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REPORT TO TRANSPORTATION COMMITTEE MEETING OF WEDNESDAY, OCTOBER 20, 2021

SUBJECT **Capital Regional District Transportation Working Group Terms of Reference**

ISSUE SUMMARY

The purpose of this report is to approve the Terms of Reference (ToR) for the Capital Regional District (CRD) Transportation Working Group (the working group).

BACKGROUND

ToR serve to clarify the mandate, responsibilities and procedures of committees, commissions and working groups, providing a point of reference and guidance to their members. Working groups provide a structure to advance the delivery of planning, projects and programs based on the mandate assigned to them by a decision-making body.

ToR, available in Appendix A, have been developed to reflect direction from the CRD Board on July 14, 2021 to:

1. Form a transportation advisory committee, reporting through the Transportation Committee, with senior staff representation from CRD, municipal, electoral area and agency partners to advise on regional transportation matters requiring coordination; and
2. Work through the advisory committee to develop a region-wide approach to transportation demand management (TDM), safety policy and implementation of a connected and consistent regional trail network.

The working group's mandate is to coordinate the development of advice and guidance related to applicable regional transportation functions, reporting to the Transportation Committee through the General Manager of Planning and Protective Services. The ToR set out the applicable transportation functions and describe how coordination will be achieved. The Regional and Strategic Planning Division will act as liaison to the working group and provide all related administrative functions. The Transportation Committee will receive working group minutes.

ALTERNATIVES

Alternative 1

The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Working Group Terms of Reference be approved.

Alternative 2

That the Transportation Working Group Terms of Reference be referred back to staff for additional information based on Transportation Committee direction

IMPLICATIONS

Intergovernmental Implications

The membership of the working group will consist of senior staff from the CRD, 13 partner municipalities, three electoral areas, BC Transit and the Ministry of Transportation. All partners have designated a member.

CRD staff, with input from designates, developed the ToR to reflect the mandate set by the CRD Board. At the recommendation of a number of designates, the working group has been formalized in a manner similar to the CRD Climate Action Inter-municipal Working Group. This recognizes the shared goals and vision of both groups while building on the success of the Climate Action Inter-municipal Working Group.

The establishment of a working group formalizes inter-regional coordination among multiple jurisdictions with their own transportation authorities. The success of such coordination in relation to delivering on the working group's mandate will inform the Board's longer-term priority related to transportation governance.

Alignment with Existing Plans and Strategies

The establishment of the working group aligns with objectives and actions outlined in the CRD Regional Transportation Plan. Furthermore, the establishment of a transportation working group will support implementation of the CRD Climate Action Plan and the Regional Trails Management Plan in areas related to the Board's transportation priorities.

Service Delivery Implications

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

NEXT STEPS

The working group will meet every quarter, with its first meeting to be scheduled as soon as practicable.

Coordination on matters requiring immediate action – TDM, safety policy and implementation of a connected and consistent active transportation network – will be the focus of the working group's immediate attention.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and working groups, providing a point of reference and guidance to their members. These terms of reference were drafted to satisfy CRD Board direction of July 14, 2021.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That the Transportation Working Group Terms of Reference be approved.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Transportation Working Group Terms of Reference