

**(Draft) GUIDELINES FOR A REGIONAL TRANSPORTATION COMMISSION ADMINISTRATIVE BYLAW**

An administrative bylaw is needed to implement and support a Regional Transportation Commission (RTC). The bylaw will be subject to review by the CRD solicitor.

**STANDING COMMITTEE**

The Board appointed the Regional Transportation Commission as the standing committee that will oversee the service and advise the Board on the operation and administration of the Regional Transportation Investment Fund and on the disbursement of funds to eligible projects.

The Commission consists of representative as specified in the RTC Establishment Bylaw, and shall make recommendations within the context of strategic priorities established by the Board. The Commission will make recommendations for Board approval:

1. The commission's annual transportation implementation plans that shall be consistent with the goals of Regional Transportation Strategy and Regional Growth Strategy.
2. The Commission's proposed annual operating plans and budgets for investing in transportation infrastructure improvements;
3. The Commission's related policies, procedures and criteria for funding priority projects;
4. The Commission's process for receiving, reviewing, evaluating applications and its recommendations for funding;
5. Partnerships and cost-sharing formulas of projects related to the implementation of the Regional Transportation Strategy.
6. An annual report on the performance of the RTC in achieving the Board's strategic transportation priorities;
7. Amendments of the Regional Transportation Strategy every five years that are consistent with the goals of the RGS;
8. An advisory committee to advise the Commission on its annual programs, priorities and policies prior to making submissions to the Board;
9. Prepare Terms of Reference for a Regional Transportation Commission Advisory Committee (RTC AC) for the Board approval. The RTCAC will include representatives from each of the Capital Region's sub-regions (Urban Core, West Shore, Peninsula), and its membership will represent the spectrum of community interests in transportation issues in the region.

**OPERATION**

Regional Planning Services will provide administrative, technical and policy services to the Commission and report to the Board through the RTC and will have responsibility to:

1. Prepare a five-year strategic service plan, annual operation plan and budgets for review by the RTC and for review and approval of the Board;

2. Negotiate on behalf of the Board to establish partnerships with senior levels of government and others, acting on behalf of the Board and participating municipalities;
3. Provide administrative support to the RTC;
4. Obtain all necessary professional services to support the mandate of the commission;
5. Obtain stakeholder input into the ongoing operation of the RTC including monitoring its effectiveness in meeting the Board's approved priorities through RTCAC and make recommendations to the Commission.

Regional Planning Service may charge for its administrative services up to a maximum of 5% of the annual funds collected.

### **USE OF FUNDS AND FUNDING ARRANGEMENTS**

The RTC shall leverage its capital investment in the implementation of the Regional Transportation Strategy. A maximum of 5% of the funds collected on an annual basis can be provided to Regional Planning Services to administer, monitor, provide special professional services and obtain stakeholder to assist the RTC in delivering its mandate. The Capital Regional District Finance Department and/or private services will provide ongoing accounting services and recommend annual auditors.

### **PRINCIPLES FOR APPLICATION AND APPROVALS**

Any criteria established to review funding applications and select projects eligible for funding shall consider the following principles:

Consistency – investment priorities and fund allocations should be consistent with the RGS and the Regional Transportation Strategy

Partnership – projects in which the RTC participates must involve partnership with one or more agencies, who may include non-profit societies, senior governments, other local governments, transportation providers or others.

Transportation Priorities – the Board will annually review the five-year strategic service plan and approve the annual priorities to be eligible for cost-sharing applications.

Financial leveraging – the RTC will submit proposed cost-sharing applications and include the proposed cost-sharing plan for each project for approval by the Board. The application must achieve a minimum leveraging ratio of 1:1 to be eligible for funding.

Criteria – the RTC will apply its criteria in a consistent and uniform manner. The RTC may develop mode or service specific criteria.

### **PARTICIPATION**

All member municipalities and electoral areas in the Capital Region are eligible to participate in making applications for transportation infrastructure improvements and share in the cost of the service. Participation shall be consistent with the RTC establishment Bylaw.