

Survey of Municipal Governments about Methodologies, Methods, and Techniques Used to Make Sustainable Transport Decisions

INTERIM REPORT 3

Transport Canada Project

Methodologies for Identifying and Ranking Sustainable Transport Practices in Urban Regions

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1. Background and Report Outline

The key issues to be addressed, study methodology and approach, and body of work of this project are presented in the [Project Synopsis](#). The following sections illustrate the critical contribution to be made to the project by empirical, primary source information on the methodologies, methods and techniques used by municipal governments in making decisions about identifying, adopting, and implementing sustainable transport practices.

“Consultation with experts and practitioners on the strengths and weaknesses of current methodologies for identifying and ranking or prioritizing sustainable transport practices in urban regions.”

“For context and orientation purposes, developing a framework for organizing the inventory of methodologies used to identify and rank sustainable transport practices, with emphasis on the structures, functions and operational strengths and limitations of high-end methodologies such as indexes.”

“Combining the results of literature searches and feedback from experts/practitioners on procedures for rating methodologies that most effectively differentiate between sustainable transport practices.”

“A matter of central interest is locating any organization that has undertaken a level of methodological sophistication which uses a hierarchy of terms such as worst-worse-bad-neutral-good-better-best to classify practices, and which has documented how the classification system assigns practices to classes.”

“**Task 3** –Using the results of literature reviews and the suggestions of experts and practitioners, prioritize the pertinent bodies of literature, and conduct the literature search and review process to produce as representative a set of findings on methodologies for identifying and ranking sustainable transport practices in urban regions as resources (funds and time) permit.”

Extensive literature searches and communications with government and non-government officials were undertaken to learn if a substantive body of information already exists about the methods and techniques used by municipal governments in making decisions about identifying, adopting, and implementing sustainable transport practices. The searches and communications failed to locate such information in the extant literatures, and also failed to yield any suggestions as to the potential source of an unpublished body of information that could be pertinent to the objectives of this Transport Canada project.

In the absence of existing documentation, consideration was given to alternative means of obtaining information about the methods and techniques in use. Potential approaches considered include site visits, telephone interviews, and surveys. For reasons of cost, time, and the likelihood of receiving responses that will be most useful for the current project, and

possibly future projects that might also be able to benefit from the information obtained and lessons learned, the survey approach is employed.

2. Organization of Report

There are three sections to this report:

- a. Letter to mayor and councillors requesting the participation of their municipality in the survey.
- b. Covering letter and forms sent to the municipal government official named to prepare the response to the survey.
- c. List of municipalities invited to participate in the survey.

The three sections are largely self-explanatory, but several comments about research design features are included to make the report self-contained in regard to methodology.

3. Letter to Mayor and Councillors

The letter to mayor and councillors (Figures 1A and 1B) invites the participation of municipal governments in the survey, and requests that mayors and councillors provide the names and email addresses of the contact persons named to respond to the survey. This approach ensures that the elected officials have been apprised of the survey, and have the responsibility for naming the respondents acting on behalf of the municipalities. Further, the top-down route is not only an effective and efficient way of identifying respondents, it removes any possibility of external bias, such as choosing a respondent from one department over another, e.g., planning or engineering over public health.

And, as a further consideration, mayors and councillors are ultimately responsible for decisions about identifying, adopting, and implementing sustainable transport decisions in their respective municipalities. By communicating with them at the start of the survey process, they are alerted to the survey from “the get-go”, and should they choose to do so they can institute their own procedures for monitoring the progress and content of the survey response.

4. Covering Letter and Survey Forms Sent to Municipal Government Respondents

Figures 2A and 2B present the covering letters, and Figures 3A and 3B present the forms sent to the persons named as respondents for the respective municipalities.

As noted in the covering letter, the experience of a previous, similar survey suggested that it might be useful to provide some background information for survey respondents. Interim Report 2, ***Background Comment on Methodologies, Methods, and Techniques to Support Decisions to Identify, Adopt, or Implement Sustainable Urban Transport Practices*** serves that purpose, and it may be especially useful for respondents who did not participate in the previous survey. Interim Report 2 is posted for examination at www.wellarconsulting.com/.

**Figure 1A. Text of Email Letter to Mayor and Councils, Transport Canada Project:
Survey of Municipal Governments on Sustainable Transport Practices**

Re: Transport Canada Project, “Methodologies for Identifying and Ranking Sustainable Transport Practices in Urban Regions”.

