

Transportation and Parking Implementation Project

Steering Committee Terms of Reference

Purpose and Role of the Steering Committee

The role of the TPIP Steering Committee is to provide strategic counsel and advice that will assist and support in the success of the Transportation and Parking Implementation Project (<http://camosun.ca/documents/about/transportation/tpm-implementation-charter.pdf>). It is anticipated that the Project will be for four years (June 2010-May 2014). The Steering Committee will focus on Phases 3 & 4 of the Project:

- Phase 3 –Programs/Education that support the Plan, with evaluation and reporting mechanisms
- Phase 4 –Promoting and Improving transportation options, with evaluation and reporting mechanisms

The Steering Committee will focus on the Recommendations in the Transportation and Parking Management Plan (T. Litman 2009) that relate to the above phases.

<http://camosun.ca/documents/about/transportation/plan-final-draft-june-2009.pdf>. Suggestions or ideas may get referred to an appropriate TPIP Working Committee.

Membership

- Project Leader (Director, Ancillary Services)
- Each of the following Camosun internal groups/departments is invited to designate a representative:
 - Manager, Ancillary Services
 - CCFA
 - CUPE
 - BCGEU
 - CCSS
 - Director, College and Community Relations
 - Chair, Environmental Tech department
 - College Exempt Group
- Each of the following external groups is invited to designate a representative:
 - Camosun Community Association
 - Beaver Lake and Westwood Vale Community Association
 - Greater Victoria Cycling Coalition
 - Engineering Technologist, Traffic Division, District of Sannich
 - BC Transit
 - President, Robbins Parking
 - PISE
 - Transportation, CRD

If any of the above internal or external groups does not wish to designate a member to this Committee, the position will be left vacant.

- Up to eight (8) “at large” members (combination of students and employees) may be appointed by the Chair for (minimum of) an annual term based on interest and expertise

Chair

The Project Leader (Director, Ancillary Services) will act as Chair, and will appoint an Acting Chair when not available

Members – Appointing a replacement

All members are members for the duration of the Project, and will make attendance at meetings a priority. If a member is unable to attend a meeting, they will not send a substitute. If a member representing one of the designated groups or departments, for whatever reason resigns, the group/department will be invited to designate another.

Support

Support will be provided by the Assistant to the Director

Meeting Dates and Times

The Steering Committee will generally meet quarterly, in the fourth week of the month, beginning in June 2010

Location

The meetings will generally be held in the LACC Board Room (LACC 320/321) at the Interurban Campus

Agenda Development and Distribution

The Agenda will focus on the recommendations and objectives of the TPM plan. Proposed agenda items and supporting documents will be submitted by members to the Assistant. The Agenda will be reviewed/finalized by the Chair prior to distribution

Agenda, with attachments, will be distributed to members of the Steering Committee via email at least two days prior to the meeting.

Meeting Protocol

No last minute items will be added to the agenda at the table except by approval of the Chair under extenuating circumstances.

Formal Record, Follow-up and Communication

Notes will be recorded and transcribed by the Assistant to the Director. They will be forwarded to the members via e-mail along with the agenda for the next meeting, at which meeting the notes will be approved, if appropriate. Once approved, the notes will be posted on the Transportation and Parking page on the Camosun Web Site.