

Anchorage Trail Advisory Group Policy

Date: December 5, 2007

POLICY RE: Anchorage Trail Advisory Group

Advisory Group Established

There is created a Trail Advisory Group composed of eleven (11) voting members, with no less than eleven (11) members being qualified electors of the City.

Qualifications of Advisory Group Members

The regular members of the advisory group shall be qualified electors of the Municipality and shall serve without compensation. The members of the Advisory Group shall hold no other elected or paid public office in the Municipality. The advisory group will include, but not be limited to members of the identified trail user groups within the existing Far North Bicentennial Park Trail Committee¹, other identified user groups, two at-large representatives and one Parks & Recreation Commissioner. Decisions will be made by consensus with a simple majority required and a dissenting opinion provided.

Appointments to Committee

The Parks & Recreation Commission will appoint qualified members to the Advisory Group that represent the group composition listed above. Appointments to the Advisory Group and the filling of vacancies shall be made by the Anchorage Parks & Recreation Commission at a regularly scheduled meeting. Members of the Advisory Group shall serve for one year terms renewable by the Parks & Recreation Commission.

Organization of the Advisory Group

At its first regular meeting following establishment, the members of the Advisory Group shall elect a chair and a vice-chair who shall hold office for the duration of the project. In coordination with Parks & Recreation staff and consultants, the chair shall preside over meetings, appoint appropriate sub-committees, direct the affairs, and establish the meeting agenda of the Advisory Group. In the absence of the chair, the duties of this office shall be performed by the vice chair.

Procedure

The Advisory Group may adopt rules and regulations to govern procedure and shall set a time for regular meetings that will be held as required to complete a comprehensive report on the recommendations for trails.

¹ Members of the Far North Bicentennial Park Trail Committee Include: Alaska Sled Dog and Racing Association (ASDRA), Nordic Skiing Association of Anchorage (NSAA), Arctic Orienteering Club, North American Skijoring and Ski Pulk Association (NASSPA), Anchorage Unleashed, Single Track Advocates (STA), Arctic Bicycle Club, Snowshoe Users, Equestrian Users, Walkers & Hikers represented through the Friends of Far North Bicentennial Park

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Quorum

A majority of members shall constitute a quorum for the purpose of taking action on any agenda items.

Absence from Advisory Group Meetings

Absence of a member from two consecutive meetings, without formal consent of the Advisory Group noted in the official minutes, constitutes the voluntary resignation of such absent member and the position shall be declared vacant.

Minutes of Advisory Group Meetings

The Administrator of the Parks and Recreation Department shall appoint a secretary to maintain accurate minutes of the activities and official actions of the committee. This secretary shall also serve as the staff liaison between the committee and the Parks and Recreation Department.

Advisory Group Duties and Responsibilities

The duties and responsibilities of the Trails Advisory Group shall be to:

- a. Act in an advisory capacity to the Anchorage Parks & Recreation Commission in all matters pertaining to the planning, design, maintenance and management of soft surface trails within the Anchorage Bowl and to cooperate with other civic groups and governmental agencies for the planning of and advancement of trails for the entire Anchorage community
- b. Act as the Trail Advisory Group for the Far North Bicentennial Park Improvement Project. Conduct an inventory and assessment of the trails within and connecting to Far North Bicentennial Park. The assessment should establish the existing conditions of the trail, the amount of current maintenance, any deficiencies, and necessary improvements to bring to minimum standards. The project will establish trail classifications, trail standards and trail management objectives for trails within and connecting to Far North Bicentennial Park
- c. Establish a trail project approval process for proposed trail projects that meet the trail classifications, trail standards and trail management objectives established by the Far North Bicentennial Park Trail Improvement Project
- d. Develop the first Action Plan for this Anchorage Trails Advisory Group
- e. Work closely with Parks & Recreation staff and consultants who represent Parks & Recreation to meet the project goals and objectives
- f. Work closely with local public, private, and semi-private organizations in a mutually cooperative manner for the betterment of soft-surface trails within Anchorage
- g. Assist in identifying citizen needs and concerns for the Parks & Recreation Commissioners as it may effect trail planning, design, management and maintenance

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Advisory Group Code of Ethics

As a member of the Anchorage Trail Advisory Group representing all of the residents of Anchorage, I recognize that:

1. I have been entrusted to provide park, trail and recreation planning and management advice and service to my community.
2. These services should be available to all residents regardless of age, sex, race, religion, national origin, physical or mental limitations.
3. While honest differences of opinion may develop, I will respect the opinions of other members and their right to express these opinions. I will strive to work harmoniously with other members and the public to assure residents the service they require.
4. I will invite all residents to express their opinions so I may be properly informed prior to making any decisions. I will make them based solely upon the facts available to me. I will support the final decision of the Advisory Group and the Park Commission. I will not speak as an Advisory Group member without the consent of the entire Group.
5. I must devote the time, study and thought necessary to carry out my duties.
6. The Advisory Group members establish park and trail guidelines and broad policies required to develop a community park and the staff and professional consultants are responsible for administering the guidelines and policies of the Advisory Group.
7. I have no authority outside of the proper meetings of the Advisory Group.
8. All Advisory Group meetings shall be open to the public except as provided by law.
9. The Advisory Group members provide input to the Parks & Recreation Commission on park and trail guidelines and broad policies required to develop a community park and the staff and professional consultants are responsible for administering the guidelines and policies of the Advisory Group.

Advisory Group Member / date

Park and Recreation Director / date

Park and Recreation Commission Chair / date
Anchorage Trail Advisory Group

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<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>Email</u>
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