

DRAFT
Halifax Regional Trails Association
Executive Officers
Terms of Reference
Revised April 14, 2009

Mandate:

The mandate of the HRTA Executive Officers is as follows.

1. To partner with HRM Council to plan, construct and maintain HRM community trails.
2. To articulate the HRM Regional Trails Perspective and Vision
3. To be the community voice for HRM Trails
4. To support and nurture the community development model for trail building in HRM
4. To ensure the development, maintenance of a sustainable HRM Regional Trails network
5. To be the recognized spokesperson for the HRM Regional Trails.
6. To abide by the mission, vision goals and values of HRTA
7. To formulate a community consultation process for HRM Trails that respects all partners
8. To support three way management agreements among, HRM, N.S. and Community Trails
9. To support building trails inside the guidelines of the HRM Active Transportation and HRM Regional Plan

Terms of Reference for the HRTA Executive Officers

1. Determine or revise the details of the process for the HRTA working committees
2. To monitor and adjust the workings of the 3 HRTA subcommittees
3. To ensure that members are represented on committees in a balanced way.
4. To organize regular meetings for HRTA members
5. To encourage immediate and long term needs/interests of the community in relation to trails use.
6. Assist HRM to formalize the draft Trail Classification system and the Trail standards.
7. Work within the guidelines for “best practices” for community development
8. Work collaboratively with HRM Real Property Planning (Infrastructure & Asset Management) staff and HRM Trail staff, keeping communication lines open.
9. Provide recommendations and information to HRM as required.
10. Develop an annual Business Plan for Capital (including projected financial plan). Timing for the business case will coincide with the proposals for the HRM maintenance funding and the HRM capital process each September/October.
11. Establish ad hoc sub committees with terms of reference when/if required.
12. Revise job descriptions as required for chair, secretary, treasurer and members
13. Determine the process to select and nominate new executive officers & committee members at the Annual AGM
14. Provide monthly/regular and annual reports regarding capital and maintenance budgets, changes in policy or direction to HRTA, HRM Trail staff and Real Property Planning staff as required.
15. Provide budget reports to HRM Trail staff that support the annual Business Plan, based on reports from the three working committees.
16. Ensure all required insurance is secured for HRTA volunteer services on HRM Trails
17. Distribute approved HRM funding contributions amongst Community Trail members, based on recommendations of Trail staff and the Maintenance and Capital Committees
18. Examine ways to obtain block funding for trails from other funding sources.

19. Explore ways to engage corporate partners and corporate funding.
20. Develop a process to monitor and confirm proper use of intended HRM funding.
21. Meet and consult with HRM staff and community (user groups i.e. Active Transportation Advisory Committee, Halifax Biking Coalition) as required
22. Recognize volunteer and committee successes and commitment.
23. The Chairperson shall act as the Executive Spokesperson.
24. Review annually the process for the smooth running of the organization

**HRTA Mission, Statement of Purpose, Goals and Statement of Activities
As per the Nov. 21 changes under review until the 2009 AGM.**

2.0 Mission Statement

The mission of the Halifax Regional Trails Association is to assist and support community trails groups to develop, build and promote a system of interconnecting trails in HRM.

3.0 Statement of Purpose

The Halifax Regional Trails Association is established to advise the HRM Council on matters related to:

- Coordinating an integrated trail and walkway system for areas within HRM
- Coordinating activities among community groups and federal, provincial, municipal and corporate partners,
- Promoting the development of trail focused community groups throughout HRM
- Other matters concerning trails within HRM.

HRTA is established to provide leadership, promote public awareness and advocate action on matters related to trail development in HRM.

4.0 Goals

The Association will have standing committees from time to time ad-hoc committees will be struck to conduct the business of the Association. The goals of HRTA are reflected in the goals of its committees.

- a. Permanent sustainable maintenance plan, provide nice trails, less pressure on volunteers and communities.
- b. Sustainable capital and operational funding supporting an integrated trail system.
- c. Raise awareness of the multi-faceted benefits of the trails system for healthy active communities.
- d. The recruitment and retention of volunteers.
- e. Regional strategy for linkages resulting in an integrated network of trails.
- f. Lobby for adequate trails legislation i.e. Trails Act.

5.0 Statement of Activities

The Halifax Regional Trails Association (HRTA) will support the development of a public, multi-use trail system within the Halifax Regional Municipality of Nova Scotia. The Halifax Regional Trails Association will work in partnership with its Community Group Members, communities, other organizations, the private sector, governments and individuals for the establishment, development and maintenance of such a trails system.

The Halifax Regional Trails Association will promote environmentally sound trail development, the preservation of the natural and historic features of adjacent lands and the appreciation of the natural environment.

