

District of Tumbler Ridge

Standing Committee for Transportation

Terms of Reference

Introduction

The Transportation Committee is formed under the direction of the Mayor of Tumbler Ridge in accordance with Community Charter Section 141 and approved by Council at the regular council meeting of December 2nd 2008. The Committee is to gather information and solicit input to issues relating to transportation as assigned to it by the Mayor and Council.

Purpose/Objective

The purpose of the Committee is to provide community-based advice on issues that fall under its jurisdiction. The expectation is that the Committee will bring forward to Council well thought out and researched solutions and policy recommendations that have an overall benefit to the community.

It is to act as a focal point for the residents of Tumbler Ridge for issues related to Transportation.

Committee Membership

The membership structure is as follows:

Chair – Councillor from the District of Tumbler Ridge;
Co-Chair – Councillor from the District of Tumbler Ridge;
2 appointed members from the residents of Tumbler Ridge;
Mayor – ex-officio as required.

- The Chair and Co-Chair will be appointed by the Mayor;
- The appointed members will be selected by the Chair and approved by Council;
- The membership positions are voluntary and not eligible for regular remuneration;
- The committee may invite and consult with other parties or standing committees.

Membership Guidelines

- All committee members are expected to be respectful towards each other and work cooperatively.
- It is expected that each member will conduct themselves in the best interest of all Tumbler Ridge residents
- If a conflict of interest arises, it will be up to the member to remove himself or herself from the discussion and decision.

Voting Procedure

- Decisions shall be ratified through a simple majority at the meeting;
- In the event of a split vote the ex-officio will cast the deciding vote;
- No proxy votes are permitted.

Meetings

- The chair will establish the meeting schedule;
- A quorum must be met in order for the meeting to be official;
- Discussion may proceed if there is no quorum.

Communication Protocol

- The Committee is not permitted to make public statements to the media without the consent of Mayor and Council;
- The Chair may provide information briefs during Councillors' Business at Council or at Policies and Priority's meetings.

Committee Scope

- The scope of the committee is to investigate issues assigned to it and report findings to Council and, if appropriate, recommend changes to existing policies or advise of new ones;
- Advise Council of residents' issues relating to Transportation;
- Items of concern to the residents or Mayor and Council can be examined by the Transportation Committee but are not restricted to any one or all issues.

Term of the Standing Committee

- The Standing Committee will be in place for one year at which time Council will review its effectiveness and recommend to the Mayor whether to disband the committee, make changes to the TOR or continue with its function;
- At this time the Mayor will review the membership and decide on its membership with the intent to rotate Councillor positions.
- The Chief Administrative Officer will appoint a staff member to assist with information required and support on an as needed basis.

Budget – To be determined under the approval of Mayor and Council.