

**REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 16, 2022**

SUBJECT **2022 Transportation Committee Terms of Reference**

ISSUE SUMMARY

This report is to provide the 2022 Transportation Committee Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 8, 2021, the Regional Board approved the 2022 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

For 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee TOR. At the January 26, 2022 Regional Parks Committee there was discussion regarding the Regional Trails and the inter-relationship between the Regional Parks and Transportation committees. Following this, the CRD Board Chair met with the Chair and Vice Chair of the Regional Parks Committee, the Chair of the Transportation Committee, and staff, and has amended the TOR to reflect this discussion (Appendix A). A redline version showing the changes since Board approval is attached as Appendix B. The Board approved version is attached as Appendix C for reference.

The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Committee 2022 Terms of Reference attached as Appendix A be approved as amended.

Submitted by:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Amended 2022 Transportation Committee Terms of Reference
Appendix B: Amended 2022 Transportation Committee Terms of Reference (Redlined)
Appendix C: Board Approved 2022 Transportation Committee Terms of Reference (Redlined)