



Town of Georgina Trails and Active Transportation Advisory Committee (GTATC)

Terms of Reference

1. Purpose

1. To provide information, advice and assistance to Council and staff of the Town of Georgina on trails and active transportation issues impacting the Municipality. The Georgina Trails and Active Transportation Advisory Committee (“GTATC” or “Committee”) is a trails advisory body that will promote and encourage opportunities for active and sustainable modes of transportation for recreation and utilitarian purposes, which includes walking and cycling in the Town of Georgina. The Committee will assist and provide advice to Council in their on-going commitment to develop an integrated, connected and continuous trail and active transportation system as well as implementation of recommendations in the Town’s Trails and Active Transportation Master Plan (TATMP).

2. Meetings

1. The Committee shall meet as required through the year (to a maximum of eight (8) times per year).
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.

3. Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Discuss, review and make recommendations from the Trails and Active Transportation Master Plan.
3. Advise Council and staff of the Town of Georgina and seek public input on trails and active transportation issues referred from Council and/or staff.
4. Undertake projects on behalf of the Town of Georgina at the direction of Council.

5. Seek input and advice from other agencies and committees regarding trails and active transportation, including: York Region; Lake Simcoe Region Conservation Authority; York Regional Police; Georgina Accessibility Advisory Committee; Georgina Environmental Advisory Committee; York Region District School Board; York Catholic School Board; The Chippewas of Georgina; Georgina Trail Riders Snowmobile Club; Ontario Federation of Snowmobile Clubs.
6. Review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their trails and active transportation implications.
7. Assist in the promotion of trails and active transportation modes.

4. Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - a. Two (2) members of Council;
 - b. Four (4) citizen appointments; who reside in the Town of Georgina and possess personal interest in the trails and active transportation.
 - c. One (1) representative of the Georgina Trail Riders Snowmobile Club.
2. To be eligible to make application and to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.
3. Under the direction of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
4. Under the direction of the Director of Recreation and Culture, other support services will be provided on an as needed basis by the Town of Georgina.
5. Resignations from the Committee must be in writing.
6. 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.
7. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

8. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year.

6. Member in Good Standing

1. 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 GTATC.

7. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The budget will be administered by the Director of Recreation and Culture. Other funds may be requested of Council for special projects or undertakings.

9. Use of Town Logo/Letterhead

1. 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 be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

10. Authority

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any

information or action that binds the Corporation will require Council's approval.

11. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25*, 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.

12. Procedural By-Law

1. The rules and regulations contained in the Town of Georgina 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.