The Halifax Regional Trails Association will fulfill its mission in an objective and impartial manner, directing the resources and energy of the many diverse groups wishing to work towards a common goal of an extensive, municipal trail system.

The Halifax Regional Trails Association will avoid partisan political involvement.

The Halifax Regional Trails Association has a board of directors made up of appointees from its Community Group Members. Each Community Group Member in good standing is eligible to appoint a representative to the Board of Directors. Officers will be elected by these representatives of the community group members

HRTA Executive Officers

Structure of Committee:

- Comprised of 5 voting members selected from HRTA
- Chairperson: 2- 3 year position (Appendix 1: Job Description)
- Vice Chair: 2-3 year (Appendix 2: Job Description)
- Secretary: 2-3 year position (Appendix 3: Job Description)
- Treasurer: 2-3 year position (Appendix 4: Job Description)
- Past Chair: 2-3 year position (Appendix 5: Job Description)
- 2 HRM staff representatives (non voting) liaisons/advisors with HRM

Selections Process:

- HRTA Nomination Committee will nominate HRTA members for Executive positions prior to the AGM
- Chair, Vice Chair, Secretary and Treasurer will be voted in (or re-instated if their terms have not ended) at the AGM in April. Chair and Vice Chair will be appointed/voted in on alternate years from the Treasurer and Secretary.
- Past Chair will be appointed at the AGM

Reporting Procedure:

- Annual reporting is required at the time of the maintenance and capital budget submissions in October.
- Business planning for the following year will be conducted at this time as well.
- An annual report will be provided at each AGM
- Other reporting as required

Decision Making Process:

- members will not on their own or as part of another group engage in any independent action that is in conflict with the Terms of Reference or role of the HRTA Executive
- there will be no alternative members voting by proxy
- Executive Committee decisions will be based on recorded motions.
- where ever possible, important decisions will be made by consensus; where consensus is not possible, a vote of the members present will be taken; the Chairperson will cast the deciding vote.
- 4 of 5 members must be present to formally pass a motion
- Committee members will publicly support the decisions on all HRTA Executive Committee matters; differences of opinion will be voiced amongst the Committee members; the Committee members have a duty to fully explore all viewpoints.

Appendix 1: Job Description - HRTA Chairperson
Halifax Regional Trails Association (HRTA)
Chair
Job Description - Approved by Board of Directors - _____

Position: Volunteer Board Chair

Time Commitment: 6 - 8 hours a month (meetings, preparation, consultation)

Term: 2 to 3 years if possible.

Accountability: The Chair is accountable to the Officers and Board of Directors

Authority: The Chair shall act on behalf of the Officers and Board of Directors of HRTA

Responsibilities: The Chair is responsible for ensuring that the volunteer board work within the established parameters set out in the HRTA By laws. The Chair is also responsible for ensuring the effectiveness of meetings and that the Officer and Directors are aware of their duties.

General Duties: The general duties of the Chair are as follows:

- Prepare the agenda items for HRTA meetings
- Chair all regular monthly meetings
- Ensure that the Officers are responsible for their duties as laid out in the job descriptions
- If unable to attend a meeting, arrange for another Officer to chair the meeting- usually the vice chair.
- Appoint ad-hoc sub committees as needed
- Supervise the affairs and operations of the Committee & Board
- Ensure that all motions are carried into effect
- Promote the work of the Board
- Assist with the evaluation of each Officer's performance

Qualifications & Requirements:

- Commitment to the Association's Mission & Mandate
- Time as required
- Openness to Learning
- Team Player
- Communication Skills
- Knowledge of Microsoft office or equivalent
- E-mail usage

Appendix 2: Job Description: HRTA Vice Chair
Halifax Regional Trails Association (HRTA)
Vice Chair
Job Description - Approved by Board of Directors - _____

Position: Volunteer Vice Chair

Time Commitment: 4 hours a month (meetings, preparation, consultation)

Term: 2 to 3 years if possible.

Accountability: The Vice Chair is accountable to the Officers and Board of Directors

Authority: The Vice Chair shall act on behalf of the Officers and Board of Directors of HRTA

Responsibilities: The Vice Chair works in cooperation with the Chair and assists where necessary.

General Duties: The general duties of the Vice Chair are as follows:

- Assist the Chair where necessary
- Learn the duties of Chair to fill in as necessary

Qualifications & Requirements:

- Commitment to the Association's Mission & Mandate
- Time as required
- Openness to Learning
- Team Player
- Communication Skills
- Knowledge of Microsoft office or equivalent
- E-mail usage

Appendix 3: Job Description- HRTA Secretary
Halifax Regional Trails Association (HRTA)
Job Description - Secretary
Approved by Board of Directors - _____

Position: Secretary

Time Commitment: 6 - 8 hours a month (meetings, preparation, consultation)

Term: 2 to 3 years if possible.

