

TRANSPORTATION ASSOCIATION OF CANADA

Maintenance and Construction Standing Committee

Terms of Reference

Draft – September 2003

(updated from approved February 1996 version)

ROLE AND OBJECTIVES

The role and objectives of the Maintenance and Construction Standing Committee are as follows:

1. To provide a forum for a mutual exchange of information/technology and the transfer of this information/technology across Canada.
2. To identify research needs in the area of transportation Maintenance and Construction.
3. To stimulate research and encourage adoption of findings from research in the transportation Maintenance and Construction area.
4. To organize paper sessions and workshops as required at TAC's annual conference.
5. To arrange to develop new manuals as required and monitor TAC's existing guides and manuals to identify needs to update.
6. To initiate special projects and programs in the transportation Maintenance and Construction area.
7. To cooperate and communicate with other TAC standing committees, subcommittees and councils.

SCOPE

The Maintenance and Construction Standing Committee is concerned with the areas of constructing, rehabilitation, maintaining, operating and administrating transportation facilities.

COMMITTEE MEMBERSHIP

Membership of the Committee shall include: a Chair, Vice-Chair, Past Chair, Secretary and regular members. This membership will be reviewed on an annual basis.

OFFICERS

The executive of the Committee will be composed of:

- Chair - The term of office for the Chair will be two years. This individual will prepare agendas for and chair the spring and fall meetings of the committee and meetings of its executive. The Chair will also hold membership on the Chief Engineers' Council (CEC) during his/her term of office and report to CEC after each standing committee meeting.
- Past Chair - The position of Past Chair is held for two years by the member who has completed his/her term as Chair.
- Vice Chair - The position of Vice Chair is held for two years. This individual assumes the position of Chair following this term, or if it should become vacant for any reason. The Vice Chair also coordinates and chairs the paper session and/or panel discussions sponsored by the committee at TAC's annual conference and as such, is a member of the Conference Program Committee. Conference workshops, if held, are chaired by a volunteer from the committee.
- Secretary - The Secretary position is held for two years. Following this term the individual moves to the position of Vice Chair. The Secretary is responsible for preparing the minutes, and other pertinent documents in cooperation with the Chair and the TAC staff representative.

Each one year period for the above mentioned positions begins October 1st of the given year and continues through until September 30th of the following year.

General membership on the Committee is open to all levels of government and the private sector. Requests to join the Committee are submitted to TAC and forwarded to the Chair for approval. The general membership of the Committee, to the degree possible, is maintained to reflect all geographic areas of Canada and the full spectrum of the various sectors of the transportation industry represented by the TAC membership. As required (normally every two years), nominations are made from this membership for the position of Secretary which in turn brought forward to the Chief Engineers' Council for ratification.

The Chair may appoint task forces and subcommittees for specific assignments as necessary. Standing subcommittees include Road Salt Management, ITS-Winter Maintenance, and the Best Practices Information Database Management Group.

MEETINGS

The Maintenance and Construction Standing Committee will meet twice each year, typically in the spring and also in the fall at the Association's annual conference. This does not preclude special meetings at other times as conditions warrant. Such meetings will be called by the executive of the Committee.

REPORTING

The Chair of the Maintenance and Construction Standing Committee by virtue of the position will become a member of the Chief Engineers' Council. This individual will be asked to attend the meetings of the Chief Engineers' Council and report on the work ongoing and proposed by the committee.

At the Spring and Fall meetings of the Chief Engineers' Council the Chair is asked to:

- identify any changes required to the Committee executive;
- identify the Committee's paper session theme(s) and workshop subject area (if applicable) for the following year's TAC conference;
- identify proposals in the area of roadway guidelines under development by the Committee.