

<b>Trees and Trails Advisory Panel</b>			
<b>Subject:</b>	<b>Terms of Reference</b>	<b>Issued by:</b>	Council
<b>Applies to:</b>	<b>Trees and Trails Advisory Panel</b>		
<b>Amending By-law No.:</b>	2020-003	<b>Effective Date:</b>	January 14, 2020

**1. Background/Mandate:**

The Trees and Trails Advisory Panel serves as a resource to advise Council on the maintenance and enhancement of the tree canopy and trail system in Gananoque. Included in this responsibility is the championing of the importance of trees and trails to the Town’s quality of life, personal health, and economic prosperity.

**2. Authority:**

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

**3. Scope**

3.1. The Trees and Trails Advisory Panel reports to the Town Council and provides input, advice and makes recommendations, via Committee of the Whole, on the maintenance and enhancement of the tree canopy and trail system affecting the Town of Gananoque. The Panel serves as an advisory, resource and information support group to the Municipal Council, and to encourage and promote sustainable programs and functions such as the following:

**3.1.1. TREES:**

- 3.1.1.1. Develop and maintain a Sustainability Plan (Annual tree planting, pruning, trimming, watering of new trees, and removal of dead trees).
- 3.1.1.2. Provide the Town’s Public Works Department with maintenance and monitoring recommendations.
- 3.1.1.3. Make recommendations to Council via Committee of the Whole reports as prepared by the supporting manager, as well as communicate via the posting of the Panel’s meeting minutes.
- 3.1.1.4. Provide recommendations for the annual budget process.

**3.1.2. TRAILS:**

- 3.1.2.1. Develop and maintain a Sustainability Plan.
- 3.1.2.2. Provide the Community Services Department with maintenance and monitoring recommendations.
- 3.1.2.3. Provide recommendations for enhancements and accessibility.
- 3.1.2.4. Provide recommendations and assist with events involving the Trails network.

- 3.1.2.5. Provide assistance with marketing initiatives that encourage residents and visitors to use the trails.
- 3.1.2.6. Make recommendations to Council via Committee of the Whole reports as prepared by the supporting manager, as well as communicate via the posting of the Panel's meeting minutes.
- 3.1.2.7. Provide recommendations for the annual budget process.

#### **4. Reports To:**

- 4.1. The Trees and Trails Advisory Panel reports to the Committee of the Whole.

#### **5. Composition:**

##### **5.1. Membership:**

##### **5.1.1. Qualifications:**

- 5.1.1.1. Demonstrated knowledge and understanding of issues that may affect the environment;
- 5.1.1.2. Proven analytical and decision-making skills;
- 5.1.1.3. Experience working on a committee, task force or similar setting;
- 5.1.1.4. Availability and willingness to attend meetings; and
- 5.1.1.5. Excellent oral and written communication skills.

##### **5.1.2. Voting Members:**

- 5.1.2.1. The Advisory Panel shall consist of a minimum of five (5) members and a maximum of ten (10) members:
  - Member(s) Council – one (1)
  - Citizen Member(s) – minimum three (3) / maximum eight (8)

##### **5.1.3. Chair:**

- 5.1.3.1. The Chair of the Advisory Panel will be Council Member appointed to the Advisory Panel.

##### **5.1.4. Absence:**

- 5.1.4.1. Any citizen who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.

##### **5.1.5. Resignation of Citizen Member(s):**

- Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

##### **5.1.6. Filling Vacancies:**

- Vacancies shall be filled per the Procedure By-law.

**5.1.7. Term:**

- 5.1.7.1. The Term of office for Advisory Panel members shall end with the Term of Council, unless otherwise legislated.
- 5.1.7.2. The Advisory Panel is a standing Committee / Advisory Panel of the Council. The Term of the Advisory Panel is indefinite and may be only disbanded by Council.
- 5.1.7.3. Meetings of any Committee of the Council or Advisory Panel shall be open to the public, except for internal working group(s) or as provided in the Act.

**6. Support Resources:**

- 6.1. Technical Advisor: The Manager of Public Works and / or designate shall be Technical Advisor.
- 6.2. Recording Secretary: Administrative Assistant
- 6.3. Attendance by the Technical Advisor (or designate) and Recording Secretary shall be mandatory for all meetings.

**7. Procedures:**

- 7.1. The Advisory Panel shall establish a meeting schedule and publish to the Town's website. The schedule shall include at least four (4) regular meeting per year.
- 7.2. All sitting members eligible to vote, including the Chair, must vote.
- 7.3. Provide the approved minutes, signed by the Chair and Recording Secretary to the Clerk for the official records. With respect to the last meeting prior to an election, the minutes shall be approved as per the Procedural By-law.
- 7.4. The Terms of Reference constitutes the Administrative Practices and Procedures of the Panel.

**8. Quorum:**

- 8.1. Reference Procedure By-law.
- 8.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Recording Secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

**9. Conflict of Interest:**

- 9.1. The principles of the Council Code of Conduct Policy, apply to this Advisory Panel. Failure to adhere to this requirement will result in the individual being removed from the Advisory Panel.

**10. Remuneration:**

- 10.1. There is no annual stipend for members of the Advisory Panel.