File: 0540-20

Terms of Reference
Black Creek – Oyster Bay Services Committee

Mission: Comprising the directors from Puntledge – Black Creek (Area C) in the Comox Valley Regional District and Oyster Bay – Buttle Lake (Area D) in the Strathcona Regional District, this standing committee will consider all matters relating to the CVRD Black Creek – Oyster Bay fire and water services.

Authority: The Black Creek – Oyster Bay Services Committee serves as an advisory body to the CVRD Board.

Mandate: The Black Creek – Oyster Bay Services Committee will have the authority to provide advice to the Board on matters pertaining to its mission.

Membership: As a standing committee of the CVRD Board, the chair of the board has appointed the following to comprise the Black Creek – Oyster Bay Services Committee:

- Electoral Area D (Strathcona Regional District Director
- Electoral Area C (Puntledge – Black Creek) Comox Valley Regional District Director

Committee chair: The committee shall elect a chair and vice-chair from amongst its members at the first meeting of each year except in the year following general local elections when such elections shall be conducted at the first meeting following said general local election.

Resources: The CAO will determine and assign a staff member as an advisor to the committee. A recording secretary may also be appointed. The committee will also be accorded a budget to cover meeting expenses, meals/coffee, photocopying and other related activities.

Tenure: This committee is a standing committee and as such is continuous subject to direction from the chair of the board.

Reporting: The Black Creek – Oyster Bay Services Committee will provide its minutes to the Corporate Legislative Officer within 48 hours of any committee meeting. Where the board feels it is necessary, the committee may be asked to meet with the

board and brief the board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

Contact with the Media: Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the chair of the committee to the CVRD chair of the board. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the chair of the board. The chief administrative officer and other senior staff will provide assistance and / or guidance to the chair of the board and committee chair in responding to the media.