

GANARASKA FOREST RECREATIONAL USER COMMITTEE

Terms of Reference

As of September, 1994 – still in effect in 2010:

1) Committee Structure

1.1 Voting Members

One representative or alternate appointed annually by each of the following organizations:

- Ontario Federation of Anglers and Hunters
- Ontario Trail Riders Association (equestrian)
- Federation of Ontario Naturalists
- Federation of Ontario Hiking Trail Associations
- Ontario Federation of Snowmobile Clubs
- Canadian Motorcycle Association
- Canadian Cross Country Ski Association (or alternate)
- Orienteering Ontario
- Township of Hope
- Township of Manvers
- Township of Cavan
- **Municipality of Clarington**

1.2 Chair

The chair is appointed by the GRCA and is a non-voting member of the committee.

1.3 Recording Secretary

A staff member of the GRCA will be appointed by the Chief Administrative Officer and is a non-voting member of the Committee. In the absence of the Chair, the Recording Secretary will assume the Chair.

1.4 Amendments to Committee Structure and/or Terms of Reference

The committee structure and the terms of reference will be reviewed annually with recommendations being made to the GRCA regarding changes.

2) Rules of Order

All meetings will be conducted in a normal businesslike manner.

2.1 Public Participation

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All requests to appear before and make representation to the committee should be made in writing to the Chair at least 10 calendar days prior to the meeting. Such requests should include a brief summary of the nature of the presentation and the name of the person(s) making it. Presentations shall be limited to 10 minutes. Presenters should be prepared to answer questions from Committee members.

2.2 Correspondence

All correspondence pertaining to Committee business should be addressed to the appropriate member in care of the GRCA. Correspondence will normally be dealt with at the next meeting following receipt. Correspondence originating from the GRCA will be copied of the member(s) of the Committee as appropriate.

2.3 Conduct of Business

At the discretion of the Chair, new business will be introduced by a notice of motion introduced at the meeting prior to when the business will be dealt with. This will permit members to solicit input prior to voting. Notices of motion require a mover and a seconder.

All motions require a mover and seconder. Discussions on motions will be limited to 10 minutes with extensions beyond this time at the discretion of the Chair. Members may speak twice on any motion.

All motions will be decided by majority vote. A tie vote means that the motion is defeated.

One third of the Committee's voting membership shall form a quorum for the transaction of business.

3) Meetings

Meetings of the Ganaraska Forest Recreation Users Committee shall normally be held on the last Thursday of the month for the months of April, June, September and November. Additional meetings will occur at the call of the Chair.

4) Reporting Function

The Ganaraska Forest Recreation Users Committee shall report to the GRCA on its activities over the previous year by December 1 of each year.