

**CCMTA**  
**Overview and**  
**Terms of Reference**

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Canadian Council of Motor Transport Administrators/  
Conseil canadien des administrateurs en transport motorisé

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# INTRODUCTION

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The origins of the *Canadian Council of Motor Transport Administrators* (CCMTA) can be traced back to 1940, when the four Western provinces met to consider issues of common interest relating to road transport. In the early fifties, the group was joined by Ontario and the Yukon. The Canada-wide expansion of the organization took place in 1956, some two years after the enactment of the *Motor Vehicle Transport Act* by Parliament, in response to an already felt need for uniformity due to increasing movement and traffic.

In 1975, a constitution was signed by representatives of all provinces and territories and a small permanent Secretariat was established. The federal government has participated as a full member of CCMTA since 1977. The organization was incorporated in 1987 under its present name and constitution.

Today, the *Canadian Council of Motor Transport Administrators* is a non-profit organization comprising representatives of the provincial, territorial and federal governments of Canada which, through the collective consultative process, makes decisions on the administration and operational matters dealing with licensing, registration and control of motor vehicle transportation and highway safety. CCMTA also includes associate members from the private sector and other government departments whose expertise and opinions are sought in the development of strategies and programs.

The Council is supported by a small permanent Secretariat, which acts as a neutral and independent coordinating body. In addition, the Secretariat manages a communications network, called the *Interprovincial Record Exchange* (IRE) system, which is used by the governments for better business efficiencies in the areas of driver licensing and vehicle registration. The Secretariat uses the network to provide data access services to third parties on behalf of governments.

The work of CCMTA is accomplished through committees and task forces/project groups, with the assistance of the Secretariat. The terms of reference for these groups, the frequency of meetings, the operational procedures, reporting relationships and overall Board of Directors' policies for the organization are outlined in the various chapters of this manual.

# ***ORGANIZATIONAL STRUCTURE***

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**CCMTA's Strategic Plan 2005-2008 (*Currently under review*)**

## ***Vision***

The safest and most efficient movement of people and goods by road in the world.

## ***Mission***

To provide a national forum for development of public policy and programs for road safety and driver and vehicle licensing.

## ***Accountability***

CCMTA is accountable to and makes recommendations to the Councils of Deputy Ministers and Ministers responsible for Transportation and Highway Safety. The Council of Ministers has the responsibility for program/project implementation decisions with CCMTA being responsible for carrying out its direction.

## ***Values***

CCMTA adheres to the following values as guiding principles for its daily business conduct and activities:

- Work in a collaborative and participatory manner with all stakeholders and customers, promoting and supporting a team environment.
- Conduct activities in the best interest of the public.
- Provide responsive, quality and value-added services.
- Communicate openly and honestly.
- Respect all those involved and value their contributions.

### Strategic Goals and Objectives

#### *Enhance Programming by ...*

- Adopting a broader view of problems and issues that cut across all sectors
- Expanding research integrating industry practice and expertise
- Ensuring effective priority-setting and improving measures for prevention and detection of problems
- Continually reviewing program relevance and effectiveness

Implementation of these goals will lead to more effective and comprehensive solutions to issues and problems, more accurate and current knowledge, improved resource utilization and more timely completion of projects.

#### *Expand Outreach by ...*

- Raising the profile of *Road Safety Vision 2010*
- Improving communication and linkages with police and law enforcement agencies
- Pursuing harmonization with the U.S., Mexico and Europe
- Implementing strategies to enhance stakeholder participation
- Pursuing advocacy positions and strategies

Adopting these goals would result in increased buy-in and improved enforcement of regulations, transportation simplification and efficiencies, improved partnerships, and increased public understanding and support of CCMTA programs.

#### *Develop the CCMTA Organization by ...*

- Developing the staff and volunteer skill base
- Evaluating the organizational structure to achieve CCMTA's goals
- Increasing opportunities for revenue generation through IRE and other sources
- Exchanging program knowledge, experience and resources with other member jurisdictions
- Leveraging the use of technology.

These goals would lead to increased motivation and productivity, greater integration of efforts, better alignment of resources and enhanced governance effectiveness.

### ***Membership***

CCMTA comprises senior officials from federal, provincial and territorial departments and agencies responsible for the administration and operational matters dealing with licensing, registration and control of motor vehicle transportation and highway safety.

The executive of CCMTA is made up of a 16-member Board of Directors, each representing his/her government as well as an Executive Director and a Director of Programs, who attend to the overall management of the organization and determine policy direction.

The standing committees of CCMTA are composed of officials from each member jurisdiction, who meet to consider a broad range of ongoing and long term issues within their designated fields.

Members of the Board and of the Standing Committees are appointed by Ministers or Deputy Ministers of a member government with the authority to make recommendations and decisions on behalf of the member government they represent.

Technical development work is carried out by sub-committees, task forces/project groups and working groups established by the Standing Committees as the need arises, and approved by the Board of Directors.

### ***Associate Membership***

Since July 1993, private organizations and other government departments and agencies with an interest in matters dealing with motor vehicle transportation and highway safety may become associate members of CCMTA.

Associate membership is for organizations that wish to stay fully informed of CCMTA activities. Benefits include notices of meetings and records of decisions of standing committee meetings and task forces/project groups, background information, a CCMTA Directory, discounts on publications and the Annual Meeting registration and exhibition costs, and newsletters and press releases on a priority basis. Also, associates benefit from access to members only areas on the CCMTA web site. There is a nominal cost for membership.

### ***Regulated Associate Members***

It is important for regulators to deal with regulated members as a group, separate from other stakeholders. Regulated stakeholders require a different level of involvement in some deliberations.

CCMTA will call meetings of regulated stakeholders when it is deemed appropriate to do so. CCMTA will identify the regulated stakeholders from among its associate members and inform them of the terms of reference for a particular activity and request their participation. At the discretion of the committee chair, additional organizations/persons may be invited to such stakeholder meetings in order to enhance the discussions. Every attempt will be made to obtain consensus in meetings with regulated stakeholders however, the final responsibility for a decision lies with the government members.

All associate members will be provided the opportunity for input through a request for written submissions, if appropriate, and to receive feedback on any regulated stakeholder issue at regular meetings of the Standing Committees or at other times through written material.

The following is a stakeholder involvement matrix.

	<b>Non-regulated Associate Members</b>	<b>Regulated Associate Members</b>	<b>Jurisdictional Members</b>
Strategic Planning	C	P	P - A
Standards and Regulations	C	P	P - A
Member Services	C	C	A
Budget/Finance/ Human Resources	I	I	A
Operations	I	I	I

- I: Information: Members are kept informed of recommendations and decisions.  
 C: Consultation: Members are asked for opinions and suggestions and their input is considered in making recommendations.  
 P: Participation: Members directly participate in planning and developing recommendations.  
 A: Approval: Members accept or reject recommendations and make final decisions.

### ***Reporting***

The Board of Directors, responsible for providing overall guidance and specific direction to the Standing Committees and the Secretariat, reports to the Councils of Ministers and Deputy Ministers Responsible for Transportation and Highway Safety through the President of CCMTA, who is also Chair of the Board.

The work of CCMTA is accomplished through its Standing Committees, with the assistance of the Secretariat. Recommendations from the Standing Committees must be ratified by the CCMTA Board of Directors before being presented to the Councils of Deputy Ministers and Ministers for their comments and decisions. As set out in the CCMTA By-Laws, the following three Standing Committees presently constitute the core of the organization:

- Standing Committee on Compliance and Regulatory Affairs (CRA)
- Standing Committee on Drivers and Vehicles (D&V)
- Standing Committee on Road Safety Research and Policies (RSRP)

The Standing Committees, through their respective Chairs, report to the Board of Directors.

Special committees, sub-committees and task forces/project groups can be established for a very specific mandate as the need arises, reporting to either the Standing Committees or the Board of Directors, and are disbanded when the task for which they were established is completed.

The Legal Services Committee of CCMTA was established in May 1997 as an ad hoc committee which could be drawn upon as a resource by the Standing Committees.

The Medical Advisory Committee (MAC) of CCMTA was established in 1985 to identify and attempt to reconcile interprovincial medical standard variances. In December 2007, the Driver Fitness Overview Group (DFOG) was established in order to avoid duplication of work by the MAC and the Driver Fitness Project Group. DFOG reports to the Standing Committee on Drivers and Vehicles.

The Oversight Committee on Identification Security Management of CCMTA was established in 2002 to oversee the activities of AAMVA and to coordinate and develop a Canadian approach to an overall identification and verification security framework. The Oversight Committee was disbanded as all the working groups reporting to it were disbanded or restructured to report to the Standing Committee on Drivers and Vehicles.

### ***Voting & Quorum***

Each Director of the Board shall have one vote only, on any matter coming before the Board of Directors. All resolutions shall be decided by a majority of the votes cast, providing that a quorum is present. In the case of a tie vote, the Chair of the meeting shall not have a second and deciding vote.

A resolution in writing (ballot) signed by Board members is as valid as if it had been passed at a meeting of the Board of Directors.

Only Directors present in person can vote at a meeting of the Board of Directors.

Eight members of the Board or a Standing Committee, each representing a member government, constitutes a quorum.

Any matter coming before a Standing Committee and requiring a vote, providing that a quorum is present, shall be deemed to be approved by a three-quarters majority of the government members present. Each member shall have only one vote.

For fiduciary and other governance reasons, formal motions are used for official motions at the Board level and only by appointed representatives. Wherever possible, decisions will be made by consensus at the Standing Committee and project group/task force meetings.

### ***Six-position Consensus Model***

Consensus check list:

- Each committee member understood the issue;
- Each participant had an opportunity to contribute to the process;
- All contributions were heard and understood;

- Each participant accepted the decision of members who continued to have doubts but expressed their willingness to try the decisions for a slated period of time;
- The needs of participants were met to an acceptable degree; and
- Each team member committed to the necessary implementation action.

1	2	3	4	5	6
I agree strongly	I agree	I agree with some reservations	I disagree, but will to go with majority	I disagree and won't be involved in implementation	I disagree strongly and will work to block it
"I really like it"	"I like it"	"I can live with it"	"I don't like it. I'm willing to go along but I want my disagreement acknowledged"	"I don't like it, but I'm willing to go along because I don't want to stop others"	"I really don't like it and I will work to block it"
"I'll advocate for it publicly whether or not it's adopted"	"I'll advocate for it publicly"	"I'll support it publicly and privately even with my reservations"	"I will support it publicly and privately when asked"	"I'll not advocate against it publicly or privately"	"I'll actively advocate against it publicly if adopted"
"I'll actively support its implementation"	"I'll support its implementation"	"I'll participate in its implementation"	"I won't work against its implementation"	"I will not be involved in implementing it, but I won't sabotage it"	"If implemented, I'll work to sabotage it"

### ***Meetings***

The Council of Ministers meets once a year, usually in September, or more often if the need arises. The Council of Deputy Ministers meets twice per year, in September and April.

The Board of Directors and the Standing Committees meet twice a year, at the Annual Meeting and in the Fall.

Meetings are also held by conference call at the discretion of the respective Chairs.

The Board of Directors may call meetings of regulated stakeholders, and inform them of the terms of reference for a particular activity and request their participation.

Associate members can request meetings of Standing Committee members between regular meetings of the Standing Committees. The respective Standing Committee Chair will make a determination if a

meeting should be held, and if so, the Chair will determine the government representation based on the topic.

Meetings of Standing Committees are coordinated at the Annual Meeting and Fall meetings as to agenda, time and location. The Annual Meeting takes place in the province of the President and the Fall meetings in Ottawa.

The Board has adopted a policy that all meetings funded for travel and accommodation of members are to be held in Ottawa, with the exception of the Annual Meeting. In instances where travel to meetings is not funded, the meetings will be held in Ottawa unless the host jurisdiction accepts to fund meeting room costs, refreshment breaks and Secretariat travel.

All meetings of the Standing Committees and the Board of Directors are open to associate members. Associate members may participate in any debate or proceedings of Standing Committee meetings and are observers at Board meetings.

The Board established criteria for circumstances where Board meetings will be held in open session or when it will meet behind closed doors and in isolation of various parties. The criteria are outlined below under *meeting guidelines*.

The Secretariat arranges meeting venues and prepares Board meeting packages, which is sent to each Board member approximately two weeks prior to a scheduled meeting. For Standing Committees, the Secretariat posts the agendas and all documentation on the CCMTA web site for downloading by government and associate members.

The meeting rooms are organized as an open u-shape for government members, with classroom style seating or theatre-style seating at the open end of the u-shape for associate members. This permits all associates to be treated equally, as meeting rooms are not big enough to accommodate hollow squares for all participants who attend Standing Committee meetings.

Special committees, sub-committees and task forces/project groups meet on an ad hoc basis at the discretion of the respective Chair.

### ***Meeting Guidelines***

The CCMTA Board of Directors supports the principles of openness and transparency. The Board is also mindful of its obligation to keep in confidence all matters that are related to sensitive financial information, negotiation strategies, executive performance and compensation issues and/or legitimate personal matters. The Board has the right to deal with matters in closed meetings or in camera at the call of the Chair and at any point during an open session, if warranted. The Board therefore sets the following criteria for those circumstances where it will meet in open session or when it may meet behind closed doors and in isolation of various parties.

#### **Open Session**

- An open session is defined as a face-to-face meeting of Board members, with associate members in attendance as observers.

- The room will be of sufficient size to accommodate Board members as well as any associate member who wishes to attend the meeting. The table will be reserved for Board members, invited guests and Secretariat staff. All associate members will take a seat in the theater-style set-up.
- Board members will receive all documentation. Associate members will receive the notice of meeting and the final agenda.

### **In-Camera Meetings**

- An in-camera meeting is defined as a meeting of the Board without the presence of Secretariat staff and associate members.
- Topics for discussion during an in-camera meeting include:
  - the performance of the Executive Director or Director of Programs is to be discussed;
  - the determination of compensation packages of the Executive Director and/or Director of Programs is to be decided;
  - management issues related to the auditor's report; and
  - other topics deemed by the Chair to warrant an in-camera session.

The Board will report the outcome of any in-camera meeting to the Executive Director and Director of Programs in a timely and comprehensive manner. Details of in-camera discussions will not be reported.

### **Closed Meetings**

- A closed meeting is a meeting of the Board and Secretariat staff without the presence of associate members.
- Criteria for a closed meeting include:
  - meetings of the Programs and Finance Committee of the Board;
  - meetings of the IRE Committee of the Board;
  - legal matters;
  - human resources issues; and
  - other topics deemed by the Chair to be of a confidential or sensitive nature.

The outcome of the first two items above will be reported to the Board and associate members present at Board meetings and will be included in the record, with the exception of specific issues related to these meetings that are confidential or sensitive in nature. The last three issues above will be reflected in the record as having been considered in a closed meeting, including the rationale for such.

### *Code of Conduct*

Participants at all meetings of the CCMTA Board, Standing Committees, project groups, working groups and task forces should adhere to the following code of conduct:

- All individuals participating in meetings will be treated with dignity, honouring their uniqueness and value. There will be no tolerance for discrimination in any form.
- Participants must deal with each other in an open, honest and respectful fashion.
- Meeting participants must represent loyalty to the interests of CCMTA rather than to individual constituencies. In cases where this is not possible, conflicts of interest must be declared at the outset of any discussions.
- Information is to be kept confidential.
- Participants should attend all meetings, complete necessary advance preparation for meetings, and be prepared to spend sufficient time and energy on CCMTA business.
- Participants should arrive on time for meetings and stay for the duration of the meetings.
- Regardless of their personal viewpoint, committee participants should not speak against a decision or undermine committee solidarity once a decision is made.
- Communication in meetings will be clear, timely and attentive.
- Participants will not exercise undue authority, influence or pressure on decisions.
- Conflict shall be dealt with in a rational and timely manner.

