

Terms of Reference



Regional Transportation Advisory Committee

PREAMBLE

The Capital Regional District (CRD) Regional Transportation Advisory Committee (RTAC, or the “Committee”) is an advisory committee established by the CRD Board and will oversee and make recommendations to the Transportation Committee regarding multi-modal transportation issues of regional significance.

The Committee will also provide advice to the Transportation Committee on matters relating to the Regional Transportation Service (RTS), which was established with the goal of advancing regional connectivity and integrated mobility. The RTS granted the CRD expanded authority to develop policies and plans, manage regional trails, acquire and hold land, acquire and distribute grant funding, create programs, and develop project offerings and services in relation to transportation. These functions will support unified advocacy, regional consistency, better integration between land use and transportation, and improved road and trail safety. Through the RTS, the CRD will collaborate with local governments, the Province and other agencies in advancing the development of a robust Regional Multi-modal Network (RMN).

The Committee’s official name is to be:

Regional Transportation Advisory Committee

1.0 PURPOSE

The Committee is the principal forum for senior staff of CRD member jurisdictions and partner agencies to provide strategic input and advice on multi-modal transportation issues of regional significance.

RTAC's purpose is to:

- a) **Provide Strategic Advice:** Act as a senior-level advisory body to the Transportation Committee and CRD staff on regional transportation matters, including the development and implementation of the Regional Transportation Plan (RTP), governance of the RTS, engagement with senior government including advocating for regional transit priorities to the Victoria Regional Transit Commission (VRTC), and integrating multi-modal transportation with other regional districts on Vancouver Island.
- b) **Foster Collaboration:** Enable collaboration, engagement, and information-sharing between member agencies and CRD staff on advancing transportation initiatives of regional significance.
- c) **Support Policy Alignment:** Promote alignment between local, regional, and provincial transportation priorities and multi-modal policies, including the integration of land use, active transportation, transit, road and trail safety, and regional mobility objectives.

- d) Advise on Major Initiatives: Discuss and provide input on key CRD transportation initiatives, strategic plans, and funding programs, including advancing the RMN and prioritization of capital projects of regional significance. Resolutions may be brought forward to inform CRD staff reports to committees, the CRD Board, or external agencies.
- e) Identify Priorities: Annually review upcoming transportation-related initiatives, agree on key focus areas for the Committee's work, and establish ongoing sub-committees or ad-hoc working groups to support focusing the Committee on strategic-level discussions.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Transportation Committee will receive regular minutes of the Committee proceedings. The CRD Board is the final decision-making authority.
- b) The Committee will report on progress toward the delivery of its mandate to the Transportation Committee, through the General Manager of Housing, Planning and Protective Services.
- c) The Committee may form sub-committees or task-specific working groups to provide advice to the Committee on issues of interest for detailed discussion or technical review. Sub-committee membership may consist of Committee members (both voting and non-voting) as well as membership from external organizations and residents at-large, as needed. Membership of sub-committees shall be voted upon by the Committee.
- d) The Committee may request a revision to the Terms of Reference for consideration and approval by the CRD Board, including the composition of voting members and non-voting participants.

3.0 COMPOSITION

Appointments: Members of the Committee will be appointed by the Board.

Voting Members: The Committee will include one senior staff representative from each of the participating areas in the RTS, which includes the 13 CRD municipalities and the three electoral areas.

Non-Voting Members:

- i. CRD Regional Planning and Transportation
 - ii. Ministry of Transportation and Transit (MoTT)
 - iii. BC Transit
 - iv. BC Ferries
 - v. Victoria Airport Authority
 - vi. Greater Victoria Harbour Authority
 - vii. Insurance Corporation of British Columbia
 - viii. Island Corridor Foundation
 - ix. Vancouver Island Health Authority or Provincial Health Services Authority
- a) Members: Each organization will designate one Member to attend Committee meetings and participate in discussions. The CRD may have multiple staff present as needed based on agenda items, and to support and coordinate. Organizations are responsible for providing updates to the CRD liaison whenever the Member changes.

- b) Guests: Other individuals or organization representatives with relevant expertise may be invited as guests by the Committee Chair or CRD liaison to attend specific meetings (or portions of).
- c) First Nations: Staff are permitted to participate in committee meetings at their discretion, where the Nation has an interest in matters being considered by the Committee. However, such representatives do not contribute to a voting quorum and cannot participate in any votes.
- d) Liaison: The CRD will provide support to the Committee, including agenda coordination, meeting logistics, minute-taking, record-keeping, and follow-up.
- e) Terms: The term of any person shall not exceed three (3) years.
- f) Chair and Vice Chair: A Chair and Vice Chair for the Committee shall be elected from among the Committee Members for a 1-year term. The vote for the new Chair and Vice Chair will be administered by the CRD liaison and will occur every year.
- g) Duties of the Chair and Vice Chair: The Chair shall preside over meetings of the Committee and are responsible for ensuring the effective conduct of its business. In carrying out these duties, the Chair shall:
 - i. Preside over meetings in a fair, impartial, and orderly manner;
 - ii. Ensure that the deliberations of the Committee are focused on advancing regional transportation objectives, rather than the specific interests of any single jurisdiction or agency;
 - iii. Facilitate full and equitable participation of all Members in discussions and decision-making; and
 - iv. Collaborate with CRD liaison in the preparation of meeting agendas, ensuring that items brought forward are consistent with the Committee's mandate and strategic priorities.
 - v. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

4.0 PROCEDURES

- a) The Committee shall meet every two months, or as required, at the call of the Chair.
- b) The agenda will be finalized by staff in consultation with the Chair. Any Committee member may make a request to place a matter within the mandate of the Committee on the agenda to the Chair.
- c) Quorum is the majority of the voting membership and is required to conduct Committee business.
- d) Decision making by vote is by majority of voting members present.

5.0 RESOURCES AND SUPPORT

- a) The CRD Regional Planning and Transportation Division is the liaison to the Committee and is responsible for administration related to the Committee.
- b) Minutes and agendas will be prepared and distributed by the CRD.