



## **Trail Maintenance Committee**

### **Terms of Reference**

#### **Mandate:**

1. **To recommend trail maintenance priorities based on the criteria in the UROC Trail Management Plan and using the annual trail inventory data, planned events, trail user feedback, and other relevant information.**
2. **To organize and implement volunteer trail maintenance days.**

#### **Composition:**

The Trail Maintenance Committee (TMC) chair will be a board member determined by the Board of Directors.

The committee will consist of no more than 7 members, including the TMC chair and the UROC trail manager.

Committee members may not be members of the paid UROC trail crew.

Members will serve a 2 year term. A committee member may stand for re-appointment after their term ends.

New members will be appointed by the Board of Directors. The committee may provide recommendations to the Board. The board will communicate open committee spaces to the membership.

When appointing new members, the Board will consider:

- Knowledge and experience with respect to the Cumberland trail network, trail building and maintenance; and
- the composition of the committee with respect to user group representation.

#### **Meeting Requirements**

Meetings will be scheduled as required to meet the committee goals. Five (5) to seven (7) meetings per year are expected.

#### **Roles and Responsibilities**

Committee members will endeavour to stay informed of Cumberland trail management issues, public perspectives, land access requirements, and trail construction standards.

Members will participate in email/conference call discussions between meetings as required and come prepared to all meetings to discuss agenda topics, provide opinions, and develop recommendations.

Members will make best efforts to attend all meetings.

**Deliverables:**

Development of recommendations for trail maintenance priorities.

Implementation of volunteer trail maintenance days per year.

**Scope:**

The committee will review and provide input on trail maintenance priorities to the UROC Trail Manager following completion of the annual trail inventory and throughout the year.

The committee may make recommendations for which trail maintenance priorities should be completed by paid contractors but the tendering and administration of trail maintenance contracts is the role of the Trail Manager and is outside the scope of the committee.

The committee will consider reported accidents and trail user feedback when determining maintenance priorities. Tracking and reporting of injuries and formal trail user feedback will be the responsibility of the Trail Manager.

Tracking of completed trail maintenance work will be the responsibility of the Trail Manager.

The committee will determine the allocation of the volunteer trail maintenance budget towards procurement and maintenance of tools and equipment and administration of volunteer trail maintenance days.

The committee will be responsible for all aspects (scheduling, organization, communications, marketing, permits, etc.) of volunteer trail maintenance days. The Trail Manager may assist with some or all of these tasks as their time and budget allow.

**Budget:**

The trail management committee budget will be determined annually by the UROC Board of Directors.

**Reporting:**

The committee will provide update reports to the UROC board at each general meeting of the UROC board of directors.

The committee will report all trail maintenance activities to the Trail Manager to be tracked.

The Trail Manager will regularly report all trail accidents, user and stakeholder feedback to the Maintenance Committee.