

# Terms of Reference



## TRANSPORTATION COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation and the Regional Transportation Service.

The Committee's official name is to be:

Transportation Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
  - i. Regional transportation matters including regional transportation policies, plans, programs, projects, and studies including but not limited to public transit, active transportation, mobility hubs, transportation demand management, and road and trail safety.
  - ii. Encouraging a strong regional voice on regional transportation governance and matters including the regional multi-modal network, goods movement, transit, rapid transit, active transportation, multi-use regional trails, inter-regional transportation, and grant funding for infrastructure projects of regional significance.
  - iii. Regional trails matters including land acquisition, capital planning, policy, management, construction, operations and programs for the Galloping Goose, the Lochside, and the E&N trails.
- b) The Committee may also make recommendations to the Board to:
  - i. Advocate to and collaborate with senior levels of government to support major multi-modal transportation plans and projects which support the region's transportation, climate action and sustainability goals.
  - ii. Advocate to and collaborate with the Victoria Regional Transit Commission on regional transit and rapid transit priorities.
  - iii. Advocate to and collaborate with the Island Corridor Foundation on the use of the rail corridor.
  - iv. Work with other Vancouver Island Regional Districts to support major multi-modal inter-regional transportation which support the mobility of people transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
  - i. Regional Transportation Advisory Committee
  - ii. Any other advisory body established by the Committee

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee;
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

## **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

## **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Housing, Planning and Protective Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.