### *Secretariat*

The Secretariat is responsible for the detailed administration of CCMTA business. It provides project/program management functions, coordinates the work of the various committees, disseminates information to member jurisdictions and the private sector as required, and serves as a secretariat on all CCMTA matters to the Councils of Ministers and Deputy Ministers Responsible for Transportation and Highway Safety.

### *Assessment/Funding*

CCMTA is funded by the federal, provincial and territorial governments as follows:

- Each member government\* of the corporation pays an annual membership fee as approved by the Board of Directors.
- The amount to be paid by the provinces and territories is calculated on a per capita basis, according to the most recently published census statistics. The amount of the membership

fee payable by the federal government is the mean of the amounts to be paid by Ontario and Quebec.

Reference: CCMTA By-Law No. 1

\* See page 15 for CCMTA Member Governments.

CCMTA is also supported, in part, through other self-financing means such as associate membership fees, cost-recovery projects, publication sales and ad hoc service charges.

### ***Privacy***

### **Copyright**

Entities are not to use CCMTA material for their own benefit, nor to promote it as their own property, nor to use the whole or a part to further their own initiatives, nor to claim ownership or to market as their own. Using, disclosing, copying or distributing the contents of materials with a copyright such as publications and the web site is strictly prohibited.

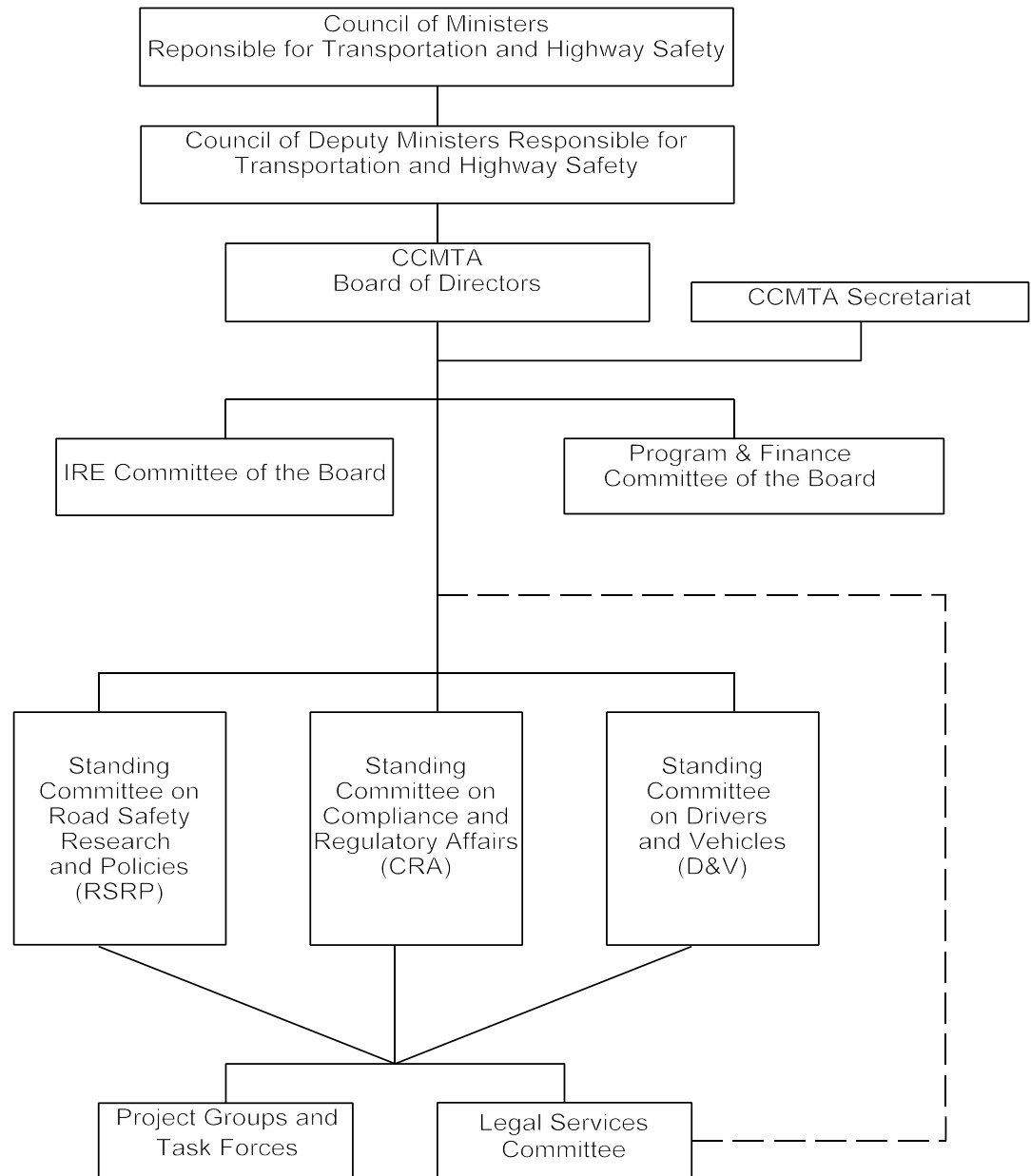
### **Personal Information Protection and Electronic Documents Act (PIPEDA)**

CCMTA complies with the *Personal Information Protection and Electronic Documents Act* (PIPEDA). CCMTA does not collect personal information from its members. It collects business contact information which is published annually in the *CCMTA Directory*. In addition, business contact information is used for the purpose of maintaining membership lists in order to communicate with members in carrying out its programs and services.

CCMTA maintains a record exchange network referred to as the *Interprovincial Record Exchange* (IRE) network among motor transport authorities and provided by the Addendum to the Memorandum of Understanding Respecting a Federal-Provincial-Territorial Agreement dated March 26, 1987.

CCMTA has an agreement with each government in Canada to ensure the confidentiality of personal information exchanged through the IRE network. It has contracts with each jurisdiction and each third party to whom personal information is provided which is either mandated under federal law, as is the case with vehicle safety recalls, or provincial statute. The contracts are governed under the legislation of the jurisdictions, whereby information which allows an individual to be identified is protected from unauthorized collection, use or disclosure and cannot be disclosed without consent unless such disclosure is rendered necessary to enforce the law, or the disclosure is authorized or required by law.

***CCMTA Organizational Chart***



\* See page 13 for CCMTA Project Groups and Task Forces.

***CCMTA Project Groups and Task Forces***

**CCMTA Board of Directors**

- IRE Committee
  - IRE Project Working Group
- Legal Services Committee
- NAFTA
- Nominations Committee
- Programs and Finance Committee
- RSV Oversight Committee
- Standing Committee on Compliance and Regulatory Affairs (CRA)
- Standing Committee on Drivers and Vehicles (D&V)
- Standing Committee on Road Safety Research and Policies (RSRP)

**Standing Committee on Compliance and Regulatory Affairs (CRA)**

- Canada/U.S. Carrier Data Exchange User Group
- Cargo Securement Standard Interpretation Committee
- Carrier Snapshot Exchange Project Group
- Commercial Vehicle Inspection Standards Project Group
- Commercial Vehicle Safety Alliance (CVSA) Region V
  - CVSA Education Quality Assurance Team (EQAT)
- Electronic Log Book Enforcement Project Group
- Emerging In-Cab Brake Monitoring Technology Project Group
- FMCSA/CCMTA Cargo Securement Regulatory Harmonization Coordination Committee
- Hours of Service Alternatives - Jurisdictional Panel Project Group
- Hours of Service Interpretation Issues Project Group
- Motor Coach Brake Fitness Data Project Group
- NSC Monitoring Project Group
- Safety Rating Implementation Issues Steering Group

### **Standing Committee on Drivers and Vehicles (D&V)**

- CCMTA / Statistics Canada Joint Working Group
- CDLA Implementation Project Group
- Canadian International Registration Plan (IRP) Managers
- Code W - Canada / U.S. Medical Reciprocity Project Group
- Commercial Driver Licensing Standards Project Group
- Driver Fitness Overview Group (DFOG)
- Driver Remedial Programs and Alcohol Interlock Reciprocity Project Group
- Identification Management and Security Project Group
- Medical Standards Working Group
- Vehicle Strategy Overview Group (VSOG)

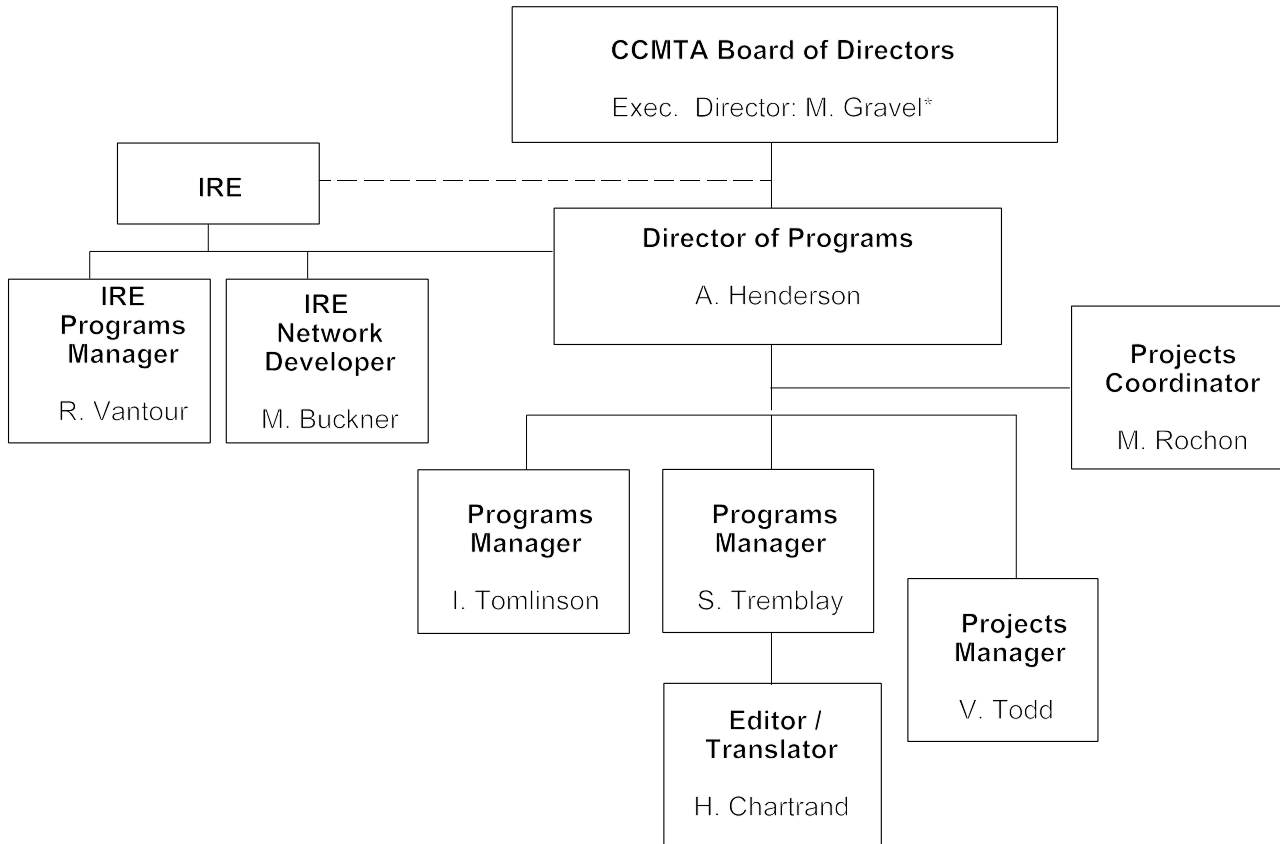
### **Standing Committee on Road Safety Research and Policies (RSRP)**

- Human Factors in Motor Carrier Safety Task Force
- National Collision Data Task Force
- National Occupant Restraint Program (NORP) 2010 Task Force
- Research Task Force
- Road Safety Vision (RSV) 2010 Task Force
- RSV 2010 Communications Task Force
- Rural Road Safety Task Force
- Speed and Intersection Safety Management (SISM) Task Force
- Strategy to Reduce Impaired Driving (STRID) 2010 Task Force
  - STRID Sub-Group on Distraction
  - STRID Sub-Group on Drugs
  - STRID Sub-Group on Fatigue
- Vulnerable Road Users (VRU) Task Force
- Zero BAC for Young and/or Novice Drivers Project Group

### *CCMTA Member Governments*

- Alberta Infrastructure & Transportation
- Insurance Corporation of British Columbia (ICBC)  
British Columbia Ministry of Public Safety & Solicitor General
- Manitoba Infrastructure and Transportation  
Manitoba Public Insurance
- New Brunswick Department of Public Safety
- Newfoundland and Labrador Department of Government Services
- Northwest Territories Department of Transportation
- Nunavut Department of Economic Development and Transportation
- Ontario Ministry of Transportation
- Prince Edward Island Department of Transportation and Public Works
- Saskatchewan Government Insurance (SGI)
- Service Nova Scotia and Municipal Relations
- Société de l'assurance automobile du Québec (SAAQ)
- Transport Canada
- Yukon Department of Community Services  
Yukon Department of Highways and Public Works

***CCMTA Secretariat Organizational Chart***



\* Joint responsibilities: 16% of time devoted to CCMTA activities, 84% to Transportation Association of Canada (TAC) activities.

## *STANDING COMMITTEE CHAIR REPORTS*

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Chair reports are prepared by the Secretariat in conjunction with the respective Chairs of the Standing Committees. The chair report is presented and reviewed by the Board at its Annual Meeting and Fall meetings. The chair reports to the Board of Directors consist of:

- A. Priorities: A listing of priority issues of the standing committee.
- B. Decisions: Items requiring decisions of the Board.
- C. Funded Activities: The following parameters are to accompany all standing committee funding requests:
  - i) What are the expectations and deliverables for the activity to be funded?
  - ii) How does the activity to be funded contribute to CCMTA's strategic priority: *Road Safety Vision 2010*?
  - iii) Have any "partner" funds been identified?
  - iv) What is the impact of not receiving funding for this activity?
  - v) If a Standing Committee has more than one activity to be funded, the activities must be prioritized.

Once an activity has been approved for funding, the Chair of the Standing Committee is requested to provide the Board with an update on the activity at each Board meeting, until such time as the activity is complete.

D. Outstanding Projects

Identify all projects beyond initial deadlines, provide reasons for delay and provide potential solutions.

E. Work Plan

The committee's work plan outlines the associated committee task for each work plan item, the resource requirements, the person responsible and the expected completion date of the task.

Every Standing Committee activity within the work plan must:

- a) Have a complete statement of objective/purpose;

- b) Be adequately resourced;
- c) Demonstrate urgency or importance at a national level (as evidenced by legal, industry or government concerns); and
- d) Produce results that will:
  - i) Meet at least one CCMTA strategic goal;
  - ii) Have a positive cost/benefit impact on stakeholders, and
  - iii) Be implemented on a timely and national basis.

# *APPOINTMENT AND RESPONSIBILITIES OF THE PRESIDENT, CHAIRS AND VICE-CHAIRS*

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The President of CCMTA is appointed for a one-year term commencing the day after the close of the Annual Meeting based on the following rotation:

- Saskatchewan (2009)
- New Brunswick (2010)
- British Columbia (2011)
- Manitoba (2012)
- Nunavut (2013)
- Ontario (2014)
- Yukon (2015)
- Nova Scotia (2016)
- Northwest Territories (2017)
- Quebec (2018)
- Transport Canada (2019)
- Prince Edward Island (2020)
- Alberta (2021)
- Newfoundland and Labrador (2022)

The Annual Meeting is held in the home province/territory of the President (based on the schedule above) — usually in the capital city.

The Standing Committees nominate their respective Chairs and Vice-Chairs who are then approved by the Board. The Chairs and Vice-Chairs are appointed for a two-year term commencing on the day after the close of the Annual Meeting.

