

The Whitehorse Trail & Greenways Committee (The WTGC)

TERMS OF REFERENCE

April 2012

WHEREAS section 190(1) of the *Municipal Act (RSY 2002)* provides that Whitehorse City Council (Council) may establish Council committees to consider matters referred to them by Council, may appoint the members of the Council committees, and may require reports of the findings or recommendations of the Council committees; and

WHEREAS it is deemed appropriate to establish a special committee to be known as the “Whitehorse Trails and Greenways Committee” (Committee) to advise Council and City of Whitehorse Administration (Administration) on achieving the 2007 Trail Plan guiding principles of sustainability, inclusiveness, diversity, and accessibility; Whitehorse City Council hereby establishes the following terms of reference to prescribe the powers, duties, functions, structure and procedures of the Whitehorse Trails and Greenways Committee (WTGC).

1.0 WHAT IS THE WTGC?

The Whitehorse Trail and Greenways Committee is a 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 committee 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, and respectful use of Whitehorse trails.

2.0 VISION

The City’s vision for the WTGC is to continue with implementation of the 2007 Whitehorse Trail Plan and its guiding principles by involving City Departments, trail users and stakeholders in the planning and respectful use of Whitehorse trails.

3.0 PURPOSE

The purpose of the WTGC is to develop, maintain, promote and encourage a sustainable, inclusive, diverse and accessible Whitehorse trail network for all trail users, stakeholders and stewards.

4.0 SCOPE

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

- Trail stewardship;
- Public education;
- Trail promotion;

- Identification of City-wide issues; and
- 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.

5.0 ENABLING AUTHORITIES

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

- The Official Community Plan;
- The Parks & Recreation Masterplan;
- The Parks & Recreation Trail Plan;
- The Sustainability Plan; and
- Applicable City Bylaws.

6.0 APPROACH

In meeting the Committee's objectives, the Committee Members' responsibilities will be as follows:

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

7.0 TIMELINE

The WTGC will undertake a review of the Terms of Reference by December 31, 2013 at which point the Terms of Reference recommendations will be presented to City Council to determine if the WTGC shall be renewed under an amended Terms of Reference. The term of the WTGC shall conclude on December 31, 2017. The term of each member shall initially be for a 1, 2 or 3 year period to establish a rotational termination date after which time each subsequent member shall serve a 3 year term.

8.0 COMPOSITION

1. Members of the WTGC consist of representatives of City Departments and members of the public that are representing stakeholder or user group.
2. The WTGC will include one ex-officio member of City Council.
3. City Departmental representatives are selected by their representative departments who are employees of the City of Whitehorse.
4. The Projects & Community Development Coordinator 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 by December 31, 2013.

5. 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 form(s) from organizations, user groups, and community associations wishing to have representation on the WTGC.
6. The applications will be collated by administration for selection by the WTGC. A proposed selection would then be put forward to the Council of the City of Whitehorse for ratification by the way of resolution.
7. 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; and
 - c. Have a minimum of two (2) community associations represented; and
 - d. Shall be a maximum of 10 members not including the committee chair.
8. Council will review the recommended selections, hear the Committee'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.

9.0 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.

- 9.1** The WTGC acts as an advisory committee to Parks and Recreation 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;
- 9.2** 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.
- 9.3** 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.
- 9.4** The WTGC promotes safety awareness and ongoing safety education for all Whitehorse trail users.
- 9.5** The WTGC promotes wellness, active living, and the use of trails for commuting purposes.
- 9.6** The WTGC works to support any neighbourhood-level trail planning, development and/or maintenance initiatives to achieve the Trail Plan objectives.

10.0 WTGC CODE OF CONDUCT

The WTGC will adhere to the following:

- 10.1** Confidentiality;
- 10.2** Open and honest communication;
- 10.3** Respect to members;
- 10.4** Respect to presenters;
- 10.5** Respect for the process;
- 10.6** Each member promotes the committee and its purposes; and
- 10.7** The Chair is the official voice of the Committee.

11.0 ARTICLES OF THE TERMS OF REFERENCE

Article 1 – Membership General

1. Members on the WTGC must represent the organizations they are selected to represent, not their own interests.
2. Where a member of the WTGC fails to attend (including teleconference and videoconference) three consecutive meetings of the WTGC, the member's seat shall become vacant unless the member has been excused by resolution of the WTGC. If any Member misses three (3) consecutive meetings without approval of the Committee, the Member shall be struck from the Committee membership and replaced by appointment of Council.
3. In the event that a Member of the Committee is unable or unwilling to continue to serve on the Committee, 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 this Terms of Reference or prejudicial to the City of Whitehorse, or wilful disobedience of the WTGC's resolutions in a matter of substance.
5. WTGC members are appointed to represent their various organizations. All members shall carry out their duties in accordance with the WTGC Code of Conduct in an objective and fair manner.
6. Each Member may provide one 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 their alternate can attend the meeting in their place and is informed of relevant issues. The Regular Member must also inform the Projects & Community Development Coordinator should they not be able to attend a meeting.
7. The representative Regular Members serve on the Team at the pleasure of the department or organization they represent. Members shall be removed from the committee upon written notice being received by the Chair from the department they represent.

8. A WTGC quorum for a regular meeting shall consist of 50% plus one (1) committee members and the Chairperson.
9. Other departments and employees may be requested to participate at specific meetings if their expertise is required.
10. 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.
11. Administrative support will be provided by the City of Whitehorse.
12. Any person may request to be an observer or presenter at a regular meeting. This request is made through the Projects & Community Development Coordinator prior to the meeting.
13. Decisions and recommendations of the WTGC are reached by majority vote. The Chairperson will abstain from voting unless the vote results in a tie.

Article 2 - How a Trail Issue Gets to the Committee

1. Any resident, stakeholder or association may bring a trail matter before the Committee. The resident may bring the matter through an association or submit it in writing to the committee as a whole. The issue must be in writing and submitted to the Chair of the WTGC.
2. Issues may also arise through the Committees review of trail operations, accidents, safety inspections or safety literature.

Article 3 - Making Recommendations on Matters of Trails

1. The WTGC is an advisory committee that makes recommendations to the City Council and/or Senior Management by way of the Chair or designate. The committee 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 Manager(s) 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 committee will maintain an electronic system on the central computer directory to manage the status of all the committee's issues, actions and recommendations in matters of trails and of committee processes.

Article 4 – The Communication of Committee Activities

1. The disposition of a subject/issue/concern discussed at a committee meeting will be communicated to the applicant within 10 working days after the committee meets to discuss the matter.

2. A summary of the minutes (issues, actions and recommendations) of the committee's regular meetings and outcomes of recommendations shall be made available by the Projects & Community Development Coordinator within two weeks on the City's Website.
3. 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.
4. An annual report on the state of Whitehorse trail network will be developed by the committee and published and distributed via the City's Website in the subsequent January for each year.

12.0 Termination

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