

## **Terms of Reference – Callander Trails Advisory Committee**

### **1.0 Purpose of this Committee**

- To implement the actions recommended in the Municipality's trails projects and plans
- To co-ordinate the efforts of various appointed and ad hoc Committees in implementing tasks related to local trails
- To foster high levels of communication between Council, the Committee and the community regarding local Trails initiatives

### **2.0 Term of Appointment of this Committee**

- This Committee will hold a term of appointment running concurrent with the term of Council

### **3.0 Council Representation on this Committee**

- A member of Council will be liaison to the Trails Advisory Committee. Other citizens from the community who express interest in serving on the Committee may be appointed by Council from time to time

### **4.0 Relationship of this Committee to Council/Making Recommendations**

- This Committee will make recommendations to Council via Resolution for items requiring consideration or some form of action. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the normal annual budget process. For specialized or urgent projects, Council may authorize funding so long as the project is generally in accordance with the Trails plan.

### **5.0 Relationship of this Committee to Municipal Staff**

- Municipal staff will provide administrative support to the Committee as required, through the Recreation & Community Events Co-Ordinator. For support on the implementation of specific projects, Council approval is required prior to taking any substantive action.

### **6.0 Relationship of this Committee to other Council-appointed Committees**

- This Committee functions in the same context as all other Council-appointed Committees.

- Committee liaisons are intended to foster high levels of communication with Council and other Committees as needed

#### **7.0 Rules of Procedure to be Followed by this Committee**

- In general, all Council-appointed Committees are expected to follow accepted Rules of Order for public organizations (such as *Robert's Rules of Order*). This Committee shall also comply with the provisions of Schedule 'B' (Code of Conduct) in the Municipal *Procedural Bylaw*, as amended from time to time.
- Committee Meetings to be held quarterly, at a fixed day and time. Meetings will work on a timed Agenda.
- Committee Agendas will be struck and distributed to participants in advance of the Meeting. Reports from officers or Committee members will be prepared in advance and distributed with the Agendas in order to allow for adequate consideration by the Committee prior to the Meeting.

#### **8.0 Last Date of Review of these Terms of Reference**

- February, 2011