



Waterfront Trail Rotary Community Action Team (WTRCAT)

(March 27,2022 Version)

Terms of Reference

Summary Statement: The Waterfront Trail Rotary Community Action Team (WTRCAT) has been formed to be a community-backed Active Living-focused voice, advocating to see key pieces of the City’s Waterfront Multi-Use Trail develop. In its simplest form, the boundaries of the Trail extend from Fisherman’s Park in the North to Chippewa Park in the South or “Park-to-Park”.

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Glossary of Terms:

WTRCAT: Waterfront Trail Rotary Community Action Team.

Rotary: International Service Organization with Clubs in close to 200 countries with 1.2 million members. Rotary was formed in 1905 in Chicago Illinois. It’s motto is Service Above Self! Visit www.rotary.org for more information.

Port Arthur Rotary: Port Arthur Rotary was formed locally in 1924. Visit www.parotary.com or www.facebook.com/parotary.



1. The Committee

The Waterfront Trail Rotary Community Action Team (WTRCAT) is a committee of the Port Arthur Rotary Club comprised of Rotarians and non-Rotarians. The Committee resides within the organizational structure of the Port Arthur Rotary Club under the umbrella of the Board Director responsible for Community Service. The WTRCAT is comprised of Port Arthur Rotary representatives and stakeholders and users of the existing Thunder Bay Multi-Use Trail System. The trails are for all people-powered transportation. This means people walking, jogging, cycling (including E-Bikes [a bicycle that can be run on electric power as well as by pedaling]), roller blading, roller skiing, skateboarding, and those who use wheeled mobility devices (wheelchair, power-chair, etc.). As stated in the City of Thunder Bay's Recreation & Facilities Master Plan, "trails provide a significant contribution to the community in terms of health, recreation and education. They promote physical activity which contributes to improved fitness and mental health while making communities more liveable. They connect people to the natural surroundings and provide access to even greater recreational opportunities." The WTRCAT meets on a regular basis to discuss and make recommendations regarding the City of Thunder Bay Waterfront Trail expansion that will connect Marina Park and Fisherman's Park. The WTRCAT is also aware that beyond the first phase of expansion, Waterfront Trail expansion in a southerly direction from Marina Park to Chippewa Park is the ultimate goal of the City.

2. Vision

At club meetings in communities across the globe, Rotary members come together to strengthen their connections to friends and neighbours and their commitment to improving lives. A Rotary Community Action Team requires members for the specific community, regional, national or global projects it is trying to tackle. Their connections in this case include, but are not limited to key Active Living/Active Transportation Groups in Thunder Bay and area. The vision of this assembled WTRCAT is to see key pieces of the City's Waterfront Multi-Use Trail develop. This worthy project will directly or indirectly relate to several of Rotary's seven Areas of Focus namely:

1. Peace and conflict prevention/resolution.
2. Disease prevention and treatment.
3. Water and sanitation.
4. Maternal and child health.
5. Basic education and literacy.
6. Economic and community development.
7. The Environment

The City of Thunder Bay's Active Transportation Plan has one main goal: to help make Thunder Bay a great place to walk, bike, and roll. To do this, the City is building cycling lanes, new Multi-Use trails, active living corridors, and expanding the sidewalk network. The expanded trail system will support the City's commitment to creating a liveable, safe, attractive, healthy and sustainable community. Residents and visitors alike will find exciting year-round opportunities for recreation and transportation



alternatives that will link people to each other, to their community and to their unique natural and cultural heritage.

3. Purpose

The purpose of the WTRCAT is to provide advice and support to the City's Director Engineering & Operations, City Committees and from time-to-time City Council by way of deputation. This advice should relate to the development, maintenance, promotion and encouragement of a sustainable, inclusive, diverse and accessible Thunder Bay Multi-Use trail network. Specific emphasis shall be on the Waterfront Multi-Use Trail so as to benefit of all trail users, stakeholders and stewards. In doing so, the WTRCAT will further the 2019-2022 City of Thunder Bay Strategic Plan which in part focuses on city building and social infrastructure to strengthen our economy, lifestyle and well being. The Waterfront Multi-Use Trail is defined as the multi-use trail between Fisherman's Park in the north and Chippewa Park in the south with initial emphasis on the northern-most phase, the Waterfront Trail extension between Marina Park and Fisherman's Park. The City's Strategic Plan makes specific reference to "extending the Waterfront Trail in alignment with approved capital works."