Dear Mayor and Council,

I am writing in regard to a consulting assignment that I am undertaking on behalf of Transport Canada. Details about the assignment are contained in the Project Synopsis, which is available online at www.wellarconsulting.com/.

The project is titled, “Methodologies for Identifying and Ranking Sustainable Transport Practices in Urban Regions”. The purpose of this communication is to request the participation of your municipality in a national survey to document the methodologies, and methods and techniques used by municipal governments in making decisions about identifying, adopting, and implementing sustainable transport practices in general, and sustainable transport best practices in particular.

As you may recall, I previously contacted your municipality on the subject of sustainable transport for a presentation that I gave as the international speaker at the 2007 National TravelWise Conference in Belfast. This project builds on and extends that prior work, and I am optimistic that the previous inquiry about sustainable transport practices will facilitate completion of this survey.

I will be most grateful, therefore, if you will agree to have your municipality participate in the project, and if you will send me the name and email address of the person to whom I should send the survey materials.

Thank you for your consideration of this request, and I look forward to hearing from you at the earliest moment.

Sincerely,

Barry Wellar, PhD, MCIP
Principal, Wellar Consulting Inc.
890 Ridley Blvd,
Ottawa, ON K1N 6N5
www.wellarconsulting.com/

**Figure 1B. Texte du message transmis par courriel au maire et aux élus,
Projet de Transports Canada : Enquête auprès des gouvernements
municipaux sur les pratiques de transport durable**

Objet : Projet de Transports Canada, “ Méthodologies pour l’identification et le classement des pratiques en matière de transport durable dans les agglomérations”.

Cher Maire et chers membres du Conseil,

Je souhaite, par la présente, vous informer du projet de consultation que je mène présentement pour le compte de Transports Canada. Toutes informations relatives à cette initiative peuvent être consultées sous la rubrique Project Synopsis à l’adresse Internet suivante : www.wellarconsulting.com/.

Le projet s’intitule « Méthodologies pour l’identification et le classement des pratiques en matière de transport durable dans les agglomérations ». Je vous écris afin d’inviter votre municipalité à participer à une enquête d’envergure nationale dont le but est de documenter les méthodologies, méthodes et techniques utilisées dans le cadre des décisions prises par les gouvernements municipaux concernant l’identification, l’adoption et la mise en œuvre de pratiques de transport durable en général, et de pratiques exemplaires de transport durable en particulier.

Comme vous vous souvenez peut-être, j’avais déjà contacté votre municipalité à propos du transport durable en vue d’une communication que j’ai présentée comme conférencier international à la Conférence de la National TravelWise Association tenue à Belfast en 2007. Le présent projet s’inscrit dans le prolongement et constitue une extension des travaux antérieurs. Je suis certain que l’étude réalisée au préalable sur les pratiques de transport durable sera utile pour répondre à cette enquête.

Je vous serais très reconnaissant si vous acceptiez de donner votre consentement à la participation de votre municipalité à ce projet, et de bien vouloir me fournir le nom ainsi que l’adresse courriel de la personne contact à qui je pourrai remettre tous les documents de l’enquête.

Dans l’attente de votre réponse, je vous prie d’agréer ma demande et de trouver ici l’expression de mes sincères remerciements.

Barry Wellar, Ph.D., MICU
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INTERIM REPORT 3

Survey of Municipal Governments about Methodologies, Methods, and Techniques Used to Make Sustainable Transport Decisions

The survey forms are designed to allow flexibility on the part of respondents. That is, information is sought about the methods and techniques used by municipal governments to make decisions about each decision phase (**identifying, adopting, and implementing** sustainable transport practices), and it is intended that the form encourage rather than discourage elaborations.

The respondents are therefore encouraged to provide as much detail about methodologies, methods, and techniques as can be assembled to ensure that the summary tables, analyses, and findings fully and fairly represent the decision-making process regarding sustainable transport practices in the participating municipalities.

It is anticipated that it may be necessary to re-contact some of the respondents to obtain clarifications as to which methodological elements, methods, and techniques were most influential in decisions involving individual sustainable transport practices, and especially those deemed to be best practices in particular.

