

INLAND BORDER WORKING GROUP | GOVERNANCE TERMS OF REFERENCE

---

Date of Adoption: April 6, 2016

Date of Amendment:

This Terms of Reference (TOR) outlines the formation, membership, purpose, objectives, processes, roles and relationships of the Inland Border Working Group (IBWG). This document was adopted by the IBWG on April 6, 2016.

## 1.0 Formation and Membership

### 1.1 Formation

The Inland Border Working Group (IBWG) was established by unanimous consent on April 24, 2015 during a conference call that included all nine (9) participating jurisdictions.

Jurisdictional participation in IBWG can be either as a full member (ie: participation in IBWG conference calls by at least one representative and voting on IBWG motions) or as an ex officio member (ie: only receive information and provide comments for consideration with no voting privileges). To date all jurisdictions have indicated that they are participating in the IBWG on the basis of full membership.

### 1.2 Membership

The nine (9) participating IBWG jurisdictions represent provincial transportation ministries and state transportation departments and are listed geographically from east to west.

#### CANADA

Manitoba: Manitoba Infrastructure and Transportation

Saskatchewan: Saskatchewan Ministry of Highways and Infrastructure

Alberta: Alberta Transportation

British Columbia: British Columbia Ministry of Transportation and Infrastructure

#### UNITED STATES

Minnesota: Minnesota Department of Transportation

North Dakota: North Dakota Department of Transportation

Montana: Montana Department of Transportation

Idaho: Idaho Transportation Department

Washington: Washington State Department of Transportation

Each jurisdiction may identify two (2) representatives to participate on IBWG (ie: a lead representative and an alternate representative). Additional alternate representatives for a jurisdiction (ie: 2 or more) can be put forward on a case by case basis. Jurisdictions will have the flexibility to determine or revise their lead representative or alternate representative(s) at any time by notifying the current chair and co-chair via e-mail. IBWG membership can be expanded to other agencies such as CBSA, CBP and the GSA. Consideration will be given to the most appropriate level of representation from federal agencies (ie: region vs. headquarters) and how that representation furthers the purpose and objectives of IBWG as stated in section 2.1 and 2.2 of this governance charter.

## 2.0 Purpose, Objectives and Processes

### 2.1 Purpose

The IBWG was established to foster communication and information sharing among the nine (9) member jurisdictions and discuss western perspectives related to bi-national border transportation issues associated with land-based ports of entry (POE's).

### 2.2 Objectives

The initial objectives of the IBWG are:

- Establish an up-to-date contact list for IBWG jurisdictions
- Provide effective coordination of western border transportation issues
- Promote strategies to enhance efficient commercial vehicle movement at western POE's
- Communicate, coordinate and participate with the Transportation Border Working Group (TBWG)
- Promote participation by IBWG members at TBWG
- Other issues as deemed appropriate by the IBWG membership (ie: data sharing)

### 2.3 Processes

IBWG participates directly with the Canada-United States Transportation Border Working Group (TBWG) by virtue of the status granted to the IBWG Chair as a TBWG Steering Committee member. The IBWG requested this status on May 26, 2015 and TBWG approved this request on June 26, 2015. The IBWG serves primarily as a regional mechanism to provide coordinated western input through participation on the TBWG Steering Committee and planning for the annual spring (United States) and fall (Canadian) TBWG plenary meetings. IBWG members will primarily participate via conference calls and e-mail exchanges. No in-person meetings are envisioned for the IBWG unless they are conducted on the shoulders of TBWG plenary meetings whereby a quorum of IBWG members will be in attendance.

The following key processes for the IBWG are established:

- A quorum of at least 2 Canadian and 3 US jurisdictions are required for a vote on any motion
- Members will put motions forward by jurisdiction, motions will be seconded by another jurisdiction and voted on by all participating full member jurisdictions
- Motions will be carried by a majority vote of jurisdictions if a quorum is present
- Each jurisdiction has a single vote for each motion
- The Chair has voting privileges on all motions
- Conference calls or e-mail input will be solicited from IBWG members during the planning process for the annual TBWG spring and fall plenary meetings
- Feedback from the TBWG plenary meetings will be prepared by the IBWG Chair and circulated to all IBWG members and a conference call arranged if required to discuss any specific issues that arise from a review of plenary proceedings
- Member jurisdictions will be canvassed on a periodic basis to determine if there are any specific border planning issues that need to be discussed as a working group or brought to the attention of the TBWG Steering Committee

### 3.0 Terms and Rotation, Role of Chair, Alternate Chair and Members (attachment 1)

#### 3.1 Overview: Terms and Rotation

The Chair and Alternate Chair in any given two (2) year term will have representation from a jurisdiction in Canada and one in the United States. The Alternate Chair will become the Chair after two (2) years and a new Alternate Chair will be selected from the jurisdictions not represented by the country of the new Chair. Each term for the Chair and Alternate Chair will be for a two (2) year period or for a term to be determined upon majority consent of the full IBWG membership. Terms for the Chair and Alternate Chair can be modified by the full membership at any time.

