



**Transportation Association of Canada (TAC)**  
**Council and Committee Handbook**



*Transportation Association of Canada*



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## ABOUT TAC

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The Transportation Association of Canada is a national association with a mission to promote the provision of safe, secure, efficient, effective and environmentally and financially sustainable transportation services in support of Canada's social and economic goals.

TAC is a neutral forum for gathering and exchanging ideas, information and knowledge on technical transportation issues. As a result, advocacy, except for the promotion of the importance of transportation, is not pursued.

In Canada as a whole, TAC has a primary focus on roadways and their strategic linkages and inter-relationships with other components of the transportation system.

In urban areas, TAC's primary focus is on the movement of people, goods and services and its relationship with land use patterns.

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## TAC MEMBERS

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TAC's approximately 500 corporate members include public and private sector organizations with an interest in road and urban transportation issues. From the public sector, the federal, provincial and territorial transportation departments are represented, together with other departments with a transportation interest. Several hundred municipal governments are also TAC members. Private sector firms representing a broad range of areas and expertise within the transportation field are members, as are academic institutions and associations with similar interests.

Each of TAC's corporate members has an official representative who receives formal notices regarding TAC business (such as annual audited financial statements, invoices for fees, and requests for proposals) and is designated to vote at annual general meetings (AGMs) of the membership. The AGM is held in conjunction with the annual TAC Conference & Exhibition, and provides an opportunity for TAC members to voice opinions and influence the corporate governance of the organization.

All current employees of a corporate member are eligible to participate in the volunteer network of the Association and to receive member benefits, such as reduced prices on conference registrations, publications, seminars and many other TAC products.

To receive these benefits and access TAC's Membership Directory, employees of TAC members should visit TAC Online (<http://tacimis.tac-atc.ca/imispublic>) and login with their unique logon and password. Contact the Secretariat for assistance if you need more information about setting up and using TAC Online.

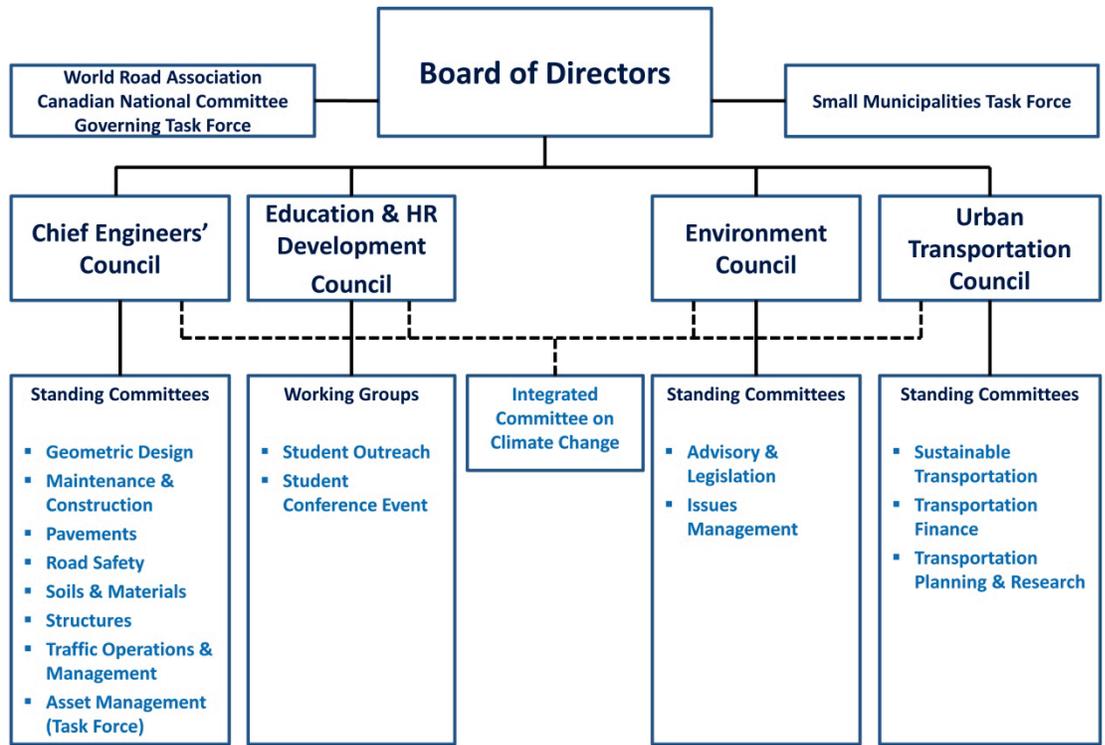
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## BOARD OF DIRECTORS