The President and Chairs are responsible for ensuring that the overall commitments and responsibilities of their respective committees are met. They are required from time to time to travel on behalf of the organization, set agendas in conjunction with Secretariat staff, approve records of decisions, develop work plans in conjunction with Secretariat staff, call meetings when required, liaise on a weekly basis with Secretariat staff and attend to the overall business of the committee.

The Vice-President and Vice-Chairs assume the role of President and Chairs respectively when required to do so.

Support and training on facilitation techniques will be provided to committee and project group/task force chairs on an annual basis in conjunction with the Standing Committee Fall meetings.

Responsibilities of Chairs and Vice-Chairs are as follows:

**Chairs:**

- i. The Chair has a responsibility to ensure the task force/project group is achieving its mandate.

However, in case of chair default, the Chair's jurisdiction must assume ultimate responsibility for the project.

- ii. The Chair of the task force/project group, in conjunction with the Secretariat staff, must give the task force/project group direction by having a clear understanding of the mandate in order to avoid unnecessary discussions during meetings.
- iii. Within three weeks after approval of the terms of reference, the Chair of the task force/project group must prepare a detailed work plan including milestones (deadlines) for submission to the Standing Committee Chair and Vice-Chair for approval.
- iv. The Chair of a task force/project group must assume responsibility for preparing the initial documentation to facilitate initiation of the project before discussions are undertaken by a task force/project group.

The Chair must use his/her internal resources to ensure task force/project group meetings are fruitful and decisions are made by having all preparatory material complete.

The task force/project group is responsible for ensuring the work plan and milestones are met.

- v. The Standing Committee Chairs are directed to report all task force/project group tardiness to the Board of Directors.
- vi. All Chairs of project groups and task forces are to provide a one-page, bullet-style summary of project group activities to the respective Secretariat staff **four** weeks prior to the standing committee meetings.
- vii. All Chairs of project groups are directed to participate in equivalent AAMVA groups, if appropriate, and vice-versa.

### **Vice-Chairs:**

- i. Standing Committee Vice-Chairs have the responsibility of ensuring their respective Standing Committee task forces/project groups are meeting their work plans and milestones by:
  - monitoring the work of each task force/project group on a regular basis to ensure work is progressing so as to avoid a surge of task force/project group activity 2-3 weeks before a Standing Committee meeting;
  - meeting with all task force/project group Chairs prior to a Standing Committee meeting to review the work plans and milestones; and
  - advising the Standing Committee of reasons for any delays in task force/project group activities and milestones.

The Vice-Chairs of Standing Committees are directed to consult with CCMTA's Director of Programs upon determining that a Chair of a task force/project group is not meeting deadlines and the Director will contact the respective Board member of the jurisdiction concerned.

- ii.** The Vice-Chairs of Standing Committees are invited to attend the Board of Directors meeting at the Chair's last meeting.
- iii.** The Vice-Chairs of Standing Committees are tasked with reporting on issues of relevance to other Standing Committees to permit lateral communication across committees.

## PUBLICATIONS

All CCMTA publications produced for sale, whether to government members or industry, are printed on a full cost-recovery basis. A pricing differential between government members, associate members and others applies to most CCMTA publications.

Prepayment is required on all publication orders other than by government members and associate members. For audit purposes, all orders must be in writing (either mail, e-mail or fax purchase order). When prepayment is indicated, requests are processed upon receipt of cheque, money order, Visa or MasterCard payment.

PUBLICATIONS	LANGUAGE	COST	RESTRICTED
CCMTA News / <i>Nouvelles du CCATM</i>	E/F	web site	NO
CCMTA Overview and Terms of Reference Manual (Annual)	E	web site	NO
Canadian Collision Statistics Pamphlet (Annual) / <i>Statistiques sur les collisions de la route au Canada</i> (annuel)	Bil.	web site	NO
Annual Report on Road Safety Vision 2010 / <i>Rapport annuel - Vision de sécurité routière 2010</i>	E/F	web site	NO
AAMVA/CCMTA Inspection Handbook (1999)	E	\$75 / \$150	NO <sup>1</sup>
CCMTA Directory (Annual) / <i>Répertoire du CCATM</i> (annuel)	Bil.	\$89 / \$159	NO <sup>2</sup>
Commercial Vehicle Inspections Manual in Canada (HardCopy/CD-ROM)	E	\$120 / \$165	NO <sup>3</sup>
Periodic Commercial Motor Vehicle Inspections	E/F	\$95 / \$120	NO <sup>4</sup>
Eliminating Impaired Driving: The Road Ahead Workshop Proceedings (2000)	E	web site \$20 / \$25	NO <sup>5</sup>
Maturing Driver Workshop Proceedings and Aging Driver Strategy (2000)	E	web site \$20 / \$25	NO <sup>5</sup>
1999 National Truck Roadside Study Data Analysis Package / Survey Project Report (CD-ROM only)	E	Free	NO

PUBLICATIONS	LANGUAGE	COST	RESTRICTED
<b>NATIONAL SAFETY CODE FOR MOTOR CARRIERS</b>			
National Safety Code (NSC) for Motor Carriers / <i>Code canadien de sécurité (CCS) pour les transporteurs routiers</i>	E/F	\$60 / \$75	NO <sup>6</sup>
Individual NSC Standards may be purchased separately:			
NSC Standard 2: Knowledge & Performance Tests / <i>Norme 2 du CCS : Épreuves théoriques et tests sur route</i>	E/F	\$9.99	NO
NSC Standard 3: Driver Examiner Training Program / <i>Norme 3 du CCS : Programme de formation des examinateurs de conducteurs</i>	E/F	\$9.99	NO
NSC Standard 5: Self-Certification Standards & Procedures / <i>Norme 5 du CCS : Normes et procédure d'auto-accréditation</i>	E/F	\$9.99	NO
NSC Standard 7: Carrier & Driver Profiles / <i>Norme 7 du CCS : Profils des conducteurs et des transporteurs</i>	E/F	\$9.99	NO
NSC Standard 10: Cargo Securement / <i>Norme 10 du CCS : L'arrimage de cargaison</i>	E/F	\$9.99	NO
NSC Standard 14: Safety Rating / <i>Norme 14 du CCS : Cote de sécurité</i>	E/F	\$9.99	NO
NSC Standard 15: Facility Audit / <i>Norme 15 du CCS : Vérification en entreprises</i>	E/F	\$9.99	NO
CCMTA Hours of Service Application Guide / <i>Guide d'application du CCATM sur les heures de services</i>	E/F	web site	NO

PUBLICATIONS	LANGUAGE	COST	RESTRICTED
CCMTA Medical Standards for Drivers / <i>Normes médicales du CCATM à l'endroit des conducteurs</i>	E/F	\$9.99	NO
<b><i>NORTH AMERICAN CARGO SECUREMENT STANDARD — TRAINING PROGRAM MANUALS</i></b>			
Instructor's Manual / <i>Manuel de l'instructeur</i>	E/F	web site \$ 60 / \$ 80	NO <sup>7</sup>
Instructor's Slides / <i>Diapositives de l'instructeur</i>	E/F	\$ 40 / \$ 50	NO <sup>8</sup>
Participant's Guide / <i>Guide du participant</i>	E/F	web site \$ 30 / \$ 40	NO <sup>9</sup>
Driver's Handbook / <i>Guide du conducteur</i>	E	web site \$ 25 / \$ 35	NO <sup>10</sup>
<b><i>LOAD SECUREMENT RESEARCH PROJECT REPORTS</i></b>			
Experimental Evaluation of Friction Coefficients of Typical Loads and Trailer Decks under Vertical Vibrations	E	\$35	NO
Slippage Tests with Anti-Skid Mats / <i>Essais de glissement avec tapis antidérapants</i>	E/F	\$10	NO
Dressed Lumber Tiedown Tests / <i>Essais d'arrimage du bois raboté</i>	E/F	\$25	NO
Effect of Cargo and Tiedown Characteristics on Equalization of Tension in the Spans of Tiedowns	E	\$25	NO
Effect of Binder Type and Chain Length on Tension in Chain Tiedowns	E	\$25	NO
Friction Coefficients between Typical Loads and Trailer Decks	E	\$25	NO
Load Capacity of Nailed Wood Blocking	E	\$25	NO
Effect of Cargo Movement on Tension in Tiedowns	E	\$25	NO

PUBLICATIONS	LANGUAGE	COST	RESTRICTED
Evaluation of the Strength and Failure Modes of Heavy Truck Cargo Anchor Points	E	\$25	NO
Tests on Methods of Securement for Thick Metal Plate	E	\$25	NO
Tests on Methods of Securement for Large Boulders	E	\$25	NO
Bending Strength of Trailer Stakes	E	\$25	NO
Effect of Tiedowns on Wood Blocks Used as Dunnage	E	\$25	NO
Tests on Methods of Securement for Metal Coils	E	\$25	NO
Tests on Methods of Securement for ISO Containers	E	\$25	NO
Analysis of Heavy Truck Cargo Anchor Points	E	\$25	NO
North American Load Security Research Project Summary Report / <i>Rapport sommaire du projet de recherche sur la sécurité des charges du CCATM</i>	E/F	\$40	NO
Assessing a Securement Method for the Transportation of Heavy Machinery Using a Combination of Highway Vehicles	E	\$25	NO
Performance Limits of Heavy Trucks	E	\$40	NO
DVD - “Setting the Standard” / «Établir un standard»	E/F	\$45 / \$60	NO <sup>11</sup>
DVD - “The North American Load Security Research Project” / «Le projet de recherche nord-américain sur l’arrimage des chargements»	E/F	\$100 / \$150	NO <sup>12</sup>
Both DVDs	E/F	\$120 / \$180	NO <sup>13</sup>

**Legend:**

- <sup>1</sup> Member government price and associate members \$75.00. Others \$150.00.
- <sup>2</sup> Member government price and associate members \$89.00. Others \$159.00.  
(Note: Associate members receive one complimentary copy with their renewal/application.)
- <sup>3</sup> Member government and associate members \$120.00. Others \$165.00.

- <sup>4</sup> Member government and associate members \$95.00. Others \$120.00.  
(Note: French edition is under development.)
- <sup>5</sup> Member government and associate members \$20.00. Others \$25.00.
- <sup>6</sup> Member government and associate members \$60.00. Others \$75.00.
- <sup>7</sup> Member government and associate members \$60.00. Others \$80.00
- <sup>8</sup> Member government and associate members \$40.00. Others \$50.00.
- <sup>9</sup> Member government and associate members \$30.00. Others \$40.00.
- <sup>10</sup> Member government and associate members \$25.00. Others \$35.00.
- <sup>11</sup> Member government and associate members \$45.00. Others \$60.00.
- <sup>12</sup> Member government and associate members \$100.00. Others \$150.00.
- <sup>13</sup> Member government and associate members \$ 120.00. Others \$ 180.00.

NO - No restrictions on circulation

Bil. - Bilingual publication

## *POLICY REGARDING DISTRIBUTION AND RECEIPT OF DOCUMENTATION*

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The policy regarding the calling of meetings and the distribution and receipt of documentation is as follows:

1. A chair must advise the Secretariat at least **ten** weeks in advance of his/her intention to call a meeting (unless there is an urgent matter to deal with). As per the direction of the Board of Directors, only those meetings held in Ottawa will receive Secretariat support (with an exception if the host jurisdiction funds travel and accommodation costs for Secretariat staff).
2. The Secretariat will issue a notice of meeting to committee members with a tentative agenda **eight** weeks before the scheduled meeting date.
3. Committee members will submit additions and changes to the agenda with background papers to the Secretariat **four** weeks<sup>1</sup> prior to the meeting.
4. The Secretariat will send a final agenda and background documentation to committee members **two** weeks prior to the meeting.
5. The Secretariat will prepare and forward a draft record of decisions to the Chair within **three** weeks following a meeting. The Secretariat will distribute<sup>2</sup> the final version to committee members within five working days of receipt of approval by the Chair. Should the Chair not approve the record of decisions within a **two**-week period, the Secretariat will distribute the record in draft format.

Record of decisions of meetings should only report decisions made and the rationale for the decisions taken rather than providing lengthy details of discussions.

6. Addition of agenda items and distribution of documentation at meetings should be avoided unless there is an urgent need to do so.

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<sup>1</sup> In cases where background papers cannot be made available to the Secretariat for distribution **four** weeks prior to a meeting, they will be distributed directly to committee members by the originating jurisdiction with a copy sent to the Secretariat. Members are requested to provide documentation electronically, either on diskette or via e-mail.

<sup>2</sup> Distribution of documentation to members will be done electronically.

## ***TERMS OF REFERENCE***

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The terms of reference of the sub-committees of the Board of Directors, the Standing Committees and the various task forces/project groups of CCMTA follow.

Each of these terms of reference provides information on the membership, reference to the records of decisions, reporting relationship of the group, its mandate, deadlines and status.

The Board of Directors approves the terms of reference for all committees and task forces/project groups.

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### CCMTA / STATISTICS CANADA JOINT WORKING GROUP

#### MEMBERSHIP:

- SC - G. Baldwin, Director of Transportation Division (Joint Chair)
- CCMTA - J. Kroeker-Hall, D&V Vice-Chair (Joint Chair)
- QC - H. Blaney
- TC - B. Jacques
- SC - R. Doiron
- CCMTA - I. Tomlinson

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, June/01, Oct/01  
Board of Directors, June/01, Dec/01, May/02, Dec/02, June/03, Dec/04, May/06

#### REPORTING TO:

Standing Committee on Drivers and Vehicles

#### MANDATE:

1. To provide an opportunity for Canadian jurisdictions and Statistics Canada to caucus on issues of mutual interest and specifically to:
  - Address issues relating to new data usage;
  - Address issues relating to new data products;
  - Evaluate and address issues relating to joint publishing and information dissemination;
  - Manage the processes and procedures relating to agreement revisions; and
  - Review access to information requests for vehicle data.
2. To act as a resource group to provide information to jurisdictions and CCMTA with respect to Canadian vehicle data; and
3. To manage the processes and procedures relating to the ongoing operation of the Canadian Vehicle Survey (CVS) in relation to CCMTA data and to resolve ongoing problems arising from the operation.

#### DEADLINES:

As required

#### STATUS:

Ad hoc

### CDLA IMPLEMENTATION PROJECT GROUP

**MEMBERSHIP:** H. Blaney (Chair)  
All jurisdictions  
Legal Services Committee Representative (as required)  
Document Security Experts (as required)

**REPORTING TO:**

Standing Committee on Drivers and Vehicles

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Drivers and Vehicles, May/08  
Board of Directors, May/08

**BACKGROUND:**

**CDLA Implementation**

The CDLA is moving into an implementation phase with jurisdictions determining entry into the agreement and preparing their operational plans and business applications. Entry requirements for the CDLA include legislative requirements, business processes and computer system changes. A forum is required to address issues arising around these items.

**AVRL Maintenance**

Prior to September 11, 2001, many types of identification documents were accepted by Canadian jurisdictions for identification purposes prior to issuing a driver's licence. Following a number of CCMTA and AAMVA security initiatives, the acceptable document list was reviewed and a more stringent list — the Canadian *Acceptable Verifiable Resource List (AVRL)* — was developed.

The AVRL has been incorporated as a mandatory requirement for jurisdictions signatory to the Canadian Driver Licence Agreement (CDLA) and is included as an appendix to the CDLA.

The goal of this list is to harmonize the issuing practices/standards and source issuing documents among Canadian jurisdictions. The premise for documents accepted on the list is that the data elements in each document are verifiable and originate from secure government-issued sources.

It is recognized there may be requirements to add or delete to the AVRL for three reasons:

1. The emergence of new documents for evaluation.
2. Requests from jurisdictions to add existing documents due to the requirement for flexibility and/or customer service where certain groups of customers may not be able to meet or have the required documents on the AVRL.

3. Ongoing review and maintenance of the documents on the list identify additional data elements the document may be used to verify the document is not suitable for inclusion.

