



Making a difference...together

**REPORT TO TRANSPORTATION COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 21, 2024**

**SUBJECT**     2024 Transportation Committee Terms of Reference

**ISSUE SUMMARY**

To provide the 2024 Transportation Committee Terms of Reference for information.

**BACKGROUND**

Under the *Local Government Act* and the 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 13, 2023, the CRD Board approved the 2024 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.

The Transportation Committee TOR required one housekeeping update to reflect the new naming of the Regional Parks Strategic Plan to include trails in the title as follows: “Regional Parks and Trails Strategic Plan”. The 2024 Transportation Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

The TOR are being provided for information to 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. Any future revisions to the TOR will require ratification by the Board.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2024 Transportation Committee Terms of Reference – Approved Dec 13 2023  
Appendix B: 2024 Transportation Committee Terms of Reference – Redlined