

Transportation Association of Canada

Small Municipalities' Task Force Terms of Reference

MANDATE

The Small Municipalities Task Force would provide a forum for discussion of current and emerging issues in the transportation sector of importance to small municipalities. The Task Force would also encourage the development and dissemination of practical tools and approaches to address transportation issues within a small municipal context.

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 dependant 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.