

**File: 0540-20**

**Terms of Reference**  
**Integrated Regional Transportation Select Committee**

**Mission:** Established by the Comox Valley Regional District (CVRD) Board of Directors and comprising of elected officials, agency or partner representatives and members of the public, this committee considers matters relating to collaboration on regional transportation projects, priorities and infrastructure including the specific promotion of a bike commuter path or multi-use corridor along Comox Road and the development of an application to the Ministry of Transportation and Infrastructure's (MOTT) BikeBC funding program for roadside greenway improvements. The mission includes consideration of the concept of a single point of contact for transportation-related initiatives in the Comox Valley.

**Authority:** The Integrated Regional Transportation Select Committee (IRTSC) serves as an advisory body to the CVRD Board. The committee may also provide advice to CVRD member municipalities and regional partner organizations.

**Mandate:** The IRTSC will have the authority to provide advice to the Board on matters pertaining to its mission.

**Membership:** As a select committee of the CVRD Board, the Board has appointed the following to comprise the IRTSC:

- Director Grieve / Alternate – Director Hamir representing the CVRD electoral areas
- Councillor David Frisch (Chair)/ Alternate Melanie McCollum representing the City of Courtenay
- Councillor Alex Bissinger/ Alternate Stephanie McGowan representing the Town of Comox
- Village of Cumberland – Councillor Vickey Brown/ Alternate Jesse Ketler (liaison role only)
- K'ómoks First Nation – Chief Councillor Nicole Rempel
- School District No. 71 – Sheila McDonnell / Alternate Kat Hawksby
- John Higginbotham as a member of the public
- Angela Holmes (Vice-Chair) as a member of the public
- Catherine Davidson as a member of the public
- VACANT as a member of the public

Alycia Traas representing the Ministry of Transportation and Infrastructure serves as a staff resource.

**Committee Chair:** The committee shall elect a chair and vice-chair from amongst its members at the first meeting of the committee. The chair and/or vice-chair serves until such time as the committee resolves to determine a new chair and/or vice-chair.

**Meeting Frequency:** The committee shall meet on a quarterly basis throughout the year unless otherwise required.

**Resources:** The Chief Administrative Officer (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 select committee exists until the latter of:

- The final presentation of options associated with exploring the concept of a single point of contact for transportation-related initiatives in the Comox Valley; and
- Substantial promotion for the development and construction of a bike commuter path or multi-use corridor along Comox Road between the City of Courtenay and the Town of Comox.

The committee exists at the pleasure of the Board.

**Reporting:** The 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 committee chair to the CVRD Board Chair. 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 Board Chair. The Chief Administrative Officer and General Manager of Corporate Services will provide assistance and / or guidance to the Board Chair and Committee Chair in responding to the media.

**Public Meetings:** Unless otherwise provided for in the CVRD procedure bylaw, the committee meetings are open to the public. Where the matter deals with an issue that is confidential, the committee may adjourn to an “in-camera” session to discuss that matter.

#### **Terms of Reference History**

Approved: July 26, 2016  
Amended: February 23, 2017  
November 28, 2017  
January 29, 2019