



VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.

**TOWNSHIP OF ASPHODEL-NORWOOD
TRAILS COMMITTEE**

TERMS OF REFERENCE

January 2019 – November 2022

BACKGROUND

The Mill Pond Revitalization Committee was formed in 2005 and later renamed in 2018 as the Trails Committee.

PURPOSE/MANDATE

The purpose of the Trails Committee is to create, maintain and promote the trail systems within the Township of Asphodel-Norwood, in conjunction with the NDHS Forestry Program.

COMMITTEE COMPOSITION

There shall be a maximum of five (5) members on the Trails Committee plus a minimum of one (1) member of Council.

The Committee shall appoint a Chair, Vice Chair and Secretary

TIME FRAME

The Trails Committee members shall be appointed for the term of Council.

BUDGET

The Township Treasurer shall provide treasury/accounting functions for the Trails Committee.

The Trails Committee shall submit an annual budget request to Council in November of each year requesting funding for the following year.

MEETING PROTOCOLS

The Trails Committee shall meet in the months of January, March, May, July, September, and November or at the call of the Chair, in a Township-owned facility/property,

Annually the Chair, Vice Chair and Secretary positions may rotate.

Meetings shall follow a written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded by the Township Clerk, or designate to be included in the Council package for consideration.

The Trails Committee shall make decisions and recommendations based on consensus.

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All committee members shall attend a mandatory orientation session at the beginning of each term.