### **MANDATE:**

#### **CDLA Implementation**

1. A forum to address more general CDLA issues;
2. Ongoing monitoring and communication between jurisdictions during implementation planning to address emerging issues, operational questions and interpretation of the agreement. It is anticipated a regular monthly call of interested parties will be held;
3. Act as a liaison role for CCMTA on items related to the CDLA and document security and standards with other agencies such as CBSA, Passport Canada and the RCMP;

#### **AVRL Maintenance**

4. Facilitate requests for review of new documents for inclusion in the AVRL using the AVRL Evaluation Model Guidelines (previously approved by the Board);
5. Review existing documents on the AVRL list every three years to determine suitability for continuance;
6. Make recommendations to the Standing Committee on Drivers and Vehicles that document(s) should be:
  - Accepted in the Canadian AVRL
  - Allowed for use in special limited circumstances — i.e. not acceptable for use in the AVRL, but allowed for use by jurisdictions as an exception only when other documentation is not available.
  - Rejected for use as an identification document for either the AVRL or in special circumstances; and
7. Revise the AVRL Guidelines as appropriate.

### **DEADLINES:**

Report on activities; Spring and Fall 2009

### **STATUS:**

Ongoing

### CVSA EDUCATION QUALITY ASSURANCE TEAM (EQAT)

#### MEMBERSHIP:

AB - W. Roth (Chair)  
BC - P. Therrien  
MB - R. Wightman  
NB - J. Lunney  
NL - D. Doyle  
NS - TBD  
NT - H. Beaulieu  
NU - T. Bragard  
ON - K. Wirachowsky  
PE - D. MacEwen  
QC - P. Pratte  
SK - J. Meed  
YT - J. Debuschewitz  
TC - M. Schauerte  
CVSA - C. Mooney  
CCMTA - S. Tremblay

#### RECORD OF DECISIONS REFERENCE:

CVSA Region V, Sept/01  
CVSA Chair Report, Dec/01

#### REPORTING TO:

CVSA Region V

#### MANDATE:

1. To review training materials related to the CVSA inspection program and implement updates and amendments to ensure integrity, consistency and uniformity in the delivery of CVSA training; and
2. To oversee the testing procedure and qualification of enforcement officers, verifying consistency across Canada, recommend the practices and procedures used by the testing and grading centre as contracted by CCMTA, and make recommendations as required to CVSA Region V on CVSA training matters.

#### GUIDING PRINCIPLES:

EQAT should meet the following objectives:

- Ensure the CVSA training program is kept current and made available to all jurisdictions in a timely manner;

- Be implemented in a uniform and cost effective manner;
- Be sensitive to jurisdictional needs (where possible);
- Be consistent with the international training requirements;
- Be aware of industry and public concerns regarding commercial vehicle safety; and
- The Chair will be elected from the EQAT membership and sit for a two-year term.

**DEADLINES:**

EQAT will meet at least once annually to address issues that may arise.

**STATUS:**

Ongoing

### CANADA-U.S. MOTOR CARRIER DATA EXCHANGE USER GROUP

#### MEMBERSHIP:

MB - B. McCormick (Chair)	ON - TBD
AB - W. Lilley	PE - L. Gotell
BC - S. Watson	QC - M. Couture
NB - J. Goggin	SK - V. Jasper/K. Podhordeski
NL - D. Power	YT - J. Debuschewitz
NS - S. Koran	TC - TBD
NT - H. Beaulieu	U.S. - C. Vagnini
	CCMTA - M. Jackson/R. Vantour

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, August 13, 2008  
Board of Directors, August 20, 2008

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

Carrier Data Exchange (CDE) has been operational in Canada since 2001 with all jurisdictions participating, with the exception of Nunavut. The CDE system allows jurisdictions to exchange incident records (inspections, accidents and convictions) on out-of-jurisdiction carriers. The base-plate jurisdiction can then apply these out-of-jurisdiction incidents to the carrier profile as part of the safety rating process.

In 2007, FMCSA commenced providing incident data (inspections and accidents) on Canadian carriers to CDE for distribution to the base-plate jurisdiction. Although the Canadian jurisdictions provide incident data to CDE relating to U.S. carriers, FMCSA does not currently pick up and use this data within its own systems, but has now committed to doing so as part of safety rating reciprocity between the U.S. and Canadian jurisdictions<sup>1</sup>.

As part of the September 2008 Canada-U.S. Safety Rating Reciprocity Agreement, the Canada-U.S. Safety Rating Steering Group recommended a review of CDE usage be undertaken by carrier data exchange officials. This group will ensure jurisdictions are collecting, distributing and applying incident data in a consistent manner and will identify any problems or weaknesses with the current exchange process.

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<sup>1</sup> The agreement, based on the April 1994 U.S.-Canada MoU on Safety Rating Reciprocity and set to be formally implemented in September 2008, provided that each country would establish mutually compatible safety and compliance review (i.e. safety rating) programs predicated on the mutual exchange of international safety data.

### **MANDATE:**

1. To determine the data gaps in the CDE for all provinces and territories (i.e. who is not transmitting all the required data?);
2. To determine the data gap in the Motor Carrier Management Information System (MCMIS) for all U.S. states and territories;
3. To determine what jurisdictions are not using the external data provided in their carrier profiles and why;
4. To identify the system changes required in each province and territory; and
5. To develop options to resolve any issues and inconsistencies as identified above.

### **DEADLINE:**

Fall 2010, two years following announcement of Canada-U.S. agreement on Safety Rating Reciprocity, September 2008. *(Note: Deadline has since been revised to Fall 2009 at the request of the U.S.)*

### **STATUS:**

Ongoing

### CANADIAN INTERNATIONAL REGISTRATION PLAN (IRP) MANAGERS

#### MEMBERSHIP:

BC - R. Termuende (Chair)  
AB - L. Lardie  
MB - H. Larson  
NB - J. Goggin  
NL - R. Murray  
NS - B. Lownds  
ON - D. Frizzel/P. Harbottle/M. Tetzlaff  
PE - C. Cunneyworth  
QC - M. Duchesne/A. Plante  
SK - R. Foord  
CCMTA - I. Tomlinson

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, Oct/00, May/06  
Board of Directors, Dec/00, May/06, Dec/06

#### REPORTING TO:

Standing Committee on Drivers and Vehicles

#### MANDATE:

1. To address IRP issues that are relevant to Canadian jurisdictions;
2. To provide an opportunity for Canadian jurisdictions to caucus on IRP issues prior to balloting;
3. To manage the processes and procedures for the ongoing administration of the February 2001 CAVR (Canadian Agreement on Vehicle Registration);
4. To resolve ongoing problems arising from the operation of CAVR or IRP in Canada;
5. To act as a resource group on an as-required basis for providing information to jurisdictions and CCMTA with respect to IRP, CAVR, interprovincial registration and tax issues;
6. To monitor issues relating to changes on long-term rental vehicles on IRP and liaise with the NSC Managers; and
7. To liaise with CRA members when there are registration issues with enforcement provisions.

**DEADLINES:**

Ongoing administration of CAVR and IRP

**STATUS:**

Ongoing

**NOTES:**

- Chair appointed for a two-year term, chosen from among the members of the committee.
- At the discretion of the Chair of the standing committee, the Chair attends meetings of the Standing Committee on Drivers and Vehicles when issues warrant.
- Meetings of the Canadian IRP Managers must be approved by the Chair of the standing committee.
- All recommendations of the Canadian IRP Managers are to be balloted individually for approval by the Board of Directors.

**CARGO SECUREMENT STANDARD INTERPRETATION COMMITTEE**

**MEMBERSHIP:**

CCMTA - J. Pearson (Chair)	NS - D. Evans
AB - H. Parenteau	ON - W. Reynolds
BC - G. Gilks	PE - D. MacEwen
MB - R. Wightman	QC - G. Desrosiers
NB - B. Adams	SK - J. Meed
NL - R. Murray	YT - J. Debuschewitz

**RECORD OF DECISIONS REFERENCE:**

Board of Directors, February 10, 2005

**REPORTING TO:**

Standing Committee on Compliance and Regulatory Affairs

**OBJECTIVE:**

To provide a mechanism which will:

- ensure consistent and coordinated interpretations of NSC Standard 10 within Canada; and
- support the development of Canadian positions on issues to be discussed with the U.S. Federal Motor Carrier Safety Administration (FMCSA) related to uniformity of application and interpretations of cargo securement requirements.

**MANDATE:**

1. To coordinate interpretations within Canada;
2. To consider and issue interpretations (theses will be posted on CCMTA's web site);
3. In cases where there is agreement by Canada with a proposed interpretation from FMCSA, this will be confirmed and an interpretation issued; and
4. In cases where there is no agreement between Canada and the U.S., the interpretation will be issued for Canada.

**DEADLINES:**

As required

**STATUS:**

Ongoing

### CARRIER SNAPSHOT EXCHANGE PROJECT GROUP

#### MEMBERSHIP:

QC - B. Cayouette (Interim Chair)	ON - H. Alkema/P. Hurst
AB - K. Durdle	PE - L. Gotell/A. MacDonald
BC - J. Dickson	QC - L. Beaudoin/L. Larouche
MB - R. Hamilton/B. McCormick	SK - V. Jasper/B. Wagar
NB - B. Adams/L. Schriver	YT - J. Debuschewitz/P. Roske
NL - C. Burggraaf	TC - B. Orrbine
NS - P. Arsenaault/J. MacRae	CCMTA - M. Jackson/S. Tremblay
NT - H. Beaulieu	

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, Nov/04  
Board of Directors, Dec/04

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

As NSC Standard 14 moves to full implementation with the proclamation of the federal MVTA, jurisdictions will have fully developed and consistent carrier safety rating systems. These systems include the exchange of carrier safety data (crashes, contraventions and failed inspections) across all Canadian jurisdictions and the incorporation of this data into rating systems, allowing each jurisdiction to more effectively monitor and rate those carriers under their purview. What has not yet been developed is the ability to share safety ratings among jurisdictions. Without this ability, jurisdictions are unable to determine the relative safety performance of carriers from other jurisdictions.

An automated Carrier Snapshot (Safety Rating) Exchange is required to make more effective use of Safety Rating data. The exchange of Carrier Snapshots will allow jurisdictions to easily and instantly obtain the Safety Rating of carriers managed by other provinces or territories. This exchange will allow for the more effective deployment of scarce enforcement resources by allowing enforcement staff to focus on carriers with the worst safety ratings and provide for more streamlined treatment of carriers with good safety ratings. Development of an automated Carrier Snapshot Exchange will also facilitate future carrier/truck pre-screening and inspection station bypass initiatives.

Making Carrier Snapshots available publicly will assist the public and shippers in choosing safe carriers, providing further opportunities for road safety to be enhanced. This effort is consistent with and supports *Road Safety Vision 2010*.

### **MANDATE:**

1. To review prior development work on a carrier snapshot exchange conducted by CCMTA;
2. To develop protocols for exchanging carrier safety rating data to be exchanged;
3. To develop criteria for government/enforcement view carrier snapshot;
4. To develop criteria for public view carrier snapshot;
5. To determine the cost to develop, implement and maintain a carrier snapshot exchange;  
and
6. To develop recommendations in regard to the development and implementation of a carrier snapshot exchange.

### **DEADLINES:**

Spring 2009

### **STATUS:**

Ongoing

**CODE W — CANADA / U.S. MEDICAL RECIPROCITY PROJECT GROUP**

**MEMBERSHIP:**

Chair - TBD  
NB - S. McCracken  
NL - C. Burggraaf  
ON - P. Harbottle  
QC - H. Blaney/J. Dow  
CCMTA - I. Tomlinson

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Drivers and Vehicles, Oct/05  
Board of Directors, Dec/05

**REPORTING TO:**

Standing Committee on Drivers and Vehicles

**MANDATE:**

1. To evaluate the QC proposal on Code W;
2. To reevaluate reciprocity elements (i.e. diabetes, epilepsy, hearing) and identify any other health conditions which should be included in the reciprocity agreement; and
3. To identify any U.S. medical condition that should not be included in reciprocity (conditions which the U.S. allows but would not be permitted for a commercial driver in Canada.)

**DEADLINES:**

TBD

**STATUS:**

In abeyance (awaiting outcome of U.S. federal review)

### COMMERCIAL DRIVER LICENCING STANDARDS PROJECT GROUP

#### MEMBERSHIP:

PE - D. McEwen/G. Miner (Co Chairs)  
AB - R. Clarke  
BC - J. Kroeker-Hall  
NB - S McCracken  
ON - L. Dunstall  
QC - H. Blaney  
CTHRC - L. Gauthier  
CCMTA - I. Tomlinson

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, May/06, Nov/06, Oct/07  
Board of Directors, May/06, Dec/06, Dec/07

#### REPORTING TO:

Standing Committee on Drivers and Vehicles  
Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

With competing priorities, lack of resources and delays in implementation of enhanced training programs in other jurisdictions, the work of the Commercial Driver Licencing Standards Project Group had not progressed since 2005. In May 2006, the Board directed that a review of the project's mandate be carried out, taking into consideration its relationship to RSV 2010.

Since May 2006, the Canadian Trucking Human Resources Council (CTHRC) has completed a report entitled "Closing the Gap", which contains a number of recommendations including three items relevant to CCMTA. These are:

1. Testing and licensing for commercial vehicle drivers should meet a national standard.
2. Training should be offered in accordance with national standard curriculum, through institutes that meet the standard and by instructors who meet the standard.
3. Funding should be increased for training and linked to the above.

CTHRC is proceeding with a testing and licensing content study, outlining actual requirements in all provinces/territories, identifying similarities and variances with the results to be turned over to the CCMTA.

In addition, one recommendation by the Canadian Traffic Safety Institute in the RSV 2010 mid-term report is the development of national training standards for commercial drivers.

### **MANDATE**

1. To determine and provide recommendations for the role of commercial driver training, testing and licencing in relation to RSV 2010 and reduction of crash risk;
2. To support CTHRC “Closing the Gap” initiatives that address commercial driver shortages by providing the necessary information to enable the review of testing and licensing in all Canadian jurisdictions against industry-developed, entry-level competencies;
3. To evaluate CTHRC recommendations to determine if they are suitable for inclusion as minimum standards in the CCMTA NSC Standards;
4. To evaluate the AAMVA Driver Examiner Certification Program for Commercial Testing for inclusion in Standard 2 of the NSC Standards; and
5. To incorporate an Air Brake Testing Model in Standard 2 – Knowledge and Performance Testing.

### **DEADLINES:**

#### **Mandate Items:**

1. TBD (CTHRC study is scheduled for release in February 2009)
2. Ongoing
3. TBD (CTHRC study is scheduled for release in February 2009)
4. - 5. Completed (December 2007)

### **STATUS:**

Ongoing

### COMMERCIAL VEHICLE INSPECTION STANDARDS PROJECT GROUP

#### MEMBERSHIP:

NU - T. Bragard (Chair)	ON - R. Monster
AB - H. Parenteau	PE - D. MacEwen
BC - B. Kangas	QC - J. Richard
MB - B. Rapinchuk	SK - B. Kline
NB - B. Adams	YT - J. Debuschewitz
NL - D. Doyle	OTA - R. VanderZwaag
NS - P. O'Malley	CCMTA - S. Tremblay
NT - H. Beaulieu	

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, May/02, May/05  
Board of Directors, Dec/02, Dec/03, May/05

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### MANDATE:

1. Further to the 1991 MoU on Mandatory Periodic Commercial Vehicle Inspection Programs, the project group will:
  - Review CCMTA's commercial vehicle maintenance standards and PMVI requirements for trucks/truck-tractors, buses and trailers/semi-trailers/converter dollies;
  - Consolidate recommended updates from jurisdictions and stakeholders; and
  - Prepare recommendations necessary to update the manual to ensure interprovincial consistency of inspections and satisfy the reciprocity agreement.
2. Deliverables to include recommendations for updated inspection requirements that reflect current technologies and standards.