#### 3.2 IBWG Chair

The IBWG membership will select a Chair to represent the group for an initial two (2) year term. The Chair will be selected from the active membership list and will represent the IBWG as follows:

- Participate in TBWG plenary meetings (in-person or via webinar)
- If the IBWG Chair is unable to attend a TBWG plenary, designate the Alternate Chair or a representative from the IBWG membership planning to attend TBWG as the plenary representative for IBWG
- Participate on all TBWG Steering Committee (SC) conference calls or arrange for the Alternate Chair to participate on the call as the IBWG representative
- Ensure that all IBWG jurisdictions are contacted for input during the TBWG plenary planning cycles (2 times per year)
- Ensure written reports on key TBWG plenary issues are developed and circulated to the IBWG membership upon conclusion of each plenary meeting (2 times per year)
- Plan, organize and chair any IBWG conference calls
- Distribute any written materials that full members receive to any ex-officio member jurisdictions for consideration and comment
- Ensure border planning issues deemed to be of interest to a majority of the membership are given active consideration by the full membership and facilitate the establishment of task groups as necessary to prepare any data, reports or opinions
- Consult with the Alternate Chair and / or full membership on IBWG matters as required
- The Chair will determine whether a vote on any motion should take place or be deferred until there is appropriate representation by the IBWG membership. The Chair will ensure that any motions will have been considered and endorsed by a majority of IBWG members and include any member jurisdictions that may be most impacted by such motions.

#### 3.3 IBWG Alternate Chair

The Alternate Chair will be selected from the jurisdictions not represented by the country of the Chair and serve for an initial period of a two (2) year term. The Alternate Chair will:

- Provide advice, input, guidance and assistance to the Chair as required
- Participate as the IBWG representative on TBWG SC calls when the IBWG Chair is unavailable
- Participate in TBWG plenary meetings (in-person or via webinar)
- Act as chair for any IBWG conference calls in the absence of the Chair
- In the subsequent term, serve as Chair of IBWG

### 3.4 Role of IBWG Members

#### Full Members:

- May table motions and can vote on all motions put forward by IBWG (one vote per jurisdiction)
- To the fullest practical extent, participate in each scheduled IBWG conference call
- Identify any issues or matters that need to be addressed by IBWG or brought forward to TBWG
- Provide comment and input on any materials circulated by the IBWG Chair
- Are encouraged to participate in TBWG plenary meetings (in-person or via webinar)
- Members who participate on other bi-national forums (see section 4) will provide advice and guidance so as to prevent any duplication of effort

#### Ex Officio Members:

- Do not table or vote on IBWG motions
- Conference call participation is optional
- Receive all written information circulated within IBWG
- May submit written comments to the Chair on any matters under consideration by the IBWG
- Are encouraged to participate in TBWG plenary meetings (in-person or via webinar)

### 4.0 IBWG Relationship to other Multi-Jurisdictional Forums

#### **The Canada-US Transportation Border Working Group (TBWG)** [http://www.thetbwg.org/index\\_e.htm](http://www.thetbwg.org/index_e.htm)

- IBWG participates on the TBWG Steering Committee
- Bi-national Canada-US transportation / border forum

#### **International Mobility and Trade Corridor (IMTC)** <http://theimtc.com/>

- IMTC (est. 1997) participates on the TBWG Steering Committee
- Over 50 public and private sector agencies in British Columbia and Washington

#### **Eastern Border Transportation Coalition (EBTC)** <http://ebtc.info/>

- EBTC participates on the TBWG Steering Committee
- Ontario, Quebec, New Brunswick, Nova Scotia, Michigan, New York, Vermont and Maine

#### **Pacific Northwest Economic Region (PNWER)** <http://www.pnwer.org/>

- A non-profit foundation with a focus on regional economic competitiveness
- Canada: Provinces of BC, Alberta, Saskatchewan / Yukon and Northwest Territories
- United States: Alaska, Washington State, Oregon, Idaho and Montana

#### **North / West Passage (I-90 / I-94) Pool Fund** <http://www.nwpassage.info/>

- Project focus on multi-modal transportation systems operation and management
- US States Only: Washington, Idaho, Montana, Wyoming, North Dakota, South Dakota, Minnesota, Wisconsin

#### **Enterprise Pool Fund** <http://enterprise.prog.org/index.html>

- Project focus on Intelligent Transportation Systems (ITS)
- 17 member agencies from the US (14), Canada (2) and the Netherlands (1)