

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a white, sans-serif font, set against a dark grey background that features a stylized, wavy line representing a landscape or water.

TRANSPORTATION WORKING GROUP

PREAMBLE

The Capital Regional District (CRD) Board approved regional transportation priorities in July 2021. These regional transportation priorities focus on advancing regional mode share targets while mitigating congestion and climate change impacts. Advancing transportation priorities will result in quality of life improvements for residents.

At the time that regional transportation priorities were approved, staff were:

- directed to establish a technical advisory committee to advise on regional transportation matters requiring coordination.
- given the mandate to develop a region-wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network.

Regional transportation priorities may be adjusted from time to time to align with CRD Board direction.

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.

The Working Group's official name is to be:

Transportation Working Group

1.0 PURPOSE

- a. The mandate of the Working Group is to provide a staff-level forum to coordinate development of advice and guidance related to the following functions:
 - i. Regional transportation matters including regional transportation priorities.
 - ii. Encouraging a strong regional voice on regional transportation matters including ferries, roads, rail, transit and multi-use regional trails.
 - iii. Local matters that would benefit from regional coordination or support, or that may impact regional transportation services.
- b. More specifically, the purpose of coordination is to provide:
 - i. Examination of transportation priorities, policies and actions through the lens of meeting regional challenges and/or targets related to congestion, climate change, mode share, safety and affordability.
 - ii. Input regarding the ways that the CRD and municipalities/electoral areas and key provincial agencies can work together to achieve municipal, regional and provincial transportation goals, targets and priorities.
 - iii. Input in developing a region wide approach to transportation demand management, safety policy and implementation of a connected and consistent regional trail network.

- iv. Guidance to CRD staff on emerging transportation issues and priorities in their communities and jurisdiction.
- v. Identification of priorities for future work planning purposes.
- vi. Review and feedback on regional or provincially significant transportation plans programs and policy, as required.
- vii. Knowledge sharing and collaboration amongst local, regional and provincial transportation staff.
- viii. Mechanism for collecting early input on partner priorities and planned capital investments from members.
- ix. Subject matter expertise to inform political advocacy work on approved regional priorities.

2.0 ESTABLISHMENT AND AUTHORITY

- a. The Transportation Committee will receive regular minutes of Working Group proceedings.
- b. The Working Group will report on progress toward delivery of its mandate to the Transportation Committee, through the General Manager of Planning and Protective Services.

3.0 COMPOSITION

- a. The Working Group shall consist of one designated staff member from the CRD, each municipality/electoral area, Ministry of Transportation and BC Transit.
- b. Working Group members will sit for an open term.
- c. Working Group members may have delegates represent them in meetings.
- d. Should a municipality or electoral area wish to change its representative on the Working Group, they can do so at any time by contacting CRD support staff.
- e. Working Group meetings will be chaired on a rotational basis amongst members.

4.0 PROCEDURES

- a. The Working Group will meet quarterly at the availability of its members.
- b. The Regional and Strategic Planning Division will finalize the agenda. Any Working Group member may make a request to place a matter within the mandate of the Working Group on the agenda through CRD support staff.
- c. Quorum is the majority of the membership.
- d. For the conduct of business each member of the Working Group will have one vote.
- e. Sub-groups may be formed to advance sub-regional work or individual project based work.
- f. The Working Group shall provide an annual presentation to the Transportation Committee outlining the work undertaken by the Working Group for that calendar year.

5.0 RESOURCES AND SUPPORT

- a. The Regional and Strategic Planning Division is the liaison to the Working Group and is responsible for administration related to the Working Group.
- b. The Regional and Strategic Planning Division will prepare and distribute minutes and agendas.

Approved by CRD Board _____