

Transportation Association of Canada

Education and Human Resources Development Council

Teleconference

Tuesday, September 27, 2011

1:00 PM Eastern Time

MEETING MINUTES

Members Present: *Kerry Buckley* (Chair), Transport Canada
Elaine Pond (Past Chair), New Brunswick Department of Transportation

Stu Becker, Alberta Transportation
Kenneth Becking, Morrison Hershfield Limited
Ilham Benyahia, TRENDS (ITS Canada)
Cathy Lynn Borbely, Saskatchewan Highway & Infrastructure
Carl Clayton, Stantec Consulting Ltd.
Cindy Hussey, Newfoundland & Labrador Transportation & Works
Pamela McDermid, British Columbia Ministry of Transportation & Infrastructure
Don McKibbin, Manitoba Infrastructure and Transportation

Regrets: *Barb Baillie*, Nova Scotia Department of Transportation & Infrastructure
Heather Crewe, Ontario Good Roads Association
Alla Dinerman, MMM Group Limited
Lynn Cowe Falls, University of Calgary
Keith Foster, LVM/DESSAU
Jean-François Gysel, AECOM
Ralph Haas, University of Waterloo
Scott Hanna, Hatch Ltd.
David Hein, Applied Research Associates Inc.
Jeananne Lindstrom, Yukon Department of Highways & Public Works
Ana Lopez, TransLink (South Coast British Columbia Transportation Authority)
Cindy Lucas (Vice Chair), Ministry of Transportation of Ontario
Isabelle Moo Sang, Transport Canada
Susan Morneau, British Columbia Ministry of Transportation & Infrastructure
Simona Motnikar, Ministère des Transports du Québec
Gregor Neilson, AECOM
Tim Smith, Stantec Consulting Ltd.
Sherry Sullivan, Cement Association of Canada
Gene Syvenky, Alberta Roadbuilders & Heavy Construction Association

Also present: *Josée Bisson*, Transportation Association of Canada

1. WELCOME AND INTRODUCTIONS

Ms. Buckley welcomed Council members to the teleconference.

A roll call followed.

2. ADOPTION OF THE AGENDA

Ms. Buckley drew attention to the draft meeting agenda which was circulated in advance and invited any amendments; none were offered. **It was agreed by motion (C.Clayton / E. Pond)** to adopt the meeting agenda.

3. SUMMARY OF PRESENTATIONS TO CHIEF ENGINEERS COUNCIL AND THE BOARD OF DIRECTORS

Ms. Buckley provided a brief report regarding the presentations made to the Chief Engineer's Council and to the Board of Directors. She noted that the presentations were focused on the discussions and the brainstorming sessions that the Council had in conjunction with Agenda Items #8 of the last meeting.

Ms. Buckley expressed that the Chief Engineer's Council and Board of Director's supported of the Council's new areas of focus which include:

- Talent Management / Succession Planning
- Development / Mentoring
- Leadership
- Retention
- Effective Communication

Ms. Buckley reminded the Council that three areas of interest were identified as short term priorities which include:

- Succession Planning
- Career Development
- Retention

Ms. Buckley invited questions and/or comments; none were offered.

4. 2012 TAC CONFERENCE / WORKSHOP OR PANEL SESSION

Ms. Buckley reminded the members in attendance that the deadline to submit the Council's key contributions to the 2012 TAC Conference is October 3, 2011.

Roundtable discussions followed.

It was agreed to have a panel session pertaining to the concept of innovation inspired by the Ministry of Transportation of Ontario's Fostering Innovation Program. Ms. Buckley called for volunteers to assist in the planning and development of the 2012 TAC Conference Panel Session. **It was further agreed** that Ms. Buckley would be the (temporary) main contact.

ACTION: ALL MEMBERS

Ms. Buckley invited Council members to share their questions or concerns; none were offered.

5. 2011 TAC CONFERENCE: KNOWLEDGE MANAGEMENT FRAMEWORK & VIRTUAL MENTOR

Ms. Hussey provided a brief report on the 2011 TAC Conference work shop. Ms Hussey informed the Council that 30-35 people actively participated in the work shop in addition to the panel.

She reminded the Council that the four speakers, which include Kelvin Roberts representing Next Solutions!, Cindy Lucas representing the Ministry of Transportation of Ontario, Klaas Rodenburg representing Stantec Consulting Inc. and Jim Der representing Alberta Transportation lead the first part of the workshop. She added that the following four questions were posed to the audience in order to steer the roundtable discussions:

- How do we raise the level of urgency or importance concerning effective knowledge management and the conception of organizational memory?
- How do we respond to the challenges of the amount of time required to undertake effective knowledge management?
- What are the best techniques for achieving various knowledge management objectives including the capture of organizational memory?
- Who should be responsible for the implementation of knowledge management including human resources, engineering, knowledge management, etc.?

Ms. Hussey noted that the comments were flip charted and would be presented to the Council at a later date.

It was agreed that a summary report of the workshop should be shared with the Council before the end of the year.

ACTION: C. HUSSEY/SECRETARIAT

6. 2014 TAC CONFERENCE OVERSIGHT COMMITTEE / NEW APPOINTEE

Ms. Buckley informed the Council that Mr. Syvenky suggested appointing another interested Council member to represent the Education and Human Resources Council on the 2014 TAC Conference Oversight Committee. She noted that Ralph Haas has expressed his interest to the Council Executive. She also added that David Hein agreed to be Mr. Hass's alternate should he not be available to attend the meetings.

It was agreed to endorse Ralph Haas as the new Education and Human Resources Development representative on the 2014 TAC Conference Oversight Committee. Ms. Bisson advised that the changes will be communicated with the 2014 TAC Conference Oversight Committee accordingly.

ACTION: SECRETARIAT

7. NEXT STEPS FOR WORKING GROUPS

Ms. Buckley suggested that each working group should focus on one area of interest. **It was agreed** that the Knowledge Management Committee would focus on succession planning, the Skills Development and Awareness Committee would realign its efforts on career development and that the Student Outreach Committee would focus on retention.

ACTION:
KNOWLEDGE MANAGEMENT COMMITTEE
SKILLS DEVELOPMENT & AWARENESS COMMITTEE
STUDENT OUTREACH COMMITTEE

8. OTHER BUSINESS

Ms. Benyahia requested an update regarding the proposal of the "*Virtual Online Laboratory for Intelligent Transportation Systems (ITS) Training Activities*". Mr. Becking advised Ms. Benyahia that he would follow up via telephone regarding the Skills Development and Awareness Committee's decision with respects to her original proposal.

ACTION: K. BECKING

9. NEXT MEETING

It was agreed to schedule the next teleconference on Thursday December 1, 2011 at 13h00 Eastern Time.

ACTION: SECRETARIAT

10. ADJOURNMENT

There being no further business, the meeting was adjourned.

PREPARED BY: JOSÉE BISSON
DISTRIBUTED: SEPTEMBER 28, 2011