4. Composition

WTRCAT members are appointed to represent various organizations. All members shall carry out their duties in accordance with the WTRCAT Code of Conduct in an objective and fair manner.

1. The WTRCAT will include one ex-officio member of the Port Arthur Rotary Board of Directors, preferably, but not necessarily, the Director of Community Service;
2. The appointment of the Committee chair shall be reviewed along with the other terms of reference recommendations annually by May 31st.
3. Local Trail Groups/Active User Groups: 1 representative from local Active Living or Active Transportation Group or user group presently comprised of, but not limited to:
 1. Indigenous Active Living Group 1 (TBA)
 2. Indigenous Active Living Group 2 (TBA)
 3. Thunder Bay Meter Eaters;
 4. Thunder Bay Cycling Club;
 5. Firefighter's Ten Mile Road Race Committee;
 6. Thunder Bay Hiking Association;
 7. Confederation College Cross Country Running Team;
 8. Black Sheep Mountain Bike Club;
 9. National Team Development Centre (NTDC);
 10. Central Canada Charity Ride (formerly Caribou Charity Ride);
 11. Lappe Nordic Ski Club;



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12. Special Olympics Thunder Bay;
13. Handicapped Action Group Inc.:
14. Warren Philp, Port Arthur Rotary Representative;
15. Janine Chiasson, Port Arthur Rotary Representative;
16. Port Arthur Rotary Board Representative;
17. Frank Wilson, Community Member At Large;
18. Community Member(s) At Large ...

To a maximum of 19 Action Team Members not including the Chair.

4. Other Rotarian and non-Rotarian members who bring a passion for the goals of the Committee and expertise that is beneficial to the furthering of the WTRCAT's objectives to a maximum of 19 members, not including the Committee chair.
5. The City's Director Engineering & Operations, representatives of City Committees or representatives of City Council shall be asked to attend meetings where appropriate as a resource to the WTRCAT.
6. Although the three other Rotary clubs in the city of Thunder Bay namely: Fort William Rotary, Lakehead Rotary, Rotaract Club of Thunder Bay will not be initially involved with the Waterfront Trail Rotary Community Action Team, letters of support will be sought from all three organizations and communication will occur with the three clubs at quarterly meetings of the four Rotary organizations plus Nipigon Rotary Club in a forum called "Canada Club". The initial iteration of the WTRCAT does not preclude changes in the future that result in any of the three Thunder Bay-based Rotary clubs to become directly involved in some way, shape or form.

5. Approach

In meeting the WTRCAT objectives, the responsibilities of committee members will be as follows:

1. To recognize that the meeting places of this Committee, resides in the Robinson Superior Treaty Area of 1850 and have been built on the traditional lands of the Ojibwa people of Fort William First Nation. We also need to recognize the historic presence of the Metis people in the area.
2. To attend all regular meetings of the Committee. Attendance may include teleconferencing and videoconferencing as needed;
3. To declare a conflict of interest, and remove oneself from discussion and voting on matters where there can be a perceived or actual conflict of interest.
4. A WTRCAT quorum for a regular meeting shall consist of 50% plus one WTRCAT members and the Chairperson.
5. To bring forward any concerns or issues to the WTRCAT for discussion purposes, and to make recommendations to the City's Director Engineering & Operations, any Committee of Council and/or City Council that relates to the mandate of the WTRCAT.



6. Guiding Principles

The WTRCAT will be built based on the following guiding principles:

1. Sound Environmental Stewardship and Management;
2. Respect and Recognition for the traditional lands of the Ojibwa people of Fort William First Nation;
3. Mutual Respect between Trail Interests and Other Resource Users;
4. Respect and Understanding among Diverse Trail Interests;
5. Partnerships and Collaboration;
6. Secure Recreation Opportunities for All Trail Users.

7. Scope

In meeting its purpose, the WTRCAT shall meet to discuss areas of interest with regard to:

1. Providing a unified community voice in support of Waterfront Multi-Use Trail development;
2. Although the focus of the WTRCAT is on Waterfront Multi-Use Trail expansion between Fisherman's Park and Marina Park and then potentially on to Chippewa Park, existing and future bike lanes on roads are not part of the scope, although when required, provide input to City efforts to develop or enhance parts of the city where expanding or enhancing the existing 60 kilometre Multi-Use Trail network makes sense with specific emphasis on the linkages to the expanding Waterfront Multi-Use Trail system.
3. Fundraising for Waterfront Multi-Use Trail Development working in collaboration with the Port Arthur Rotary **TBA** Charitable Organization with a focus on Fisherman's Park to Marina Park initially;
4. Enlisting Support for Waterfront Multi-Use Trail Development from Groups whose mandate is not solely Active Living or Active Transportation but is related to some of the themes mentioned herein;
5. Research into Trail initiatives nationally and internationally that have applicability to the Waterfront Multi-Use Trail or the City's Multi-Use Trail system more broadly; and
6. Identification of City-wide issues that are impediments to Waterfront Multi-Use Trail development.

