



## **ATV TASK FORCE TERMS OF REFERENCE**

In recognition of the need for discussion and research on allowing ATV usage on township roads, pursuant to Ontario Regulation 316/03 of the Highway Traffic Act, Tay Valley Township deems it appropriate to establish an ATV Task Force.

### **MANDATE**

The purpose of the Task Force is to provide advice to Council on whether or not to allow ATV usage on township roads. To fulfill its mandate it is anticipated the Working Group will, among other things:

- Research best practices from other local municipalities;
- Review associated insurance and liability issues;
- Consider the health and safety of residents and visitors, including ATV users, cyclists, pedestrians and motorists;
- Receive public feedback;
- Suggest suitable roads to allow access to and from different off-road trails, as well as user requirements and conditions, if allowance is supported; and
- Recommend an acceptable solution to Council by April 30, 2011.

### **REPORTING RESPONSIBILITY**

The ATV Task Force will communicate its findings and recommendations to the Committee of the Whole by April 30, 2011. Attendance and agenda topics will be coordinated through the Chief Administrative Officer or designate. Updates on the work of the Working Group will be communicated to Committee of the Whole on a regular basis by the Council Member representatives.

### **MEMBERSHIP**

The ATV Task Force shall comprise a maximum of eight (8) members, appointed at the beginning of the Council term by Council, comprised of the following:

- Two (2) Council Members, with one (1) acting as Chair, the other as alternate Chair
- Four (4) residents with at least two (2) ATV users.

In addition, the following persons will serve in a non-voting/resource capacity:

- One (1) representative of the Ontario Provincial Police, preferably the Detachment Commander or designate
- One (1) staff representative from the Public Works Department, namely the Superintendent or designate.

The Chief Administrative Officer shall act as a resource person to the Task Force and coordinate the work and meetings of the group.

### **MEETINGS**

The Task Force will meet at least monthly or at the call of the Chair or alternate Chair. Agendas will be posted on the Township website one week prior to the meeting. The Chief Administrative Officer or designate will act as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (50% plus one) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Township Office.

### **TERM**

The term of appointment shall be for a period of less than one year at the pleasure of Council. The Task Force will dissolve once its final report is presented to Committee of the Whole.