

Urban Transportation Council
Standing Committee on Transportation Planning and Research
Terms of Reference (Approved April 12, 2014)

A) Role

The role of the Transportation Planning and Research Standing Committee is:

1. To support the activities of the Urban Transportation Council (UTC) and the Transportation association of Canada (TAC) by serving as a resource and providing information and other inputs to both upon their request.
2. To promote the research, development and application of best practices in transportation planning by disseminating information, data sources, analytical tools and decision making techniques to the Canadian transportation stakeholders.
3. To promote transportation planning and practices that help achieve TAC's Vision for Urban Transportation¹, paying close attention to supporting a transportation system that is economically viable, socially desirable and is environmentally responsible.
4. To encourage and solicit ongoing support and participation from all level of governments and from the private sector to ensure and monitor progress towards achieving the Urban Transportation Council's Vision for Urban Transportation.
5. To foster the establishment of transportation databases for all major Canadian Urban Centres and set guidelines for the collection and updating of key transportation information.
6. To provide a forum for technology transfer, discussion and pursuit of issues and ideas and to further our knowledge through the exchange of information on the Committee's areas of interest.
7. To interact with other Canadian and international transportation organizations in order to provide a link to emerging issues and priorities and to benefit from opportunities of integrated decision making.
8. To sponsor or participate in sessions/workshops at TAC's annual conference and to hold symposia on work being carried out by the Standing Committee.
9. To identify areas and a work plan for formal research projects, to develop their Terms of Reference for approval by the Urban Transportation Council, to undertake and manage these research projects as appropriate.
10. To establish ad hoc working groups on specific issues submitted to the attention of the UTC or TAC.

B) Areas of Interest

As a constituent of the Urban Transportation Council, the Transportation Planning and Research Standing Committee work is focused on urban transportation systems planning. Urban transportation systems are integral to community sustainability and can largely influence urban form. The following ideas show the scope and areas of interest involved:

1. One of the functions of an Urban Transportation System is to serve passenger travel and goods and services movements, in an efficient, safe and environmentally responsible manner. Its planning is intrinsically linked to urban and land-use planning and is key to the sustainable development of our society, supporting policy development and decision making processes.
2. Emerging issues of national importance facing urban areas, which will provide the impetus of future work conducted by the standing committee, include air quality, human health, climate change, energy efficiency, safety, social equity, congestion and pricing.
3. Urban transportation systems are multimodal. On the passenger side, they involve active (walk, cycle) and motorized private (auto, carpooling) or transit modes (bus, subway or rail). On the goods side, road (light vehicles as well as trucks), rail, air and marine modes often all exist within the same urban area.
4. Intermodality is a key to provision of efficient transport services, both under the passenger and goods perspectives. Intermodality is achieved through facilities or terminals that must be optimally located and operated.
5. Although urban transportation systems primarily serve trips generated within the urban area, they cannot be dissociated from intercity passenger travel or interurban and international goods movements that make use of the urban facilities.
6. Urban transportation planning deals not only with the supply of infrastructure and transportation services, but also with transportation demand management measures, including pricing, aimed at maximizing efficiency in the system as a whole.
7. Urban transportation planning requires coordination between multi-levels of government (federal, provincial, regional and municipal), public transit authorities and private sector transportation service providers and users.
8. Urban transportation planning requires sound analytical techniques and tools, including data collection, origin-destination surveys and transportation models.
9. Urban transportation planning benefits when linking measures of performance of the system to the achievement and implementation of plans.

C) Membership

1. Membership of the Standing Committee is open to all members of TAC with an interest in Transportation Planning and Research.
2. The Transportation Planning and Research Standing Committee will consist of up to 25 members. The quorum for meetings is set at 50% of total membership, including a minimum of one member of the Executive.

3. An effort will be made to include a broad spectrum of interests on the Committee with representation from across the country and across professional sectors (government, associations, consultancy, industry and academia) with relevant expertise in the area of transportation planning.
 - Committee Executive will ensure that Friends and Members are aware any vacancies on the membership roster and of current membership.
 - Active Friends are encouraged to indicate their desire to be considered for membership as seats become available by contacting any member of the TPRSC Executive.
 - When a Member seat becomes available, the Committee Executive will review requests for membership; note that priority shall be given to the promotion of an active Friend (note that affiliation with an organization that has been active in and supportive of TPRSC may be considered).
4. Annual Review of TPRSC Roster:
 - An annual review of membership will be undertaken with the objective of maximizing active participation and ensuring representation across sectors.
 - The annual review will be undertaken by TPRSC Executive (Past Chair, Chair, Vice-Chair, and Secretary).
 - This will include a review current membership to determine if all members are still actively participating and interested in remaining as members.
 - Participation of Members and Friends in TPRSC activities, including attendance at monthly conference calls, spring and fall technical meetings, or other TPRSC sponsored activities will be monitored.
5. Members of the Committee:
 - Members are expected to attend a reasonable percentage of meetings (spring or fall technical meetings and monthly conference calls).
 - Ongoing participation in TPRSC activities is desirable (can include project development, arranging sessions for annual conferences, sitting on TPRSC executive, etc.)
6. Friends of the Committee:
 - TPRSC will maintain a list of “Friends of the Committee”. All TAC members are welcomed to join as Friends.
 - Friends can participate in all activities, but have no voting privileges; they receive minutes of the meetings and can be involved in all working groups established by the Committee.

D) Meetings

1. The Standing Committee will undertake its business primarily by conference call and electronic means as and when required. Face to face meetings will take place during the TAC Technical Spring Meetings and TAC Annual Conference.

2. The Standing Committee will establish Working Groups to be responsible for specific projects, initiatives and studies. Working Group meetings will be called as and when required.

E) Committee Operations

1. The Committee will operate by consensus. In the event of a vote, only members can vote.
2. Any issues that cannot be resolved by the Committee will be referred to the Urban Transportation Council for direction.
3. Members are expected to actively participate in the meetings and work of the Committee.
4. Administrative support for the Committee will be provided by the TAC Secretariat.
5. For each sponsored project emanating from the Standing Committee, a Project Steering Committee will be established according to TAC guidelines².
6. The Standing Committee's Terms of Reference shall be reviewed under a two years cycle, concurrently to the rotation of the Executive officers.

F) Officers

1. The Executive of the Committee consist of the Chair, the Vice Chair and the Secretary.
2. The Executive members serve for a period of two years. At the end of this period, the Vice Chair shall become Chair, the Secretary becomes Vice Chair and an election is held for the Secretary position.
3. An executive position vacated by a resignation will be filled by election. All members and friends, provided they are TAC members, are eligible, but only members can vote.
4. The Chair becomes a member of the Urban Transportation Council to provide liaison between the Council and the Standing Committee.
5. The Past Chair is encouraged to remain an active member of the Standing Committee to provide continuity on subject matter material.

G) Reporting

1. The Standing Committee reports to the Urban Transportation Council of TAC.
2. The Standing Committee Chair will prepare progress reports to the Urban Transportation Council at its Spring and Fall meetings.
3. Agendas, minutes and other documents of the Standing Committee meetings shall be made available to all its members and friends.

TAC Pooled Fund Projects - Guidelines for Project Development, Management and Conduct [<http://www.tac-atc.ca/english/pdf/Guidelines.pdf>]

TAC Sponsored Projects - Rights And Responsibilities [<http://www.tac-atc.ca/english/pdf/sponsorrights.pdf>]