Accountability: The Secretary is accountable to HRTA the Board of Directors and the membership in general.

Authority: The Secretary shall act as a guardian of the administrative records of the Halifax Regional Trails Association.

Responsibility: Include the recording of minutes or notes of meetings, the recording of Board policies, maintaining a list of current Board members, issuing notices of meetings, general and Board correspondence and submission of legal documents. The Secretary is also responsible for the updating and storage of the Board minutes.

General Duties:

- Assist the Chair and Board to develop meeting agendas
- Keep copies of Organization's by-laws and policy statements.
- Keep list of Association members and general membership
- Notify Association members of meetings
- If unable to attend a meeting, arrange for replacement to take minutes
- file the annual return, amendments to by-laws and documents to the Registry of Joint Stocks

Qualifications:

- Knowledge of Microsoft office or equivalent
- E-mail usage
- Commitment to the Mission to the Halifax Regional Trails Association
- Openness to learning
A team player

Appendix 4: Job Description - HRTA Treasurer

Halifax Regional Trails Association (HRTA)
Job Description – Treasurer
Approved by Board of Directors - _____

Position: Treasurer

Time Commitment: 4 hours a month (meetings, preparation, consultation)

Term: 2 to 3 years if possible.

Accountability: The Treasurer is accountable to the Board of Directors and the membership in general.

Authority: The Treasurer shall act as a guardian of the financial records of the Halifax Regional Trails Association.

Responsibility: The Treasurer is responsible for providing an accounting of the financial transactions of the Halifax Regional Trails Association and for the updating and storage of the financial records.

General Duties: The General Duties of the Treasurers are as follows:

- Bank for the Association
- Provide treasurers reports at meetings
- If absent from a meeting, find another director to deliver the report.
- Provide an annual financial report at the AGM and have it signed by two Directors.

Qualifications:

- Knowledge of Microsoft office or equivalent
- E-mail usage
- Commitment to the Mission to the Halifax Regional Trails Association
- Openness to learning
- A team player

Halifax Regional Trails Association (HRTA)

Past Chair

Job Description - Approved by Board of Directors - _____

Position: Past Chair

Time Commitment: 4 hours a month (meetings, preparation, consultation)

Term: 2 to 3 years if possible.

Accountability: The Past Chair is accountable to the Officers and Board of Directors

Authority: The Chair will act on behalf of the Officers and Board of Directors of HRTA

Responsibilities: The Past Chair will provide consultative/advisory role to the incoming Chair based on past experience as Chair

General Duties: The general duties of the Past Chair are as follows:

- Assist with the transition of incoming Chair.
- Provide the incoming Chair with information regarding the history and workings of HRTA
- Provide consultative advice in the preparation of the agenda and the business of HRTA
- Promote the work of the Association
- Continue to act as a Trail Ambassador at public trail events

Qualifications & Requirements:

- Commitment to the Association's Mission & Mandate
- Time as required
- Openness to Learning
- Team Player
- Communication Skills
- Knowledge of Microsoft office or equivalent
- E-mail usage

Appendix 6: Background to the Halifax Regional Trails Association

History of the Halifax Regional Trails Association HRTA:

In 1998, the Halifax Regional Development Agency commissioned Gordon Ratcliffe and Associates to produce the HRM Regional Trails Plan. Five of the 11 trail prioritized went into planning and construction in 1999. Except for the Sackville Trail all these trails were constructed on abandoned rail lines. The HRDA supported and nurtured the community development model of trail development as a way to build capacity and bring ownership from the community to the trails program.

Based on the success of the first few years, other trail groups started to join and the Halifax Regional Trails Advisory Team was formed in 2000. HRTAT became an association of community trails. This round table type of association had little formal structure. The group met on a monthly basis and its purpose was as follows:

- Coordinating and integrating a trail and walkway system in HRM
- Coordinating activities among community groups, federal, provincial, municipal and corporate sponsors, NS Trails and TCT
- Promoting the development of trail focussed community groups throughout HRM
- Provide leadership, promote public awareness and advocate action on matters relating to trails in HRM
- Provide input to HRM Council on matters regarding trails as requested.

In 2003, a workshop was held to take a five year review of the Regional Trails Plan. In the consultants report (Regional Trails Plan Review and Workshop Report: Griffiths Muecke Associates and Gordon Ratcliffe) a recommendation was made that HRTAT should seriously consider formal incorporations to increase its organizational capacity. However, in the review process that followed, HRTAT decided to keep its current informal organization.

By 2006, because of the desire of the groups to sign a formal Maintenance Agreement, the plan to incorporate was necessitated.

At the time of the first official AGM on April 16, 2007, the name of the Association was changed to Halifax Regional Trails Association (HRTA).