

**Urban Transportation Council
Standing Committee on Sustainable Transportation
Terms of Reference**

Roles:

1. To support the activities of the Urban Transportation Council and the TAC by serving as a resource both to the Council and TAC by providing information and other inputs to the Council and TAC upon request.
2. To promote research, analysis, development and application of sustainable transportation strategies, policies, tools and planning and decision-making practices for urban areas, by public and private interests.
3. To promote the integration of sustainable transportation planning and decision-making with other transportation and land use planning and decision-making practices and procedures.
4. To collect and disseminate information on sustainable transportation best - practices/tools and to bring interested organizations together.
5. To provide a forum for discussion, debate and pursuit of issues and ideas, and to exchange information on the Committee's areas of interest.
6. To interact with other related regional, national and international transportation organizations.
7. To sponsor or participate in one or more sessions at TAC's annual conference and to hold symposia on work being carried out by the Standing Committee.
8. To identify areas for research, policy analysis and development as it relates to sustainable transportation, to develop their Terms of Reference for approval by the Urban Transportation Council, to undertake and manage these projects as appropriate.
9. To establish ad hoc working groups from time to time on specific issues or projects.

Operationalizing Sustainable Transportation:

Recognizing the myriad of definitions, sustainable transportation will be operationalized as integrating the three pillars -- environmental, economic and social -- into transportation decision-making.

Potential Areas of Interest:

1) *Definition of Urban Transportation Scope:*

- Modes (private and public)
 - o Urban Passenger Transport: walk, cycle, transit, special needs, auto
 - o Urban Freight Transportation: intermodal, road, rail, marine and air
 - o Urban Multi-modal Transportation (e.g., park-and-ride)
 - o Trip reduction, tele-commuting, flexible work arrangements

- Geographic scope
 - o Urban
 - o Cross-boundary (interprovincial, international)
 - o Movements to, from, through or within urban areas

2) *Scope of Issues of local, regional, national and international Importance*

The following highlights key issues in urban transportation related to environmental, economic and social objectives of sustainability. These issues have been identified as important issues facing urban areas that will provide the impetus for future work conducted by the Standing Committee.

- air quality
- climate change
- urban sprawl / consumption of land and other resources
- land use
- energy efficiency
- behaviour (consumer choice)
- energy (use/supply/costs)
- competitiveness
- employment
- trade/tourism
- affordability
- subsidies/disincentives
- congestion
- reliability
- access
- infrastructure
- safety
- health
- community impacts
- access
- choice
- equity
- affordability
- quality of life

3) *Range of tools/instruments*

Focusing on promoting sustainable transportation through both supply and demand related initiatives; for example

- voluntary
- information exchange
- education and awareness
- conferences and workshops
- briefings and guidelines
- best practices
- research, technology and demonstration
- economic instruments (pricing, taxation)
- program (e.g. demand management, ITS)
- expenditures (e.g. support for urban transit infrastructure)
- partnerships
- green industry development

4) *Analytical tools*

- cost/benefit analysis
- life cycle cost analysis
- general progress indicators/wealth accounting
- cost internalization
- strategic environmental assessment
- measuring and interpreting progress towards sustainable transportation through targets/indicators/criteria
- integrated land use and transportation planning

5) *Liaison with Other Committees and Related External Organizations*

- Collaboration with Environment Council and other UTC Standing Committees on projects of common interest
- Information exchange / joint programs with: ITE, CUTA, FCM, CST, TRB, ACT, PIARC, CIP, etc.
- Ensure that all efforts are complementary, not redundant

Membership

1. Membership of the Standing Committee is open to all members of TAC with an interest in sustainable transportation.
2. An effort will be made to include a broad spectrum of interests on the Committee with representation from across the country.

3. The Committee will consist of approximately 15 members. Others will also be encouraged to participate in the activities of the Committee as “friends of the Committee”, but they will not have voting privileges. The Committee may also allow non-TAC members to participate as friends.
4. Membership will be reviewed periodically with a view to:
 - ensuring that the Standing Committee has a broad membership representing all major regions of Canada, all levels of government, and including associations, transportation consultants, academia and non-for-profit organizations with relevant expertise in the area of sustainable transportation;
 - terminating members who are no longer active in Committee work;
 - consider promoting friends, who are participating actively, to member status, as appropriate

Meetings

1. The Standing Committee will undertake its business primarily by conference call and electronic means. Face to face meetings will take place during the TAC Fall Conference, TAC Spring Meetings and as and when required.
2. The Standing Committee will establish Working Groups to be responsible for specific projects. Working Group meetings will be called as and when required.

Committee Operations

1. The Committee will operate by consensus. In the event of a vote only members can vote.
2. Any issues that can not be resolved by the Committee will be referred to the Urban Transportation Council
3. Members are expected to participate in Committee meetings regularly and contribute to its work; friends are also encouraged to do so, but it is not mandatory for them.
4. Administrative support for the Committee will be provided by the TAC Secretariat.

Officers

1. The Executive of the Committee consists of the Chair, Vice Chair and Secretary.
2. The Executive members serve for a period of two years; at the end of this period, the Vice Chair becomes the Chair and the Secretary becomes the Vice Chair. An election will be held for the Secretary position.
3. Any executive position vacated by a resignation will be filled by election. All members and friends who are TAC members are eligible to contest in the election, but preference will be given to members. Only members may vote.
4. The Chair will become a member of the Urban Transportation Council if not already a member to provide the link between the Council and the Standing Committee.
5. The Past Chair may continue to be a member of the Standing Committee for two years.

Reporting

1. The Standing Committee reports to the Urban Transportation Council of TAC.
2. The Standing Committee Chair will provide progress reports for the Urban Transportation Council at its Spring and Fall Meetings and at the UTC Executive Committee meetings.
3. Agendas, Minutes and other documents of the Standing Committee shall be circulated to all members and friends of the Standing Committee and all members of the Urban Transportation Council.

(Revised in September 2006)