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TAC has a Board of approximately 25 directors, each with an interest in some aspect of the Canadian transportation community. These directors include representatives from federal, provincial and territorial departments of transportation, municipal governments, the private sector, associations and academia.

TAC's Board, council and committee structure is shown below. Descriptions of each council and committee can be found at <http://tac-atc.ca/en/councils-and-committees/operating-information>




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## COUNCIL AND COMMITTEES

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TAC councils and committees provide neutral fora where both public sector and private sector interests can be raised in constructive, non-partisan and non-confrontational discussion. An overview of TAC's councils and committees is available online at <http://tac-atc.ca/en/councils-and-committees>. Additionally, a SharePoint site ([www.tac-share.ca](http://www.tac-share.ca)) has been created as a forum for council and committee members to access documents and share information and issues.

### *Councils*

There are currently four councils which focus on various aspects of TAC's mission. Councils are intended to represent a cross-section of transportation stakeholders and membership is by invitation or designated position. Meetings of councils are typically held twice a year, in the spring and in the fall in conjunction with the annual TAC Conference & Exhibition. Interested TAC members, who are not council members, may attend council meetings as observers. Information about the roles and responsibilities of council members, as well as council executive members is included later in this handbook.

The **Chief Engineers' Council (CEC)** is responsible for the development, approval, and maintenance of national technical transportation guidelines and best practices for the design, construction, maintenance and operation of the road infrastructure in Canada. The vision of the CEC is to be a centre of excellence and to foster innovation, technology transfer, training, research and development, highway safety, risk management, environmental sustainability and efficiency in the provision, operation and maintenance of the transportation infrastructure.



The **Education and Human Resources Development Council** provides a forum for discussion of current and emerging human resources and educational issues in the transportation sector. The Council's work addresses such issues as recruitment and retention of transportation professionals, improving knowledge management within transportation organizations, encouraging students to enter the profession and monitoring retention initiatives, and improving the public awareness of the importance of transportation to Canada's economy and to its mobility.

The **Environment Council** provides a forum for discussion of environmental issues and concerns related to, or affecting, the transportation sector. The Council is guided by the TAC Environmental Principles and Practices (<http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/resources/briefing-environpp.pdf>) to prevent and mitigate adverse environmental impacts in the development and delivery of transportation infrastructure throughout Canada.

The **Urban Transportation Council** provides a forum for discussion of transportation planning, development, management and financing needs and issues in Canadian urban areas. The Council's goal is to support the Canadian transportation community in meeting challenges and commitments with respect to sustainability.

### ***Standing Committees***

Standing committees are established under the auspices of the councils, with Board approval, where subjects require in-depth discussion or analysis. TAC members may join any standing committee that could benefit from their expertise, subject only to limitation due to over-representation from a particular sector or region. For detailed information, please refer to the committee's terms of reference available on the TAC website.

Interested TAC members, who are not standing committee members, may attend standing committee meetings as observers.

As well as providing a forum for discussion and information exchange, standing committees identify research needs and priorities, disseminate research results through the organization of conference sessions, panel discussions and workshops, and recommend and review papers for presentation in TAC conference sessions. In discussing research needs and priorities, standing committees may also recommend approaches to address those needs. Approaches can include undertaking a project to develop a briefing, research report, a synthesis of practice, or a national guideline. In some cases, standing committees may establish subcommittees to focus on issues of particular interest.