8. Code of Conduct



Diversity, equity, and inclusion (DEI) is a top priority for Rotary International, one that underscores the core values that are a foundation for how members should interact with each other and their communities. Welcoming people with differing perspectives and ideas enhances Rotary's ability to create lasting change in communities worldwide. It is crucial that everyone who engages with Rotary -- no matter who they are in the world, or how long they have been connected with Rotary -- to feel valued, respected, and welcomed. Rotary's capacity for doing good is amplified when we not only welcome, but actively invite, a variety of experiences, cultures, and perspective. With these DEI principles in mind, the WTRCAT will adhere to the following:

1. Discretion;
2. Open and honest communication;
3. Respect to members;
4. Respect to guests and presenters;
5. Respect for the process;
6. Each member promotes the committee and its purposes; and
7. The Chair is the official voice of the Committee, unless otherwise stipulated.

9. Enabling Authorities

The following documents give responsibility to, and guide the actions of, the WTRCAT:

1. **Port Arthur Rotary Club Bylaws** where Rotary Community Corps (RCCs) heretofore to be known as Rotary Community Action Teams or RCATs have been identified as teams of non-Rotarian persons who are committed to their community's long-term economic development and self-sufficiency. The goals of an RCAT will depend on its community's specific needs. Membership in an RCAT is open to any non-Rotarian adult in the community who shares Rotary's commitment to service. Members can come from any walk of life. Joining an RCAT is not intended to be a path to Rotary membership, but it does expand opportunities for members to collaborate with Rotarians and develop leadership skills that will allow them to better participate in their community in an active and meaningful way. The partnership between an RCAT and its sponsoring Rotary club, in this case the Port Arthur Rotary Club, is mutually beneficial, as it enhances Rotary's image and impact in the community.
 - **Membership:** Clubs are encouraged to recruit adults with good character and leadership potential. Membership is open to persons who are residing, employed, or studying in or near the community.
 - **Meetings:** An WTRCAT must meet at least once per month physically or virtually, at a time and place suited to the convenience of the members. The leadership group of the RCAT should meet physically or virtually at least twice per month. Although the WTRCAT leadership group is yet to be defined, it could include the WTRCAT Chair, a Vice-Chair/Co-Chair, Secretary and Executive Director. All positions are volunteer and unpaid.



- Dues: Any fees, dues, or assessments to be paid by the membership of the WTRCAT must be nominal and for the sole purpose of meeting administrative costs. Funds for activities and projects must be raised separately.
- 2. Rotary Four-Way Test of the Things We Think, Say and Do which is defined as follows: a nonpartisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages. It's four tenets are as follows:
Of the things we think, say or do....
 - i. Is it the TRUTH?
 - ii. Is it FAIR to all concerned?
 - iii. Will it build GOODWILL and BETTER FRIENDSHIPS?
 - iv. Will it be BENEFICIAL to all concerned? and
- 3. Applicable City Bylaws.

Note: In the interest of brevity, one can find additional Enabling Authorities in Appendix 1.

10. Reporting Relationships

The WTRCAT will provide reports and minutes of meetings to the Port Arthur Rotary Director of Community Service on an ongoing basis. Ongoing communication between all partners is critical and is anticipated throughout the composition of the WTRCAT.

11. Review

The WTRCAT will undertake an annual review of the Terms of Reference by May 31st of each year. Following the review, any recommendations for changes to the Terms of Reference shall be presented to the Committee and subsequently the Board of Directors of Port Arthur Rotary to determine if the WTRCAT shall be renewed under an amended Terms of Reference. Each member of the committee shall serve a one-year term.

12. WTRCAT Recommendations

The WTRCAT is first and foremost, a Committee of the Port Arthur Rotary Board of Directors within the Community Service Portfolio. Furthermore, the WTRCAT is an advisory committee that makes recommendations to City's Director Engineering & Operations and/or Council or any Committee of Council that relates to the mandate of the WTRCAT. The WTRCAT has no responsibility for the implementation of various measures, plans or the maintenance of trail standards.



