

**Transportation Association of Canada  
Urban Transportation Council  
Terms of Reference**

**October 2007**

(Revised April, 2015)

## **Mission**

The mission of the Council is to provide a national forum for the federal, provincial, regional and municipal governments, as well as private sector representatives and associated agencies and organizations, to discuss and analyse issues, options and methods for meeting the transportation needs of urban areas and constituent governments. In particular, this mandate encompasses all aspects of TAC's Mission that relate to provision of safe, secure, efficient, effective and environmentally and financially sustainable multimodal transportation services in urban areas.

## **Overview**

The Urban Transportation Council is one of four Councils of TAC, and consists of representatives of a broad cross-section of urban transportation stakeholders within the overall TAC membership.

Over the years, the Council has developed numerous Briefings as well as undertaken Canada-wide urban transportation indicators surveys, and will continue to focus on these deliverables in the future. The Council also has developed, and will continue to develop, syntheses, best practices and strategies. Additionally, the Council will continue to determine related training and research needs and opportunities.

## **Roles and Objectives**

In the context of TAC's Mission, the Council is responsible for supporting the urban transportation community in Canada in respect of the following:

- The planning, development, management and financing of multimodal transportation systems in Canadian urban areas;
- The multimodal interface between transportation and the planning and development of urban and rural areas;
- The multimodal interface between transportation facilities and services within communities and regions and intercity transportation facilities and services;
- The multimodal interface between urban transportation and the environment, economic development, social development and public finance; and
- The role of multimodal urban transportation in meeting Canada's sustainability challenges and commitments.
- Collaboration and sharing of information with other TAC Councils, Standing Committees, and other committees.

The Council provides to its members:

- A forum for information and knowledge exchange with a nation-wide focus;
- Strong networking and information transfer capabilities; and
- Support to TAC's goals and procedures for development and maintenance of guidelines and best practices

## **Standing Committees**

There are three standing committees that support the Council in achieving its mandate: the Sustainable Transportation Standing Committee (STSC), the Transportation Planning and Research Standing Committee (TPRSC), and the Transportation Finance Standing Committee (TFSC):

- The Sustainable Transportation Standing Committee is responsible for promoting research, analysis, development and application of sustainable transportation strategies, policies, tools and best practices in urban areas; collecting and disseminating information on sustainable transportation best practices and tools; providing a forum for the discussion, pursuit of issues/ideas and exchange of information in areas of common interest to the committee membership; and identifying areas for research, analysis and development as it relates to sustainable transportation, and undertaking and managing the related projects, as appropriate.
- The Transportation Planning and Research Standing Committee is responsible for promoting the development and application of sound transportation planning by developing information and data sources and analytical/decision-making techniques throughout the Canadian transportation community, fostering the establishment of transportation databases for all major Canadian urban centres and setting guidelines for the timing/updating of key information, providing a forum for discussion and analysis, and pursuit of issues/ideas and exchange of information in areas of common interest to the committee membership.
- The Transportation Finance Standing Committee assembles and disseminates information pertaining to innovative financing of urban transportation infrastructure and operations and encourages debate regarding such innovative approaches.

The Standing Committee Chairs are members of the Council Executive and regularly report to the Council on their committees' activities. Standing Committees develop and maintain specific objectives and work plans, which are approved by the Council, to guide their activities.

## **Council Membership**

The Urban Transportation Council membership includes representatives from federal, provincial and territorial government agencies, municipalities, the private sector, and various other organizations and associations.

The Council has identified as its major goal to seek representation of all urban areas in Canada through provincial, territorial, municipal and elected official representation. Other organizations that have interests in urban transportation, including the FCM, CUTA and CAA, are also members of the Council, as are representatives of the academia, supplier and consulting communities.

Those who are interested in the Council and its activities but unable to be a member will be asked to join as a "Friend" of the Council, similar to the practice of the Council's Standing Committees.

It is intended that the Council will have a target membership of forty (40) with representation being diverse, both geographically and across sectors, and that all members are participating in Council activities. The Executive will review membership and attendance annually to ensure that these goals are being met. The Executive will approach a member who has not been participating on the Council to discuss improved attendance and has the authority, if needed, to remove and replace that member.

When a vote is taken, only members of the Council are permitted to vote. A member who is unable to attend a meeting may appoint a delegate from within their organization to attend on their behalf and that delegate will be authorized to participate in voting.

### **Council and Standing Committee Meetings**

The Council and its individual Standing Committees normally meet twice a year: as part of the Spring Technical Meetings and at the Annual TAC Conference. As well, the Council Executive and the Standing Committees conduct meetings as required via conference calls between the spring and fall meetings. Meetings are normally open, although the Council, through motion, may choose to close all or part of a meeting to all but Council members.

### **Reporting**

The Chair of the Council presents a report to the TAC Board of Directors on the activities and budget of the Council and its Standing Committees at both the spring meetings and the Annual Conference. The Chair also provides the priorities and perspectives of the Council to the Board, thus contributing directly to the formulation of TAC's programs and direction.

### **Voting**

Any votes undertaken by the Council, other than to approve a report (see below) require a simple majority of those members casting a vote to pass.

### **Approval process for reports generated under the auspices of the Council**

Every project that will result in a report or briefing will be presented to the Council membership at spring or fall meeting once that report is in the final stage of development. The final draft reports will be provided ahead of time to Council members via email or posted on the private Council website. For a report to be approved by the Council, 75% of the Council members that are in attendance at a particular meeting must vote in favour of the report.

If for some reason the attendance of the Council's voting members is low at a particular meeting, the approval of a report would be postponed and conducted electronically.

### **Council Executive**

The Council Executive is composed of six members: the Chair, Vice Chair, Past Chair, and the Chairs of the three Standing Committees.

The Chair, Vice Chair and Past Chair each serve a two year term. At the completion of the term, the Vice Chair assumes the Chair position and the Chair assumes the Past Chair position. In event the Chair is unable to complete his/her term the Vice Chair will assume that position as interim Chair. His/Her actual two-year term as Chair will commence at the time of the following Council meeting. The current Past Chair will retain that position during this new two-year term.

In the event the Vice Chair is unable to complete his/her term, or is required to assume the Chair position, the Council will elect a replacement at the earliest possible date subsequent to the vacancy being created.

The Council Standing Committee Chairs sit on the Council Executive to provide for increased participation and to ensure continuity. Also, if not already a member, the Standing Committee Chairs automatically receive membership to the Council. Vice Chairs of Standing Committees, if not already a Friend of Member of the Council will automatically become a Friend of the Council.

A TAC Secretariat representative is appointed by the Executive Director of TAC on an ongoing basis and, among other duties, acts as secretary for the Council meetings.

The duties of the Executive are to:

- Appoint members to the Council as outlined under Council Membership
- Monitor attendance at Council meetings and withdraw membership as appropriate when members are judged to be no longer active on Council
- Review and approve the agenda for Council meetings
- Approve changes to the work plan between Council meetings.

### **Election of Vice-Chair**

One year prior to the completion of the two-year term for the Chair, Vice Chair and Past Chair, the Past Chair will strike a committee to nominate a candidate or candidates for Vice Chair for the upcoming term. At the Council meeting prior to the end of the term, a Vice Chair will be elected by the Council. In the case of multiple candidates, a vote will be taken through secret ballot administered by the TAC Secretariat of all Council members, with the exception of the Chair. The candidate with the most votes will be declared Vice-Chair. In the case of a tie vote, the deciding vote will be cast by the Chair. In the case of a single candidate being nominated, a vote will be taken through show-of-hands to accept that nomination.