

Dufferin Outdoor Recreation Advisory Team Terms of Reference

Date Approved by Council: August 27, 2026

Mandate

The purpose of the Dufferin Outdoor Recreation Advisory Team is to:

- provide a forum for discussion of issues related to recreational use of County assets
- provide community input and advice to County staff regarding recreational use of the Dufferin County Forest and the Dufferin Rail Trail and implementation of the Outdoor Recreation Plan
- assist County staff in communicating information about the Outdoor Recreation Plan and related by-law (2017-39) and any revisions

The Dufferin Outdoor Recreation Advisory Team is an advisory body and may make recommendations to County staff and County Council (through staff), but in general will not be making decisions regarding uses of County assets.

Member Expectations

Committee members are expected to adhere to the following conduct and practices:

- That all committee members, in all forms of communication, when speaking about the work of the committee, or members of the committee do so in a respectful manner
- That committee members address differences of opinions or conflict with other committee members in a respectful manner
- That all committee members respect confidentiality and privacy
- That all committee members are required to attend a minimum of 75% of committee meetings
- That committee members shall not use their status on a committee for personal or political gain

Assumptions:

- outdoor recreational pursuits on County land are a privilege, not a right;
- the Dufferin County Forest and the Dufferin Rail Trail are not parkland, preserve, or for single-use, however, all areas may not be suitable for all activities and;
- the Dufferin County Forest and the Dufferin Rail Trail are owned and managed by the Corporation of the County of Dufferin, and are not Crown land.

Criteria for Analysis of Recreational Activities/Events:

- activity must have minimal environmental impact;
- activity must not have significant impact on other users;
- activity must be compatible with County management activities;
- activity must not pose significant liability concerns to the County and;
- activity should not require significant County staff intervention for administration or policing.

Membership Composition

The Dufferin Outdoor Recreation Advisory Team will be composed of the following members:

Role	Member
Committee Chair	To be filled by a member of the Committee
Group/Club Representation	One representative from each group/club known to use the Dufferin County Forest and/or Rail Trail
Community Members	2 members appointed from the community
Support Staff	County Forest Manager or designate and other staff as required

Selection Process

Each group/club known to use the Dufferin County Forest and/or Rail Trail will appoint one primary representative to the Dufferin Outdoor Recreation Advisory Team. If the primary member is unable to attend a meeting, the group may send an alternate member.

Groups will be asked to keep diversity, equity and inclusion principles in mind when choosing a representative. Group representatives will be added at the discretion of the County with input from Dufferin Outdoor Recreation Advisory Team members. The County may request an alternate representative if an individual is not adhering to the Terms of Reference of the Team. Representatives should have:

- commitment to advancing the purpose of the Dufferin Outdoor Recreation Advisory Team;
- respect for their fellow recreational users;
- respect for the procedures agreed to by the members; and
- willingness to serve as volunteers on the Dufferin Outdoor Recreation Advisory Team.

Members will act as a liaison between their organization or stakeholder group and the County.

Community members will be selected through an application and interview process. Staff representatives will conduct the interview and make a recommendation to Council for appointment. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate. Committee members must be a County of Dufferin resident, business owner or stakeholder.

Subcommittees

The Dufferin Outdoor Recreation Advisory Team may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Dufferin Outdoor Recreation Advisory Team. The Chair of the subcommittee shall be a voting member.

The Dufferin Outdoor Recreation Advisory Team may choose to obtain feedback from recreational users and the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

Term

The Committee members shall be appointed for the term of Council (4 years).

Meeting Schedule

The Committee will meet at least once, and up to four times, annually. Meetings may be held in-person or virtually, depending on availability.

Quorum

Committee quorum requires that at least 6 members be present. If quorum is not attained within the first 10 minutes, the formal meeting cannot proceed, and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.