

# ***The Whitehorse Neighbourhood Trails Task Force*** (The WNTTF)

## **TERMS OF REFERENCE**

**May 2012**

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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 group of committees to be known as the “Whitehorse Neighbourhood Trails Task Force” (Task Force) 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 Neighbourhood Trails Task Force (WNTTF).

### **1.0 WHAT IS THE WNTTF?**

A Whitehorse Neighbourhood Trails Task Force is a group of the City of Whitehorse and is comprised of a Parks & Recreation Department representative, community associations, stakeholders and users of the Whitehorse Trail System. A Task Force meets on a regular basis to discuss and make recommendations on the achievement of the 2007 Trail Plan’s guiding principles at the neighbourhood level, with particular focus on trail locations, designations, types of use and trail etiquette.

### **2.0 VISION**

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

### **3.0 PURPOSE**

The purpose of the WNTTFs 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 Task Forces shall meet to discuss areas of concern with regard to:

- Trail locations;
- Trail designations;
- Trail uses;

- Improvements and/or enhancements to existing trails;
- The creation of new trails for the purposes of maximizing and enhancing trail resources in an area;
- Identification of community trail 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 WNTTF:

- 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 Groups objectives, the Task Force Members' responsibilities will be as follows:

- (a) To attend all regular meetings of the Task Force; attendance includes teleconferencing and videoconferencing as needed;
- (b) To bring forward any concerns or issues to the Task Force 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**

Each Task Force will establish its own timelines at the outset of the process, with due consideration given to how these timelines may affect, or be affected by, such factors as the City's budget cycle, the Task Force's specific work plan and objectives, available financial and human resources capacity, funding opportunities, and/or the status of other Task Force initiatives underway.

## **8.0 COMPOSITION**

1. Members of the WNTTFs consist of one representative of the City's Parks and Recreation department, members of the applicable community associations, and members of the public who are representing stakeholder or user groups. Representation may be solicited from neighbourhoods who are not formally organized into community associations.
2. The Projects & Community Development Coordinator or their designate shall be a permanent member of the WNTTF and shall act as the Chairperson. Other

Departmental representatives may participate on the Task Force in an advisory role as needed.

3. To select community membership, the City of Whitehorse will invite key associations and organizations to nominate a representative to the group; representatives need not be members of the association or organization. For members of the general public, appointment will be done by way of nomination from organizations, user groups, and community associations wishing to have representation on the WNTTF.
4. Nominees should have a good working familiarity with the neighbourhood trail system under consideration.
5. Representatives of community associations and/or neighbourhoods without a community association should bring a multi-use perspective encompassing both motorized and non-motorized interests.
6. The nominations will be collated by administration for selection by the WNTTF.
7. Membership on the WNTTF should:
  - a. Be representative of trail users and stakeholders in Whitehorse;
  - b. Have a minimum of two (2) community association members represented; and
  - c. Shall be a maximum of 10 members not including the committee chair, except where the Task Force planning area necessitates higher membership from community associations.

## **9.0 Committee Duties**

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

- 9.1** The WNTTF acts as an advisory committee to Parks and Recreation staff with the implementation of the 2007 Trail Plan at the neighbourhood level, focusing specifically on trail locations, trail designation, trail improvements and enhancements, types of use, the identification of trail issues, and conflict resolution;
- 9.2** The WNTTF provides a forum in which neighbourhood-level trail related matters and/or conflicts may be brought forward by community members and/or interested parties and discussed.
- 9.3** The WNTTF 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 WNTTF incorporates human safety considerations into its work.
- 9.5** The WNTTF promotes wellness, active living, and the use of trails for commuting purposes.

- 9.6** The WNTTF works to develop and support any neighbourhood-level trail planning, development and/or maintenance initiatives to achieve the Trail Plan objectives.

## **10.0 WNTTC CODE OF CONDUCT**

The WNTTF will adhere to the following:

- 10.1** Confidentiality;
- 10.2** Open and honest communication;
- 10.3** Respect to members and the trail uses they represent;
- 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 WNTTF must represent the organizations they are selected to represent, not their own interests.
2. Where a member of the WNTTF fails to attend (including teleconference and videoconference) three consecutive meetings of the WNTTF, the member's seat shall become vacant unless the member has been excused by resolution of the WNTTF. If any Member misses three (3) consecutive meetings without approval of the Task Force, the Member shall be struck from the Task Force membership and replaced.
3. In the event that a Member of the Task Force is unable or unwilling to continue to serve on the Task Force, for whatever reason, the City may appoint a replacement.
4. The City may remove any member of the Task Force 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 WNTTF's resolutions in a matter of substance.
5. WNTTF members are appointed to represent their various organizations. All members shall carry out their duties in accordance with the WNTTF 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 organization they represent.
8. A WNTTF quorum for a regular meeting shall consist of 50% plus one (1) Task Force members and the Chairperson.
9. Other departments and employees may be requested to participate at specific meetings if their expertise is required.
10. The WNTTF 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 WNTTF 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 WNTTF**

1. Any resident, stakeholder or association may bring a neighbourhood-level trail matter before the Task Force. The resident may bring the matter through an association or submit it in writing to the Group as a whole. The issue must be in writing and submitted to the Chair of the WNTTF.
2. Issues may also arise through the Task Force's review of trail operations, accidents, safety inspections or safety literature.
3. The WTTNFs will ensure that adequate opportunities are provided for input from neighbourhood residents, including public meetings and other modes of communications as deemed appropriate.

## **Article 3 - Making Recommendations on Matters of Trails**

1. The WNTTFs are working groups that make recommendations to the City by way of the Chair or designate. The Task Forces have no responsibility for the implementation of various measures or the maintenance of trail standards.
2. Recommendations from the WNTTF 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 group will maintain an electronic system on the central computer directory to manage the status of all the group's issues, actions and recommendations in matters of trails and of group processes.

#### **Article 4 – The Communication of Task Force Activities**

1. The disposition of a subject/issue/concern discussed at a Task Force meeting will be communicated to the applicant within 10 working days after the group meets to discuss the matter.
2. A summary of the minutes (issues, actions and recommendations) of the Task Force'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 to City Council 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 group and published and distributed via the City's Website in the subsequent January for each year.

#### **12.0 Termination**

1. The City may dissolve a WNTTF at any time, or amend these Terms of Reference.