

Wellesley Township Trails and Active Transportation Advisory Committee Terms of Reference

Background:

The Township of Wellesley is considering developing and expanding walking, hiking, and biking trails in the Township.

The Township's adopted Community Park, Recreation & Culture (CPRC) Master Plan 2014 identifies walking and hiking for leisure as the most popular activity for residents of Wellesley. Trails were identified as being a high priority for a majority of the participants in the preparation of the CPRC Master Plan. Through the CPRC master plan public consultation process 81% of respondents supported spending additional public funds on natural trails and 78% supported multi use paved trails.

The Wellesley Trails association was established in 1996 and has had some success in preparing and maintaining trails. Council wishes to expand on the work of this committee and make the establishment of trails throughout the Township a high priority.

Purpose:

The Township of Wellesley Trails and Active Transportation Advisory Committee is dedicated to assisting in developing a safe and publicly accessible integrated trails system that connects local and regional destinations, supports local walking and cycling, and contributes to the overall beautification and sustainability of the Township of Wellesley.

Composition:

The Committee will be appointed by Council and shall be comprised of six (6) to ten (10) members of the public. No current Council members shall be members of the Committee.

The Committee shall be appointed to serve for the term of Council.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders. Relevant staff / departments will provide technical support to the Committee for the purposes of providing background information associated with policy and process.

Staff support members shall not be voting members. The Committee will have the opportunity to form Adhoc Subcommittees for a project-specific initiative. Individuals recruited will have project-based knowledge.

Duties and Functions:

Through the following actions, the Committee will assist in developing a safe and publicly accessible integrated trails system, support local walking and cycling, and contribute to the overall beautification and sustainability of the Township of Wellesley.

Review, measure and recommend any adjustments related to Trails and Active Transportation within the Master Plan (CRPC) objectives on a yearly basis, to ensure its effectiveness (Refer to the CRPC Master Plan, 2014). Plan priorities include:

- Link existing trails;
- Develop trails in new or redeveloped public parks;
- Integrate trail head and way finding signage into each pedestrian improvement project;
- Coordinate trails, linkages and trail amenities.
- Consult with the Public Works Department on any planned road reconstruction and resurfacing projects and where appropriate and feasible include the necessary pedestrian and cycling improvements.
- Consult with the Planning Department so that new development areas are required to incorporate connecting routes into the overall development and link with any planned pedestrian trail system.
- Review and comment on Draft Plans and Secondary Plans of Development for the purposes of providing advice to Council associated with the planning and implementation of the CPRC Master Plan.
- To solicit and evaluate suggestions from the public regarding priorities for trails and linkages.
- Prioritize projects where the highest demand is anticipated, addressing any identified safety concerns and targeting key areas.
- Provide public education and assist in the promotion of trails.
- Recommend the acquisition of key lands considered vital to ensure the maximum possible protection and connectivity to achieve the highest possible quality of trail user experience.
- Assist Council and staff in identifying potential financial resources for the development of the trails network in accordance with CPRC Master Plan.
- Work with potential stakeholders who are interested in trail development that aligns with the CPRC Master Plan, including fundraising, stewardship and enhancement efforts.
- Communicate and coordinate Wellesley trail planning initiatives with other organizations and agencies including the Grand River Conservation Authority (GRCA), the Region of Waterloo, local service clubs, and other stakeholders to ensure a coordinated approach.

Meeting Protocol:

The Committee shall meet monthly. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the Chair. At the Committee's first meeting of their term, a Chair and Vice-Chair will be selected.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Township Council for consideration. An agenda will be prepared and distributed to members prior to meetings.

Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting. The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.