

TRANSPORTATION ASSOCIATION OF CANADA

Maintenance and Construction Standing Committee

Terms of Reference

April 2012

(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 the mutual exchange of information and technology across Canada related to construction and maintenance of highway infrastructure.
2. To provide the opportunity to network with individuals and peers across a variety of jurisdictions and agencies.
3. To identify research needs in the areas of construction, rehabilitation, maintenance, operation and administration of transportation facilities.
4. To stimulate research needs and encourage the adoption and dispersion of the results from said research.
5. To organize paper sessions and workshops as required at TAC's annual conference.
6. To arrange for the development of new manuals as required and to update TAC's existing guides and manuals in order to keep information current.
7. To initiate special projects and programs in the areas of construction, rehabilitation, maintenance, operation and administration of transportation facilities.
8. To collaborate and communicate with other TAC standing committees, subcommittees and councils

SCOPE

The Maintenance and Construction Standing Committee is concerned with the areas of construction, rehabilitation, maintenance, operation and administration of transportation facilities.

SUBCOMMITTEES

The Maintenance and Construction Standing Committee has three subcommittees:

1. The Summer and Winter Maintenance Subcommittee
 - Facilitates discussion on best practices for administering maintenance contracts, salt management, contracting & outsourcing alternatives, alternative dispute resolution, coordinates best practices for member agencies regarding maintenance procedures and operates a forum for the exchange of information regarding such procedures.
2. The Construction Subcommittee
 - Facilitates discussion on best practices for administering construction contracts, contracting & outsourcing alternatives, alternative dispute resolution, coordinates best practices for member agencies regarding construction procedures and operates a forum for the exchange of information regarding such procedures.
3. The Public Utilities Management Subcommittee
 - Has a mandate to bring together the provinces/territories/municipalities and other stakeholders involved in the development and advancement of utilities management; to improve and advance the utilities coordination in right-of-way in light of road-related needs; and to investigate, over the long-term, other applications to enhance and develop tools and practices for road maintainers.

COMMITTEE MEMBERSHIP

Membership of the Committee shall include: a Chair, Vice-Chair, Past Chair, Secretary, regular members and guests. 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 the agenda, arrange for speakers, and chair the spring and fall meetings of the committee. The chair will also arrange meetings of its executive as required. Following the spring and fall meeting, the Chair will also present the results of the standing committee's work to the Chief Engineers' Council (CEC) and also represent the committee at other TAC events/meetings as required.
- Past Chair - The position of Past Chair is held for two years by the member who has completed his/her term as Chair. The past chair is a member of the executive and acts as the historian of the committee as questions arise about process and past decisions.
- 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. This includes reviewing papers, coordinating with TAC and arranging for volunteers to oversee the sessions or workshops.

- 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 ends immediately after the fall TAC session.

General membership on the Committee is open to all levels of government and the private sector with ongoing, active membership from every province, the majority of the larger cities, the engineering consulting industry, the heavy construction industry, federal agencies, and others. The committee register will include: Active members that attend most of the annual spring and fall meetings, Auxiliary members that attend on a less regular basis, and Guests.

In general, Active members would attend at least one of the three subcommittee meetings as well as the main standing committee meeting at both the spring and fall meetings.

The Chair may appoint task forces and subcommittees for specific assignments as necessary. In addition to the three subcommittees, the standing committee also normally has representation from the environment council, best practices database management group, asset management task force, and the climate change task force.

MEETINGS

The Maintenance and Construction Standing Committee will meet twice each year, typically in the spring and also in the fall at TAC'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

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 for new projects;
- Highlight technical issues discussed at the meeting;
- Identify any challenges being faced.