

ENVIRONMENT COUNCIL
Environmental Issues Management Standing Committee - Terms of Reference

Role:

1. To support the activities of the Environment Council (EC) in particular and TAC in general, by serving as a resource to the Council and by providing information and input to the Council and other elements of the TAC organization by:
 - Collecting information concerning current issues and initiatives pertaining to the environment and transportation infrastructure and operations;
 - Identifying evolving environmental issues;
 - Encouraging debate regarding approaches to environmental management during the planning, design, construction, operation and maintenance of transportation infrastructure;
 - Maintaining a list of candidate issues/projects;
 - Providing advice on the management of these issues; and
 - Recommending candidate projects (including preparation of draft terms of reference) that will assist TAC members in addressing environmental issues in transportation and directing the delivery of approved projects.
2. To organize related paper sessions and/or workshops for the Annual Conference.
3. To liaise and coordinate with TAC's other standing committees.

Membership

1. Membership of the Standing Committee is open to all members of TAC with an interest in environmental issues. The Committee may invite non-TAC members as participants, however they will not have voting privileges.
2. An effort will be made to include a broad spectrum of interests on the Committee with representation from across the country as well as from a range of interests and sector representation.
3. Committee members can be full members or corresponding members.

Meetings

1. The Standing Committee will undertake its business primarily by conference call, electronic means and face-to-face meetings at TAC's Spring and Fall meetings.
2. Information exchange will be through electronic methods and TAC's Website.
3. The Standing Committee will establish Working Groups to be responsible for specific projects. Working Group meetings will be called as and when required.

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Committee Operations

1. The Committee will operate by consensus. In the event of a vote only TAC members can vote.
2. Where consensus cannot be reached, direction will be sought from the Environment Council.
3. Active participation of members is expected.
4. The Committee Chair will arrange for administrative support from within the Committee and from the TAC Secretariat.

Officers

1. The Environment Council has appointed a Chair who will hold office for the first two years.
2. The Standing Committee will elect a Vice-Chair and a Secretary who will hold office for two years, after which it is expected that the Vice-Chair will become Chair. A new Vice-Chair will be elected every two years.
3. The Standing Committee will elect a Secretary for a two-year term. The secretary will be an automatic nominee for the Vice-Chair.
4. The retiring Chair will hold the office of Past Chair for a term of 2 years after retirement as the Chair.
5. The Chair will become a member of the Environment Council if not already a member to provide the link between the Council and the Standing Committee.

Reporting

1. The Standing Committee reports to the Environment Council of TAC.
2. The Standing Committee Chair will provide progress reports for the Environment Council at its Spring and Fall Meetings.
3. Minutes of Standing Committee meetings shall be posted on TAC's website.