

**REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 22, 2025**

SUBJECT Regional Transportation Advisory Committee Terms of Reference

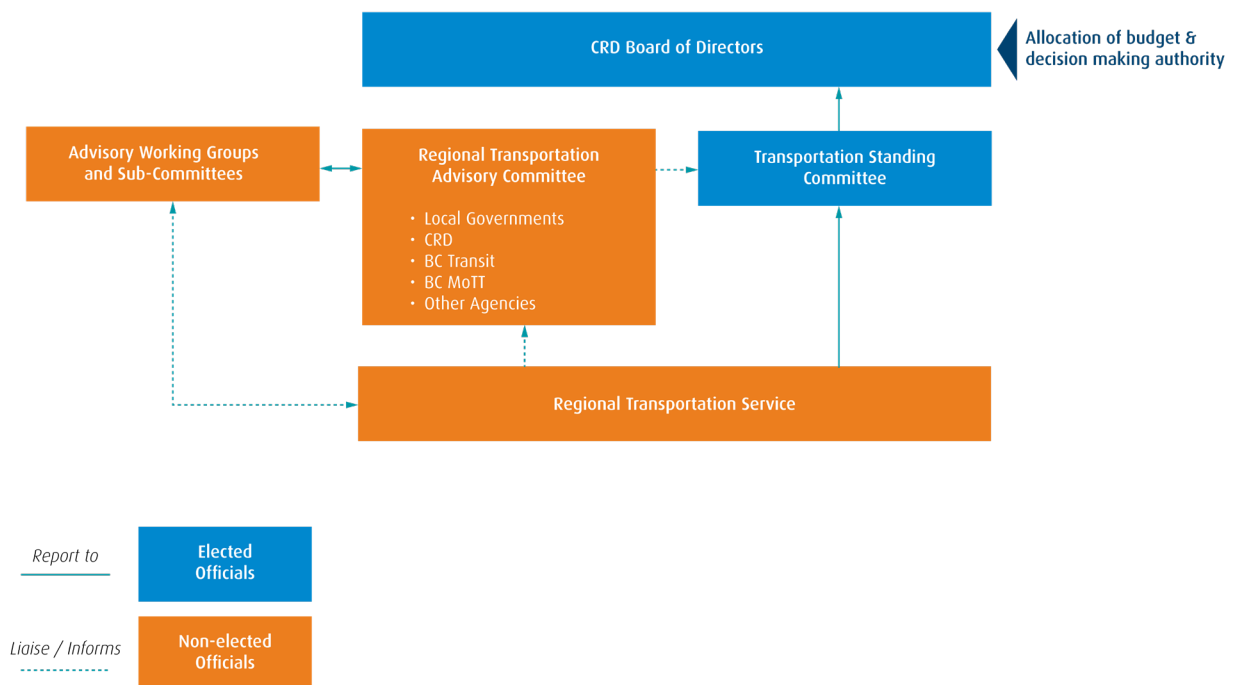
ISSUE SUMMARY

The purpose of this report is to approve the Terms of Reference (ToR) for the Regional Transportation Advisory Committee (RTAC), dissolve the Transportation Working Group (TWG), and update the ToR for the Transportation Committee.

BACKGROUND

On July 11, 2025, the Capital Regional District (CRD) Board directed staff to develop a ToR (Appendix A) for the establishment of a RTAC and supporting working groups and sub-committees and report back in the third quarter of 2025. The development of the RTAC was identified as a key action in the stepwise approach to changes in transportation governance in the region, and the implementation of the recently approved Regional Transportation Service (RTS).

Proposed Base Case Governance Framework



RTAC is proposed to replace and expand the existing mandate of the TWG, including additional membership and the establishment of sub-committees. Future sub-committees, such as one dedicated to safety, may be established by the RTAC to address specialized areas of work. Working groups are formed for a specific purpose and in this case the TWG was to support

transportation coordination in absence of a service, including the consideration of a new service. With the RTS approved by the Board, it is appropriate to dissolve the TWG and replace it with the more formal structure of the RTAC.

The RTAC's mandate is to provide strategic advice and input 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, and advocacy and advancement of regional multi-modal transportation priorities. The Committee reports progress to the Transportation Committee through the General Manager of Housing, Planning and Protective Services. CRD staff will act as liaison and provide agenda coordination, minutes, and other administrative support.

Proposed membership includes one senior staff representative from each participating RTS area (13 municipalities and 3 electoral areas), with additional non-voting participants from CRD Regional Planning and Transportation, the Ministry of Transportation and Transit (MoTT), BC Transit, BC Ferries, Victoria Airport Authority, Greater Victoria Harbour Authority, the Insurance Corporation of British Columbia, Island Corridor Foundation, and Island Health or Provincial Health Services Authority. First Nations will be welcomed at their discretion and interest to attend RTAC.

The Transportation Committee ToR have been updated to reference the new RTAC and remove reference to the TWG and Traffic Safety Commission (see Appendix B).

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Transportation Advisory Committee Terms of Reference be approved as attached as Appendix A;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B.
3. That the Transportation Working Group be dissolved.

Alternative 2

That this report be referred back to staff for additional information based on Transportation Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The actions in this report align with the 2023-2026 CRD Board strategic priority to present options for changes in governance for transportation in the region, including the electoral areas. Additionally, they align with, Initiative 4a-1 in the CRD Corporate Plan to develop governance options, including consideration of a new transportation authority.

First Nations Implications

The ToR explicitly allows First Nations staff to attend the Committee meetings at their discretion.

Intergovernmental Implications

The RTAC provides opportunity for senior level staff at local governments, agencies and authorities to collaborate and provide strategic advice on regional transportation matters, and to guide the long-term implementation and governance of the RTS.

Service Delivery Implications

The establishment and ongoing administration of the Committee can be absorbed within existing service and financial resources. Any new planning, project or program initiatives identified by the Committee to implement transportation priorities would be considered by the Transportation Committee and Board, and should additional resources be required, advanced through the service and financial planning process.

CONCLUSION

On July 11, 2025, the CRD Board directed staff to develop Terms of Reference for a Regional Transportation Advisory Committee (RTAC). The RTAC will provide strategic advice and recommendations to the Transportation Committee on regional transportation matters, replacing the Transportation Working Group with broader membership and scope. It will meet bi-monthly.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:

1. That the Regional Transportation Advisory Committee Terms of Reference be approved as attached as Appendix A;
2. That the updated 2025 Terms of Reference for the Transportation Committee be approved as attached as Appendix B.
3. That the Transportation Working Group be dissolved.

Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Terms of Reference - Regional Transportation Advisory Committee
Appendix B: Revised Terms of Reference - Transportation Committee