

Corporation of the City of Clarence-Rockland Policy 2015-78

Recreational Trails Advisory Committee Terms of Reference – Schedule G

Administration

Section 1 – Objectives and Responsibilities

- 1.1 The Recreational Trails Advisory Committee's vision is that the trails become a promotional tool for the physical and mental well-being of Clarence-Rockland's residents and to promote tourist attractions by connecting the trails between adjacent communities.
- 1.2 The advisory committee's main objective is to establish recreational trails within the municipality's boundaries and to make the necessary recommendations in order to improve the existing trails.
- 1.3 The Advisory Committee is considered the official citizens' voice regarding the decision process.

Section 2 – Committee Members

- 2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:
 - a) A maximum of one (1) councillor of the City Clarence-Rockland
 - b) A maximum of nine (9) residents of the City of Clarence-Rockland.
- 2.2 The members of the Committee, at their first meeting of the year must elect a Chairman for a period of one year. The Chairman manages the committee business. He represents the committee when addressing to City Council. He leads the discussions of the committee. He can be nominated for more than one mandate. If absent for cause of sickness or otherwise, the committee can nominate another Chairman for an interim period.
- 2.3 No member of Council or municipal employees can be appointed to the position indicated in item 2.2.

Section 3 – Quorum

- 3.1 The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

Section 4 – Responsible Department/Resource Person

- 4.1 A municipal employee of the Planning Department shall act as a resource person to the committee.
- 4.2 The Planning Department will act as the responsible department. The Department shall:
 - Convene the Committee's meetings;
 - Prepare the agendas;
 - Process the minutes of all meetings;
 - Follow-up with the correspondence;

- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

Section 5 – Preparation of the Agenda

5.1 The Planning Department should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

Section 6 – Frequency of Meetings

6.1 The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible service.

Section 7 – Procedures and Guidelines

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

7.2. The committee must respect, other than the provisions of the current Ontario Heritage Act, the rules of procedure as prescribed by the existing procedural bylaw.