A point of emphasis, therefore, is that it seems to be in everyone's interest for respondents to give the first round of the survey their "very best shot".

From the perspective of the survey sponsor, it appears clear that the more information that is provided in the first survey round, the easier it will be to formulate impressions and then draw conclusions about the contributions of the methodological elements, as well as the methods and techniques, to identifying and ranking sustainable transport practices. Further, feedback could reveal that the survey instrument needs to be modified to incorporate more explicit, and perhaps directed instructions to assist the respondents. Detailed responses will provide guidance as to how the modifications should be made.

I hasten to note that the literature is very informative about the mix of science and art that goes into survey design, and how difficult it is to phrase survey questions that effectively probe complex issues without creating a difficult task for respondents.

As a means of addressing those challenges, the design of this survey was pre-tested by both government and non-government officials. However, if changes are required in order to obtain the needed information from respondents in Canadian municipal governments, then we will take our lead from that old saying "the customer is always right". In the case of this survey "the respondent is always right" and to the fullest extent that time and resources permit, the survey forms will be modified and re-circulated in order to obtain the needed information.

With regard to the respondents, they too can benefit from the "best shot" approach. That is, there appears to be no doubt whatsoever that the information which they are being asked to provide for the survey will increasingly become of central concern to residents, businesses, and governments at all levels across Canada. It appears fair to say, therefore, that the survey is actually providing an opportunity for municipal governments to get a handle on a decision-making process that will occupy a front burner position for decades to come. This seems to be a most opportune time to get into the details.

Figure 2A. Text of Email Letter to Respondents, Transport Canada Project: Survey of Municipal Governments on Sustainable Transport Practices

Re: Completing Survey Forms, Transport Canada Project, “Methodologies for Identifying and Ranking Sustainable Transport Practices in Urban Regions”.

Dear Respondent,

I am pleased to learn that you are the contact person for the survey.

Based on the experience of the survey for the National TravelWise Association Conference presentation in 2007, it occurred that background information may be helpful to respondents. As a result, Interim Report 2. ***Background Comment on Methodologies, Methods, and Techniques to Support Decisions to Identify, Adopt, or Implement Sustainable Urban Transport Practices*** has been posted and is available for examination. (www.wellarconsulting.com/.)

The purpose of Interim Report 2 is to emphasize the importance of the methodology-methods connection to the outcome of the project, and to provide suggestions to survey respondents that may assist them in contributing evidence to the surveys. I am optimistic that Interim report 2 is sufficient to elicit complete and self-contained responses, so that I will be able to do full justice to the extent and degree that your municipal government has used scientific and/or other recognized methods and techniques to support decisions about identifying, adopting, and implementing sustainable transport practices.

The survey form is attached. It is sent as a Word document, and I invite you to expand the form and sections of the form to provide the full story about which methods and techniques were and are used by your municipal government to identify, adopt, and implement which sustainable transport practices in general, and deemed best practices in particular.

Thank you in advance for your municipal government's contribution to the survey on methods and techniques used by municipal governments to make decisions about sustainable transport practices.

Sincerely,
Barry Wellar, PhD, MCIP
Principal, Wellar Consulting Inc.
wellarb@uottawa.ca

Figure 2B. Texte du message transmis par courriel aux répondants, Projet de Transports Canada : Enquête auprès des gouvernements municipaux sur les pratiques de transport durable

Objet : Projet de Transports Canada, “Méthodologies pour l’identification et le classement des pratiques en matière de transport durable dans les agglomérations”.

Cher (Chère) -----,

Je suis heureux d’apprendre que vous êtes la personne contact désignée pour collaborer à un projet de consultation que je mène présentement pour le compte de Transports Canada. Toutes informations relatives à cette initiative peuvent être consultées sous la rubrique Project Synopsis à l’adresse Internet suivante www.wellarconsulting.com/.

Le projet s’intitule « Méthodologies pour l’identification et le classement des pratiques en matière de transport durable dans les agglomérations ». La raison pour laquelle je vous écris est de vous proposer le canevas du questionnaire et les formulaires que j’ai conçus pour les besoins de l’enquête. L’objectif premier de cette enquête d’envergure nationale est de documenter les méthodologies, méthodes et techniques utilisées dans le cadre des décisions prises par les gouvernements municipaux concernant l’identification, l’adoption et la mise en œuvre de pratiques de transport durable en général, et de pratiques exemplaires de transport durable en particulier.

