



## **Millbrook Valley Trails Advisory Committee Terms of Reference**

### **Purpose**

The Millbrook Valley Trails Advisory (MVTA) Committee is appointed by Council to expand, enhance and promote a public trails system consistent with the Township of Cavan Monaghan Trail Master Plan (June 2010) and the needs of the community.

All Trails are owned by the Municipality and maintained by Parks & Facilities department in conjunction with the Millbrook Valley Trail Advisory Committee.

### **Operation**

The MVTA Committee is a volunteer advisory/working committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality and all other applicable policies.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Cavan Monaghan Trail Master Plan, Strategic Plan, the Township's Comprehensive Zoning By-law(s), Parks and Facilities Master Plan and the Official Plan.

All Committee meetings are open to the Public.

### **Responsibilities of the Committee**

- Advise on the design, development, delivery and maintenance of trail policies, programs and facilities;
- Promote and enhance a continuous and integrated non-motorized network of trails within Cavan Monaghan Township as currently outlined with the Cavan Monaghan Trail Master Plan;
- Work with Township Staff and Council to develop a revised Cavan Monaghan Trail Master Plan;
- Encourage legislation and policy changes that support trails;
- Monitor the implementation of the Trail Master Plan and to take action to influence the progress as necessary;
- Support, manage and maintain the trails located in Part Lots 10 Concession 3 & 4 (referred to MNR Lands), Agreement between the Ministry of Northern

- Development, Mines, Natural Resources and Forestry;
- Work towards the identification, management and enhancement of natural heritage features (Baxter Creek, the Oak Ridges Moraine, private and public forested lands, fish and wildlife, and species at risk) in the Millbrook Valley Corridor;
  - Work within the annual budget approved by Council;
  - Establish well-defined goals and objectives for the upcoming year;
  - Other matters as directed by Council.

## **Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff;
- Chair the meetings;
- Participate as an active voting member and encourage active participation by all Committee members;
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda;
- Represent the MVTA Committee on other Committees when necessary or ensuring an appropriate staff designate(s);
- All financial requests are directed by a motion;
- In the absence of the Chair, these responsibilities will be undertaken by a Committee member designated as Vice-Chair.

## **Role of Committee Members**

- Attend and actively participate in all scheduled meetings as a voting member;
- Actively participate in trail maintenance and construction initiatives on the Millbrook Valley Trails System;
- Read and understand all information supplied;
- Present reports on local panel activities and ensure that these reports are included on the agenda;
- Contribute input into Committee reports to Council;
- Undertake research as required;
- Undertake trail maintenance and trail development;
- Undertake training as required to effectively perform their role as a Committee member;
- Be familiar with applicable Municipal, Provincial and Federal legislation;
- Publicly support all recommendations made by the Committee and Council;
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

## **Role of the Clerk**

- Provide notice of meetings and create the agenda;
- Take minutes of MVTA Committee meetings;
- Maintain an up-to-date record of previous MVTA meetings, attachments and reports;
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Work with the Chair to develop the agenda;
- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the MVTA Committee;
- Undertake an orientation with MVTA Committee members at the first meeting after Council's selection of the Committee;
- Ensure that all members of the MVTA Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term;
- Post approved MVTA Committee agendas and minutes on the Municipality's website;
- Staff are non-voting members.

## **Role of Staff**

- Facilitate the recommendations of the MVTA Committee to Council through the creation of reports;
- Ensure that other departments of the municipality, whose responsibilities and actions may impact the Millbrook Valley Trails System, are aware of the implications and the role of the MVTA Committee;
- Submit a report to Council for budget requests or reallocation of funds;
- Administer the use of allocated funds to the MVTA Committee;
- Members of municipal staff do not have a vote on the Committee;
- Finances will be managed through the committee via motion and administered by the staff representative;
- Staff are non-voting members.

## **Composition**

The membership of the MVTA Committee shall consist of not fewer than nine (9) and not more than eleven (11) members appointed by Council:

In addition to one (1) staff member and one (1) appointed Council representative, preference will be given to the following representation:

1. Otonabee Region Conservation Authority – One (1)
2. Resident and/or Ratepayer of the Municipality - Members at Large – Seven (7)

Additional Conservation Authorities as requested.

At the first meeting of the new term of the MVTA Committee, the members shall appoint, from among their member, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

## **Term of Office**

The term for Citizen members and Council members on the MVTA Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

## **Quorum**

A majority of Committee members will constitute a quorum for the transaction of business. No less than 5 of the 9 Committee members must be present before a quorum is achieved

## **Minutes and Agendas**

Reports including recommendations from the MVTA Committee will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will report updates at Regular Council Meetings on the Committee's activities.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee members at least 48 hours prior to the next meeting and will be posted on the Municipal website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

## **Subcommittees**

The MVTA Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed MVTA Committee members. The subcommittees make recommendations to the MVTA Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

## **Meeting Times and Locations**

The MVTA Committee shall hold a minimum of five (5) meetings per year. Meetings will occur on the fourth (4<sup>th</sup>) Monday of the month (except July, August and December) or as otherwise approved by the Committee. Meetings will take place from 4:00 p.m. – 6:00 p.m. in the Municipal Council Chambers, Committee Room or an alternative option when required. Meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

## **Remuneration**

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.