

## SMALL MUNICIPALITIES TASK FORCE REPORT

### Overview

The Small Municipalities Task Force provides a forum for discussion of current and emerging issues in the transportation sector that are important to small municipalities. The Task Force also encourages the development and dissemination of practical tools and approaches to address transportation issues within a small municipal context.

The Task Force membership is provided in Appendix A.

### Focus Topics

The Task Force engaged in a discussion about TAC's proposed council and committee structure at its spring meeting in Ottawa. The meeting was focused on how to best align the Task Force under the new structure and about improving outreach to small municipalities. Members recommended the transition to a committee under the Safety Council. Additionally, they agreed that there is a need to enhance communication with small municipalities beyond the in-person spring and fall meetings and will work with the Secretariat to address issues, trends and challenges in small municipalities.

### Conference Activities

The Small Municipalities Task Force is supporting three sessions at the annual conference in Halifax.

- Speed Management in Small Municipalities
- Intelligent Transportation Systems in Small Municipalities
- Impact of Technology in the Workplace, The Good and The Bad

### Collaborative Initiatives

Task Force members actively participate in inter-council/committee discussions on priority and emerging issues in TAC's focus areas through representatives on the Transportation Finance Standing Committee, Road Safety Standing Committee, Education and Human Resources Development Council, Integrated Committee on Climate Change, Joint Active Transportation Subcommittee, and the Connected and Automated Vehicles Task Force.

### Terms of Reference

The Task Force's terms of reference, including an overview of its areas of interest, are provided in Appendix B.

**Appendix A – Roster: Small Municipalities Task Force****EXECUTIVE**

- Chair – Shannon Noonan, Corporation of the City of Cambridge
- Vice-Chair – Ahmed Ali, City of Lethbridge
- Past Chair – Maureen Van Ravens, Town of Halton Hills
- Secretary – Luay Mustafa, TAC

**MEMBERS****Municipal Governments**

- City of Belleville – Rick Kester
- City of Chilliwack – Kara Jefford
- City of Fredericton – Jon Lewis
- City of Grand Prairie – Robert Carroll
- City of Martensville – Joe Doxey
- City of Port Moody – Tim Savoie
- City of St. John’s – Garrett Donaher
- Corporation of the City of North Vancouver – Dragana Mitic
- Corporation of the City of Owen Sound – Kenneth D. Becking
- Corporation of the City of Welland – Eric Nickel
- Corporation of the Town of Milton – Heide Schlegl
- Parkland County – Keith Bobey
- Strathcona County – Tahir Hameed
- Town of Penetanguishene – Bryan Murray
- Township of South Glengarry – Ewen MacDonald

**Other Organizations**

- Paradigm Transportation Solutions Ltd. – James Mallett
- Safestreet – Paul Mackey
- Stantec Consulting Ltd. – Mark Hearson
- TranSafe Consulting Ltd. – Raheem Dilgir
- WSP Canada Inc. – Greg O’Brien

## Appendix B - Terms of Reference: Small Municipalities Task Force

### OVERVIEW

Small municipalities differ in many ways from other municipalities, principally:

- Proportionally smaller tax base which limits resources, but proportionally more extensive infrastructure
- More public influence at the local level
- Lack of specific expertise, therefore dependent on other resources
- Typically in remote locations, not able to draw upon the influence and resources of large urban centers

### PURPOSE

Reporting to the Board of Directors, the Small Municipalities Task Force provides a forum for discussion of issues relevant to small municipalities and promotes the development and dissemination of practical tools and approaches to address transportation issues within a small municipal context.

### OBJECTIVES

The objectives of the Task Force are to:

1. Provide a forum for the discussion of transportation issues of importance to small municipalities.
2. Foster the generation and dissemination of practical tools and approaches for the planning, design, construction, operation, maintenance and rehabilitation of transportation infrastructure within a small municipal context.
3. Provide advice and recommendations to other TAC groups regarding scaling developments in technology and processes to meet the needs of small municipalities.
4. Reach out and provide mentoring opportunities by developing a network of expertise and links for small municipalities.
5. Identify new and emerging transportation trends for small municipalities and forecast the needs and time frames to fill the needs created by those trends.
6. Develop recommendations and best practices for meeting the challenges faced within small municipalities.
7. Identify and develop resources within the small municipal sector, which can be brought forward to address issues facing small municipalities.
8. Liaise with other TAC groups and stakeholders to identify specific industry needs.
9. Increase the relevance of TAC and its activities for small municipalities.
10. Encourage the active participation of small municipalities and their representatives in TAC activities.

### MEMBERSHIP

Membership on the Task Force shall be open to all TAC members with an interest in transportation issues within the small municipal context.

An effort shall be made to include participants with a broad spectrum of interests, including representatives from municipal public works, organizations representing municipalities at a provincial and territorial level, and private sector firms serving the municipal transportation industry.

An effort shall also be made to ensure a geographic and sectoral balance in the membership is achieved that reflects, to the extent possible, the TAC membership profile.

The Task Force will elect a Chair and a Vice Chair. The Secretariat will appoint a Secretary. The term of Chair will be two years and will normally be succeeded by the Vice Chair.

#### **MEETINGS**

The Small Municipalities Task Force will meet twice each year, typically in conjunction with the annual spring and fall meetings of the Association. These meetings will be open to all interested participants.

Meetings of the Task Force may also be convened by teleconference from time to time, as deemed necessary.