#### DEADLINES:

As required

#### STATUS:

In abeyance (until next edition)

### COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA) REGION V

#### MEMBERSHIP:

SK - J. Meed (President)	PE - D. MacEwen
AB - S. Callahan	QC - P. Pratte
BC - P. Therrien (1 <sup>st</sup> Vice-President)	YT - J. Debuschewitz
MB - D. Christle/R. Wightman	TC - N. Belliveau/M. Schauerte
NB - B. Adams/J. Lunney	CTA/OTA - G. Wood/R. VanderZwaag
NL - D. Doyle/R. Murray	CVSA - C. Mooney
NS - D. Evans	CRA Chair - B. Cayouette
NT - H. Beaulieu	CCMTA - S. Tremblay
ON - P. Hurst/K. Wirachowsky	

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, Nov/93  
Board of Directors, Dec/93

#### REPORTING TO:

Commercial Vehicle Safety Alliance (CVSA)  
Standing Committee on Compliance and Regulatory Affairs

#### MANDATE:

1. To ensure and maintain strong Canadian presence and participation in CVSA issues;
2. To resolve to the extent possible the policy decisions which are made by CVSA and CCMTA. Be the conduit by which Canadian concerns are communicated to CVSA International;
3. To seek and establish a Canadian consensus on CVSA issues, activities, policies and programs;
4. To communicate CVSA issues, policies and programs to all CCMTA member jurisdictions and industry members;
5. To further CVSA activities and programs in Canada among CCMTA and industry members; and
6. To review the output of CVSA deliberations and render the content "Canadian" to the fullest extent possible.

**DEADLINES:**

Ongoing

**STATUS:**

Ongoing

### DRIVER FITNESS OVERVIEW GROUP (DFOG)

#### MEMBERSHIP:

Co-Chair: J. Kroeker-Hall (BC)

Co-Chair: L. Tasca (ON)

At least one representative named by each jurisdiction. Members are expected to be a mix of various types of expertise on driver fitness. Membership may consist of administrators or medical professionals representing licensing authorities. Medical professionals can include physicians, occupational therapists and nurses.

Chairs of the other CCMTA sub-groups, task forces and project groups that are providing liaison information to DFOG (e.g. Aging Driver, Alcohol Interlock, STRID and the STRID sub-groups Fatigue, on Drugs, Distraction and Human Factors).

\* or alternate as designated by the standing committee

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, May/07, Oct/07, May/08

Board of Directors, May/07, Dec/07, May/08

#### REPORTING TO:

Standing Committee on Drivers and Vehicles

#### NOTE:

Each recommendation relating to a change in CCMTA Medical Standards is to be itemized and balloted separately to the members of the Board of Directors from each province and territory so that each jurisdiction understands the impact of every change. The ballot approval process for medical standards will be based on a two-thirds majority.

#### BACKGROUND:

All Canadian jurisdictions have a medical review board or unit acting in an advisory capacity to the jurisdiction's licensing body (the Registrar) on medical matters that may affect a person's fitness to drive.

In 1985 it was identified as part of the National Safety Code (NSC) initiative that in order to achieve uniformity among the provinces and territories, a national medical standard was required, the rationale being that licence transfers upon a change of province of residence should not be

complicated by divergent medical requirements. The Medical Advisory Committee (MAC) was created to identify and attempt to reconcile interprovincial medical standard variances.

In 2000, CCMTA created a Driver Fitness Project Group to carry out a standards review, with attention to risk, compensation, accommodation, functional focus, and whether and how to assess for each medical standard. This approach reflected recent trends relating to evidence-based medicine rather than standards to determine an individual's fitness to drive.

The formation of the Driver Fitness Overview Group is aimed at consolidating the work of the MAC and Driver Fitness Project Group to avoid duplicate work, reporting and record-keeping and to house all medical related issues under the same umbrella. It is also aimed producing one central CCMTA medical document.

### **MANDATE:**

To derive a set of driver fitness policies for jurisdictional use that incorporate the best ideas and principles included in the currently available literature and maintain their currency through periodic review.

Smaller sub-groups or working groups will produce specific deliverables that are submitted to DFOG for review and approval. DFOG will direct and assign these working groups as required.

### **SPECIFIC RESPONSIBILITIES:**

1. To develop strategies for all driver fitness issues using a driver fitness model, which is a functional approach to determine the impact on the functions of driving;
2. To coordinate the work of specific sub-groups;
3. To recommend uniform medical standards to be used by administrators in assessing a person's medical fitness to operate a motor vehicle;
4. To maintain and manage the CCMTA Medical Standards document;
5. To act as liaison on behalf of CCMTA with other organizations (e.g.: Canadian Medical Association, U.S. Federal Highway Administration (FMCSA), medical specialty societies). Also liaise with all CCMTA Standing Committees. Representatives from these committees and organizations may be invited to participate in the proceedings of the group;
6. To act as a clearing house for all activities under its purview; and
7. To identify areas of concern and direct activities accordingly.

### **MEETINGS:**

Meetings will be held on an ad hoc basis as warranted by specific developments subject to the recommendations of D&V and approval by the Board of Directors.

### **EXPENSES:**

Travel and accommodation costs for committee members shall be borne by individual jurisdictions.

Funding for travel and accommodation may be requested from the Board similar to other project group requests from the Standing Committee Projects budget.

### **DELIVERABLES:**

1. To develop a driver fitness template which is a functional approach to driving;
2. To identify areas of concern and direct activities accordingly. Current working groups are reviewing standards on:
  - dementia
  - multiple medical conditions
  - psychiatric diseases
  - visual fields (scotoma); and
3. To produce an annual survey on aging driver strategies and activities in the jurisdictions.

### **DEADLINES:**

#### **Mandate items:**

1. - 3. May 2009

### **STATUS:**

Ongoing

**DRIVER REMEDIAL PROGRAMS AND  
ALCOHOL INTERLOCK RECIPROCITY PROJECT GROUP**

**MEMBERSHIP:**

PE - T. Garrity (Chair)  
AB - O. Tavares  
BC - M. Francis  
MB - B. Rapinchuk  
NT - K. Merilees-Keppel  
ON - P. Harbottle  
PE - G. Miner  
QC - H. Blaney  
SK - K. Quaye  
RSRP Rep. - P. Boase  
ACS Corp. - I. Marples  
CCMTA - I. Tomlinson

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Drivers and Vehicles, May/06, Nov/06, Oct/07, May/08, Oct/08  
Board of Directors, May/06, Dec/06, Dec/07, May/08, Dec/08

**REPORTING TO:**

Standing Committee on Drivers and Vehicles

**MANDATE:**

1. To carry out a survey to determine the various components and requirements of each jurisdiction's interlock program and reinstatement program (e.g.: summary and/or comprehensive assessment);
2. To identify all issues related to an interlock program for drivers who relocate either while prohibited or while part of an interlock program, and other gaps between jurisdictional programs;
3. To develop viable solutions to the issues, including an evaluation of a potential reciprocity agreement or a similar tool such as an agreement template, and to determine which elements of reciprocity are identified and part of the CDLA and which elements must be added to a new arrangement;

4. To draft a formal document based on the principles approved by the CCMTA Board of Directors in December 2008; and
5. To review other remedial driver and reinstatement programs and determine if there is a similar need for reciprocity to manage these programs nationally.

### **DEADLINES:**

#### **Mandate items:**

1. Completed (May 2008)
2. Completed (December 2008)
3. Completed (December 2008)
4. May 2009
5. TBD

### **STATUS:**

Ongoing

### ELECTRONIC LOG BOOK ENFORCEMENT PROJECT GROUP

#### MEMBERSHIP:

ON - P. Hurst (Chair)  
BC - TBD  
QC - TBD  
SK - TBD  
CCMTA - S. Tremblay

Industry and other jurisdictional representatives, including EOBR vendors/manufacturers - TBD

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, May/07  
Board of Directors, May/07

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

Industry is moving quickly and voluntarily to adopt the use of electronic log books for hours of service record-keeping as permitted under the new Hours of Service regulations that came into force on January 1, 2007. Training of roadside enforcement officers on what to expect from the myriad of electronic log books available on the market and how to integrate traditional log book enforcement with this new technology has not kept pace. As a result, problems are being experienced during roadside inspections that involve electronic log books, causing long delays for carriers.

Examples of issues raised include:

- Should a driver be expected to print out 14 days' worth of logs?
- Should inspectors be expected to enter a cab or should the driver present the e-log outside the cab?
- What specific elements of the HoS rule should be available to an inspector from an e-log?
- How is information to be recorded by the inspector in the event a charge is laid and is contested in court?

These issues have arisen primarily in Ontario and British Columbia where the new hours of service regulations are in effect. Both jurisdictions are working with their respective industry stakeholders to correct the problems. However, there is an obvious advantage and industry has expressed a desire for governments to work together to arrive at common enforcement policies.

### **MANDATE:**

1. To identify the key issues related to electronic log book enforcement and to develop standards to support enforcement policies and procedures that can be implemented in all jurisdictions.
2. Based on input from regulators, regulated industry and from the EOBR symposium, prepare a project charter for the development of an integrated EOBR policy that supports other regulatory requirements in addition to hours of service such as daily inspections, speed limiters, weights and dimensions, etc. The project charter should build on work already underway in the European Union, the United States and elsewhere;
3. To consider whether to manage this effort under a new project group with a broader mandate or by integrating it with work currently underway by the Transportation Development Centre on Electronic On-Board Recorder technologies; and
4. To formalize a stronger partnership between CRA and the TDC project on electronic on-board recorders to facilitate the exchange of information.

### **DEADLINES:**

Fall 2009

### **STATUS:**

Ongoing

**EMERGING IN-CAB BRAKE MONITORING TECHNOLOGY PROJECT GROUP**

**MEMBERSHIP:**

MB - D. Christle (Chair)  
AB - R. Clarke  
NL - TBD  
CCMTA - S. Tremblay

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Compliance and Regulatory Affairs, May/06  
Board of Directors, May/06

**REPORTING TO:**

Standing Committee on Compliance and Regulatory Affairs

**MANDATE:**

1. To gather data and relevant information respecting in-cab technologies for motor coaches and low-bed trailers; and
2. To provide CRA with an environmental scan related to the technology and a recommendation on the future mandating of the technology.

**DEADLINES:**

Fall 2009

**STATUS:**

Ongoing

### FMCSA/CCMTA CARGO SECUREMENT REGULATORY HARMONIZATION COORDINATION COMMITTEE

#### MEMBERSHIP:

Two representatives from the Federal Motor Carrier Safety Administration (FMCSA)  
Two representatives from the Canadian Council of Motor Transport Administrators (CCMTA)

#### OBJECTIVES:

To provide a mechanism which will pursue:

1. Harmonized requirements for the securement of cargo on or in commercial motor vehicles in the United States and Canada;
2. Consistency in the application and interpretation of cargo securement regulations in both countries;
3. Coordination in the development, introduction and subsequent amendments or changes to cargo securement regulations; and
4. Coordination in the development, introduction and subsequent amendments to the North American Cargo Securement Model Regulation.

#### MANDATE:

1. Identify differences between the Model Regulation and the corresponding regulatory requirements and enforcement policies of Canada and the United States.
2. Develop, and when approved, implement action plans to address and resolve differences (e.g. through research, formation of technical working groups, etc.). If differences persist, pursue independent, third party intercession to facilitate consensus position.
3. Receive reports from the Commercial Vehicle Safety Alliance on the outcomes of meetings of the North American Cargo Securement Public Forum and, where possible, prepare a common response to issues raised.
4. Ensure consistency, to the extent practicable, in the introduction of regulatory changes and corresponding enforcement policies, and in the coordinated implementation of such changes and policies.
5. Provide annual reports to senior management of FMCSA and CCMTA on the status of the committee's work including, but not limited to:
  - a review of activities and actions undertaken in the past year, including issues raised by stakeholders through the North American Cargo Securement Public Forum;
  - the status of action plans;
  - recommendations for activities to be undertaken in the next year; and

- issues which require direction from, or action by FMCSA and/or CCMTA senior management.

### **WORKING METHOD:**

Conference calls will be convened at least on a quarterly basis, and meetings will be held as needed.

### HOURS OF SERVICE ALTERNATIVES - JURISDICTIONAL PANEL

#### MEMBERSHIP:

All CRA members (or designates)

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, May/08  
Board of Directors, May/08

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

Certain specialized industries (roadbuilding, oil patch and log-hauling) have reacted to the new commercial vehicle drivers hours of service regime and reported the problems they were having trying to comply with the new regime to various Canadian government authorities. Other applications for exemptions have also been submitted directly to some of these jurisdictions. CRA officials are concerned about the potential domino effect associated with the granting of special sector allowances among jurisdictions.

As a result, it was agreed the attached process be used to promote a harmonized approach to regulating motor carriers that fall exclusively under provincial/territorial jurisdiction. Deviations/exemptions are to apply only to provincial regulation, and provinces and territories will have the option of harmonizing their regulations accordingly based on the approved recommended solution. Recommendations from the panel will be submitted to CRA and the CCMTA Board for approval as each jurisdiction sees fit. Extraprovincial carriers will be redirected to Transport Canada.

#### MANDATE:

Using the criteria set out in the Board-approved document entitled "Proposed Screening Criteria for Alternative HoS Regimes", analyze applications it receives and make recommendations to CRA and the CCMTA Board.

It is hoped the panel's recommendations will lead to better harmonization of intraprovincial regulations between jurisdictions, and provide a sanctioned framework to considering local/regional requests for special allowances under provincial/territorial HoS Regulations. However, each jurisdiction remains responsible for incorporating the Board-approved recommendations into their laws, regulations, policies or rules.

**DEADLINES:**

TBD

**STATUS**

Ongoing

**HOURS OF SERVICE INTERPRETATION ISSUES PROJECT GROUP**

**MEMBERSHIP:**

TC - B. Orrbine (Chair)	TC - M. Schauerte
AB - K. Durdle	MCC - D. Carroll
BC - S. Watson	OBAC - J. Ritchie
NB - B. Adams	ORCA - S. McAlister
NS - TBD	OTA - R. VanderZwaag
ON - A. Brown	PSAC - P. Delaney
QC - L. Thériault	CCMTA - S. Tremblay
SK - A. Cipywnyk	

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Compliance and Regulatory Affairs, Nov/06  
Board of Directors, Dec/06

**REPORTING TO:**

Standing Committee on Compliance and Regulatory Affairs

**MANDATE:**

1. To develop a process to receive and respond to ongoing interpretation issues and questions in a timely manner;
2. To provide and deliver consensus interpretations as appropriate; and
3. To bring any emerging or outstanding policy issue to the CRA Standing Committee for resolution.

**DEADLINE:**

TBD

**STATUS:**

Ongoing

### HUMAN FACTORS IN MOTOR CARRIER SAFETY TASK FORCE

#### MEMBERSHIP:

TC - P. Thiffault (Chair)  
BC - G. Gilks  
ON - C. Brant/L. Tasca  
PE - T. Garrity/G. Miner  
QC - E. Morasse  
TC - P. Boase/A. Chouinard  
CBA - D. Haire  
CTA - G. Woods  
FMCSA - M. Walker  
MCC - D. Carroll/B. Crow  
OBAC - J. Ritchie  
PMTC - B. Richards  
PSAC - P. Delaney  
Teamsters - P. Benson  
CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, Oct/07  
Research Task Force, Dec/07  
Board of Directors, Dec/07

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies  
Standing Committee on Compliance and Regulatory Affairs  
Standing Committee on Drivers and Vehicles

#### MANDATE:

1. To conduct an in-depth assessment of the human factors associated with commercial vehicle crashes (for drivers of both light and heavy vehicles), as well as of the most efficient interventions addressing these issues. This work mainly involves reviewing the scientific literature and making contacts with key stakeholders in the U.S. and abroad;
2. To investigate how human factors involved in commercial vehicle crashes are currently addressed by federal and provincial programs and regulations, and by voluntary initiatives within the motor carrier industry in Canada; and
3. To formulate a strategy for interventions addressing human factors for light and heavy vehicle drivers involved in commercial vehicle crashes. This strategy will consist of the best practices identified in item #1 but be adapted to the Canadian situation, as reviewed in item #2. It is likely to include regulatory and non-regulatory processes.