Comme vous vous souvenez peut-être ou que, le cas échéant, vous avez été mis au courant, j’avais déjà contacté votre municipalité à propos du transport durable en vue d’une communication que j’ai présentée comme conférencier international à la Conférence de la National TravelWise Association tenue à Belfast en 2007. Ce projet s’inscrit dans le prolongement et constitue une extension des travaux antérieurs. Je suis certain que l’étude réalisée au préalable sur les pratiques en transport durable vous permettra de répondre plus facilement aux questions de l’enquête.

C’est avec impatience que j’attends de lire les formulaires dûment complétés, et je vous invite à offrir autant de précisions que vous voulez. Laissez moi souligner d’emblée qu’en donnant le plus de détails possible en remplissant le formulaire la première fois, il est peu probable que nous aurons à vous soumettre des questions additionnelles ou vous demander des compléments d’informations et d’exiger plus de temps.

Je vous remercie à l’avance de votre participation au projet Méthodologies pour l’identification et le classement des pratiques en matière de transport durable dans les agglomérations.

Veillez agréer l’expression de mes salutations les plus sincères.

Barry Wellar, Ph.D., MICU
Directeur, Wellar Consulting Inc.
Courriel: wellarb@uottawa.ca

Figure 3A. Survey Materials for Municipal Government Respondents

Introduction to Municipal Government Survey and Forms

As noted in the Synopsis Report (<http://www.wellarconsulting.com/>), this project is organized around three phases that mark progress towards achieving a sustainable urban transport practice:

1. Identify the practice.
2. Adopt the practice.
3. Implement the practice.

The intent of the project is to learn about the reasoning process (methodology), and the means (methods and techniques) behind decisions of municipal governments to identify, adopt, and implement sustainable urban transport practices.

One element of the project is a survey of municipal governments to obtain information about the methodologies, and methods and techniques, that are used when making decisions to identify, adopt, and implement sustainable transport practices. The utility of this information may be outlined as follows.

Information about the values, principles, and assumptions that guide the decision-making process provides insight into the process whereby sustainable transport practices are identified, adopted, and implemented by municipal governments. This information can contribute to the development of policies and programs by the Government of Canada that are compatible with the decision-making process of municipal governments.

Information about the sustainable transport practices identified, adopted, and implemented by municipal governments provides insight into the current and likely future state of sustainable transport systems in Canada's urban regions. This information can be used to contribute to the development of policies and programs by the Government of Canada that are compatible with, and serve and promote the actions of municipal governments to achieve sustainable transport practices in general, and sustainable transport best practices in particular.

There is a brief methodologies survey, and a brief methods and techniques survey. They are presented on the following pages, and are ready for completion by the municipal government respondent.

Barry Wellar, Principal Investigator

Municipal Government Survey

Part 1: Methodology Component

This survey component is designed to obtain information on the values, principles, assumptions, or other parameters used in making decisions about achieving sustainable urban transport practices.

Respondents are requested to be as specific as conditions permit, and to use point form rather than narrative.

Further, it would be extremely useful if respondents include the name of the practice(s) associated with the values, principles, assumptions, or other factors that they record on the survey form.

Note: There is no length limit on replies, the more pertinent, decision-related detail the better. Further, it is expected that the open-ended survey approach could result in a range of responses from municipal governments. By way of illustration, responses could be organized around general listings of values, principles, and assumptions that underlie all decisions involving sustainable transport practices. Or, alternatively, responses could be more specific, whereby each sustainable transport practice is assigned a separate sheet, and detailed information is provided about the influence of the respective values, principles, and assumptions.

- 1. Values?**

- 2. Principles?**

- 3. Assumptions?**

- 4. Other factors used in making decisions about achieving sustainable urban transport practices in your municipality?**

- 5. Municipality of:**

- 6. Respondent:**

Municipal Government Survey

Part 2: Methods and Techniques Component

This survey component is designed to obtain information on the means, that is, the methods and techniques, behind the decisions to identify, adopt, and implement sustainable urban transport practices.

Respondents are requested to be as specific as conditions permit, and to use point form rather than narrative.

Further, it would be extremely useful if respondents include the name of the practice(s) associated with the research procedures or the decision procedures noted in the survey responses.

