

Transportation Association of Canada  
**Education and Human Resources Development Council**

<b>Minutes</b>
----------------

Date: September 26<sup>th</sup>, 2015

Location: Chandler Room, Delta Hotel, Charlottetown, PEI

**Chair:** *Cindy Lucas* (Chair), Ministry of Transportation, Ontario

**Members Present:** *Carl Clayton*, Stantec Consulting Ltd.  
*Darlene Clevon*, Allan Widger Consulting Corporation  
*Lynne Cowe Falls*, University of Calgary  
*Heather Crewe*, Ontario Good Roads Association  
*Alla Dinerman*, MMM Group Limited  
*Keith Foster*, Englobe  
*Jean-François Gysel*, SNC Lavalin Inc.  
*Ralph Haas*, University of Waterloo  
*Adam Hayashi*, Cement Association of Canada  
*David Hein*, Applied Research Associates Inc.  
*Ana Lopez, (Vice Chair)* Translink  
*Don McKibbin*, Manitoba Infrastructure and Transportation  
*Harmony McKinney-Bumstead*, Manitoba Infrastructure and Transportation  
*Maureen Van Ravens*, Town of Halton Hills

**Regrets:** *Iham Benyahia*, TRENDS (ITS Canada)  
*Bill Kenny*, Alberta Transportation  
*Diane Leroux*, Ministère des Transports du Québec  
*Rosann Semchuk*, Saskatchewan Highways and Infrastructure  
*Debra Somani*, Alberta Transportation  
*Krysta Groenewegen van der Weiden*, British Columbia Ministry of Transportation & Infrastructure  
*Lisa Wykes*, Yukon Department of Highways & Public Works

**Also Present:** *Manon Baril*, Transport Canada  
*Luay Mustafa*, Transportation Association of Canada  
*Sarah Wells*, Transportation Association of Canada

## 1) Introductions

Ms. Lucas called the meeting to order and welcomed participants.

## **2) Adoption of the Agenda**

Ms. Lucas drew attention to the draft meeting agenda and invited additions or corrections; none were offered. **It was agreed** to adopt the meeting agenda as circulated.

## **3) Meeting Minutes**

Ms. Lucas drew attention to the draft meeting minutes, which had been circulated in advance. She invited corrections and/or addition; none were offered.

### **a. January 16<sup>th</sup>, 2015**

**It was agreed by all** to approve the draft meeting minutes.

## **4) Council Discussion on Succession Planning – led by H. McKinney-Bumstead /C. Clayton** (Sharing of organizational practices)

Ms. McKinney-Bumstead provided the attached presentation about succession planning within her organization.

**Attachment # 1**

Dr. Cowe Falls enquired if organizations are considering initiatives such as community projects and others that develop stronger links with communities. She highlighted that students are attracted to such initiatives.

Dr. Gysel highlighted that offering flexibility with hours of work and the ability to work from home is key to retaining employees and attracting potential candidates sometimes. Ms. Van Ravens noted that offering flexibility at the municipal level is difficult due to the direct involvement with the public and dealing with their day to day needs.

Mr. Clayton provided the attached presentation about succession planning at Stantec.

**Attachment # 2**

Mr. Calyton highlighted that a succession planning element is included as part of the career development and performance review process at Stantec.

Ms. Lucas enquired if, in the context of succession, organizations are using a 360 type of survey or psychological profile of new staff that could provide a better understanding of their personalities and potential in an organization which would help to determine potential candidates for training. Mr. Clayton indicated that Stantec does a 360 review to determine interests. Ms. McKinney-Bumstead indicated that Manitoba Infrastructure and Transportation uses Herman Brain instrument as part of their leadership development program.

## **5) Young Professionals Initiative at MMM Group –led by A. Dinerman**

Ms. Dinerman provided the attached presentation.

**Attachment # 3**

Ms. Dinerman highlighted that the focus of MMM's initiative is on early career professionals. She also highlighted that one of the objectives of the initiatives is to increase self-awareness of strengths.

Dr. Gysel indicated that he will provide a presentation about SNC Lavalin's leadership program at the 2016 EHRDC spring meeting in Ottawa.

**Action: Gysel**

## **6) Discussion on the 2016 North American Envirothon Program**

Ms. Lucas referred to the enquiry that came from Forests Ontario that was circulated to council members. She asked council members if there is interest in supporting the initiative. Council members enquired about the timeline of the initiative and if it aligns with the TAC annual meetings timeline.

**It was agreed by all** to communicate with Forests Ontario to determine how the council could support the initiative and if the timeline aligns with TAC's annual meetings.

**Action: Chair, Secretary**

## **7) TCATT Initiative Discussion- led by R. Haas**

Dr. Haas highlighted that the purpose of the initiative was to offer a webinar based national graduate course on Topics in Transportation Engineering. He noted that a unique aspect of the TCATT initiative was the mobilization of a pool of expertise from across Canada, which would not be available in any single institution. He further indicated that the initiative was put on hold to limited resources.

Council members agreed to continue discussion on how the EHRDC could support the initiative at the 2016 meeting in Ottawa.