**DEADLINES:**

Strategy - December 2009  
Detailed Operational Plan - December 2010

**STATUS:**

Ongoing

### IRE COMMITTEE OF THE BOARD OF DIRECTORS

#### MEMBERSHIP:

The IRE Committee shall comprise representatives of the Board of Directors.

#### DUTIES AND RESPONSIBILITIES:

The committee shall act under the authority of and report to the Board of Directors. All actions taken by the committee must be reported to the Board at its next meeting. The committee has the authority to make recommendations to the Board as requested by the Board.

The committee shall have general responsibility for the overall management, planning and policy direction for the IRE Network.

It shall have specific responsibility for:

- Making recommendations pertaining to the use of IRE, emanating from the Standing Committees, CCMTA Secretariat, individual jurisdictions and third parties;
- Establishing priorities for IRE, and approving the Secretariat work plan for IRE;
- Developing policy for the overall direction and use of IRE, including ongoing operations and future initiatives;
- Providing direction with respect to sharing of revenues generated by third-party access;
- Making recommendations on the overall IRE planning budget;
- Developing long-term plans and goals for IRE; and
- Liaising with AAMVAnet Network Services and keeping abreast of advancing technology.

**IRE PROJECT WORKING GROUP**

**MEMBERSHIP:**

All jurisdictions, as required

**RECORD OF DECISIONS REFERENCE:**

Board of Directors, Dec/95

**REPORTING TO:**

IRE Committee of the Board of Directors

**MANDATE:**

1. To review all existing IRE applications as to their uses and data content and propose, if changes and/or enhancements are necessary, to support current and future business practices and initiatives; and
2. Assist in the implementation and support of IRE applications.

**DEADLINES:**

Adhoc

**STATUS:**

Adhoc

### IDENTIFICATION MANAGEMENT (IdM) AND SECURITY PROJECT GROUP

#### MEMBERSHIP:

ON - P. Harbottle (Chair)  
AB - M. Fuhr  
BC - J. Kroeker-Hall  
MB - B. Rapinchuk  
NB - S. McCracken  
QC - H. Blaney  
SK - K. Quaye  
CCMTA - I. Tomlinson

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, May/08, Oct/08  
CCMTA Board of Directors, May/08, Dec/08

#### REPORTING TO:

Standing Committee on Drivers and Vehicles

#### BACKGROUND

It is particularly important that D&V administrators be able to trust that they can identify and authenticate the citizens and businesses requesting their services. Because the Information Age has dramatically changed the ways and the situations in which individuals are identified and authenticated, electronic service delivery requires some rethinking of traditional approaches to identity management and authentication.

Within Canada, different agencies are taking different approaches to IdM and there is little apparent common ground on the subject. For example, there is no agreement across jurisdictions on what “identity” means; what identification information should be collected; what documents should be accepted for identification; and what verification processes should be used. There are also no universally accepted standards in Canada for issuing documents to prove identity. CCMTA believes it has a role to play here.

Because of the inconsistent ways identity information is collected and verified by jurisdictions, it is difficult to share it. Other problems include: using names as a primary way to identify clients because of their different variants (e.g., legal name Jones, Betty versus Mary Elizabeth Jones) and the limited linkages within and across agencies for the sharing and verification of identity information. These problems increase the possibility of identity fraud, enabling a suspended driver to keep driving.

#### MANDATE:

1. To monitor standards development for identification clients pertaining to multiple and emerging technologies;

2. To play a liaison role for CCMTA on items relating to Identification Management and Security with external agencies such as the service delivery community, law enforcement, AAMVA and the private sector;
3. To address security relating to Canada (CBSA) - U.S. (DHS, WHTI) issues as they relate to Real ID, CDLA, EDLs; and
4. To manage FDRT issues as necessary:
  - 4.1 To incorporate suggested improvements in Canadian content to the FDRT course;
  - 4.2 To ensure FDRT materials remain current and in conjunction with AAMVA, that a FDRT course and materials maintenance process is developed to ensure that all jurisdictions have the most current information;
  - 4.3 To explore FDR training with CBSA as an alternative to AAVMA; and
  - 4.4 To develop FDRT for vehicle issues, as previously approved by the Board under the Anti Auto-Theft Project Group, using the AAMVA Vehicle Document Examiner Certification (VDEC).

### **DEADLINES:**

#### **Mandate items:**

- |           |   |
|-----------|---|
| 1. - 3.   | Ongoing                                       |
| 4.1 - 4.3 | Ongoing                                       |
| 4.4       | In abeyance (awaiting updated AAMVA document) |

### **STATUS:**

Ongoing

**LEGAL SERVICES COMMITTEE**

**MEMBERSHIP:**

QC - C. Gélinas (Chair)	NT - G. Dziwenka
AB - J. McKenna	NU - L. Gee
BC - D. Clancy	ON - J. Petrasoniak
MB - TBD	PE - S. Gillis
NB - I. Walsh	SK - E. Flynn
NL - S. Marrie	TC - J. Pigeon
NS - M. Higgins	YT - V. Janz
	CCMTA - A. Henderson

**RECORD OF DECISIONS REFERENCE:**

Board of Directors, May/97

**REPORTING TO:**

Standing Committees

**MANDATE:**

To provide legal opinions and advice to the Board of Directors and each standing committee as required from time to time.

**DEADLINES:**

Ongoing

**STATUS:**

Ongoing

### MEDICAL STANDARDS WORKING GROUPS

#### MEMBERSHIP / CHAIR:

Chair: Appointed by DFOG from members of DFOG  
Co-Chair: Medical professional appointed by DFOG

Administrators from each province who specialize in driver fitness

Medical professionals from licensing authorities within each province and appointed at the discretion of their respective jurisdiction. This may include physicians, occupational therapists and/or nurses.

Representatives of other organizations (e.g.: Canadian Medical Association, U.S. Federal Highway Administration, medical specialty societies) may be invited to participate as required.

#### RECORD OF DECISION REFERENCE:

Standing Committee on Drivers and Vehicles, May/07, Oct/07, May/08  
Board of Directors, May/07, Dec/07, May/08

#### REPORTING TO:

Driver Fitness Overview Group (DFOG)

#### BACKGROUND:

In order to assess a specific medical/driver fitness issues, it is expected that individual working groups (usually 4 to 5 members) will be established.

There may be several working groups working on different topics simultaneously.

All jurisdictions may participate depending on their specific interests.

#### MANDATE:

1. To develop new standards, as directed by DFOG, and recommend amendments to the CCMTA Medical Standards;
2. To recommend uniform medical standards to be used by administrators in assessing a person's medical fitness to operate a motor vehicle by using the following principles:
  - Functionally-oriented, risk/evidence-based medical standards
  - Validated medical standards
  - Determining how to assess compensation
  - Determining how to accommodate the impaired

3. To consult and liaise as required with medical specialty societies such as the Canadian Cardiovascular Society on specific conditions that affect the medical qualifications to drive a motor vehicle; and
4. To review, assess and identify as directed by DFOG:
  - Areas requiring research
  - New problems and trends
  - Other countries' medical standards with a view to gaining insight and learning from them.

### **MEETINGS:**

Meetings will be held on an ad hoc basis as warranted by specific task subject to the recommendations of the DFOG and the D&V Standing Committee and approval by the Board of Directors.

It is expected that mosts of this work will be conducted by conference call.

### **EXPENSES:**

Travel and accommodation costs for committee members shall be paid by individual jurisdictions.

**MOTOR COACH BRAKE FITNESS DATA PROJECT GROUP**

**MEMBERSHIP:**

BC - G. Gilks (Chair)  
ON - P. Hurst  
QC - TBD  
SK - A. Cipywnyk  
TC - B. Orrbine  
CCMTA - S. Tremblay

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Compliance and Regulatory Affairs, May/06  
Board of Directors, May/06

**REPORTING TO:**

Standing Committee on Compliance and Regulatory Affairs

**MANDATE:**

To initiate research and investigation on inspection data relating to motor coach brake fitness by monitoring and analyzing CVSA and PMVI inspection results specifically related to motor coach brake fitness as it pertains to the new NSC Trip Inspection Standard.

**DEADLINES:**

Fall 2009 (to 2012 program integrity review)

**STATUS:**

Ongoing

### NSC MONITORING PROJECT GROUP

#### MEMBERSHIP:

BC - G. Gilks (Chair, ex-officio in capacity as CRA vice-chair)  
AB, MB, ON, QC, TC

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, May/06, August/06  
Board of Directors, August/06

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

Following discussions of the last years related to changes in HoS and safety rating regulations, it is felt that NSC standards related to commercial vehicle operations may not have kept pace with the evolution of the commercial vehicle environment. It is necessary to ensure these NSC standards within the purview of CRA (NSC Standards 7, 9 to 15) are kept relevant, up-to-date and reflective of present regulatory and operational contexts. Priorities for the immediate future have been identified as NSC 9: Hours of Service and NSC 14: Safety Rating.

#### MANDATE:

Conduct an ongoing review of NSC standards related to commercial vehicles (NSC 7, 9 to 15) to ensure they remain relevant, up-to-date and reflective of the present regulatory and operational context.

Schedule of Review: (draft)

The standards may be grouped together to optimize resources and reduce the length of the cycle over which the reviews will occur. By grouping the standards as follows, the review cycle can be established so each standard will be reviewed every four years.

2009 - Standard #9  
2010 - Standards #7 and #14  
2011 - Standard #15  
2012 - Standards #11 and #13  
2013 - Standards #7 and #14  
2014 - Standard #9  
Etc....

This schedule is crucial. By publishing it, CRA can plan in advance for the specific standards which will be reviewed in any given year. This will allow for research to occur in support of the review. It will also allow for CRA to ramp up resources to support a particularly difficult review, if necessary.

**DEADLINES:**

Ongoing

**STATUS:**

Ongoing

### NATIONAL COLLISION DATA TASK FORCE

#### MEMBERSHIP:

Chair - A. Chouinard (TC)  
AB - M. Anderson  
BC - W. Meckle  
MB - G. Mwanza  
NB - C. O'Shea  
NL - G. Ewing  
NU - L. Gee  
NS - P. Smith  
NT - R. Thom  
ON - C. Janusz  
PE - C. Easter  
QC - F. Pichette  
SK - K. Harris/M. Zhang  
YT - S. Gattie  
CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Road Safety Research and Policies, Oct/05  
Board of Directors, Dec/05

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. To monitor the implementation of the National Collision Database and make recommendations for improvement;
2. To develop a workbook to identify road safety needs (business requirements) and develop model methodologies to allow for jurisdictional comparisons and best practices pertaining to electronic data collection;
3. To examine options for making it easier for data collectors to fill in the required forms. This will include developing standards for electronic data capture, electronic forms and an evaluation framework for analyzing incident collection software;
4. To recommend harmonized analytical data standards (e.g. costs of crashes/injuries);
5. To initiate awareness activities of the importance of collecting crash data;
6. To develop a framework for evaluation of electronic incident reporting software;

7. To develop a model agreement to ensure consistent jurisdictional requests for data.

**DEADLINES:**

Ongoing

**STATUS:**

Ongoing

### NATIONAL OCCUPANT RESTRAINT PROGRAM (NORP) 2010 TASK FORCE

#### MEMBERSHIP:

SK - S. Ell (Chair)	YT - E. Beecroft
BC - M. Milner	AORP - J. McBean-Salvador
MB - J. Dalman	CAA - E. Lamoureux
NB - D. Toner	RCMP - C. Fraser
NS - K. Speiran	Safe Kids Canada - D. Tiburco
ON - P. Hutson	CCMTA - V. Todd
TC - P. Boase/S. Peddie	

#### RECORD OF DECISIONS REFERENCE:

Council of Ministers, Oct/00  
Standing Committee on Road Safety Research and Policies, Oct/01  
Board of Directors, Dec/01

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. In support of *Road Safety Vision 2010*, the Task Force on NORP aims to develop a strategy to:
  - Maintain and/or achieve a 95% seat belt wearing rate for all occupants and proper use of child safety seats by 2010; and
  - Achieve a 40% reduction in the number of unbelted fatally and seriously injured vehicle occupants.
2. To monitor progress and to review the proposed strategy on a regular and timely basis and to make recommendations for improvements that will achieve the stated objective; and
3. To focus on specific areas of occupant protection, including — but not limited to — rural populations and child passenger safety through legislative, educational and enforcement strategies.

#### DEADLINES:

Annual Report; Spring 2009

#### STATUS:

Ongoing

**NOMINATIONS COMMITTEE**

**MEMBERSHIP:**

President - S. Wolf (SK)  
Past President - C. Burggraaf (NL)  
Director of Programs - A. Henderson

**RECORD OF DECISIONS REFERENCE:**

Board of Directors, May/93

**REPORTING TO:**

Board of Directors

**MANDATE:**

1. To appoint appropriate individuals to attend various meetings, speaking engagements, etc.; and
2. To appoint Board members to the IRE and Programs and Finance committees of the Board.

**DEADLINES:**

As required

**STATUS:**

Ongoing

### **PROGRAMS AND FINANCE COMMITTEE OF THE BOARD OF DIRECTORS**

#### **MEMBERSHIP:**

The Programs and Finance Committee shall comprise representatives of the Board of Directors.

#### **DUTIES AND RESPONSIBILITIES:**

The committee shall act under the authority of and report to the Board of Directors. All actions taken by the committee must be reported to the Board at its next meeting. The committee has the authority to make recommendations to the Board at its request.

The committee shall have general responsibility for:

- the development of a multi-year financial framework;
- recommendations on CCMTA financing including cost recovery, joint-funded programs, product and service development, assessments and funding of special projects; and
- annual program development in support of CCMTA priorities.

It shall have specific responsibility for:

- developing budget guidelines for the succeeding fiscal year in September of each year;
- developing a draft budget for the succeeding year at the next meeting of the Board of Directors after September;
- making recommendations on member assessments in conjunction with budget guidelines;
- developing an annual Secretariat work plan which includes a statement of resource requirements; and
- developing Secretariat work plan review procedures for follow-up purposes.

### RSV 2010 COMMUNICATIONS TASK FORCE

#### MEMBERSHIP:

SK - S. Ell (Co-Chair)	NT - G. Dziwenka
TC - S. Zimmerman (Co-Chair)	NU - L. Gee
AB - E. McDonald	ON - J. Lefebvre
BC - J. Hutson	PE - A. Mayhew
MB - S. Champagne	TC - P. Boase/C. Trottier-Vogelsang
NB - D. Toner	YT - T. Erman
NL - G. Ewing	RCMP - C. Fraser/S. McNeil
NS - C. MacIsaac	CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Road Safety Research and Policies, Nov/04  
Board of Directors, Dec/04

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. To create a national road safety communications strategy that would be aligned with the strategic objectives of *Road Safety Vision 2010* and support the achievement of the RSV targets in a timely and relevant manner;
2. To enhance collaboration and develop strategic relationships with key communicators in all jurisdictions and partner organizations;
3. To share and create an inventory of available materials;
4. To create a national distribution network;
5. To collaborate on the development of new products with consistent messages, minimizing duplication of effort and costs, keeping in mind the need for national copyright, and creating generic materials that could be shared across jurisdictions, so that Canadians can get the information they need in a seamless fashion; and
6. To offer communications expertise to RSRP task forces on request.

