

# **CITY OF SALMON ARM**

## **GREENWAYS LIAISON COMMITTEE**

### **TERMS OF REFERENCE**

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#### **BACKGROUND**

A “greenway” is a linear corridor of land reserved and appropriately surfaced for public use. They are most commonly used as recreational trails for the purposes of walking, hiking and bicycling, and may include sidewalk connections and on-street bicycle lanes.

The original Greenways Liaison Committee (the “Committee”) was initially formed as a select committee of Council in 2009, with its primary goals being to:

- 1) promote greenways in the City of Salmon (the “City”);
- 2) assist with the facilitation of the City’s Greenways Strategy; and
- 3) provide Council with responsive and strategic advice on Greenways projects.

The Salmon Arm Greenways Strategy was adopted in 2011 with a purpose to provide direction for the long-term planning and implementation of a trail/path network spanning the City providing outdoor recreation and tourism opportunities, accommodating alternative transportation, and supporting corridors for ecological connectivity.

#### **COMMITTEE MANDATE**

The mandate of the Greenways Liaison Committee (the “Committee”) is now to continue as a select committee that will utilize the knowledge and resources of the City and community including, among others, citizens and greenway project stakeholders, to coordinate new and improved greenway projects, provide recommendations regarding outdoor recreation and alternative transportation opportunities, and promote the implementation of the Greenways Strategy within the City of Salmon Arm.

#### **COMMITTEE PRODUCTS**

During the course of its mandate, the Committee will:

- Work towards the implementation of the City’s Greenways Strategy;
- Review plans for new and improved greenways, including providing recommendations about potential land acquisition, design, signage, construction and funding;
- Review and provide recommendations about the City’s Long Term Financial Plan and annual budgets with respect to monies planned and allocated for greenway development and maintenance;
- Encourage the promotion of the City’s greenways network; and,

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- Provide recommendations to Council for long-term planning and budgeting to accommodate alternative transportation.

### **COMMITTEE MEMBERSHIP**

The Committee shall consist of nine (9) members.

The seven (7) voting members shall include:

- One (1) City Council member;
- Two (2) Salmon Arm Greenways representatives;
- Two (2) Shuswap Trail Alliance representatives; and,
- Two (2) citizens at-large.

Voting members shall be appointed by Council. The City Council member shall be appointed on an annual basis. The remaining voting members shall be appointed for a three year term (The first three year term ended December 31, 2011, while the current term will end on December 31, 2014).

Committee members will serve on a voluntary basis.

Two (2) non-voting City staff members from the following departments shall attend each meeting in a technical and administrative capacity:

- Development Services Department (1 staff member)
- Engineering and Public Works Department (1 staff member)

### **GREENWAY PROJECT STAKEHOLDERS**

Greenway project stakeholders will be invited to participate in Committee meetings in a technical and advisory capacity when their interests and/or projects are being considered by the Committee.

### **COMMITTEE ADMINISTRATION**

The Development Services Department will coordinate, prepare agendas, record and post minutes, and prepare follow-up correspondence for Committee meetings.

### **MEETING FREQUENCY AND ATTENDANCE**

It is expected that the Committee will meet four times per year. Additional meetings may be required depending upon the topics and projects under consideration by the Committee.

Committee members are expected to attend meetings on a regular basis.

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### **MEETING STRUCTURE**

- The appointed City Councillor will serve as the Committee's Chair and spokesperson;
- Attendance by four (4) voting members of the Committee will constitute a quorum;
- A majority vote shall be a majority of the members present;
- Non-voting members of the Committee will attend in a technical and advisory capacity;
- No sub-committees will be established by the Committee;
- The Committee will conduct its meetings in accordance with the City's Procedure Bylaw;
- Committee meetings are open to the public, with the exception of any in-camera item; and
- Minutes of each meeting shall be available to the public upon request, with the exception of in-camera items.

### **DECISION MAKING**

- Committee members will deal with matters on the established agenda and within their mandate;
- Any recommendation to City Council will be determined with a majority vote by the voting members of the Committee;
- Any member who has a conflict of interest in a matter being dealt with by the Committee must advise the Chair and that member will be excused from the Committee meeting while the matter is being dealt with; and
- Once a decision or recommendation has been made by the Committee, it is expected that all Committee members will respect that decision.

Adopted by City Council on this \_\_\_\_\_ day of \_\_\_\_\_ 2014.