

# 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 stylized, bold, sans-serif font, positioned above a series of three curved, overlapping lines that suggest a landscape or water.

## 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 including the establishment of a transportation service for the region.

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, 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 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 for regional transit priorities to the Victoria Regional Transit Commission.
  - iii. 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, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

## **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 Department will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board November 12, 2025*