

# WORCA

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## **WORCA Trails Committee Terms of Reference**

### **Purpose**

The purpose of the WORCA Trails Committee is to advise the WORCA Board of Directors (BOD) and provide recommendations related to trail planning, building, maintenance, usage, and community stewardship, including the use of the trail network for special events.

### **Mandate**

The Trails Committee will, consistent with the purpose described above, undertake the following:

- Enhance WORCA trails management by sharing expertise and taking a community approach to trail planning, prioritizing and maintenance.
- Develop and recommend policies to the WORCA BOD and respond to BOD requests for advice and information.
- Provide advice to the WORCA BOD on planning initiatives, projects, or policies under consideration by staff or the BOD, and on additional topics of interest to the Trails Committee members that fall within the subject area of the Committee.
- Review and provide feedback on the WORCA Events Policy as it pertains to trail use and potential impact on the trail network.
- Provide feedback on the WORCA Strategic Plan.
- Foster public awareness, recognition and support for WORCA.

### **Meetings**

The Trails Committee will meet a minimum of 3 times per year in accordance with its regular schedule of meeting dates established annually at the Fall end of season meeting. Timing of these meetings shall be: at the beginning of spring as WORCA is gearing up for the start of the season (early April); mid-summer as a check-in on the WORCA trail building season (early August); and, late fall as the WORCA season is winding down and before the WORCA BOD retreat (late October). Special meetings may be held at the call of the Chair.

### **Membership & Terms of Office**

The WORCA Trails Committee will consist of members qualified in the discipline relevant to the Committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including one member of the BOD to serve as Chair - the Trails Director.

As a committee of the WORCA BOD, members of the Trails Committee should be a member of WORCA in good standing, unless there is a notable reason for exception (e.g. an external member from outside of our community such as a trail builder from another association).

Appointment to the WORCA Trails Committee group will be by consensus of the current Committee members and referred to the WORCA BOD for approval. The WORCA BOD may also appoint one additional non-voting person annually to the Trails Committee at their discretion.

In addition to the larger WORCA Trails Committee group there will be a portion of elected voting members who will serve a one year term and who can be re-elected for a maximum period of 3 annual terms. The term of office for voting members ends two months after the WORCA AGM. The number of voting members serving on the WORCA Trails Committee will be 5, including the current Trails Director & Trails Administrator. Appointment to the other 3 voting positions will be determined by the BOD annually. Consideration for appointment as a voting member to the Trails Committee group shall be through a one paragraph submission to the BOD detailing why the candidate would be an appropriate choice.

All voting and non-voting members of the WORCA Trails Committee are not permitted to represent the interests of WORCA without consent of the BOD (see Conflict of Interest section below).

### **Meeting Processes**

The Chair will set a written meeting agenda, facilitate meetings, appoint project leaders (as needed), and will report back to the WORCA BOD with advice/recommendations resulting from the meeting process. Minutes of the meeting shall be kept which accurately reflect the recommendations of the Committee to the BOD, and shall be shared with those members of the Committee that could not be present.

An agenda shall be prepared and distributed to all voting & non-voting members of the Trails Committee prior to a meeting. Members will review the agenda and any supporting information to be prepared to fully participate on all items to be discussed at the meeting.

An open meeting with all voting and non-voting members of the WORCA Trails Committee group will occur immediately prior to a closed meeting of the 5 voting members who will address items on the agenda that require a vote to make a recommendation to the BOD. Items being brought forward to the BOD for approval should have at least 50% agreement from the voting WORCA Trails Committee members. In the case of opposition by a member to a decision/recommendation of the Committee, those members will have the opportunity to approach the BOD privately or publicly with their concerns to be considered.

The Trails Committee may also pursue and organize special project sub groups for the purposes of more in depth trail plan review, standards development or any other trail related issue that needs specific focus before providing recommendations to the BOD (e.g. trail events policy).

**Conflict of Interest**

All voting and non-voting members of the Trails Committee will be expected to read and agree to WORCA's conflict of interest policy annually and to add their details to WORCA's conflict of interest register.

Conflicts of interest may arise where a Trail Committee member stands to benefit personally or financially from items/initiatives presented by themselves or others at a Committee meeting. When such is the case, the Committee member will be expected to recuse themselves from any discussions/votes surrounding these items/initiatives, in order to allow the Committee to come to an unbiased recommendation for the WORCA BOD on the matter.

**Review of Terms of Reference**

These Terms of Reference will be reviewed annually during the WORCA Trails Committee's first meeting each Spring, with final approval of changes to be made by the WORCA BOD.