

Joint Active Transportation Sub Committee (JATSC): Terms of Reference



*TRANSPORTATION ASSOCIATION OF CANADA (TAC)
ASSOCIATION DES TRANSPORTS DU CANADA (L'ATC)*

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1 Purpose & Reporting

A current TAC publication¹ defines active transportation as follows.

Active transportation refers to any form of human-powered transportation, such as walking, cycling, wheeling, in-line skating, skateboarding, ice skating or canoeing/rowing. In the context of urban transportation planning, the term is often used to refer to cycling and walking only.

Recognizing that active transportation is an important issue in Canada, and that it encompasses planning, design and operational responsibilities, the subject should be on the agenda of several, if not all, TAC councils and committees.

Reporting to the Chief Engineers' Council and the Urban Transportation Council, the Joint Active Transportation Sub Committee (JATSC) provides a forum for focused discussion on the topic of active transportation.

2 Objectives

The objectives of the Sub Committee will be to:

- Raise awareness of the importance of active transportation and related issues internally within TAC councils, committees and membership.
- Identify active transportation initiatives that are being undertaken by TAC councils and committees.
- Provide a coordinating role on the topic of active transportation, striving that:
 - TAC councils and committees are not duplicating work by others within or outside the organization,
 - TAC councils and committees collaborate on their initiatives where it is beneficial to do so, and
 - Subject-matter gaps are addressed.
- Recommend active transportation initiatives (including projects, publications and conference activities) that should be addressed by TAC councils and committees.
- Offer perspectives on the potential effectiveness and success of the various active transportation initiatives.

3 Membership

Membership will consist of up to two representatives from councils and committees with an interest in active transportation issues, such as:

- Environment Council
- Urban Transportation Council
- Geometric Design Standing Committee

¹ Primer on *Active Transportation: Making it Work in Canadian Communities*, TAC, March, 2012.

- Maintenance and Construction Standing Committee
- Road Safety Standing Committee
- Structures Standing Committee
- Sustainable Transportation Standing Committee
- Traffic Operations and Management Standing Committee
- Transportation Planning and Research Standing Committee
- Asset Management Task Force
- Climate Change Task Force
- Small Municipalities Task Force

Members are the official communication link and representative between the JATSC and their home council/committee. Members are expected to actively participate and be present at most meetings of JATSC. If unable to attend a meeting, they or their council/committee should designate an alternative representative. Membership will be reviewed on an annual basis, and as required due to changes in council/committee representation.

In addition to the members designated by councils/committees, broader participation from the TAC community is intended and encouraged.

- Other TAC council/committee members (beyond the two designated representatives) who are regular participants in JATSC meetings may be added to the roster as Friends, or if participating less-regularly may be included as For Information.
- External organizations with a TAC collaboration agreement may designate one representative as a Friend of JATSC.

Meetings and access to JATSC resources are open to all TAC members as guests of JATSC.

4 Meetings

The Joint Active Transportation Sub Committee will meet in conjunction with the TAC spring and fall technical meetings.

The Sub Committee may meet by teleconference from time to time, at the discretion of the Executive.

5 Executive & Organization

The Executive of the Sub Committee consists of a Chair and Vice-Chair.

The position of Chair is held for two years. This individual will prepare agendas for and chair the meetings of the Sub Committee.

The position of Vice-Chair is held for two years. This individual is responsible for preparing the minutes and other pertinent documents in cooperation with the Chair and the TAC staff representative as required.

The Vice-Chair assumes the position of Chair at the end of the two-year term, or if it should become vacant for any reason. As required (normally every two years), nominations are made from the membership for the position of Vice-Chair.

Each one year period for the above mentioned positions begins October 1st of the given year and continues through until September 30th of the following year.