

Request for Proposal

for

**Review and Update of the Conviction Equivalency
Table (CET) – CDLA Administrative Guide**

CANADIAN COUNCIL OF MOTOR TRANSPORT ADMINISTRATORS (CCMTA)

February 17, 2026

Interested bidders must access
www.merx.com to obtain submission details

Released by: The Canadian Council of Motor Transport Administrators (CCMTA)

1.0 Background

The Canadian Council of Motor Transport Administrators (CCMTA) is the national coordinating body for motor transport administrators in Canada. CCMTA provides a forum for federal, provincial, and territorial governments to collaborate on matters of driver licensing, vehicle registration, commercial vehicle safety, and road user programs.

Through its committees and working groups, CCMTA develops pan-Canadian standards, agreements, and guidelines that promote harmonization and reciprocity across jurisdictions. This collaborative model ensures that Canadians benefit from a consistent and safe highway transportation system regardless of where they live or travel.

CCMTA's Driver Programs and Standards (DP&S) Program Committee oversees work related to licensing, convictions, and records management. Within this structure, the Canadian Driver Licence Agreement (CDLA) Operations Overview Committee provides operational leadership and subject matter expertise to ensure national consistency in the administration of driver licensing across Canada.

About the Canadian Driver Licence Agreement (CDLA)

The CDLA is a pan-Canadian framework that upholds the guiding principle of *“one driver – one licence – one record – one identity.”* It supports reciprocity and harmonization in how driver licences, suspensions, and convictions are administered across all 13 Canadian jurisdictions.

The CDLA ensures that:

- Each driver has a single licensing jurisdiction responsible for maintaining their record;
- Driver convictions and administrative actions are consistently recognized nationwide; and
- Jurisdictions can exchange information securely and efficiently to protect road safety and public trust.

The CDLA is supported by an Administrative Guide that provides operational direction, interpretation tools, and reference materials for all jurisdictions. Periodic updates to this guide are essential to maintain accuracy, reflect legislative changes, and preserve inter-jurisdictional consistency.

Project Background

The Conviction Equivalency Table (CET) is one of the key appendices of the CDLA Administrative Guide. It defines the equivalency of offences between jurisdictions, ensuring that out-of-province convictions are interpreted and recorded correctly on a driver's home jurisdiction record.

Since the last major update in 2023, several jurisdictional legislative amendments and changes in highway safety codes have occurred across Canada. Notably, Nova Scotia is replacing the current Motor Vehicle Act with the new Traffic Safety Act to modernize road rules and improve safety. These changes must be reflected in the CET to maintain accuracy and reliability.

This RFP seeks to engage a qualified legal/regulatory research consultant to review the relevant highway safety acts, regulations, and supporting instruments for all 13 jurisdictions, validate the current equivalencies, and identify any required updates. The updated table will form part of the 2026 revision of the CDLA Administrative Guide, overseen by the CDLA Operations Overview Committee.

Current Situation

A preliminary version of the CET (attached as *Appendix A – Sample Data for RFP 2025*) illustrates the table structure and content format.

Important Note: The data contained in this sample is not accurate and is provided for structural reference only.

The successful consultant will receive access to the current, authoritative version of the CET after contract signing and execution of a Non-Disclosure Agreement (NDA).

The update will be conducted under the direction of the CDLA Operations Overview Committee, with CCMTA providing project management and jurisdictional coordination support.