#### DEADLINES:

##### Mandate Items:

1. Completed (May 2006)
2. - 6. Ongoing

**STATUS:**

Ongoing

**RESEARCH TASK FORCE**

**MEMBERSHIP:**

ON - L. Tasca (Chair)  
AB - L. Owens  
BC - J. Staples/J. Wilson  
ON - C. Janusz/Y. Elzohairy  
QC - L. Vézina  
SK - G. Eguakun/K. Harris  
TC - P. Boase/A. Chouinard  
CRSYC - D. Ironstand  
CCMTA - V. Todd

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Road Safety Research and Policies, May/97  
Board of Directors, May/97, Dec/04

**REPORTING TO:**

Standing Committee on Road Safety Research and Policies

**MANDATE:**

1. To develop a detailed work plan for research in response to research problem statements submitted to and approved by the Standing Committee on Road Safety Research and Policies, including:
  - priorities for research projects;
  - costing and timing; and
  - methods of joint funding.
2. To promote partnerships for collaborative road user safety research; and
3. To coordinate road user safety research among various partners.

**DEADLINES:**

As required

**STATUS:**

Ad hoc

### ROAD SAFETY VISION 2010 TASK FORCE

#### MEMBERSHIP:

TC - P. Gutoskie (Chair)	QC - L. Vézina
BC - J. Wilson	SK - G. Eguakun
NS - K. Speiran	TC - P. Boase/T. Dobрева-Martinova
ON - S. Lo/E. Elzohairy	CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Road Safety Research and Policies, June/01  
Board of Directors, June/01

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. Draft an annual report on the activities of jurisdictions, other stakeholders and CCMTA's standing committees which contribute towards the goal of Canada having the safest roads in the world, based on four priorities and targets approved by the Council of Ministers in October 2000. The report also includes Canada's position as compared to other OECD member countries; and
2. Annual progress report for the Council of Deputy Ministers outlining how CCMTA jurisdictions are meeting the targets as prescribed in *Road Safety Vision 2010*.

#### DEADLINES:

##### Mandate Items:

1. Annually; May 2009
2. Annually; September 2009

#### STATUS:

Ongoing

### RURAL ROAD SAFETY TASK FORCE

#### MEMBERSHIP:

TC - D. De Grasse (Co-Chair)  
NS - K. Speiran (Co-Chair)  
AB - R. Chow/J. Espie/B. Kenny  
MB - B. Rogers  
NB - C. Belmore/ D. Toner  
NT - G. Dziwenka  
ON - S. Lo/J. Mallet  
PE - A. Mayhew  
SK - G. Eguakun  
TC - P. Gutoskie  
YT - V. Janz/T. Erman  
TAC - D. Ferguson (City of Welland)  
CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Road Safety Research and Policies, Oct/05  
Board of Directors, Dec/05

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. Establish formal links and information exchange protocols with national stakeholders whose mandate is to make rural roads safer for all users (e.g. TAC's Geometric Design and Road Safety Standing Committees);
2. Monitor the state of road safety on Canada's rural roadways and make recommendations for improvements;
3. Raise awareness among the monitoring public and road safety advocates on road safety issues that are more prevalent on rural roads than in urban settings or on motorways;
4. Identify and prioritize the recommended strategies contained in the "*Rural Road Safety in Canada: Traffic Collision Trends and Recommended Strategies*" report that could realistically be implemented on a national scale and that would lead to the greatest reductions in fatalities and serious injuries on rural roadways;
5. Identify and report on successful jurisdictional strategies/programs/initiatives currently in place, which address rural road safety issues that could be implemented on a national scale; and

6. Produce an annual monitoring report on progress made toward the achievement of the RSV 2010 sub-target pertaining to rural road safety.

**DEADLINES:**

**Mandate Items:**

- 1.-5. Ongoing
6. Annually; Spring 2009

**STATUS:**

Ongoing

**STRID SUB-GROUP ON DISTRACTION**

**MEMBERSHIP:**

TC - J. Harbluk (Chair)  
AB - L. Owens  
ON - L. Tasca  
TC - P. Boase/P. Burns  
AIAMC - O. Colavincenzo  
CAA - E. Lamoureux  
CVMA - M. Nantais  
OPP - S. Lawson  
CCMTA - V. Todd

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Road Safety Research and Policies, Oct/02

**REPORTING TO:**

Strategy to Reduce Impaired Driving 2010 Task Force

**MANDATE:**

1. To define the nature of the problem of driver distraction, describe its effects on collision risk, assess the size of the problem and identify information gaps in the state of knowledge;
2. To monitor developments in vehicle telematics and their potential implications for driver attention and safety;
3. To facilitate the development of a strategy to assist jurisdictions to measure the role of driver distraction in collisions and manage the safety impacts of driver distraction; and
4. To produce an annual monitoring report on the progress toward measuring the number of fatal and serious injuries due to driver distraction as well as achievements by jurisdictions in managing the potential safety impacts of communications devices, new vehicle technologies and other sources of distraction.

**DEADLINES:**

Ongoing

**STATUS:**

Ongoing

**STRID SUB-GROUP ON FATIGUE**

**MEMBERSHIP:**

- QC - P. Gobeil (Co-Chair)
- AB - L. Owens
- NB - D. Toner
- ON - L. Tasca
- TC - P. Boase
- YT - T. Erman
- CAA - E. Lamoureux
- HSRT - J. Goss
- OCCID - A. Leonard
- OPP - S. Lawson
- CCMTA - V. Todd

**RECORD OF DECISIONS REFERENCE:**

Standing Committee on Road Safety Research and Policies, May/02

**REPORTING TO:**

Strategy to Reduce Impaired Driving 2010 Task Force

**MANDATE:**

1. To provide a definition of impairment through fatigue (completed);
2. To determine the magnitude and depth of the problem of impairment through fatigue with research and data related to:
  - the history of the problem;
  - the size of the problem (number of deaths and injuries arising from collisions due to fatigue; costs attributable to collisions related to fatigue);
  - behaviour correlates of driver fatigue, and
  - urban and rural differences (known or suspected).
3. To analyze existing strategies (worldwide) by determining:
  - What programs are used to deal with driver fatigue?
  - What have been the results of use of the programs?
  - What policies are used to deal with driver fatigue?
  - What have been the results of use of the policies?
  - What sanctions are used to deal with driver fatigue?
  - What have been the results of use of the sanctions?
4. To identify new strategies and examine information gaps;

5. To evaluate stakeholders and their responsibilities;
6. To establish performance measures by determining:
  - performance measures that are used to measure the prevalence of driver fatigue (completed); and
  - what targets can and should be set for improvement, and over what time period should the targets be set?
7. Produce an annual report on progress made on the implementation of the strategy.

### **DEADLINES:**

#### **Mandate Items:**

1. - 6. Ongoing
7. Annually; Spring 2009

### **STATUS:**

Ongoing

### SAFETY RATING IMPLEMENTATION ISSUES STEERING GROUP

#### MEMBERSHIP:

Ex-officio - Chair: CRA Chair  
AB, MB, ON, QC, TC  
CCMTA - S. Tremblay

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Compliance and Regulatory Affairs, May/06  
Board of Directors, May/06

#### REPORTING TO:

Standing Committee on Compliance and Regulatory Affairs

#### BACKGROUND:

The steering group was created in the summer of 2006 to explore motor carrier safety rating reciprocity with the FMCSA, superceding work of the PG on Safety Rating Implementation Issues. At the time, the project group was tasked with resolving issues related to the treatment of U.S. carriers operating in Canada through the development of a Canadian registration system for U.S. Operators<sup>2</sup> — an interim measure until such time as full data exchange and safety rating reciprocity was achieved between Canada and the U.S. Work of the PG was abandoned in favour of pursuing safety rating reciprocity with the U.S.

*Note: A bilateral Canada/U.S. safety rating reciprocity agreement was signed in September 2008, predicated on the mutual exchange of international safety performance data and its use in each country's profile system. (See related ToR, Canada-U.S. Motor Carrier Data Exchange User Group.)*

#### MANDATE:

Pursue Canada/U.S. safety rating reciprocity with the FMCSA, ensure implementation of the terms of the agreement in all Canadian provinces and territories, and provide oversight to the Canada-U.S. Motor Carrier Data Exchange User Group.

#### DEADLINES:

Implementation of agreement (initiation of exchange process with FMCSA in all provinces and territories).

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<sup>2</sup> To be managed by Quebec and Ontario.

**STATUS:**

Ongoing

### **SPEED AND INTERSECTION SAFETY MANAGEMENT (SISM) TASK FORCE**

#### **MEMBERSHIP:**

AB - J. Espie (Chair)  
BC - J. Staples  
MB - J. Spier  
NS - K. Speiran  
QC - P. O. Sénéchal  
SK - G. Eguakun/K. Quaye  
TC - L. Belluz/P. Boase/D. DeGrasse  
RCMP - C. Fraser  
CCMTA - V. Todd

#### **RECORD OF DECISIONS REFERENCE**

Standing Committee on Road Safety Research and Policies, May/99, Dec/99  
Board of Directors, May/99, Dec/99

#### **REPORTING TO:**

Standing Committee on Road Safety Research and Policies

#### **MANDATE:**

1. To establish the magnitude of speed and intersection violations on collision rates in Canada;
2. To develop an overall strategy to address speed and intersection safety management which will include human, vehicle and roadway aspects; and
3. To include reporting and monitoring functions and develop a quantifiable target in the strategy.

#### **DEADLINES:**

Annual Report; Spring 2009

#### **STATUS:**

Ongoing

### STANDING COMMITTEE ON COMPLIANCE AND REGULATORY AFFAIRS

#### MEMBERSHIP:

QC - B. Cayouette (Chair)  
AB - R. Clarke  
BC - G. Gilks (Vice-Chair\*)  
MB - D. Christle  
NB - B. Adams  
NL - R. Murray  
NS - M. Balsom  
NT - H. Beaulieu  
NU - T. Bragard  
ON - P. Hurst  
PE - D. MacEwen  
SK - A. Cipywnyk  
TC - B. Orrbine/M. Schauerte  
YT - J. Warkentin  
CCMTA - S. Tremblay

\* Becomes Chair on May 15, 2009

#### MANDATE:

Concerned with the compliance activities of programs related to commercial driver and vehicle requirements, transportation of dangerous goods and motor carrier operations in order to achieve standardized regulations and compliance programs in Canada.

#### SHORT-TERM OBJECTIVES:

In order to ensure a smooth transition with the restructuring of CCMTA standing committees, the following priorities will be undertaken by the Standing Committee on Compliance and Regulatory Affairs:

- ensure the implementation of, and compliance to, the NSC in accordance with the approved implementation plan;
- monitor development of hours of service and carrier profile standards of the National Safety Code.

#### LONG-TERM OBJECTIVES:

Although not limited to the following, the guiding principles for the committee to follow on a long-term basis will be:

- continue policy and amendment update to existing NSC standards and Statement of Principles;
- standardize enforcement procedures for policies and administrative processes;
- identify ongoing requirements and enhancements to the *Interprovincial Record Exchange* (IRE) program, including sanctions to be taken against motor carriers;

- provide liaison between enforcement agencies and provincial, territorial and federal governments;
- liaise with other standing committees as they relate to road safety research and policies, and driver and vehicle issues;
- liaise with industry in matters related to standards and policies, as stated within the mandate;
- develop policies related to the motor carrier industry with respect to the regulation of motor carriers.

### STANDING COMMITTEE ON DRIVERS AND VEHICLES

#### MEMBERSHIP:

NB - S. McCracken (Chair)  
AB - D. Gibbs/P. Morkin  
BC - M. Francis (Vice-Chair\*)/J. Kroeker-Hall  
MB - B. Rapinchuk  
NL - D. Power  
NS - N. Barr  
NT - K. Merilees-Keppel  
NU - D. Petryshen  
ON - P. Harbottle  
PE - G. Miner  
QC - H. Blaney  
SK - K. Quaye  
TC - C. Roy  
YT - W. Brennan  
CCMTA - I. Tomlinson

\* Becomes Chair on May 21, 2010

#### MANDATE:

The Standing Committee on Drivers and Vehicles is constituted for the purpose of studying, proposing and standardizing uniform measures of control for drivers and vehicles.

#### OBJECTIVES AND AIMS:

1. To promote better understanding and cooperation in all matters of transportation administration and regulation governing drivers and motor vehicles among provincial, federal and territorial governments and other such organizations where there exists a mutuality of interest.
2. To support and encourage among and between provinces and territories substantial uniformity in statutes and regulations governing:
  - the registration and inspection of motor vehicles
  - the qualification and licensing of drivers.
3. To generate ideas and stimulate activities in the area of driver and motor vehicle regulation through the discussion and exchange of information.
4. To encourage the collection and distribution of useful and necessary information in the field of driver and motor vehicle administration.
5. To provide a forum where provincial, federal and territorial government officials and such other members as may be admitted to the committee may consider problems and proposals relating to

driver and vehicle regulation and administration for the purposes of recommending solutions, where desirable and feasible, to their respective governments.

6. To make proposals and recommendations to the CCMTA Board on matters relating to drivers and motor vehicles.
7. To conduct such investigations, studies or research as may be necessary or as directed by the CCMTA Board and to submit their findings and recommendations to the Board.
8. To develop, evaluate and propose substantial uniform standards in:
  - vehicle licensing, inspection, registration and equipment
  - driver training, examination, licensing and improvement.
9. To participate as required in joint meetings with other standing committees.

### STANDING COMMITTEE ON ROAD SAFETY RESEARCH AND POLICIES

#### MEMBERSHIP:

ON - S. Lo (Chair)  
AB - J. Espie  
BC - J. Wilson  
MB - D. DeKock/S. Champagne  
NB - D. Toner  
NL - G. Ewing  
NS - K. Speiran (Vice-Chair\*)  
NT - G. Dziwenka  
NU - D. Kamookak  
PE - A. Mayhew  
QC - L. Vézina  
SK - G. Eguakun  
TC - P. Boase  
YT - T. Erman  
CCMTA - V. Todd

\* Becomes Chair on May 21, 2010

#### ROLE:

To develop expertise and action plans to prevent road collisions and reduce their consequences.

#### MANDATE:

- To project trends and forecasts of emerging problems.
- To collect and disseminate road safety data.
- To analyze and interpret road safety data and phenomena.
- To propose directions, policies and action plans stemming from road safety expertise.
- To promote the exchange of information between member jurisdictions on programs implemented and their effectiveness.
- To be on the look-out for any new developments in the field of road safety.
- To collect and disseminate program evaluation information.

#### PERSPECTIVES:

Motorized transportation and highway safety covers a vast, diverse territory and involves complex issues. The Board must be able to rely on a factual underpinning in order to make enlightened policy choices from among planning proposals.

In the new structure, standing committees will each exercise an important influence on road safety in their respective area of responsibility. The Standing Committee on Drivers and Vehicles, like that on Compliance and Regulatory Affairs, will have an impact through operational activities devolving from traffic legislation. The Standing Committee on Road Safety Research and Policies, relieved of operational concerns, will be able to feed the Board with the information it needs for deciding on

CCMTA development and the tools that can be used to provide direction in road safety matters.

### **PRIORITIES:**

Priorities are established annually by the members of the Standing Committee on Road Safety Research and Policies and approved by CCMTA's Board of Directors.

The establishment of priorities among the most efficient and effective road safety means, based on a cost/benefit analysis, could be at the top of the list of short-term objectives.

