File: 0540-20

Terms of Reference
Committee of the Whole

Mission: Comprising all ten board directors, this committee will consider all regional district business not considered by the Electoral Areas Services Committee, Black Creek – Oyster Bay Services Committee or the committees and commissions established by bylaw, specifically the Comox Valley Recreation Commission, Comox Valley Water Committee, Regional Parks and Trails Committee and Sewage Commission. These services include general government, corporate matters, 9-1-1 Emergency Answering Service and others. Regional initiatives including the Regional Growth Strategy and Sustainability Strategy may be considered at a Committee of the Whole meeting and if required all member municipality councillors will be invited to attend these 'elected officials forums'.

Authority: The Committee of the Whole serves as an advisory body to the CVRD Board.

Mandate: The Committee of the Whole will have the authority to provide advice to the board on matters pertaining to its mandate.

Membership: As a standing committee of the CVRD Board, the chair of the board has appointed the following to comprise the committee of the whole:

Participating Area	**Current Voting Weight ***
Electoral Area A (Baynes Sound – Denman/Hornby Islands) Director	6
Electoral Area B (Lazo North) Director	6
Electoral Area C (Puntledge – Black Creek) Director	7
City of Courtenay Director	5
City of Courtenay Director	5
City of Courtenay Director	5
City of Courtenay Director	4
Town of Comox Director	5
Town of Comox Director	5
Village of Cumberland Director	3

* Based on 2021 census figures effective November 1, 2022

Committee chair: The board chair and vice-chair shall serve as the Committee of the Whole chair and vice-chair as described under the CVRD board procedure bylaw.

Resources: The CAO will determine and assign a staff member as an advisor to the committee. If necessary, 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 will be deemed to be continuous subject to direction from the chair of the board.

Reporting: The Committee of the Whole 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 or issues 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 General Manager of Corporate Services will provide assistance and / or guidance to the chair of the board and committee chair in responding to the media.