Note: There is no length limit on replies, the more detail the better. Further, it is expected that the open-ended survey approach could result in a range of responses from municipal governments. By way of illustration, responses could be organized around general listings of research procedures and decision procedures that underlie all decisions involving sustainable transport practices. Or, alternatively, responses could be more specific, whereby each sustainable transport practice is assigned a separate sheet, and detailed information is provided about the influence of the respective research procedures and decision procedures when municipal governments choose to identify, adopt, or implement a sustainable transport practice.

- 1. What research procedures are used to identify sustainable urban transport practices?**
- 2. What decision procedures are used to choose between sustainable urban transport practices to adopt and sustainable urban transport practices to not adopt?**
- 3. What decision procedures are used to choose between sustainable urban transport practices to implement and sustainable urban transport practices to not implement?**
- 4. Municipality of:**
- 5. Respondent:**

Figure 3B. Documents de l'enquête soumis aux répondants des gouvernements municipaux

Présentation de l'enquête sur le gouvernement municipal et des formulaires

Tel qu'il est décrit sous la rubrique Synopsis Report à l'adresse <http://www.wellarconsulting.com/>, ce projet est structuré en trois phases qui marquent le progrès vers la réalisation d'une pratique de transport durable urbain :

1. Identification de la pratique.
2. Adoption de la pratique.
3. Mise en œuvre de la pratique.

La finalité de ce projet est de fournir une meilleure compréhension des processus de raisonnement (la méthodologie) et des moyens (les méthodes et techniques) concernant les décisions prises par les gouvernements municipaux qui touchent l'identification, l'adoption et la mise en œuvre de pratiques dans le domaine du transport durable urbain.

Un des éléments du projet consiste à sonder les gouvernements municipaux en vue de recueillir des informations sur les méthodologies, les méthodes et les techniques qui sont utilisées dans le cadre des décisions entourant l'identification, l'adoption et la mise en œuvre de ces pratiques de transport durable. L'intérêt de ces informations réside dans les points suivants.

Les informations portant sur les valeurs, principes et hypothèses en soutien au processus décisionnel élargissent les connaissances sur le processus menant à l'identification, l'adoption et à la mise en œuvre de pratiques de transport durable. Elles peuvent servir de base à l'élaboration de politiques et programmes du gouvernement du Canada qui correspondent au processus décisionnel des gouvernements municipaux.

Les informations obtenues sur les pratiques de transport durable identifiées, adoptées et mises en œuvre par les gouvernements municipaux élargissent les connaissances aussi sur la situation actuelle et à venir des systèmes de transport durable dans les agglomérations canadiennes. Elles peuvent servir de base à l'élaboration de politiques et programmes du gouvernement du Canada qui correspondent avec, appuient et favorisent les actions mises sur pied par les gouvernements municipaux pour instituer des pratiques de transport durable en général et des pratiques exemplaires de transport durable en particulier.

Ce projet comprend deux enquêtes courtes servant à recueillir des informations sur les méthodologies ainsi que sur les méthodes et techniques. Elles sont présentées ci-après et le répondant autorisé par le gouvernement municipal peut maintenant y répondre.

Barry Wellar, chercheur principal

Enquête auprès du gouvernement municipal

Partie 1: Volet sur la méthodologie

Ce volet de l'enquête est conçu dans l'optique de recueillir des informations sur les valeurs, principes, hypothèses et autres paramètres qui sont utilisés pour générer des décisions relatives aux pratiques de transport durable urbain.

Il est demandé aux répondants de répondre avec précision à chacune des questions et d'utiliser un style télégraphique sous forme de points et non de rédiger un texte. Par ailleurs, il serait d'une grande utilité si les répondants pouvaient identifier par leur nom la ou les pratiques associée(s) aux valeurs, principes, hypothèses et autres facteurs qui ont été inscrites sur le formulaire d'enquête.

Veillez noter que la longueur des réponses n'est pas limitée et qu'elles devraient présenter le plus de détails possible au sujet des décisions. Par ailleurs, il est attendu que cette démarche d'enquête ouverte débouche sur des réponses très variées de la part des gouvernements municipaux. À titre d'exemple, vous pouvez répartir les réponses dans des catégories générales en fonction des valeurs, principes et hypothèses qui sous-tendent les décisions en matière de transport durable urbain. Une autre façon de procéder consisterait à présenter sur une feuille séparée chaque pratique de transport durable et fournir des informations les plus détaillées sur l'influence des valeurs, principes et hypothèses correspondants.

