

A.X – Trail Development Advisory Committee Terms of Reference

Composition

Committee Members

The Trail Development Advisory Committee shall consist of not more than seven (7) members appointed by Council as follows:

- One (1) Council representative; and
- Up to six (6) citizens of the Town of Greater Napanee
- All shall be voting members

When choosing citizen appointments, preference shall be given to a membership composition which represents a broad cross-section of community interests and perspectives.

Once members have been appointed for the current term of Council, the size of the committee shall be fixed and vacancies shall count toward quorum until filled by Council unless Council passes a motion to reduce the committee size for the remainder of the term.

Ex-Officio Representatives

The Mayor and Chief Administrative Officer shall be non-voting ex-officio members of all Advisory Committees.

Staff Liaison

An employee as appointed by the Chief Administrative Officer.

Purpose

To continue the work of the Ad-Hoc Trails Committee established by Council in 2023 in a more formal setting, by providing recommendations to Council regarding future community trail improvements.

The committee's purview includes existing and proposed neighbourhood and community trails and on-road linkages.

Responsibilities

The Trail Development Advisory Committee shall:

- Make recommendations as to what type of amenities (lighting, recreational equipment, benches, etc.) best support the development of in-Town trails, as detailed in the annual budget;
- Make recommendations to Council on how best to promote the use of in-Town trails, including signage and promotional strategies used successfully by other communities;
- Provide recommendations to Council on any other matters related to trail development as may be requested by Council resolution from time to time.

Role of Council

Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Committee By-law. Council will have the ultimate authority to approve annual budgets, and new policies, program areas, partnerships, and projects as proposed by the Committee.

Role of Staff

The Role of the Staff Liaison will be as established in Section 18.5 of the Advisory Committee By-law.

Meeting Schedule

Meetings shall be held on a set monthly schedule as determined at the beginning of the committee term, in accordance with Section 19 of the Advisory Committee By-law.

Financial Management

When expending funds that have been allocated by Town Council to the committee, committee members shall:

- Prepare and submit an annual budget, during the Town's budget process, which supports the committee's mandate as outlined in the terms of reference.
- Understand that any annual budget allocation to the committee shall be at the sole discretion of the Municipal Council and subject to its annual budget deliberations, considering the requests of the advisory committees.
- Ensure that all expenditures by the committee relate to matters directly within the mandate.
- Ensure all expenditures by the committee are in accordance with the Town's procurement by-law
- The committee may incur expenditures to the extent provided in the annual approved budget. All purchases over \$500 shall be preauthorized by the staff liaison in coordination with the Town's Finance Office by way of a signed purchase order. In cases where minor purchases under \$500 are made in line with the committee's mandates, receipts can be submitted to the staff liaison who will forward the expenses to the Finance office for reimbursement.