Standing committees generally meet twice a year, at the Spring Technical Meetings and in the fall in conjunction with the annual TAC Conference & Exhibition. From time to time, standing committees may hold additional meetings. Members are expected to attend meetings as often as possible, to contribute to discussions, and to participate in decision-making by voting during meetings or electronically when issues arise between meetings. More information about the roles and responsibilities of standing committee members as well as of executive members is included later in this handbook.

### ***Subcommittees***

Subcommittees provide a forum for focused discussion and information exchange on specific subject areas or areas of mutual interest to several councils or standing committees. Subcommittees also meet twice a year at the Spring Technical Meetings and in the fall in conjunction with the annual TAC Conference & Exhibition.



### **Task Forces**

From time to time, additional groups may be established to address new or emerging topics that are not already identified within the mandate of existing councils or committees.

TAC's **Small Municipalities Task Force** provides a forum for discussion of current and emerging issues in the transportation sector of relevance to small municipalities. With no strict population definition of "small municipalities", it aims to address issues in smaller city, regional and rural communities.

TAC also serves as secretariat for the **Canadian National Committee (CNC) of the World Road Association (PIARC)**. The CNC disseminates communications and other information from PIARC and shares information about Canadian practices with PIARC for its dissemination to its other National Committees around the world; organizes meetings, conferences and seminars; assists in identifying experts to participate in activities of PIARC technical committees and working groups; and promotes and administers CNC membership services in Canada.

Membership on the CNC is by individual, collective agency or regional authority. A **Governing Task Force of the Canadian National Committee (CNC) of the World Road Association** comprised of up to 22 CNC members reports to the TAC Board of Directors. The Governing Task Force typically meets in spring and fall, in conjunction with TAC's meeting cycle.

TAC council and committee structure is described in detail at <http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/councils-committees/operating-info/pdfs/council-committee-structure2015.pdf>

### **Project Steering Committees**

Project steering committees are responsible for overseeing the technical quality of projects. In most cases, projects are conducted with funding provided by TAC members as per the TAC's pooled fund project model ([http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/projects/docs/pfp-promo\\_en.pdf](http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/projects/docs/pfp-promo_en.pdf)) and project steering committees are formed exclusively of representatives appointed by those funding partners. Some projects are conducted as volunteer efforts and the work is accomplished solely by the in-kind contribution of the TAC volunteers. In such cases, the project steering committee is formed by the standing committee which generated the work.

The overall responsibility of the project steering committee is to guide the project, oversee work of the consultant and provide direction to the assigned TAC project manager. Members participate in development of project terms of reference, evaluate letters of interest and proposals, review draft documents and provide comments on the technical contents. On behalf of the funding partners, the approval of the final project deliverables is the responsibility of the project steering committee. Additional approvals will also be sought from appropriate standing committees and councils before a document is published with the TAC name.

Project steering committees generally meet face-to-face twice per year, in conjunction with the Spring Technical Meetings and the annual TAC Conference & Exhibition. Interim meetings may also be convened by teleconference on an as-needed basis at the direction of the Chair. Meetings of project steering committees are restricted to members and invited guests.

Once a project is completed, the project deliverables are prepared for publishing and made available in the TAC Bookstore <http://tac-atc.ca/en/bookstore-and-resources/bookstore> or on the TAC website <http://tac-atc.ca/en/bookstore-and-resources/free-resources-and-tools>.



Authors of project reports are encouraged to use the TAC Project Handbook (<http://tac-atc.ca/sites/tac-atc.ca/files/site/doc/projects/docs/handbook-authors.pdf>) for guidance on components to be included in a final report, and layout styles to facilitate the transition from report to publication. An MS Word version of this document can be requested from the TAC Secretariat.

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## TAC SECRETARIAT

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The TAC Secretariat comprises about 15 staff, including the Executive Director, managers responsible for delivering programs and services in support of TAC members' interests, and other staff.