### STRATEGY TO REDUCE IMPAIRED DRIVING (STRID) 2010 TASK FORCE

#### MEMBERSHIP:

SK - G. Eguakun (Co-Chair)  
TC - P. Boase (Co-Chair)  
AB - J. Espie  
BC - J. Staples  
NB - D. Toner  
ON - L. Jefferson-Kotack  
QC - L. Vézina  
TC - J. Harbluk  
CAA - E. Lamoureux  
CCSA - D. Beirness  
MADD - A. Murie  
OCCID - A. Leonard  
OPP - S. Lawson  
TPS - E. Witty  
Justice Canada - S.-L. Palmer/H. Pruden  
Justice MB - D. Greening  
Health Canada - H. Outhwaite  
U of Western ON - R. Solomon  
CCMTA - V. Todd

#### *Sub-group on Drugs*

TC - P. Boase (Chair)  
AB - J. Espie  
ON - L. Jefferson-Kotack  
QC - J. Dow/L. Vézina  
Health Canada - H. Outhwaite  
CAMH - R. Mann  
Solicitor General - J. Mungovan

#### RECORD OF DECISIONS REFERENCE:

Council of Ministers, Oct/00  
Standing Committee on Road Safety Research and Policies, Oct/01  
Board of Directors, Dec/01

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. To reduce by 40% between 2002 and 2010, the percentage of fatalities and serious injuries in Canada resulting from collisions involving drinking drivers;

2. To facilitate the development of a strategy consistent with CCMTA's *Road Safety Vision 2010*, reassess and monitor its progress on a continuing basis;
3. To provide guidance to TIRF in the production of an annual monitoring report for STRID 2010; and
4. To develop sub-models under STRID to assist jurisdictions in managing the safety impacts of other potential causes of driving impairment, particularly in the areas of drugs, fatigue and distractions (including cell phones).

**DEADLINES:**

Annual Report; Spring 2009

**STATUS:**

Ongoing

### VEHICLE STRATEGY OVERVIEW GROUP (VSOG)

#### MEMBERSHIP / CHAIR:

Co-Chair: M. Fuhr (AB)  
Co-Chair M. Francis (BC)  
Board Member: A. Kaylo (NT)  
All jurisdictions

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Drivers and Vehicles, May/08, Oct/08  
Board of Directors, May/08, Dec/08

#### REPORTING TO:

Standing Committee on Drivers and Vehicles  
Standing Committee on Road Safety Research and Policies (for information purposes)  
Standing Committee on Compliance and Regulatory Affairs (for information purposes)  
Board of Directors

#### BACKGROUND:

Not all jurisdictions would be expected to participate in each call or meeting. Members are expected to be a mix of various experts on vehicle issues and it is not expected that all members will be D&V Standing Committee members.

The Vehicle Strategy Overview Group also includes one CCMTA Board member and that person's role will be:

- To champion vehicle safety issues with the Board,
- To act as a liaison between the Group and the CCMTA Board,
- To provide insight and direction on planning, organization, reporting and finance,
- To participate at Group meetings when possible.

In 2008 D&V held a number of discussions on the balance and role of driver and vehicle projects on their agenda.

A strategic working group of D&V members was formed to provide strategic direction and to review:

- (i) all existing vehicle projects (Vehicle Inspections, Unusual Vehicles);
- (ii) existing policies (the 1994 Stolen and Wrecked Program, importation issues of used vehicles);
- (iii) emerging issues (for example emerging vehicles, altered height vehicles, etc.);
- (iv) supporting IRE initiatives; and
- (v) vehicles issues.

This group raised a number of key issues, including the need for:

- More structure on vehicle projects as projects are added to the D&V agenda without a strategic evaluation or prioritization versus other vehicle projects.
- Jurisdictions to become pro-active rather than reactive as new vehicle types are emerging. (When a jurisdiction is presented with an unusual vehicle, there needs to be an accessible focal point or tool to determine if other jurisdictions have had the same vehicle presented, how it was dealt with, if there are safety concerns, federal compliance, etc.
- Dialogue on a national basis between jurisdictions on new vehicle types to ensure a consistent approach. This is particularly evident when dealing with the media on new vehicle types.

### **VISION:**

Vehicle safety is a component of a national road safety system designed to enable and support collision prevention and to enhance occupant survivability.

### **MANDATE:**

1. To provide a renewed focus for Canadian motor transport administrators to address current and emerging issues related to commercial and passenger motor vehicles, including safety, standards, inspection programs, vehicle “use” policy, technologies, legislation and investigation;
2. To manage and prioritize all D&V vehicle projects to ensure a national approach is developed. To encourage ongoing dialogue among all member jurisdictions in order to advance vehicle safety issues;
3. To derive a set of national vehicle policies, where possible, for jurisdictional use that incorporates the best ideas and principles included in the currently available literature and maintain their accuracy through periodic review;
4. To establish, direct and manage sub-groups to carry out the work and produce specific deliverables on vehicle issues;
5. To direct and assign sub-groups on vehicle projects as required relating to standards, vehicle inspection programs, investigations, vehicle use and conditions, new technology and legislation. Appendix 1 provides a detailed list of potential vehicle projects/issues. Actively seek the representation of RSRP and CRA participants in the sub-groups (as relevant), to achieve the Board objective of more partnering between Standing Committees; and
6. To act as liaison on behalf of CCMTA with other organizations (e.g.: Government of Canada, AAMVA, Canadian Vehicle Associations, US. Federal Government) and also liaise with all CCMTA standing committees.

### **SPECIFIC DELIVERABLES / DEADLINES:**

1. Develop a Vehicle Classification Model Template by April 2009 to address emerging vehicle types. AB has taken the lead on this aspect and has drafted an RFP for the work. Upon approval of the concept, AB will issue the RFP and fund the work, with possible funding participation of other jurisdictions.
2. Develop best practices based on the vehicle classification model for vehicle types — Segway and Right-Hand-Drive (RHD) vehicles — by April 2009.
3. Develop best practices for LSVs that incorporate the work outlined in the September 2008 briefing note to the Council of Deputy Ministers and the current crash test results from Transport Canada.
4. Complete a review of the 1994 Stolen and Wrecked Vehicle Program by determining current compliance, required updates and harmonization opportunities with the USA by October 2009.
5. Establish a schedule for approved IRE vehicle enhancements to encourage all jurisdictions to complete their IRE enhancements, giving priority to the VIN Pointer File enhancement by having at least six jurisdictions participate by April 2010.

### **MEETINGS:**

Meetings will be held at least twice a year with additional meetings on an ad hoc basis as warranted by specific developments.

### **DEADLINES:**

#### **Mandate items:**

1. - 2. May 2009
3. TBD
4. December 2009
5. May 2010

### **STATUS:**

Ongoing

### VULNERABLE ROAD USERS TASK FORCE

#### MEMBERSHIP:

TC - P. Boase (Chair)	CMA - D. Stewart
AB - J. Espie	CSC - R. Marchand
BC - N. Arason	MMIC - L. Liu
NS - K. Speiran	TPS - E. Witty
ON - S. Lo	Centre for Transportation - J. Morrall
SK - G. Eguakun/S. Ell	Engineering & Planning
TC - L. Belluz/S. Peddie	CCMTA - V. Todd

#### RECORD OF DECISIONS REFERENCE:

Standing Committee on Road Safety Research and Policies, Dec/03  
Board of Directors, Dec/03

#### REPORTING TO:

Standing Committee on Road Safety Research and Policies

#### MANDATE:

1. Prepare a report that identifies the magnitude and characteristics of the vulnerable road user (pedestrians, cyclists and motorcyclists) problem in Canada;
2. Identify and report on successful jurisdictional strategies/programs/initiatives currently in place, which address vulnerable road user issues that could be implemented on a national scale;
3. Develop and promote national strategies/initiatives that focus on vulnerable road user problem areas for which countermeasures currently do not exist;
4. Establish formal links and information exchange protocols with national stakeholders whose mandate is to make road use safer for vulnerable road users (e.g. TAC's Geometric Design);
5. Provide a national forum for sharing ideas and concerns by NGO and grassroots community groups concerned with vulnerable road user issues;
6. Liaise with other RSRP task forces and committees as appropriate, such as Aging Driver, STRID and CRA; and
7. Produce an annual monitoring report on progress made toward the achievement of the RSV 2010 sub-target pertaining to vulnerable road users.

**DEADLINES:**

**Mandate Items:**

1. Completed (December 2008)
2. - 6. Ongoing
7. Annual Report; Spring 2009

**STATUS:**

Ongoing

### ZERO BAC FOR YOUNG AND/OR NOVICE DRIVERS WORKING GROUP

#### MEMBERSHIP:

TC - P. Boase (Chair)  
QC - E. Quirron  
ON - Y. Elzohairy  
MADD Canada - A. Murie/R. Solomon  
CCMTA - V. Todd

#### REPORTING TO:

Strategy to Reduce Impaired Driving (STRID) 2010 Task Force  
Standing Committee on Road Safety Research and Policies

#### RECORD OF DECISION REFERENCE:

Standing Committee on Road Safety Research and Policies, May/07  
CCMTA Board of Directors, May/07

#### BACKGROUND:

1. Despite the progress made between 1980 and the mid-1990s, traffic crashes remain the largest cause of death among 15-to-24-year-old Canadians, accounting for 31% of deaths in that age group in 2003. An estimated 45% of these deaths are alcohol-related.
2. In 2003, 16-to-25-year-olds constituted only 13.7% of the Canadian population, but accounted for 32.1% of alcohol-related traffic fatalities.
3. Young and novice drivers are already disadvantaged due to their inexperience, and they should not have their judgement further impaired by alcohol.
4. Low or zero BAC limits have been adopted throughout the United States for drivers under the age of 21. These laws have proven to be extremely effective in reducing alcohol-related crash deaths among young drivers. (The U.S. also has a minimum drinking age of 21.)
5. The CCSA National Alcohol Working Group has recommended the adoption of zero BAC limits for drivers under the age of 21.
6. Evidence suggests the earlier a person begins to drink, the more likely they are to have a problem and that the human brain does not stop developing until age 21 and these initiatives could be part of a larger harm reduction program targeted at youth.

### MANDATE:

1. To prepare a background paper on the traffic safety benefits of adopting zero BAC limits for young and/or novice drivers;
2. To make recommendations that are consistent with the requirements of the *Canadian Charter of Rights and Freedoms*; and
3. To provide recommendations that will give jurisdictions options on various methods of implementing zero BAC limits for young and/or novice drivers. The recommendations will explore the following issues:
  - a) Should the zero BAC limit target only drivers under the age of 21?
  - b) How should drivers immigrating to Canada from other countries be dealt with?
  - c) Should the zero BAC limit be part of GDL or a separate restriction?
  - d) How does drug impaired driving fit into this initiative?

### DEADLINES:

Final report; May 2009

### STATUS:

Ongoing



## **ACRONYMS**

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<b>AAMVA</b>	American Association of Motor Vehicle Administrators
<b>AAMVA LS</b>	American Association of Motor Vehicle Administrators - Legal Services
<b>AAMVA UID</b>	American Association of Motor Vehicle Administrators - Uniform Identification
<b>ACS Corp.</b>	Alcohol Countermeasure Corp.
<b>AIAMC</b>	Association of International Automobile Manufacturers of Canada
<b>AMTA</b>	Alberta Motor Transport Association
<b>AORP</b>	Alberta Occupant Restraint Program
<b>APTA</b>	Atlantic Provinces Trucking Association
<b>BCTA</b>	British Columbia Trucking Association
<b>CAA</b>	Canadian Automobile Association
<b>CACP</b>	Canadian Association of Chiefs of Police
<b>CAMH</b>	Centre for Addiction and Mental Health
<b>CARSP</b>	Canadian Association of Road Safety Professionals
<b>CAVR</b>	Canadian Agreement on Vehicle Registration
<b>CCMTA</b>	Canadian Council of Motor Transport Administrators
<b>CBSA</b>	Canada Border Services Agency
<b>CDLA</b>	Canadian Driver Licence Agreement
<b>CDLC</b>	Canadian Driver Licence Compact
<b>CET</b>	Conviction Equivalency Table
<b>CN</b>	Canadian National (Railways)
<b>COMT</b>	Council of Ministers Responsible for Transportation and Highway Safety
<b>CRA</b>	CCMTA Standing Committee on Compliance and Regulatory Affairs

<b>CRSYC</b>	Canadian Road Safety Youth Committee
<b>CSC</b>	Canada Safety Council
<b>CTA</b>	Canadian Trucking Alliance
<b>CTEA</b>	Canadian Transportation Equipment Association
<b>CTHRC</b>	Canadian Trucking Human Resources Council
<b>CVMA</b>	Canadian Vehicle Manufacturers' Association
<b>CVS</b>	Canadian Vehicle Survey (Statistics Canada)
<b>CVSA</b>	Commercial Vehicle Safety Alliance
<b>CWTA</b>	Canadian Wireless Telecommunications Association
<b>D&amp;V</b>	CCMTA Standing Committee on Drivers and Vehicles
<b>DHS</b>	Department of Homeland Security (U.S.)
<b>DLA</b>	Driver Licence Agreement (U.S.)
<b>DFOG</b>	Driver Fitness Overview Group
<b>DOB</b>	Date of Birth
<b>DS&amp;S</b>	Document Security & Standards
<b>EQAT</b>	Education Quality Assurance Team
<b>ESP</b>	Environmental Systems Products (ESP), Inc.
<b>EOBR</b>	Electronic On-Board Recorder
<b>EVVE</b>	Electronic Verification of Vital Events
<b>FDRT</b>	Fraudulent Document Recognition Training
<b>FMCSA</b>	Federal Motor Carrier Safety Administration (U.S.)
<b>FSNA</b>	Federal Superannuates National Association
<b>HRD</b>	High-Risk Drivers

<b>HRSDC</b>	Human Resources and Skills Development Canada
<b>HSRT</b>	Highway Safety Roundtable
<b>IBC</b>	Insurance Bureau of Canada
<b>ICBC</b>	Insurance Corporation of British Columbia
<b>IRE</b>	Interprovincial Record Exchange
<b>IRP</b>	International Registration Plan
<b>IT</b>	Information Technology
<b>LSV</b>	Low Speed Vehicle
<b>MAC</b>	CCMTA Medical Advisory Committee
<b>MADD</b>	Mothers Against Drunk Driving
<b>MMIC</b>	Motorcycle & Moped Industry Council
<b>MOU</b>	Memorandum of Understanding
<b>MTA</b>	Manitoba Trucking Association
<b>MVTA</b>	Motor Vehicle Transportation Act
<b>NAFTA</b>	North American Free Trade Agreement
<b>NCDB</b>	National Collision Database
<b>NGO</b>	Non-governmental organization
<b>NORP</b>	National Occupant Restraint Program 2010
<b>NSC</b>	National Safety Code for Motor Carriers
<b>NVIS</b>	New Vehicle Information Statement
<b>OCCID</b>	Ontario Community Council on Impaired Driving
<b>OECD</b>	Organisation for Economic Co-operation and Development
<b>OMVIC</b>	Ontario Motor Vehicle Industry Council

<b>OPP</b>	Ontario Provincial Police
<b>OTA</b>	Ontario Trucking Association
<b>OVD</b>	Optically Variable Device
<b>PDO</b>	Property Damage Only
<b>PIPEDA</b>	Personal Information Protection and Electronic Documents Act
<b>PMTC</b>	Private Motor Truck Council
<b>PMVI</b>	Periodic Motor Vehicle Inspection
<b>PSAC</b>	Petroleum Services Association of Canada
<b>RCMP</b>	Royal Canadian Mounted Police
<b>RIV</b>	Registrar of Imported Vehicles
<b>RSRP</b>	CCMTA Standing Committee on Road Safety Research and Policies
<b>RSV</b>	Road Safety Vision 2010
<b>SAAQ</b>	Société de l'assurance automobile du Québec
<b>SC</b>	Statistics Canada
<b>SFC</b>	Safety Fitness Certificate
<b>SGI</b>	Saskatchewan Government Insurance
<b>SISM</b>	Speed and Intersection Safety Management
<b>STRID</b>	Strategy to Reduce Impaired Driving 2010
<b>TAC</b>	Transportation Association of Canada
<b>TBD</b>	To be determined
<b>TC</b>	Transport Canada
<b>TDC</b>	Transportation Development Centre (Transport Canada)
<b>TIRF</b>	Traffic Injury Research Foundation

<b>ToR</b>	Terms of Reference
<b>TPS</b>	Toronto Police Service
<b>UCDA</b>	Used Car Dealers Association of Ontario
<b>VDEC</b>	Vehicle Document Examiner Certification
<b>VRU</b>	Vulnerable Road Users
<b>VSOG</b>	Vehicle Strategy Overview Group

