

Whitehorse Trail and Greenways Advisory Committee

Terms of Reference

WHEREAS section 191 of the *Municipal Act* provides that a municipal council may establish committees and their functions and prescribe the qualifications and terms of office of the members of the committee, how the chair and committee members are to be appointed, how the chair and committee members are to conduct meetings, and the procedure for voting on any matter;

AND WHEREAS section 191 of the *Municipal Act* also provides that council may regulate attendance at meetings and provide for the appointment and duties of officers and employees to assist the committee;

AND WHEREAS it is deemed appropriate that a special advisory committee be established, to be known as the “Whitehorse Trail and Greenways Committee”, to advise council and administration on achieving the 2007 Trail Plan guiding principles of sustainability, inclusiveness, diversity, and accessibility;

NOW THEREFORE the municipal council of the City of Whitehorse hereby establishes the following terms of reference to prescribe the powers, duties, functions, structure and procedures of the Whitehorse Trail and Greenways Committee.

1. The Committee

The Whitehorse Trail and Greenways Committee (WTGC) is an advisory committee of the City of Whitehorse and is comprised of Department representatives within the organization, and stakeholders and users of the Whitehorse Trail System. The WTGC meets on a regular basis to discuss and make recommendations on the achievement of the 2007 Trail Plan’s guiding principles, with particular focus on stewardship, public education, promotion of the trail network and respectful use of Whitehorse trails.

2. Vision

The citizens of Whitehorse will enjoy year-round access to a network of interconnected non-motorized and motorized trails, greenway corridors and cycling routes that will support the City’s commitment to creating a liveable, safe, attractive, healthy and sustainable community. Residents and visitors alike will find exciting year-round opportunities for recreation, reflection and transportation alternatives that will link people to each other, to their community and to their unique natural and cultural heritage.

3. Purpose

The purpose of the WTGC is to provide advice to council and administration related to the development, maintenance, promotion and encouragement of a sustainable, inclusive, diverse and accessible Whitehorse trail network for all trail users, stakeholders and stewards.

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4. Scope

In meeting its purpose, the WTGC shall meet to discuss areas of concern with regard to:

- (1) Trail stewardship;
- (2) Trail development;
- (3) Public education;
- (4) Trail promotion;
- (5) Identification of City-wide issues; and
- (6) Dispute resolution between trail user groups.

This scope is to be fulfilled within the context of the Whitehorse Trail Plan's guiding principles of sustainability, inclusiveness, diversity, and accessibility.

5. Enabling Authorities

The following documents give responsibility to, and guide the actions of, the WTGC:

- (1) The Official Community Plan;
- (2) The Parks and Recreation Master Plan;
- (3) The Parks and Recreation Trail Plan;
- (4) The Sustainability Plan;
- (5) Applicable City Bylaws; and
- (6) Council approved Neighbourhood Plans.

6. Approach

In meeting the WTGC objectives, the responsibilities of committee members will be as follows:

- (1) To attend all regular meetings of the Committee. Attendance may include teleconferencing and videoconferencing as needed;
- (2) To bring forward any concerns or issues to the WTGC for discussion purposes, and to make recommendations to council and/or administration, with the full understanding that it is the role of Whitehorse City Council to make capital and operational decisions and investments.

7. Review

The WTGC will undertake an annual review of the Terms of Reference by the end of October each year. Following the review, any recommendations for changes to the Terms of Reference shall be presented to council to determine if the WTGC shall be renewed under an amended Terms of Reference. Each community member of the committee shall serve a two-year term.

8. Composition

Membership on the WTGC shall consist of representatives of City Departments and community members that represent a stakeholder or user group.

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- (1) The WTGC will include one ex-officio member of City Council.
- (2) The Manager of Parks and Community Development shall be a permanent member of the WTGC and shall act as the Chairperson. The appointment of the Committee chair shall be reviewed along with the other terms of reference recommendations annually by October 31.
- (3) Two additional ex-officio members who are employees of the City of Whitehorse will be selected by their representative departments
- (4) To select community membership, advertising will be conducted by the City of Whitehorse to ask for expressions of interest. This will be done by way of application/nomination forms from organizations, user groups, and community associations wishing to have representation on the WTGC.
- (5) The applications will be collated by administration for selection by the WTGC. A proposed selection will be recommended to the council of the City of Whitehorse for ratification by way of resolution.
- (6) Membership on the WTGC should:
 - (a) Be representative of trail users and stakeholders in Whitehorse;
 - (b) Have a balance of motorized and non-motorized users;
 - (c) Have a minimum of two community associations represented; and
 - (d) Shall be a maximum of 11 members, not including the Committee chair.
- (7) Council will review the recommended selections, hear the WTGC's rationale at a City of Whitehorse Standing Committee meeting, and ultimately approve or not approve the selections or an amended selection list by way of council resolution.

9. Committee Duties

In order to promote and encourage a sustainable, inclusive, diverse, and accessible trail network in the City of Whitehorse, the WTGC undertakes the following activities.

- (1) The WTGC acts as an advisory committee to Community and Recreation Services staff with the implementation of the 2007 Trail Plan, focusing specifically on stewardship, the identification of City-wide issues, user education, trails promotion, and conflict resolution.
- (2) The WTGC provides a forum in which trail related matters and/or conflicts may be brought forward by community members and/or interested parties and discussed.
- (3) The WTGC ensures the development and maintenance of a City of Whitehorse trail network that achieves the 2007 Trail Plan principles of sustainability, inclusiveness, accessibility, and diversity.
- (4) The WTGC promotes safety awareness and ongoing safety education for all Whitehorse trail users.

