

## **Tay Shore Trail Committee**

### **Terms of Reference**

The Tay Shore Trail Committee is a Committee of Council that was established in July 2005, having evolved from an earlier committee called the "Corridor Committee". A comprehensive report to Council in December 2007 detailed the work of the committees to date, and with the completion of its mandate related to the development of the paved trail, made recommendations to Council for the current committee structure, and mandate.

Also, in 2007, the Tay Shore Trail Watch Program was established involving active users of the Tay Shore Trail. The Trail Watchers are a volunteer group, reporting to the Township Recreation Co-ordinator, and provide information regarding activities, suggestions and identified hazards. The Trail Watchers file reports which are monitored by the Trail Committee.

#### **Committee Mandate:**

To provide Council with advice, recommendations and information with regard to the management and promotion of the Tay Shore Trail, its linkages and related matters, and to undertake activities and programs in support of the trail. The Committee will also pursue any additional responsibilities specifically assigned by Council.

#### **Committee Objectives:**

1. Help fundraise to provide trail amenities (benches, signage, etc.)
2. Monitor and review trail use on an annual basis
3. To be responsible for the promotion of the trail
4. Develop and host special events relating to the trail
5. Maintain and build the Trail Watch Program
6. Investigate and recommend possible spur trail connections to the Tay Shore Trail
7. Develop and implement a Committee work plan

### **Committee Structure:**

The Tay Shore Trail Committee will consist of no more than 7 members, appointed by Council, as follows:

- One member of Council
- 6 community members (Council shall attempt to draw committee membership from a broad range of interests and geographic extent, including both urban and rural areas).

The term of office shall coincide with Council's term of office.

The Mayor shall be an ex-officio member. A Chairperson and Vice-Chairperson shall be elected annually by members of the Committee.

The following Township staff (or their designate) may serve as a resource to the Committee:

- Chief Administrative Officer
- Director of Planning and Development
- Recreation Coordinator (acts as Secretary to the Committee)

### **Reporting and Communication Structure:**

The Tay Shore Trail Committee reports to Council through its Council representative, with minutes of the meeting, once approved, included on the Council Agenda (Correspondence section).

The Committee will have a presence on the Township's web site including upcoming events, meeting dates, minutes, current priorities and the Tay Shore Trail Watch Program.

Minutes and Agenda information will be provided to the Committee members through e-mail.

### **Meetings:**

The Tay Shore Trail Committee meets monthly at 7:00 p.m. at the Township administrative building unless otherwise indicated.

\*Terms of Reference were adopted by Township Council on June 8<sup>th</sup>, 2011