Contact information for key TAC staff is available at <http://tac-atc.ca/en/contact-us/staff-contact-list>

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## MORE INFORMATION

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TAC's website, [www.tac-atc.ca](http://www.tac-atc.ca), can provide you with more information about the Association. In particular, you may find operating information in the council and committee section at <http://tac-atc.ca/en/councils-and-committees> to be helpful. There, each council and committee is described and final minutes of recent meetings are available. There are also several reference documents, including:

- Council and committee structure
- Conflict of interest guidelines
- Pooled fund project guidelines
- Tips to assist with committee meeting preparation, facilitation, recording, and evaluation
- Guidelines regarding maintenance of professional designation for involvement with TAC

For more information about these or other matters, please feel free to contact staff at the TAC Secretariat for assistance.

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## FOR COUNCIL AND COMMITTEE MEMBERS

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As a member of the Association, and especially as a volunteer on one of TAC's many councils and committees, you will be part of the national network that helps shape Canada's transportation system. With 100 years of history, TAC has a legacy of which you can be proud, and a promising future that you can help build. Together, we can contribute to improving our economy, the environment and our collective social well-being.

TAC – your Association – is known for the technical excellence of its products. TAC does not set standards, but it is the preeminent national transportation organization in Canada that delivers technical guidelines and best practices that are referenced in most jurisdictions across the country. Volunteers are key to that work. With hundreds of volunteers serving on councils, standing committees, subcommittees, task forces and project steering committees, TAC makes a significant contribution to the development of transportation research, technology and practice in Canada and the world.



As part of the Association and as a committee or council member, you will have the opportunity to communicate, and work, with other professionals in your field, share information on emerging issues and stimulate research and development. We welcome your involvement and believe that you and your organization will benefit greatly from your participation. This handbook is intended to tell you about TAC and what you can expect as a committee volunteer.

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## ROLES AND RESPONSIBILITIES OF COUNCIL AND COMMITTEE MEMBERS

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As a council or committee member, you will be part of a group of professional peers that share your specific interests in the transportation field and will have the opportunity to inspire leading-edge information sharing and creation on emerging issues and to stimulate research and development. You can expect to:

- Be part of discussions on emerging issues, technologies, research needs and priorities and other matters that may be discussed during council/committee meetings (subject to conflict of interest guidelines).
- Participate in decision-making (for example by electing an executive committee, reviewing minutes and draft documents, and voting during meetings or electronically between meetings).
- Receive information in support of meetings (agenda, background information, minutes, etc.).

As a council or committee member, it is also expected that you will:

- Attend meetings.
- Come prepared to participate in discussions.
- Review guidelines for conflict of interest and declare yours whenever necessary.
- Volunteer, whenever possible and practical, to assist with committee work.

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## ROLES AND RESPONSIBILITIES OF COUNCIL AND COMMITTEE EXECUTIVE MEMBERS

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### *Councils*

TAC councils are managed by an elected executive, generally comprising at least three members: a chair, a vice-chair and a past chair. Each office is generally held for two years.

The TAC Secretariat provides support for Council activities, including acting as secretary during meetings and teleconferences, drafting reports on Council activities for approval, and distributing information to the membership as needed.

Council Chair responsibilities:

- Chairs meetings
- Reviews conflict of interest guidelines with members
- Reports to TAC Board of Directors
- Liaises with other Council Chairs
- Delegates responsibilities to Secretary, other Council members as necessary
- Sets date and times for Council Executive meetings

Council Executive responsibilities:

- Prepares/approves agenda for meetings
- Reviews/approves report from Council to Board of Directors

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- Acts on behalf of Council between meetings
  - Refers any requests for official TAC positions to TAC's senior management
  - Conveys recommendations of council for conference sessions/panel discussions/workshops to TAC Secretariat
  - Coordinates the development of panel discussion and workshop programs
  - Ensures abstracts and full papers submitted for the council's conference sessions are reviewed with comments provided to TAC Secretariat

### ***Standing Committees***

Standing committees of TAC are also managed by an executive, generally comprising four members: a chair, a vice-chair, a past chair and a secretary. Each office is generally held for two years.

