

# **Transportation Association of Canada Urban Transportation Council Terms of Reference**

**October 2007**

(Updated in April 2008)

## **Mandate**

The mandate of the Council is to provide a national forum for the federal, provincial and municipal governments, as well as private sector representatives and associated agencies and organizations, to discuss and analyse issues, options and methods for meeting the transportation needs of urban areas and constituent governments. In particular, this mandate encompasses all aspects of TAC's Mission that relate to provision of safe, secure, efficient, effective and environmentally and financially sustainable transportation services in urban areas.

## **Overview**

The Urban Transportation Council is one of four Councils of TAC, and consists of representatives of a broad cross-section of urban transportation stakeholders within the overall TAC membership.

Over the years, the UTC has developed numerous Briefings as well as undertaken Canada-wide urban transportation indicators surveys, and will continue to focus on these deliverables in the future. The Urban Transportation Council also has developed, and will continue to develop, syntheses, best practices and strategies. Additionally, the Council will continue to determine related training and research needs and opportunities.

## **Areas of Responsibility**

In the context of TAC's Mission, the UTC is responsible for supporting the urban transportation community in Canada in respect of the following:

- The planning, development, management and financing of transportation systems in Canadian urban areas;
- The interface between transportation and the planning and development of urban and rural areas;
- The interface between transportation facilities and services within communities and regions and intercity transportation facilities and services;
- The interface between urban transportation and the environment, economic development, social development and public finance; and
- The role of urban transportation in meeting Canada's sustainability challenges and commitments.

The Urban Transportation Council provides to its members:

- A forum for information and knowledge exchange with a nation-wide focus;
- Strong networking and information transfer capabilities; and
- Support to TAC's goals and procedures for development and maintenance of guidelines and best practices

### **Standing Committees**

There are three standing committees that support the Urban Transportation Council in achieving its mandate: the Sustainable Transportation Standing Committee (STSC), the Transportation Planning and Research Standing Committee (TPRSC), and the Transportation Finance Standing Committee (TFSC):

- The Sustainable Transportation Standing Committee is concerned with promoting research, analysis, development and application of sustainable transportation strategies, policies, tools and best practices in urban areas; collecting and disseminating information on sustainable transportation best practices and tools; providing a forum for the discussion, pursuit of issues/ideas and exchange of information in areas of common interest to the committee membership; and identifying areas for research, analysis and development as it relates to sustainable transportation, and undertaking and managing the related projects, as appropriate.
- The Transportation Planning and Research Standing Committee is concerned with promoting the development and application of sound transportation planning by developing information and data sources and analytical/decision-making techniques throughout the Canadian transportation community, fostering the establishment of transportation databases for all major Canadian urban centres and setting guidelines for the timing/updating of key information, providing a forum for discussion and analysis, and pursuit of issues/ideas and exchange of information in areas of common interest to the committee membership.
- Transportation Finance Standing Committee assembles and disseminates information pertaining to innovative financing of urban transportation infrastructure and operations and encourages debate regarding such innovative approaches.

The Standing Committee Chairs are members of the Urban Transportation Council Executive and regularly report to the Council on their committees' activities. Standing Committees develop and maintain specific objectives and work plans, which are approved by the UTC, to guide their activities.

### **Council Membership**

The Urban Transportation Council membership includes representatives from federal, provincial and territorial government agencies, municipalities, the private sector, and various other organizations and associations.

The UTC has identified as its major goal to seek representation of all urban areas in Canada through provincial, territorial, municipal and elected official representation on the Council. Other organizations that have interests in urban transportation, including the FCM, CUTA and CAA, are also members of the Council, as are representatives of the academia, supplier and consulting communities.

Those who are interested in the Council and its activities but unable to be a member will be asked to join as a “Friend” of the Council, similar to the practice of the UTC Standing Committees.

### **Council and Standing Committee Meetings**

The UTC and its individual Standing Committees normally meet twice a year: as part of the Spring Technical Meetings and at the Annual TAC Conference. As well, the UTC Executive and the Standing Committees conduct meetings as required via conference calls between the spring and fall meetings.

### **Reporting**

The Chair of the Urban Transportation Council presents a report to the TAC Board of Directors on the activities and budget of the Council and its Standing Committees at both the spring meetings and the Annual Conference. The Chair also provides the priorities and perspectives of the UTC to the Board, thus contributing directly to the formulation of TAC's programs and direction.

### **Approval process for reports generated under the auspices of the UTC**

Every project that will result in a report or briefing will be presented to the Council membership at spring or fall meeting once that report is in the final stage of development. The final draft reports will be provided ahead of time to Council members via email or posted on the private Council website. For a report to be approved by the Council, 75% of the Council members with voting privileges that are in attendance at a particular meeting must vote in favour of the report.

If for some reason the attendance of the Council's voting members is low at a particular meeting, the approval of a report would be postponed and conducted electronically.

### **Council Executive**

The Council Executive is composed of six members: the Chair, Vice Chair, Past Chair, and the Chairs of the three Standing Committees.

The Chair and Vice Chair are each elected for a two year term and the latter then succeeds the Chair for a two year term. In event the Chair is unable to complete his/her term the Vice Chair will assume that position as interim chair. His/Her actual two-year term as Chair will commence at the time of the following Urban Transportation Council meeting. In event the Vice Chair is unable to complete his/her term, the UTC will elect a replacement at the earliest possible date subsequent to the vacancy being created.

The UTC Standing Committee Chairs sit on the UTC Executive to provide for increased

participation and to ensure continuity. Also, if not already a member, the Standing Committee Chairs automatically receive membership to the Council.

A TAC Secretariat representative is appointed by the Executive Director of TAC on an ongoing basis and, among other duties, acts as the secretary for the UTC meetings.