

**Township of Seguin
Rose Point Recreational Trail Committee
Terms of Reference**

AIM:

The aim of the Committee is to be responsible for upholding the guidelines identified in the Rose Point Recreational Trail Management Plan and overseeing the maintenance of the Trail through administration of the Maintenance Contract.

COMPOSITION:

The Committee shall consist of six (6) members of the public with a goal to include representation as follows: representative from the Rose Point area, representative from the James Bay Junction area, representatives of the trail user groups, representative of area business owners and one (1) member of Council of the Township of Seguin. All Members are to be appointed by resolution of Council. The Members shall elect a Chair amongst themselves.

QUORUM AND VOTING:

A majority of appointed Members constitutes a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Meetings will be quarterly, or as determined by the Committee.

DUTIES AND RESPONSIBILITIES:

- a) Pursuing the goals and objectives of the Rose Point Recreational Trail Management Plan, reviewing the Plan and recommending changes to Council.
- b) Recommending to Council a contractor for Trail maintenance and the terms of the Maintenance Agreement with the contractor for maintenance and management services.
- c) Review and oversee the services and performance of the maintenance contractor and to make recommendations to Seguin on the administration of the Agreement through the communication channels as laid out in the Maintenance Agreement.
- d) Identify methods to raise additional revenues and balance the Trail budget.
- e) All expenses incurred associated with the operation of the Trail shall be approved by resolution of Council. If the Committee wishes to review major expenditures prior to presentation to Council a request must be made to

the Township Treasurer. The Treasurer will provide quarterly reports to the Committee regarding expenditures.

- f) Report to the Township of Seguin Council all activities by supplying minutes and resolutions of meetings or as determined by Council.

REMUNERATION:

Committee Members will receive honorariums as per Township Policy to a maximum of 12 meetings per year

AUTHORITY:

The Committee is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.