number).
- iii. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- iv. A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for leave of absence in order to preserve membership standing. Without a valid and acceptable reason, the individual's appointment to the Committee will be rescinded.

3. Agenda

The Agenda of the Georgina Trails and Active Transportation Advisory Committee may contain the following items:

1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF ADDENDUM ITEMS
4. APPROVAL OF AGENDA
5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
6. ADOPTION OF MINUTES

7. DELEGATIONS/SPEAKERS
8. PRESENTATIONS
9. CONSIDERATION OF REPORTS ON THE AGENDA
10. COMMUNICATIONS
 - 10.1 General Information Items
 - 10.2 Disposition Items
11. MOTIONS/NOTICES OF MOTION
12. OTHER BUSINESS
13. MOTION TO ADJOURN

4. Responsibilities

The Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Discuss, review and make recommendations on the Trails and Active Transportation Master Plan.
- ii. Review and comment on Draft Plan and Secondary Plans of Development including Site Plans for the purposes of providing advice to Town Council in relation to the implementation of the Trails and Active Transportation Master Plan.
- iii. Communicate and coordinate Georgina trail planning initiatives with other organizations and agencies including the Georgina Trail Riders Association, the Nokiidaa Trails Association, Conservation Authorities, the Region of York and other stakeholders to ensure a coordinated approach for all trail related initiatives.
- iv. Provide public education and assist in the promotion of trails and active transportation modes.
- v. Provide recommendations to Council.

5. Reporting and Recommendations to Town Council

- i. When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council, by reporting in a report format to include:
 - background information to be a brief synopsis or history of the issue
 - options for consideration to include financial and policy implications
 - a recommendation for Council's consideration
- ii. The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- iii. Reports for consideration to Council shall be provided to the Clerk for processing.

- iv. Should the Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's office.

6. Membership

- i. Appointed by Council, the Committee shall consist of:
- One (1) member of Council
 - One (1) representative from the York Regional Police
 - One (1) representative from the Lake Simcoe Region Conservation Authority
 - One (1) representative from Georgina Accessibility Advisory Committee
 - One (1) representative from Georgina Environmental Advisory Committee
 - One (1) representative from York Region District School Board
 - One (1) representative from York Catholic School Board
 - ~~One (1) representative from York Public Health and Healthy Communities~~
 - One (1) representative from York Region Active and Sustainable Transportation
 - Three (3) citizen appointments
- ii. Resignations from the Committee must be in writing to the Committee and Council.

7. Length of Term/Vacancies

- i. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
- ii. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
- iii. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

8. Remuneration

\$40.00 per meeting, not to exceed ten (10) paid meetings per year.

9. Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when

attending meetings and/or representing the Georgina Trails and Active Transportation Committee in public.

Consequences:

Upon any infraction of the above (which infers a negative impact upon the effectiveness of the Committee's work), a member can be put on probation for a two-meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the Committee may make recommendation to Council to remove the member from the Committee.

10. Budget

- i. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
- ii. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval.

11. Use of Town Logo/Letterhead

- i. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Municipality and shall be approved by the Communications Coordinator.
- ii. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

12. Authority

- i. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
- ii. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.
- iii. Any information or action that binds the Corporation will require Council's approval.

13. Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

14. Procedural By-law

The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.