

REGIONAL TRANSPORTATION ADVISORY COMMITTEE
TERMS OF REFERENCE

PREAMBLE:

This paper provides the "Terms of Reference" under which this committee will operate.

The development, preservation and improvement of British Columbia's transportation system is essential to revitalizing our economy, providing efficient access to global markets and ensuring the safe and efficient movement of goods and people throughout our provincial transportation infrastructure.

In keeping with the principle that Transportation within the Region should be viewed as a whole, the roles and function of the Regional Transportation Advisory Committee (RTAC) will be:

1. PURPOSE

To ensure business, industry and government stakeholder input into provincial transportation planning and investment priority setting to support the reasonable and accountable management of the provincial transportation system.

2. ROLE OF REGIONAL TRANSPORTATION ADVISORY COMMITTEE

The role of the Regional Transportation Advisory Committee is to provide advice to the Minister of Transportation with respect to regional transportation priorities. RTACs are not constituted to implement or manage capital projects.

3. SCOPE OF REGIONAL TRANSPORTATION ADVISORY COMMITTEE ACTIVITIES

The RTAC will:

- i) Review components of the regional transportation system;
- ii) Recommend priorities for regional transportation to be addressed by the Minister of Transportation;
- iii) Provide input for consideration in the Ministry's improvement plans and other planning processes;
- iv) Take a strategic regional view of all forms of transportation including, but not limited to, public roads, public transit, airports, ferries, ports, rail and transportation demand management measures;
- v) Suggest potential alternative methods of financing to meet specific transportation priorities;
- vi) Provide annual reports to the Minister of Transportation documenting RTAC activity;

- vii) Provide brief business cases to support the economic argument for the transportation priorities identified (in a form to be prescribed).
- viii) Provide an indication of the level of regional interest regarding the potential formation of a regional transportation authority.

4. IMPORTANT CONSIDERATION FOR PRIORITY SETTING

- i) The Province has a fiduciary responsibility with respect to representing the public interest.
- ii) Regional Transportation Advisory Committees must recognize the Province's current fiscal reality and that recommended regional priorities compete with provincial priorities for existing program funding.
- iii) Regional Transportation Advisory Committees do not have the authority to supplant any existing legal or contractual obligations between the Province and another party.
- iv) Regional Transportation Advisory Committees will not evolve to become self-financing regional transportation authorities.

5. ROLE OF MINISTRY OF TRANSPORTATION (MoT) STAFF

- i) Ministry staff will provide RTACs with information regarding the existing transportation systems/network; an overview of the ministry's planning process and business case criteria and technical information as required.
- ii) Ministry of Transportation (MoT) staff will provide administrative support to the RTACs and support the preparation of periodic reports.

6. COMPOSITION OF REGIONAL TRANSPORTATION ADVISORY COMMITTEES

- i) RTAC Committee Size
The maximum size for an RTAC will be fifteen (15) members, including the Chair. RTAC regions composed of two or fewer regional districts may have two (2) committee members per regional district represented; RTAC regions composed of three or greater regional districts will have one (1) committee member per regional district. In any event, no more than 50% of members will be elected officials from municipal and regional district governments.
- ii) Committee Chairs
Committee Chairs will be appointed by the Minister of Transportation and will serve as RTAC Chairs for a period of one year. An alternate or Vice Chair for each RTAC shall be elected from among the Committee members at its inaugural meeting and at the beginning of each calendar year thereafter.
- iii) Committee Members
Local and regional government representatives on RTACs shall be appointed by the Minister of Transportation from Regional District Boards

The Minister of Transportation, based on an application process, will select remaining RTAC committee members. The following organizations will be encouraged to apply:

- . Chambers of Commerce;
- . Transportation industry stakeholders;
- . Local and regional industry;
- . Other agencies or public individuals as considered necessary or appropriate by the Minister.

7. APPLICATION PROCESS

Persons wishing to apply to serve as RTAC Committee members will be required to complete an "RTAC Membership Application" prior to being considered for appointment. RTAC members will be selected from the pool of applicants based on their demonstrated ability to assist the RTAC in achieving its purpose.

8. TERMS OF APPOINTMENT

Persons serving as elected officials in municipal or regional district governments will be appointed to the RTAC for a set period, generally for a minimum of one year. Other representatives (including the Chair) will also be appointed for a set period, generally for a minimum of one year.

9. PROCEDURES

- i) The Chair shall address procedural issues with the committee, as may be required.
- ii) The RTAC shall meet a minimum of two times per year, with minutes provided for each meeting. Meeting minutes shall be forwarded to Committee Members and designated MoT staff.
- iii) Every attempt will be made to pre-schedule meetings and provide agendas one week prior to committee meetings.
- iv) Achieving consensus on matters is the goal of the Committee. In the event a ballot is required, each committee member (including the Chair) is entitled to one vote. A simple majority shall determine the question.
- v) Meetings will be held in camera, provisions may be made for part of the meetings to include public participation.

10. COMMITTEE OF RTAC CHAIRS & REPORTING REQUIREMENTS

- i) The Chairs of RTACs shall report to the Minister of Transportation. Once a year, the Chairs will meet with the Minister (or designate) to discuss their respective regional transportation priorities; share 'best practices'; discuss any proposed alternative funding/financing arrangements; provide feedback concerning the level of interest for establishing regional transportation authorities; and present their respective reports for consideration in the Ministry's improvement plans.

11. BOUNDARIES



There are eight RTACS to be established:

- i) Vancouver Island
- ii) NorthCoast
- iii) Northeast
- iv) Thompson/Okanagan
- v) Cariboo
- vi) South Coast Mountain
- vii) Kootenays
- viii) Fraser Valley

[Note: There is no Regional Transportation Advisory Committee operating in the GVRD.]

12. **BUDGETS**

None.

Requests for reimbursement for reasonable travel costs may be made to MOT regional staff.