The TAC Secretariat provides support to standing committees by distributing information to the membership as needed.

#### Standing Committee Chair responsibilities:

- Prepares agenda for meetings and submits to Secretariat for distribution to membership
- Chairs meetings
- Reviews conflict of interest guidelines with members
- Reports to oversight Council
- Presents projects proposed by standing committee for Council approval
- Liaises with other Committee Chairs
- Delegates responsibilities to other Committee members as necessary

#### Standing Committee Vice-Chair responsibilities:

- Conveys recommendations of standing committee for conference sessions/panel discussions/workshops to TAC Secretariat
- Coordinates the development of panel discussion and workshop programs

#### Standing Committee Secretary responsibilities:

- Prepares minutes of meetings and submits draft to Secretariat for distribution to membership
- Takes attendance during meetings and reports to TAC Secretariat

#### Standing Committee Executive responsibilities:

- Reviews/approves agenda for meetings
- Ensures abstracts and full papers submitted for the committee's conference sessions are reviewed with comments provided to TAC Secretariat
- Periodically reviews committee terms of reference and recommends revisions as necessary
- Informs TAC Secretariat about meetings needs
- Acts on behalf of committee between meetings
- Refers any requests for official TAC positions to TAC's senior management



### **Project Steering Committees**

Project steering committees are managed by a Chair with support provided from the TAC Secretariat.

Project Steering Committee Chair responsibilities:

- Sets meeting objectives and agenda
- Sets date and time for teleconferences
- Chairs meetings
- Provides direction to TAC project manager as necessary

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### **CALENDAR OF EVENTS**

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A typical calendar of key TAC events is shown below. For specific dates each year, please refer to TAC's website.

<b>Month</b>	<b>Activity / Event</b>
January	<ul style="list-style-type: none"><li>• TAC Conference &amp; Exhibition – Abstracts due in Call for Submissions</li><li>• Annual list of sponsorship and advertising opportunities is produced</li></ul>
February	<ul style="list-style-type: none"><li>• Spring Technical Meetings – Registration opens</li><li>• TAC Foundation – Scholarship application deadline</li></ul>
March	<ul style="list-style-type: none"><li>• TAC Technical Excellence Achievement Awards – Deadline for submissions</li><li>• Spring Technical Meetings – Documents are distributed</li></ul>
April	<ul style="list-style-type: none"><li>• Spring Technical Meetings held in Ottawa</li><li>• TAC Conference &amp; Exhibition – Full submissions due in Call for Submissions</li></ul>
May	<ul style="list-style-type: none"><li>• Spring Technical Meetings – Minutes distributed</li><li>• TAC Conference &amp; Exhibition – Registration opens</li></ul>
June	<ul style="list-style-type: none"><li>• TAC Conference &amp; Exhibition – Submissions accepted, rejected or requested to revise</li></ul>
July	<ul style="list-style-type: none"><li>• Fall Technical Meetings – Registration opens</li><li>• TAC Foundation – Scholarship recipients announced</li><li>• TAC Conference &amp; Exhibition – Revised submissions due in Call for Submissions</li></ul>
August	<ul style="list-style-type: none"><li>• Fall Technical Meetings – Documents are distributed</li></ul>
September	<ul style="list-style-type: none"><li>• TAC Conference &amp; Exhibition and Fall Technical Meetings held</li><li>• TAC Conference &amp; Exhibition – Council and standing committee provide recommendations for conference sessions, panels and workshops for the coming year</li></ul>
October	<ul style="list-style-type: none"><li>• Fall Technical Meetings – Minutes distributed</li></ul>
November	<ul style="list-style-type: none"><li>• TAC Conference &amp; Exhibition – Call for Submissions opens</li><li>• Membership – Annual membership renewal notices distributed</li><li>• TAC Foundation – Scholarship application period opens</li></ul>
December	<ul style="list-style-type: none"><li>• TAC Technical Excellence Achievement Awards – Call for nominations opens</li></ul>



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## FREQUENTLY ASKED QUESTIONS

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How can I find out more about TAC's councils and committees and the work they do?

