



Transportation Committee

Terms of Reference

The Transportation Committee (the Committee) is a select committee of Council established to oversee specific matters as assigned by Council, including an update to the Transportation Master Plan.

The Committee will inform the decision-making processes on transportation matters over the short, mid and long term.

This Terms of Reference (TOR) will guide the Committee in their role to advise Council on matters referred to the Committee by Council.

1. PURPOSE

The core mandate is to provide input to staff and recommendations to Council through the Committee on policies, programs and initiatives related to transportation systems planning and development.

2. AUTHORITY

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues referred to the Committee by Council. The Committee has no continuing advocacy role concerning their findings and recommendations.

3. COMPOSITION AND QUORUM

- a) The Committee shall be comprised of all members of Colwood Council;
- b) The Committee Chair, Vice Chair and members are appointed by Council;
- c) A quorum is a majority of the committee membership and is required to conduct committee business.

4. RESOURCES AND SUPPORT

- a) Designated staff liaison and resources (non-voting members) shall include:
 - Senior Member of Engineering and Development Services Department (1);
 - Recording Secretary (1)

5. MEETING SCHEDULE

- a) The Committee shall meet at 2:30PM on the first Monday in April, June, September and October starting in June 2020.

- b) Where a meeting lands on a statutory holiday, it will be rescheduled to the fourth or last Monday of the same month.
- c) Meetings shall be held in Council Chambers at the City of Colwood City Hall, 3300 Wishart Road.

6. PROCEDURES

- a) The role of the Committee is to evaluate options and make recommendations on the specific items as outlined in Section 7 - Duties;
- b) Committee meetings are conducted in a spirit of good faith and respect, to foster a free flow of ideas and encourage the unconstrained development of options;
- c) the Committee may receive delegations and presentations, and may call for public input from time to time;
- d) the Chair will provide opportunity for members of the public to ask questions and offer points of information relative to an agenda item after the introduction of each item of business;
- e) the Committee's discussions, decisions or activities are electronically recorded and webcast for the public's benefit;
- f) meetings shall be governed by the City of Colwood's Procedure Bylaw. This includes rules surrounding conflict of interest, confidentiality, open meetings, conduct and all other matters addressed in the Procedural Bylaw.

7. DUTIES

The Committee is responsible to provide oversight on the following tasks as assigned through the City of Colwood's 2019-2023 Strategic Plan:

- a) review and recommend technology options for measuring traffic congestion, mode share and car occupancy;
- b) establish an engagement plan to gather input regarding the concept of a passenger ferry from Royal Bay to downtown Victoria;
- c) review the Transportation Master Plan and recommend specific roadway cross sections for priority 1 roads: Latoria Road, Veterans Memorial Parkway, Metchosin Road + Wishart Road;
- d) review the Transportation Master Plan priority sidewalk improvements and recommend a 10-year capital sidewalk plan (with preliminary budgets) for sidewalk improvements;
- e) establish an Annual Vehicle Census;
- f) review and recommend a priority bicycle network and create a 10-year capital plan and budget for cycling route improvements;

- g) review and recommend ride share technology options to increase private vehicle occupancy;
- h) review the Transportation Master Plan and recommend specific roadway cross sections for priority 2 roads: Island Highway, Sooke Road, Goldstream Avenue and Kelly Road;
- i) meet with BC Transit to lobby for the acceleration of queue-jump lanes and other public transit improvements;
- j) create a Traffic Calming Master Plan together with a 10-year capital plan; and
- k) review and update the Transportation Master Plan.

8. TERM

The term of the Transportation Committee is two (2) years ending April 2022.

Council may direct Committee disbandment prior term expiration or reinstate the Committee upon term expiration.

9. DECISION MAKING APPROACH/FORMULATING RECOMMENDATIONS

The Committee will build toward consensus in formulating and evaluating alternatives, and in making recommendations; unanimity is not required. In conducting their work, the Committee shall maintain:

- a clear view of their purpose and Terms of Reference;
- a focused, task-oriented, and time-sensitive approach;
- accountability by each member for the effectiveness of the group as a whole;
- a flexible process inclusive of all interests in the community.

10. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE

Any Request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the request change, the relevant resolution number and date of amendment will be recorded on the master TOR document.

ACTION	DATE	REFERENCE	
Adopted	April 14, 2020	R2020-102	