**Action: Secretary**

## **8) Lunch**

## **9) Council Discussion on the Future of Transportation Education at Universities**

Dr. Gysel highlighted that the transportation field is rapidly changing. He questioned whether there is interest from the younger generation in the field. He enquired about what educational institutes are doing to address that rapid change and to attract students to the field.

Dr. Cowe Falls indicated that universities have advisory committees that seek the advice of educators, employers and practitioners from the field and advise the university on the course of studies for a certain program. Dr. Cowe Falls encouraged involvement on such committees

in order to provide important feedback and to help identify present and future occupational needs in addition to identifying the skills and knowledge required by prospective employees.

Dr. Haas drew attention to a skill set workshop that was sponsored by the EHRDC at a previous TAC Annual Conference. He suggested undertaking another workshop in an upcoming annual conference. **It was agreed by all** to add a roundtable discussion about the possibility of undertaking another skill set workshop at the next council meeting.

**Action: Secretary**

## **10) Discussion on Updating the EHRDC Terms of Reference**

Council members discussed aligning the EHRDC terms of reference with TAC's new business plan commencing March 2017.

Dr. Cowe Falls suggested reviewing the emerging issues section of the TAC Board of Directors meeting minutes for the previous five years in order to review education and human resources concerns that were raised by board members to make sure that such issues are addressed when developing the new terms of reference.

Mr. Mustafa will provide a five year summary of emerging issues raised at the TAC Board of Directors meetings to council members.

**Action: Secretary**

**It was agreed by all** to form a working group comprised of Ms. Cleven, Ms. Lucas, Ms. Lopez, Ms. McKinney-Bumstead, and Ms. Van Ravens to undertake the updating of the EHRDC terms of reference task.

**Action Cleven/ McKinney-Bumstead/ Lopez /Lucas / Van Ravens**

## **11) Council Business/ Updates**

### **a. TAC Executive Director's Report Update – S. Wells**

Ms. Wells provided highlights of the report that was circulated to council members prior to the meeting.

### **b. Distinguished service Award Discussion**

This item was deferred to the next meeting.

## **12) Activities in support of TAC Annual Conference**

### **a. 2015 TAC Conference**

**i. Educational Achievement Award**

Mr. Hein highlighted that the award finalists as well as the winner of the 2015 Educational Achievement Award will present their submissions at the award session that will take place on Wednesday as part of the TAC Annual Conference program.

**ii. How do I get to be you? Growing Leadership Skills panel**

Dr. Cowe Falls indicated that four speakers and a moderator are lined up to speak at the panel. She also highlighted that the panel will be in the form of questions and answers where the moderator would ask the speakers questions that have been selected by the group.

**iii. Early-Career Professionals event**

Mr. Mustafa highlighted that the event will take place on Tuesday evening as earlier planned. He mentioned that Dr. Wells will provide a short speech at the event.

**iv. Student Conference Event**

Ms. Crewe highlighted that the speakers will talk about different aspects of transportation with one speaker to talk about road safety which is the theme for the conference.

Mr. Hayashi and Ms. Dinerman volunteered to assist Ms. McKinney-Bumstead and Ms. Crewe in organizing the student conference event for the 2016 TAC Annual Conference in Toronto.

**Action: Crewe/Dinerman/Hayashi/ McKinney-Bumstead**

**v. Student Papers Awards**

Mr. Hein indicated that 14 papers were eligible for this year's student paper awards. He highlighted that the panel had selected two first place winners and a third place winner.

**b. 2016 TAC Conference**

**i. Ethics and Compliance Issues Session**

Council members suggested including the ethics session as part of the plenary session at the TAC Annual Conference in Toronto. Ms. Lucas indicated that she would include this proposal as part of her presentation to the TAC Board of Directors.

**Action: Chair**

**It was agreed by all** to form a working of Dr. Gysel (Lead), Ms. Lucas, Mr. Clayton, Ms. Cleven, Mr. Foster to organize the session.

**Action: Clayton/Cleven/Foster/Gysel/Lucas**

**ii. Other Suggestions from Council Members**

Council members discussed organizing a session about succession planning and leadership development. It was indicated that this session will follow the previous EHRDC workshop about succession planning that took place at the TAC Annual Conference in Montreal.

It was agreed by all to form a working group of Ms. Cleven (Lead), Mr. Clayton, Ms. McKinney-Bumstead, Ms. Van Ravens, Dr. Cowe Falls, and Mr. Hein to organize the panel and complete the TAC conference topic form.

**Action: Clayton/ Cleven/ Cowe Falls/Hein/ McKinney-Bumstead/ Van Ravens**

**13) Climate Change Task Force Update (CCTF)**

Ms. Crewe provided the attached update presentation about the Task Force work to date.

**Attachment # 4**

**14) Next Meeting**

**It was agreed by all** that the next teleconference meeting will take Place in October before the deadline for the call for topics. It was further agreed that Mr. Mustafa will solicit council members for the date and time of the call.

**Action: Secretary**

**15) Other Business**

There being no other business, the meeting was adjourned.

**16) Adjournment**

---

**Prepared by:**

Luay Mustafa