

# **TRANSPORTATION ASSOCIATION OF CANADA**

## **Structures Standing Committee**

### **Terms of Reference**

**April 2015**

#### **SCOPE**

The Structures Standing Committee (SSC) reports to the Chief Engineers' Council and is concerned with all aspects related to stewardship and asset management of transportation structures, including bridges, overpasses, tunnels, buried structural culverts, overhead sign structures and retaining walls and all factors that influence their safety, performance, service life and sustainability. This includes planning, design, construction, inspection, maintenance, preservation, rehabilitation and decommissioning activities.

#### **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the Structures Standing Committee are as follows:

##### **Roles**

1. To provide a forum for the mutual exchange and transfer of knowledge in the areas of stewardship and asset management of transportation structures across Canada.
2. To identify and promote research needs in the areas of stewardship and asset management of transportation structures and to participate in research programs sponsored by TAC.
3. To stimulate research and encourage adoption of findings from research in the areas of stewardship and asset management of transportation structures.

##### **Responsibilities**

1. To organize paper sessions, poster sessions and workshops as required at TAC's annual conference.
2. To facilitate the development of new manuals, guides and synthesis of best practices for specific aspects related to stewardship and asset management of transportation structures, and periodically review TAC's existing manuals and guides to identify needs for updating.
3. To initiate special projects and task forces dealing with specific issues related to stewardship and asset management of transportation structures.
4. To cooperate, communicate and participate as required with other TAC standing committees, subcommittees and councils.

## **MEMBERSHIP AND OFFICERS**

Membership of the SSC shall include the Executive (comprised of: Chair, Vice-Chair, Past Chair and Secretary) and regular members. The membership will be reviewed on an annual basis.

Membership on the SSC is open to all levels of government and the private sector involved in the various aspects of stewardship and asset management of transportation structures. 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 and represented by the TAC membership. Membership normally includes representatives from: public agencies, consultants, suppliers, contractors, academics and others. Requests to join the committee are submitted to TAC Secretariat and forwarded to the Chair for approval.

For all matters requiring a vote, one representative from each public agency and private company will be allowed to vote. Should the situation arise, the Chair's vote will be used to break a tie.

### **Officers**

The Executive of the SSC will be composed of:

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| Chair      | The term of office for the Chair will be two years. This individual will prepare the agendas; chair the spring and fall meetings of the committee and meetings of its executive; and collaborate with the other Standing Committees, Sub-Committees and Task Forces. The Chair will also hold membership on the Chief Engineers' Council (CEC) during his/her term of office and report to CEC after each SSC meeting.  |
| Past Chair | The position of the Past Chair is held for two years by the executive member who has completed his/her term as Chair.   |
| Vice Chair | The position of the 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, may be delegated to 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 of meetings and other pertinent documents in cooperation with the Chair and the TAC Secretariat representative.   |

Each one year period for the above mentioned positions begins after the fall meeting of a given year and continues through to the conclusion of the fall meeting in the following year.

As required (normally every two years), nomination is made from the SSC membership (by vote if necessary) for the position of Secretary which in turn is 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 Public Sector Owners Subcommittee.

## **MEETINGS**

The SSC will meet twice each year, typically at the spring meeting and at TAC's fall annual conference. Pre-selected roundtable discussions will be held at each of these meetings. In some instances, tours of local projects, suppliers, fabricators or academic facilities may also be arranged.

The Executive of the Committee may also call special meetings at other times as conditions warrant.

## **REPORTING**

The Chair will be asked to attend the CEC meetings and report on work ongoing and proposed by the SSC.

At the Spring and Fall meetings of the CEC, the Chair of SSC will:

- identify any changes required to the Committee executive;
- identify items of note from the most recent SSC meeting;
- identify priorities and emerging issues that were discussed;
- identify current projects and proposals under development in the area of transportation structures; and
- identify SSC's paper session theme(s) and workshop subject area (if applicable) for the upcoming TAC conference.