Saskatchewan Ministry of Highways

Area Transportation Planning Program

April 2026

Program Name

Saskatchewan Ministry of Highways' Area Transportation Planning Program (herein the Program or ATPP)

Background

Strategic planning and investment by the Ministry in Saskatchewan's transportation system, requires accurate, up-to-date, comprehensive, evidence-based information from a variety of local and regional sources, including municipal governments, First Nations, industry, users of the transportation system and other interested or knowledgeable parties.

A key action item in the ATPP is to form relationships with currently existing regional Area Transportation Planning Committees and to consult these groups on the implementation of their comprehensive Transportation Plans.

Purpose, Mission, and Mandate of Program

To support and engage with a network of regional transportation planning advisory groups for the purpose of fostering discussions between the Ministry and municipal governments, First Nations, industry, users of the transportation system and other interested or knowledgeable parties, related to the future of sustainable transportation infrastructure and services in their planning areas.

Ministry engagement with ATPP groups will ideally provide feedback to the Ministry on:

- Local evidence informed intelligence on planned transportation policies, standards, support programs, education and awareness initiatives and infrastructure projects.
- Transportation matters that arise which are not identified within the comprehensive regional Transportation Plans, and
- Perspectives of provincial, regional, and local transportation users, partners and stakeholders in Saskatchewan, including assessments related to their respective organizations, where applicable.

Program Membership

Program advisory groups will be incorporated in Saskatchewan under *The Non-Profit Corporations Act 2022*, except for groups established in regions located in the Northern Administration District which may, with the consent of the Ministry, be established in another way.

Members of Advisory Groups will be representatives of:

- organizations offering membership to rural and urban municipalities, First Nations

and Metis Nations, regional economic development groups, SUMA, SARM, users of the transportation system and other interested or knowledgeable stakeholders in the region; or

- planning groups that research, document and share information, trends, predictions, options, and recommendations for transportation systems that will support long term economic development and social needs in their planning regions.

Meetings

Meeting dates, times and locations will be communicated in advance as much as possible to maximize accessibility and availability of members to attend. Meeting notice and packages must be received by the Ministry a minimum of seven (7) days prior to the scheduled meeting. Meeting format may be in-person, virtual, or hybrid as required.

ATPP Advisory Group Responsibilities

The ATPP Advisory Groups shall provide the following Services to the Ministry.

1. Look strategically at all modes of transportation and:
    - provide advice and recommendations to the Ministry and municipal governments related to all modes of transportation based on the social and economic goals of the region and province.
    - develop and maintain comprehensive, forward looking transportation plans related to sustainable transportation systems.

2. Quarterly scan of planning area for developments or investments in the area
    a. Creation of a quarterly report, delivered to the Ministry, documenting new developments or expansions and/or closures of existing developments within the planning area.

3. An annual report developed by the advisory groups outlining changes in developments across the planning area for the last year (April to March).
    a. This report will document:
        i. Newly opened developments, expansions of existing, etc. or closed/departed from the planning area
        ii. Their location – land location, highways utilized, intersections, etc.
    b. And describe:
        i. The impact on the transportation network along defined corridors or at specific locations.

4. Yearly Network Corridor Evaluation
    b. List of ten (10) most important corridors to the users of the transportation network within the planning area, delivered to the Ministry.
        i. The Corridor Why document must be filled out and accompany the Corridor Evaluation to be considered complete.

5. Strategic Investment Reporting System
    a. A one-page submission form, for groups to identify strategic investments across the transportation network within the planning area.
        - Each Advisory Group may have a maximum of five (5) Strategic Investments submitted to the Ministry at any given time.
    b. To be filled out and submitted to the Ministry's Development Officer by the Advisory Group.
        - A recorded consensus vote must accompany the submission.

Responsibilities of the Ministry

The Ministry is responsible for:

- Conveying the advice and recommendation of the ATPP to the Transportation Development Unit within the Ministry of Highways.
- Sharing feedback from the Ministry with Advisory Groups.
- Meeting with the Advisory Groups.
- Providing funding to the Advisory Groups. Funding by the Ministry will be reviewed and set annually by the Ministry after consultation with the ATPP Advisory Groups.

Ministry of Highways is **not**:

- The employee of the members of the Advisory Groups.
- Responsible for the Advisory Groups or the activities or duties of the Advisory Groups.

Responsibilities of Individual Members of Advisory Groups

- Expected to avoid, in fact and in perception, conflicts of interest, and shall comply with the Conflict-of-Interest Policy contained within the Program's Code of Conduct.
- Expected to conduct their contributions to discussions and decision-making in a positive and constructive manner. Outside of meetings, members shall not create factions, nor limit free and open discussion.
- Expected to conduct their interactions during meetings in a courteous, collaborative, and respectful manner.

- Expected to represent the organization actively and positively in the community.
- Make evidence informed recommendations in the comprehensive transportation plan that will allow the province and local governments to work toward a sustainable transportation infrastructure and services.
- Supportive of or neutral of ministry policies, standards, support programs, education and awareness initiatives and infrastructure projects during ATPP public events.
- Enhance communication by facilitating two-way communication between the Ministry and various community groups.
- Sharing non-confidential information with their communities and/or organizations
- Building education and awareness of transportation initiatives and policies throughout the province.

Members are **not**:

- Another level of government.
- Provincial decision-making bodies.
- Responsible for the distribution of funding for road infrastructure in Saskatchewan.
- To actively participate in **public** negative criticism of ministry policies, standards, support programs, education and awareness initiatives and infrastructure projects in their role as Advisory Groups.
    - Members may engage in these activities outside of their roles in an Advisory Group (e.g. Councilor, Chief, Reeve, Mayor, Private Citizen, etc.).
- Defined in any provincial legislation as having any authority or responsibility for transportation infrastructure in Saskatchewan.

Member's Code of Conduct

Each member of an Advisory Group shall adopt and agree to the following Code of Conduct.

Confidentiality

- Every member shall respect the confidentiality of information about the organization whether that information is received in an ATPP meeting or as otherwise provided to or obtained.
- A member is in breach of his or her duties with respect to confidentiality when information is used or disclosed for other than the purposes of the organization.

Solidarity

- Regardless of their personal viewpoint, members shall not speak against, nor in any way undermine group solidarity once a decision has been made.

Lobbying

- Regardless of their personal viewpoint, members shall not:
    a) during ATPP business; or

b) in their capacity as a member of an Advisory Group,
lobby for personal or local issues or causes but instead shall focus on policy driven initiatives that benefit the planning region or province as a whole.

Conflict of Interest

- To avoid conflicts of interest, members must do more than merely act within the law, they must conduct their affairs in such a manner that their performance will always bear public scrutiny.
- The appearance of conflict of interest, as well as the conflict itself, must be avoided.
- Similarly, no members shall derive any personal profit or gain beyond normal contracted work arrangements.
- To the extent possible, members shall arrange their private interests in a manner that will prevent a conflict of interest from arising.
- If a member has a real or perceived Conflict of Interest with respect to any matter brought before the group, the individual:
    - Shall declare the conflict of interest, together with a description of the nature of the conflict.
    - Shall withdraw from any meetings for the duration of any discussions and deliberations relating to that matter; and
    - Shall not vote or seek to influence the vote of any other member on that matter.
- Members must report any real or perceived conflicts of interest involving them as soon as they become aware of their existence to the Chair.
    - In the case of the Chair, the members shall report the conflict to the Ministry.