

TERMS OF REFERENCE

BOARD/COMMITTEE:	Trails Committee
TERM:	December 2022 – December 2024 (2 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.:	Mayor Wilford
ALTERNATE:	Deputy Mayor Burt

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 (if applicable).

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 Committee members shall be appointed for a two (2) year term.

Budget:

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

The 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, April, May, July, September, October, and November or at the call of the Chair, in a Township-owned facility/property.

TRAILS COMMITTEE TERMS OF REFERENCE Continued

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

An agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting by the Chair of the Committee. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded to 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 following Township policies:

- Code of Conduct;
- Health and Safety; 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.