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- (5) The WTGC promotes wellness, active living, and the use of trails for commuting purposes.
- (6) The WTGC works to support neighbourhood-level trail planning, development and/or maintenance initiatives to achieve the Trail Plan objectives.

10. Code of Conduct

The WTGC will adhere to the following:

- (1) Discretion;
- (2) Open and honest communication;
- (3) Respect to members;
- (4) Respect to presenters;
- (5) Respect for the process;
- (6) Each member promotes the committee and its purposes; and
- (7) The Chair is the official voice of the Committee.

11. Membership General

WTGC members are appointed to represent various organizations. All members shall carry out their duties in accordance with the WTGC Code of Conduct in an objective and fair manner. All organizations must confirm that they are currently active and in good standing with Corporate Affairs (Government of Yukon) within the nomination form.

- (1) Each department or organization will provide an alternate member who may be required to attend meetings, if needed, in place of a regular member. It is the responsibility of regular members to ensure that their alternate can attend the meeting in their place and is informed of relevant issues. The regular member must also inform the Committee Chair in advance of the meeting should they not be able to attend a meeting. The regular members must also provide the Committee Chair with contact information for their alternates in order to allow the Committee Chair to forward all meeting information to the alternate prior to the meeting for their review and preparation. Attendance by any alternate is at the discretion of the Committee Chair.
- (2) If any member and his or her alternate misses two consecutive REGULAR meetings without approval of the WTGC, the member shall be struck from the WTGC membership and replaced by resolution of council.
- (3) In the event that a member of the WTGC is unable or unwilling to continue to serve on the WTGC, for whatever reason, council may, by resolution, appoint a replacement.
- (4) Council may remove any member of the Committee for any good and sufficient cause, which means serious misconduct, habitual neglect of duty, incompetence, conduct incompatible with these Terms of Reference or prejudicial to the City of

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Whitehorse, or wilful disobedience of the WTGC's resolutions in a matter of substance.

- (5) The representative members serve on the WTGC at the pleasure of the department or organization they represent. Members shall be removed from the WTGC upon written notice being received by the Chair from the department or organization they represent.
- (6) A WTGC quorum for a regular meeting shall consist of 50% plus one WTGC members and the Chairperson.
- (7) Other departments and employees may be requested to participate at specific meetings if their expertise is required.
- (8) The WTGC shall hold its regular meeting a minimum of one time per month. Special meetings will be additional meetings and called as required by the Chairperson. If there are no agenda items the regular meeting may be cancelled.
- (9) Administrative support will be provided by the City of Whitehorse.
- (10) Any member of the public may attend the committee's meetings as an observer. Any person, association, or group may request to be a presenter at a regular meeting. This request is made through the Chairperson prior to the meeting. All guests and observers must comply with the code of conduct outlined in section 10 of this TOR.
- (11) The WTGC shall attempt to achieve consensus. Where consensus is not possible decisions and recommendations of the WTGC are reached by majority vote. The Chairperson will abstain from voting unless the vote results in a tie.

12. Bringing a Trail Issue to the Committee

Any resident, stakeholder or association may bring a trail matter before the WTGC.

- (1) The trail matter must be submitted in writing on the appropriate form to the Chair of the WTGC at least three weeks prior to the upcoming WTGC monthly (regular) meeting. The Chairperson will distribute the form to the WTGC and it will be added to the agenda for the next regular WTGC meeting to be reviewed at that time.
- (2) Issues may also arise through the WTGC's review of trail operations, accidents, safety inspections or safety literature.
- (3) Administration or council may bring forward trail issues for consideration by the WTGC. These items will be added to the agenda by the Chairperson of the WTGC.

13. WTGC Recommendations

The WTGC is an advisory committee that makes recommendations to council and/or senior management by way of the Chair or designate.

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- (1) The WTGC has no responsibility for the implementation of various measures or the maintenance of trail standards.
- (2) Recommendations from the WTGC that are specific to a department will be forwarded to the responsible department manager within 10 working days of the meeting.
- (3) Recommendations that have broader implications for the City shall be delivered to the City Manager in writing within 10 working days of the meeting.
- (4) The WTGC will maintain an electronic system on the central computer directory to manage the status of all the WTGC's issues, actions and recommendations in matters of trails and of committee processes.

14. Communication of WTGC Activities

WTGC meetings must be conducted in public unless the matter to be discussed is still under consideration by City Council and public discussion would prejudice the City's ability to carry out its activities or negotiations.

- (1) In that event, the Committee may choose to conduct the meeting "In camera". All those in attendance who are not members of the WTGC will be required to leave the meeting while the matter is under discussion. In camera meetings are confidential, and WTGC members will be requested to maintain confidentiality.
- (2) The disposition of a subject/issue/concern discussed at a WTGC meeting will be communicated to the applicant within 10 working days after the WTGC meets to discuss the matter.
- (3) A summary of the minutes (issues, actions and recommendations) of the WTGC's regular meetings and outcomes of recommendations shall be made available by the Chairperson within one week of approval on the City's Website.
- (4) The Chair, or an appointed member, will attend and report at the Total Management and Supervisors' meeting on the state of trails within the Whitehorse trail network as required.
- (5) An annual report on the Whitehorse trail network and annual activities of the WTGC will be developed by the WTGC and published and distributed via the City's website in the subsequent January for each year.

15. Termination

Council may, by resolution, dissolve the WTGC at any time, or amend these Terms of Reference.

■ *Adopted 2016-11-14 by Resolution #2016-20-06*