1. Valeurs?

2. Principes?

3. Hypothèses?

4. Autres facteurs qui influent sur le processus décisionnel dans le domaine des pratiques de transport durable urbain de votre municipalité.

5. Nom de votre municipalité :

6. Nom du répondant :

Enquête auprès du gouvernement municipal

Partie 2: Volet sur les méthodes et techniques

Ce volet de l'enquête est conçu dans l'optique de recueillir des informations sur les moyens, c'est-à-dire les méthodes et techniques, concernant les décisions prises pour identifier, adopter et mettre en œuvre des pratiques de transport durable urbain. Il est demandé aux répondants de répondre avec précision à chacune des questions et d'utiliser un style télégraphique sous forme de points et non de rédiger un texte. Par ailleurs, il serait d'une grande utilité si les répondants pouvaient identifier par leur nom la ou les pratiques associée(s) aux procédures de recherche ou de décision qui ont été inscrites sur le formulaire d'enquête.

Veuillez noter que la longueur des réponses n'est pas limitée et qu'elles devraient présenter le plus de détails possible. Par ailleurs, il est attendu que cette démarche d'enquête ouverte débouche sur des réponses très variées de la part des gouvernements municipaux.

À titre d'exemple, vous pouvez répartir les réponses dans des catégories générales en fonction des procédures de recherche et procédures de décision qui sous-tendent les décisions en matière de transport durable urbain. Une autre façon de procéder consisterait à présenter sur une feuille séparée chaque pratique de transport durable et fournir des informations les plus détaillées sur l'influence des procédures de recherche et procédures de décision correspondantes dans les décisions prises par les gouvernements municipaux concernant l'identification, l'adoption et la mise en œuvre de pratiques de transport durable.

- 1. Quelles sont les procédures de recherche utilisées pour identifier les pratiques de transport durable urbain?**
- 2. Quelles sont les procédures de décision utilisées pour effectuer un choix entre les pratiques de transport durable urbain qui sont adoptées et celles qui sont écartées ?**
- 3. Quelles sont les procédures de décision utilisées pour effectuer un choix entre les pratiques de transport durable urbain qui sont mises en œuvre et celles qui ne sont pas mises en œuvre ?**
- 4. Nom de la municipalité :**
- 5. Nom du répondant :**

4. Municipal Governments Invited to Participate in the Survey

The selection of municipalities invited to participate in the survey is in part influenced by those previously asked to contribute to the presentation at the 2007 National TravelWise Association conference in Belfast. That is, a number of municipalities had previously been contacted in regard to a conference address in Europe about sustainable transport practices in Canada. It logically follows that they be contacted for a Canadian study on the same topic.

A second factor influencing the selection of municipalities is a statement made in a newspaper column published 33 years ago, in which I made the following recommendation (Wellar, 1975):

Gasoline prices in smaller or more remote communities which cannot support a public transit service should be subsidized by revenues collected from gasoline sales in places like Toronto, Montreal, Ottawa, Hamilton, etc. where there is no excuse for not using public transit for work and other trips.

Over the past 33 years I have not encountered any substantive objection to that recommendation, nor have I encountered any evidence demonstrating an error of logic in the recommendation. Indeed, the past year appears to have witnessed a substantial amount of discussion and agreement about the merits of such an approach. Reference here is to national debates and strategies by various interest groups, as well as pronouncements by political parties and their representatives, regarding issues and concerns associated with the Kyoto Accord, concerns about greenhouse gases and climate change, media commentaries in Canada but especially in the U.S., about the decreasing supply and increasing cost of fossil fuel, and a seemingly growing sense of awareness that Canada is a very poor performer on the world stage when it comes to fossil fuel consumption on a per capita basis.

As a result, the selection of municipalities for this survey is oriented towards the largest, larger, and large urban regions of Canada which are best placed to operate a public transit system. Generally speaking the emphasis is on centres that are 100,000 and larger in population size, but several centres of less than 100,000 in population are chosen because they are the major urban centre in a region.

