



## **DURHAM TRAIL CO-ORDINATING COMMITTEE**

### **Terms of Reference**

#### 1.1 Goal

1.2 To expand, enhance and promote a public regional trail system connecting Durham's municipalities that supports active and healthy community lifestyles.

#### 2. Mandate

2.1 The Durham Trail Coordinating Committee (DTCC) is an ad hoc committee of Regional Council and is guided by these Terms of Reference. The DTCC reports through Committee of the Whole to Regional Council.

2.2 The mandate of the DTCC is to co-ordinate and implement a Regional Trail Network to:

- interconnect and enhance the Lake Ontario waterfront trail system;
- further the trail system of the Lake Scugog waterfront; and
- further a regional trail system that establishes connections between:
  - area municipalities;
  - the Oak Ridges Moraine and Lakes Ontario, Scugog and Simcoe;
  - other key destination points such as marinas, parks, conservation authority owned lands and the Trent Severn Waterway; and
  - trails beyond the Region's boundaries

2.3 For the purposes of this Terms of Reference, a "trail" is defined as:

- a trail route on land or water with protected status and public access for recreation or transportation purposes. Activities that are typically performed along a trail can include walking, jogging, motorcycling, hiking, bicycling, horseback riding, mountain biking, canoeing, kayaking, snowmobile or ATV driving, bird watching, nature observation or backpacking.

2.4 In co-ordinating and implementing the Regional Trail Network the DTCC shall adhere to the following guiding principles:

- a focus on a recreational trail system, primarily located off road and either publicly owned or publicly accessible;
- a recognition of the differing needs of users within urban and rural areas and where appropriate restrict trail uses;
- the protection of natural heritage features and functions;
- consultation with other stakeholders throughout the process of developing the network and its implementation; and seeking funding partners to support trail enhancements and acquisition.

2.5 The DTCC, in consultation with the participating area municipalities, will facilitate the implementation of the approved Regional Trail Network including funding opportunities.

### 3. Scope of Activities

3.1 The scope of the DTCC activities will include assisting in the implementation of the approved Regional Trail Network by:

- co-ordinating trail planning and development efforts that implements the Regional Trail Network;
- promoting the use and awareness of the Regional Trail Network;
- identifying potential funding and partnership opportunities;
- establishing and maintaining a five year implementation budget for a regional trail system in consultation with the area municipalities. The budget shall include funding priorities for regional trail enhancements and the development of a regional trail network;
- recommending to Regional Council on an annual basis the required funds to implement the Regional Trail Network;
- monitoring the implementation of the Regional Trail Network;
- establishing a trails recognition program; and
- considering accessibility issues. For example, at appropriate feature points on the Regional Trail Network.

#### 4 Composition and Membership Selection

- 4.1 In accordance with the Regional Council resolution, the DTCC will be comprised of up to sixteen voting members with a minimum of five area municipalities participating.
- 4.2 Regional Council shall appoint up to one Regional Councillor from each area municipality, with a minimum of five municipalities being represented. If unable to appoint a Regional Councillor from a municipality, a local Councillor may be substituted.
- 4.3 Each participating area municipality shall appoint one volunteer member of the public to sit on the DTCC.
- 4.4 The term of membership shall coincide with the Term of Regional Council at the discretion of the DTCC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

#### 5 Officers

- 5.1 A chair and a vice-chair will be elected by the DTCC membership. The Regional Planning and Economic Development Commissioner or his designate will chair the inaugural DTCC meeting.

#### 6 Support Services

- 6.1 The Commissioner of Planning and Economic Development shall appoint a staff liaison to support the activities of DTCC. The liaison will provide administrative, procedural and technical support to the DTCC and will utilize the Technical Support Group noted in 6.3 as deemed necessary.
- 6.2 Regional Legislative Services Division will provide secretarial and other support services. Regional Council will as necessary provide a budget to cover the operational expenses of the DTCC and this budget will be administered by the Planning and Economic Development Department.
- 6.3 A Technical Support Group, consisting of Regional staff, area municipal staff and representatives from other appropriate agencies (e.g. Conservation Authorities and the Waterfront Regeneration Trust) shall be established to provide technical advice and expertise to the DTCC. The DTCC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as needed basis.
- 6.4 The liaison from the Regional Planning and Economic Development Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

## 7 Meetings

- 7.1 The DTCC will establish a meeting schedule at its inaugural meeting, taking into account the business needs and the schedule of Committee of the Whole/Council. Special meetings may be held at the call of the Chair.
- 7.2 Unless otherwise determined, all meetings will be open to the public. As an ad hoc Committee, the DTCC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.
- 7.3 Notwithstanding the Regional Rules of Procedure By-law, the quorum for DTCC meetings shall be six members (ie. 2/3 of the majority 9).

## 8 Delegations at Committee Meetings

- 8.1 Any person(s) wishing to appear before the DTCC as a delegation must submit a request to the staff liaison, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DTCC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## 9 Minutes and Agenda

- 9.1 The minutes of each DTCC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the Regional Clerk for inclusion in the next regularly scheduled meeting of Committee of the Whole. When approved, any amendments will be forwarded to Legislative Services Division. The DTCC agendas will be prepared by the staff liaison and/or the Legislative Services Division, along with the DTCC chair or vice-chair, with input from other DTCC members.

## 10 Committee Resolutions

- 10.1 The DTCC will seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DTCC.

## 11 Annual Reports and Workplan

- 11.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DTCC. The annual report shall be forwarded to Committee of the Whole.

- 11.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DTCC for consideration and approval by Committee of the Whole and Council.
- 11.3 An annual review of the DTCC by Committee of the Whole will be completed to examine the effectiveness of the Committee and to ensure continued improvements.