

TRANSPORTATION ASSOCIATION OF CANADA

Asset Management Task Force

Terms of Reference September 2013

SCOPE

The Asset Management Task Force is concerned with all aspects related to the area of transportation infrastructure asset management including, corporate philosophy and strategy, business processes, engineering science, software tools, and sustainable asset management practices.

ROLES AND OBJECTIVES

The roles and objectives of the Asset Management Task Force are as follows:

1. To provide a forum for the mutual exchange and transfer of knowledge in the area of transportation infrastructure asset management practices across Canada.
2. To identify and promote research needs in the areas of asset management business practices, engineering science, software tools, valuation, condition reporting, sustainable planning and practices, and asset risk management used in transportation infrastructure asset management.
3. To stimulate research and encourage adoption of findings from research of best practices in transportation asset management in the areas of implementation and execution.
4. To organize paper sessions and workshops as required at TAC's annual conference.
5. To facilitate the development of new manuals or guidelines as required and review TAC's existing guides and manuals to identify needs to update.
6. To initiate special projects and programs dealing with asset management in transportation infrastructure.
7. To cooperate and communicate with other TAC standing committees, subcommittees and councils.

COMMITTEE MEMBERSHIP

Membership of the committee shall include: a Chair, Vice-Chair, Past Chair, Secretary and regular members. Efforts will be made to have representative from each of the existing Standing Committees. This membership will be reviewed on an annual basis.

OFFICERS AND MEMBERS

The executive of the Committee will be composed of:

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| Chair - | The term of office for the Chair will be two years. This individual will chair the spring and all meetings of the committee and meetings of its executive. The Chair will also hold membership on the Chief Engineers' Council during his/her term of office. |
| Past Chair - | The position of Past Chair is held for two years by the member who has completed his/her term as Chair. |
| 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 and as such, is a member of the Conference Program Committee. Conference workshops, if held, are chaired by a volunteer from the committee. |
| Secretary - | The Secretary position of the committee 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, agendas and other pertinent documents in cooperation with the Chair and the TAC staff representative. |

Each one year period for the above mentioned positions begins October 1st of a given year and continues through to September 30th of the following year.

General membership on the committee is open to all levels of government and the private sector. Requests to join the committee are submitted to TAC and forwarded to the Chair for approval. 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 represented by the TAC membership. As required (normally every two years), nominations are made from this membership for the position of Secretary which in turn brought forward to the Chief Engineers' Council for ratification.

MEETINGS

The Asset Management Task Force will meet twice each year, typically in the spring and also in the fall at the Association's annual conference. Pre-selected roundtable discussions will be held at each of these meetings. This does not preclude special meetings at other times as conditions warrant. Such meetings will be called by the executive of the Committee.

REPORTING

The Chair of the Asset Management Task Force by virtue of the position will become a member of the Chief Engineers' Council. This individual will be asked to attend the meetings of the Chief Engineers' Council and report on the work ongoing and proposed by the committee.

At the September 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 in the area of roadway guidelines under development by the Committee.