

Canadian Council of Motor Transport Administrators (CCMTA)

Program Committee on Drivers and Vehicles (D&V)

Terms of Reference

Background:

The CCMTA is established to act on behalf of the interests of the organizations' members. Members are defined as the fourteen (14) Provincial, Federal and Territorial Governments of Canada.

The Board's role is to provide ***governance leadership and set strategic direction*** for the organization as a whole and oversee the implementation of projects or initiatives. It manages and supervises the management of the activities and affairs of the Corporation.

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and with such powers as the Board shall see fit.

Purpose and Mandate:

The CCMTA Board of Directors delegates to its Program Committees the responsibility and authority to:

- Provide a collaborative and participatory forum for the development and coordinated implementation of modern and consistent standards, practices and priorities and contribute to the implementation of Canada's road safety strategies ensuring the safe and efficient movement of people and goods by road.

The D&V Program Committee focuses on driver safety and licensing and vehicle safety and registration in Canada and internationally. D&V is responsible for the NSC standards within its purview which are subject to maintenance, and periodic review, to enhance their effectiveness, or to respond to new regulatory issues.

Membership:

The Committee shall be comprised of fourteen (14) Provincial, Federal and Territorial Governments each of which shall be represented by an individual or individuals duly appointed from among such Governments' departments, commissions, agencies or crown corporations charged with the administration, regulation or control of transportation and highway safety.

The committee members shall serve as such without remuneration and no committee member shall directly or indirectly receive any profit from occupying the position of committee member.

Committee members shall have the following attributes:

- The ability to effectively communicate with their constituency network:
 - Have a good understanding of the issues and concerns of the constituents as well as current and emerging transportation and highway safety issues.
- A demonstrated interest and ability to work on policy and direction setting in a consensus model.
- Capacity, availability and commitment to fulfil these responsibilities.
- Firm commitment to attend meetings. Regular absence from or non-participation in Committee discussions should be addressed by the jurisdictional Board Member and ultimately the Board if warranted.

Leadership:

The Committee will annually, following the Annual Meeting recommend from its membership for approval by the Board, the following leadership positions:

- Chair
- Incoming Chair

Each position will have a two-year term; the incoming chair moves into the role of chair.

In addition, the Past Chair will have an additional 1 year role, for continuity only and should not require undue commitment of time and responsibility.

On behalf of the Committee, the Chair will be responsible for working with CCMTA to:

- Provide leadership to the Committee
- Advance the agenda of the Committee
- Support the organization by participating in the Strategic Programs Committee (SPC) of the Board, and participate in other activities as recommended by the Board and staff (e.g. review of; funding partnership requests; call for presentations submissions; award submissions, etc.)

Expectations of Committee Members:

- Individual Committee members should represent their jurisdictions view point and balance that against the national interest.
- Actively listen to colleagues; actively participate in dialogue and; support consensus recommendations of the committee upon conclusion of the discussion and if in disagreement raise concerns with their respective Board member.
- Individual members need to stay current and up to date with the ongoing dialogue between the members and stakeholders in order to participate in discussions. This may take the form of direct involvement in consultations and discussion, review of surveys, reports, studies, etc.

Expectations of the CCMTA Board of Directors:

- The Board of Directors should ensure that the appropriate individuals are appointed to a Program Committee on the basis of the position he or she holds in a jurisdiction and that the individual is provided with a clear terms of reference.
- The Board of Directors should ensure that there is a process for briefing the committee members on the policies and objectives committee members are being asked to advance.
- The Board of Directors must ensure that clarity and expectations are provided to Committee Members regarding any responsibility delegated to them.
- The Board of Directors will ensure that Committee members from their respective jurisdictions are regularly briefed on any relevant discussions or decision at the Board (organization, strategy, priorities etc.) that could impact the work of the Committee.

Expectation of CCMTA staff:

- CCMTA staff is responsible for the administration, management, and delivery of a number of programs, research, and projects related to the work of Program Committees. This also includes providing administrative support to each of the Program Committees.

Subcommittees:

The Committee may establish subcommittees to conduct specific work for the Committee subject to the approval of the Board. Such subcommittees shall report their activities and progress to the Committee.

Meetings:

The Committee shall meet at least twice a year, at the Annual Meeting and in the fall. The Annual Meeting will take place in the province/territory of the Chair of the Board of Directors.

Committees conduct both open and closed (Committee members only) meetings. All open face-to-face meetings of the Committee are open to associates and does not preclude the participation from the general public (with the exception of media). Associates may participate in any debate or proceedings of the Committee's open face-to-face meetings.

Board members are welcome to attend any Committee meeting in an observer role.

Additional meetings may also be held by conference call at the discretion of the Chair.

Decision Making:

Decisions will be made by consensus at the Committee and subcommittee level.

In cases where jurisdictions are represented by more than one member, it is up to that jurisdiction to decide who will present positions on behalf of that jurisdiction.

Amendments to Term of Reference:

The Committee may propose amendments to this term of reference. The proposed amendments shall be placed on the agenda of the next CCMTA Board of Directors meeting.