Smaller centres could also be included in such a survey, but in my experience an appropriate first step is to deal with centres that have a number of things in common, so that attention can be focused on sustainable transport practices. Then, as need and interest dictate, a related survey could be administered to municipalities in different population size ranges, e.g., 100,000-50-000, 50,000-25,000, 25,000-15-000, etc.

Finally, the municipal governments invited to participate are shown in Table 1. They are arrayed by province from east to west. I hasten to add that these are invited municipal governments, and no effort is made to “badger” them into participating because the project findings are not dependent on receiving responses from either the population of municipalities, or a specified sample. A perfect or near-perfect response rate would, of

course, be testimony to the importance that municipal governments attach to the issue of how decisions are reached on this important topic, and would greatly facilitate generalizing.

Table 1. Municipalities Invited to Participate in the Survey

<p>Newfoundland & Labrador St. John's</p> <p>Nova Scotia Halifax RM</p> <p>Prince Edward Island Charlottetown</p> <p>New Brunswick Moncton</p> <p>Québec Gatineau Laval Lévis Longueuil Montréal Québec City Saguenay Sherbrooke Trois-Rivières</p>	<p>Ontario Barrie Brampton Cambridge Durham Region Guelph Halton Region Hamilton Kingston Kitchener London Mississauga Niagara Region North Bay Oakville Ottawa Peel Region Peterborough St. Catharine's Sault Ste. Marie Sudbury Thunder Bay Toronto Waterloo City Waterloo Region Windsor York Region</p>	<p>Manitoba Winnipeg</p> <p>Saskatchewan Regina Saskatoon</p> <p>Alberta Calgary Edmonton Lethbridge</p> <p>British Columbia Burnaby GVRD Kamloops Kelowna New Westminster Surrey Vancouver Victoria</p> <p>Yukon Territory Whitehorse</p>
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5. Conclusion

The project's terms of reference include having regard for empirical, primary source information on the methodologies, methods and techniques used by municipal governments in making decisions about identifying, adopting, and implementing sustainable transport practices. However, information of that nature was not located by literature searches or communications with government and non-government officials, nor were suggestions received about any unpublished body of information that could be pertinent to the objectives

of this Transport Canada project. In the absence of existing documentation, a survey was designed to solicit information directly from a selection of Canadian municipal governments.

As reported above, the two components of the survey are: 1) a letter to mayors and councillors (Figure 1A in English, Figure 1B in French) requesting the participation of their municipalities in the survey; and 2) a covering letter (Figure 2A in English, Figure 2B in French) and a two-part survey form (Figure 3A in English, Figure 3B in French) sent to the municipal government officials named to prepare the responses to the survey.

Part 1 of the survey inquires about the values, principles, and assumptions of **methodologies** used by municipal governments in identifying, adopting, and implementing sustainable transport practices.

While decisions of this nature go back to the first deliberations undertaken in all municipalities about whether to pursue or not pursue a practice in any mode of transport, there appears to be very little extant literature on the values, principles, and assumptions underlying these decisions. It appears fair to say, therefore, that this part of the survey represents a search for information that is part-and-parcel of daily municipal governance across Canada, but which has not been previously documented in the manner of this project.

Part 2 of the survey inquires about the research and decision procedures (**methods and techniques**) used by municipal governments in making decisions about identifying, adopting, and implementing sustainable transport practices. Again, it appears fair to say, this part of the survey represents a search for information that is part-and-parcel of municipal governance across Canada, but which has not been previously documented in the manner of this project.

If both observations about the lack of documentation on methodologies, methods, and techniques are correct, then it appears fair to suggest that this project is serving a significant public purpose by attempting to assemble such information. And, on the other hand, if this kind of survey information is readily available, then the survey responses will be readily completed in a timely manner, as will the final report for Transport Canada.

Finally, the primary criterion for selection of municipalities is a population of 100,000 or more, with several less-populated centres being selected because they are the largest places in a region. A total of 53 municipal governments constitute the survey population. About 50 of the 53 municipal governments in the survey have populations in excess of 100,000 population, and represent 100% or very close to 100% of municipalities in that size class. If all contacted municipalities participate, then generalizations can be drawn with confidence about all the municipalities in the selection.

6. Reference

Wellar, B. 1975. "Taking steps towards the end of the automobile era". Citizen Forum, *Ottawa Citizen*, December 9, page 6. Posted at <http://aqsg.binghamton.edu/> and <http://www.transport2000.ca/>.