Appendix 1: Enabling Authorities outside Rotary

1. In October 2020, the City of Thunder Bay adopted a Strategic Plan that contains four strategic pillars. Under the “Grow” pillar, the third Strategic Action of the Grow pillar is to “Develop key City infrastructure that builds capacity such as a new Multi-Use indoor sports facility, the first phase of the Waterfront Trail and a long-term plan for the replacement of Fort William Gardens (FWG).” Priority Action number two under this Strategic Action is to “Extend the Waterfront Trail in alignment with approved capital works”. The distance of Waterfront Trail work completed will be the measurement of success;
2. The City of Thunder Bay Official Plan adopted in April 2018 has approximately thirty references to trails and Multi-Use trails in the document, a testimony to their relevance in the planning process. The general objectives of the City’s Waterfront policies found in Part 8 of the document include an objective to “identify and pursue opportunities to increase and improve public access to the shorelines of Lake Superior and the Kaministiquia River, including a continuous public Multi-Use trail along the entire length of the waterfront”.
3. The City of Thunder Bay Earth Care Sustainability Plan 2014-2020 summarized the results of several working groups including one Community Lifestyle Group that focused on Mobility (Active Transportation, Transit and Mobility) and despite the fact there was no specific reference to Waterfront Trail expansion, there was an overall goal to inspire and influence the evolution of integrated urban mobility that is efficient, affordable and accessible;
4. The City of Thunder Bay adopted a 2021-2027 Indigenous Relations and Inclusion Strategy. Under the pillar of Education and Inclusion, there is Commitment 8: To Honour & celebrate Indigenous space & place. In subsection 8.3 there is the suggestion that the City should collaborate on new place-making initiatives and opportunities for welcoming spaces in the city by: (a) Conduct research in collaboration with academic and Indigenous partners to identify Indigenous heritage recognition opportunities in City spaces and (b) Maintain and enhance existing place-making spaces. Again, although there is no direct reference to Multi-Use trails in the 2021-2027 Indigenous Relations and Inclusion Strategy, there will be opportunities that will arise by way of the attention given to new spaces along the proposed Waterfront Trail expansion that lend themselves to reflect on this Commitment and how it can tie in.
5. The City of Thunder Bay Recreation & Facilities “Fit Together Master Plan was approved in January 2017 and represents a planning document with a 15-year horizon. There are close to 50 references to trails in this document. Section 6.10 is entitled Waterfront Trail Investment. The section states, “trails provide a significant contribution to the community in terms of health, recreation and education. They promote physical activity which contributes to improved fitness and mental health while making communities more liveable. They connect people to the natural surroundings and provide access to even greater recreational opportunities. Trails are also an important component of the City’s active transportation system for commuter travel.” Recommendation 35 in the document is pertinent to



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the work of the WTRCAT and it reads “The Trails Master Plan for the City of Thunder Bay should prioritize the development of a comprehensive system of trails that inter-connects the various corners of the city and major recreational assets and zones as proposed in this Master Plan. The opportunity exists to connect major recreational facilities – from Boulevard Lake/Prince Arthur’s Landing in the north-east to the Westfort Playfields in the southwest– via trail development that navigates the spine of the city. This opportunity should be investigated and can be expected to involve new connections to existing trails to appropriately connect the assets;

6. The City of Thunder Bay 2008-2028 Active Transportation Plan addressed several themes including Fostering Walkable Environments and Connecting and Growing the Cycling Network. Mapping contained in the Plan clearly identifies the Waterfront Multi-Use Trail as a key component of an improved network for use by multiple active transportation users;

7. The City of Thunder Bay 2019-2039 Transportation Master Plan Draft report has within it recommendations from the Active Transportation Plan. Relevant to the work of the WTRCAT is estimated capital costing for priority projects and proposed projects of which the Waterfront Trail expansion is a subset. Priority projects are estimated at \$14.1 million while proposed projects total \$43.9 million;

8. The City of Thunder Bay 2021-23 Capital Budget where only maintenance and new trail construction dollars for the 60 kilometres of Multi-Use trail are currently found totalling \$300,000 annually;

9. City of Thunder Bay Climate Forward City – Net Zero Strategy Draft Document April 2021 where under the Active Transportation and Trip Reduction heading, there is a recognition that Thunder Bay residents have an affinity for nature and the outdoors. The Net Zero Strategy supports this lifestyle by assuming a continued increase in cycling and walking, with enabling infrastructure investments in, among other things, trails.