- The TAC website has descriptions of each council and committee; please refer to <http://tac-atc.ca/en/councils-and-committees>
- Council and standing committee meetings are open to TAC members; you can attend meetings to participate in discussions and learn more about the activities.
- Feel free to contact staff at the Secretariat for more information.

How do I become a member of a council?

- Council membership is by invitation; please contact the TAC Secretariat to express your interest.
- Council meetings are open to TAC members; you can attend meetings to participate in discussions and learn more about the council's activities.

How do I become a member of a standing committee?

- Membership of the standing committees is generally open to TAC members, although there may be limits to ensure geographic regions and sectors are not over-represented.
- Contact the TAC Secretariat to express your interest.

May I be a member of more than one standing committee or council?

- Yes.

How do I become a member of a project steering committee?

- Pooled fund project steering committees are formed exclusively of representatives of the project funding partners.
- If you (or your employer) would like to make a financial contribution to a project, simply contact the Secretariat. Arrangements can then be made for a representative to join the steering committee. More information about the rights and responsibilities of project funding partners is available at <http://tac-atc.ca/en/projects/operating-information>
- Steering committees for volunteer (non-funded) projects are formed by the standing committee overseeing the work. Contact the Standing Committee Chair to express your interest in helping with a volunteer initiative.

Is there a cost associated with being a committee/council member?

- Your organization must be a TAC member for you to be a committee or council member, but there is no additional cost to be a council/committee member.
- There is no charge to attend council and committee meetings.
- Fall meetings are held in conjunction with the annual TAC Conference & Exhibition. If you will attend any events other than council or committee meetings, you will be required to register and pay the fees associated with the conference.
- TAC does not reimburse members for costs of travel to council or committee meetings.

How long is the commitment to be a committee/council member?

- There is no defined term for a committee/council member. You can be a member as long as you are interested. You can resign at any time.
- If you become a member of the Committee Executive, the term for each position is generally two years and you typically progress through each position of secretary, vice-chair, chair and past-chair.



How often do standing committees and councils meet?

- Standing committees generally meet twice per year, in conjunction with the Spring Technical Meetings and the TAC Conference & Exhibition in fall.
- In exceptional circumstances, standing committees may meet by teleconference in between semi-annual meetings.

I'm a committee/council member. What happens if I miss a meeting?

- While committee/council members are expected to attend as many meetings as possible, it is not always possible to do so. Please contact the TAC Secretariat and the committee/council executive to let them know if you have to miss a meeting.
- If a member misses several meetings in a row, they may be asked to reconsider their participation and member status in order to make room for other interested individuals.

Can I bring a colleague to a meeting if he/she is not a council/committee/task force member?

- Yes. Any interested individuals who are also TAC members may attend standing committee, council or task force meetings. Voting on issues that may arise during the meeting is, however, restricted to committee members.
- Interested individuals, who are not TAC members, may be invited to attend a meeting by the council/task force or committee executive.

I am interested in starting a project. How do I do that?

- The process usually begins by raising the subject you are interested in with a standing committee. A standing committee can recommend either a volunteer or a funded project to a council, in which case the Secretariat will seek funding partners for the work.
- A project proposal form, which identifies some of the information usually needed to initiate a project, is available on the TAC website. Please refer to <http://tac-atc.ca/en/projects/operating-information>
- Feel free to contact the Secretariat with questions at any time.

Where can I find information about projects in development and progress?

- Project descriptions and status information is available on TAC's website at <http://tac-atc.ca/en/projects>

How can I express interest in providing consulting services to conduct a project for TAC?

- Most TAC projects begin with a request for letters of interest or proposals. Such requests are emailed to the official member representatives of TAC's private sector and academic members, and are also posted on-line at <http://tac-atc.ca/en/projects/current-rfps>

Are there special policies that apply to me when I am a council or committee member?

- TAC has conflict of interest guidelines that are intended to be used as a code of practice for members participating in TAC meetings. The guidelines can be found at <http://tac-atc.ca/en/councils-and-committees/operating-information>