

## Recreational Trails Advisory Committee Terms of Reference

### **Background:**

The Township of Selwyn was approached by the Rotary Club of Bridgenorth, Ennismore and Lakefield (B.E.L. Rotary) in July of 2008 to consider a collaborative effort to develop and expand walking, hiking, and biking trails in the Township of Selwyn and more particularly in the Bridgenorth and Ennismore areas.

The Township's adopted 2018 Corporate Strategic Plan identifies the following as Corporate Goals: *Foster a healthy, engaged and connected community and Cultivate partnerships and promote collaboration.*

The Township's adopted Recreation Services Plan 2012, as amended in 2017, identifies recreational trail use as becoming more popular throughout Ontario and it is anticipated that demand for trail development will increase.

The Township's adopted Recreational Trails Master Plan in 2014 identifies priorities regarding trails and trail linkages across the area. The Plan recommended that a Recreational Trails Advisory Committee be established.

### **Purpose:**

The Township of Selwyn Recreational Trails Advisory Committee is dedicated to assisting in developing a safe and publicly accessible integrated trails system that connects local and regional destinations, supports local walking and cycling, and contributes to the overall beautification and sustainability of the Township of Selwyn.

### **Composition:**

The Committee will be appointed by Council and shall be comprised of seven (7) members, including:

- Three (3) members of the public;
- One (1) members of the current Council;
- One (1) citizen member from the Lakefield Trail Stewardship Committee, and;
- One (1) citizen member from the B.E.L. Rotary Club.

The Committee shall be appointed to serve for the term of Council.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders. Relevant staff / departments will provide technical support to the Committee for the purposes of providing background information associated with policy and process.

Staff support members shall not be voting members.

The Committee will have the opportunity to form Adhoc Subcommittees for a project-specific initiative. Individuals recruited will have project-based knowledge.

### **Duties and Functions:**

Through the following actions, the Committee will assist in developing a safe and publicly accessible integrated trails system, support local walking and cycling, and contribute to the overall beautification and sustainability of the Township of Selwyn.

- Review, measure and recommend any adjustments related to the Recreational Trails Master Plan's (RTMP) objectives on a yearly basis, to ensure its effectiveness (Refer to the Recreational Trails Master Plan, 2014). Plan priorities include:
  - Link existing trails;
  - Link to Peterborough;
  - Develop trails in new or redeveloped public parks;
  - Develop/expand trails along public waterfront areas;
  - Integrate trail head and way finding signage into each pedestrian improvement project;
  - Coordinate trails, linkages and trail amenities to complement the Township's approved Community Improvement Plan (CIP).
  - Consult with the Public Works Department on any planned road reconstruction and resurfacing projects and where appropriate and feasible include the necessary pedestrian and cycling improvements.
  - Consult with the Planning Department so that new development areas are required to incorporate connecting routes into the overall development and link with any planned pedestrian trail system.

- Review and comment on Draft Plan and Secondary Plans of Development for the purposes of providing advice to Council associated with the planning and implementation of the Recreational Trails Master Plan.
- Continue to solicit and evaluate suggestions from the public regarding priorities for trails and linkages to reflect new opportunities.
- Prioritize projects where the highest demand is anticipated, addressing any identified safety concerns and targeting key areas (Refer to the Recreational Trails Master Plan, 2014).
- Provide public education and assist in the promotion of trails.
- Recommend the acquisition of key lands considered vital to ensure the maximum possible protection and connectivity to achieve the highest possible quality of trail user experience.
- Assist Council and staff in identifying potential financial resources for the development of the trails network in accordance with Recreational Trails Master Plan.
- Work with potential stakeholders who are interested in trail development that aligns with the Recreational Trails Master Plan, including fundraising, stewardship and enhancement efforts.
- Communicate and coordinate Selwyn trail planning initiatives with other organizations and agencies including the Otonabee Region Conservation Authority (ORCA), the County of Peterborough, B.E.L. Rotary Club, Lakefield Trail Stewardship Committee, cycling associations, and other stakeholders to ensure a coordinated approach.

### **Meeting Protocol:**

The Committee shall meet bi-monthly. If it is not necessary to meet this often or if it necessary to meet more frequently, meetings shall be held at the call of the Chair.

At the Committee's first meeting of their term, a Chair and Vice-Chair will be selected. These offices will be reviewed mid-term.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.

An agenda will be prepared and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

The Committee will review the Terms of Reference during its term, bringing forward any suggested changes or recommendations to Council for consideration.