



*Transportation Association of Canada*

# Guide to TAC Councils & Committees

May 2026

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*Appendix A: Calendar of events for TAC councils & committees*

*Appendix B: Detailed council descriptions*

# **1** Introduction

**1.1 Who is this guide for?**

**1.2 About TAC**



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## Who is this guide for?

- **Anyone** who is curious about TAC, or who is interested in volunteering on a council or committee
- **Volunteers** who want a “refresher” on council & committee operations, or who have specific questions

*Note: This guide does not apply to project steering committees that guide TAC’s pooled-fund projects (see more information [here](#))*



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## About TAC

- **We are a not-for-profit technical association** focusing on road/highway infrastructure & urban transportation.
- **We serve as a neutral forum** for sharing ideas & information, building knowledge & pooling resources.
- **We have about 500 member organizations** including governments, businesses & academic institutions.
- **We have about 1,000 individual volunteers** from member organizations on TAC councils & committees.
- **We employ about 15 staff** in TAC's Secretariat, located in Ottawa.

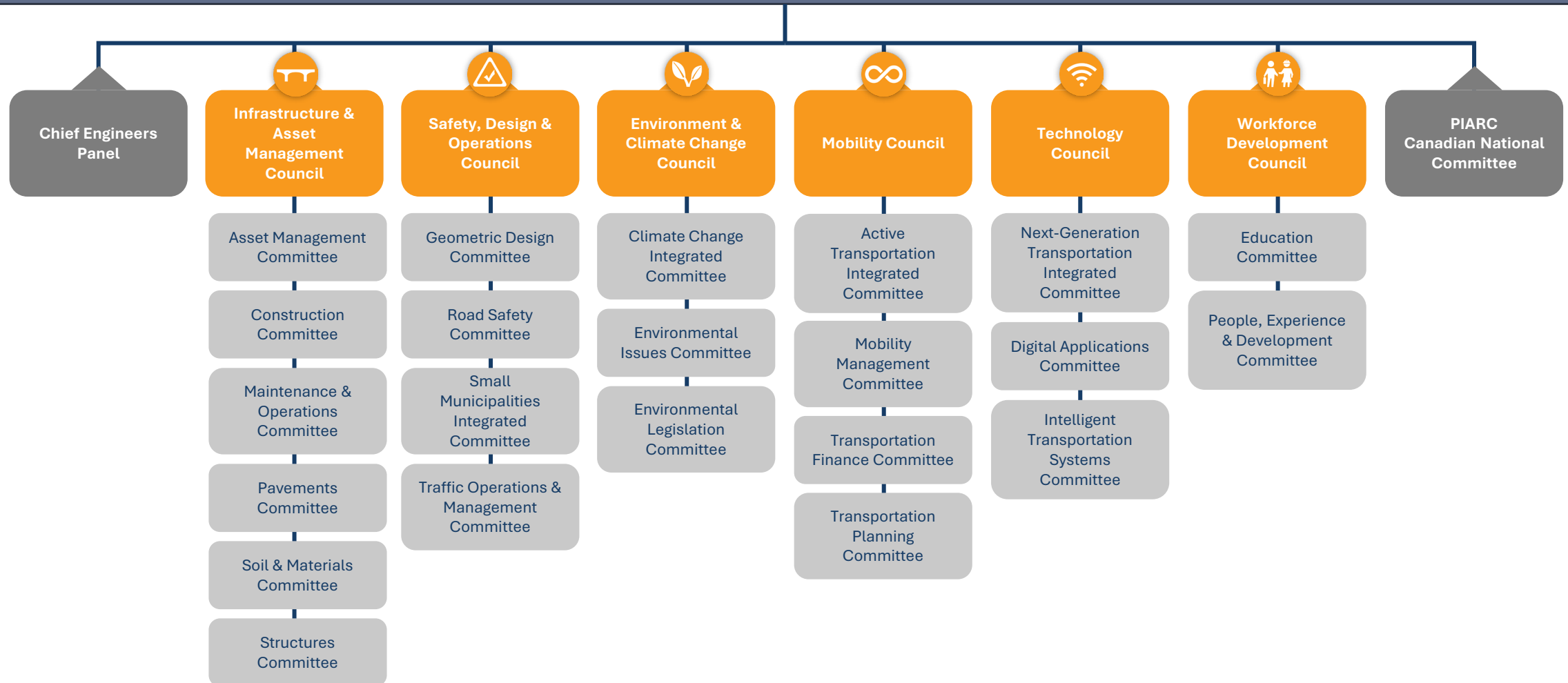
See [What's Happening](#)

See TAC's  
[Strategic Plan](#)

## **2** About TAC councils & committees

- 2.1 Council and committee structure**
- 2.2 What is their role?**
- 2.3 When do they meet?**
- 2.4 What happens in meetings?**
- 2.5 Who is in charge?**
- 2.6 How do volunteers share information?**

## TAC Board of Directors



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# What is their role?

(1/3)



See TAC's [Councils & Committees webpage](#)



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## What is their role?

(2/3)

### TAC council activities

- Guide technical work in one of six focus areas
- Exchange knowledge & organizational updates
- Identify emerging issues
- Coordinate & oversee committees
- Approve proposed project descriptions
- Approve project deliverables before publication
- Approve TAC award recipients

## What is their role?

(3/3)

### TAC committee activities

- Exchange knowledge & organizational updates
- Identify emerging issues
- Report to councils on activities & outcomes
- Plan & deliver TAC conference sessions
- Create subcommittees or working groups to address key issues
- Propose projects to develop guidelines, syntheses of practice, or research reports
- Conduct volunteer projects



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## When do they meet?

**Spring Technical Meetings.** Councils & committees hold online meetings around April.

**Fall Technical Meetings.** Councils & committees hold in-person meetings each fall, just before the TAC Conference & Exhibition.

- Dates and agendas for Spring/Fall Technical Meetings are posted in advance on TAC's website.
- Many TAC volunteer groups also hold online meetings at other times, to conduct business and exchange information (e.g. "lunch & learns").

Online meetings are held on weekdays in the window from 11:00 a.m. – 4:00 p.m. (Eastern time)

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# What happens in meetings?

1 to 8 hours long

10 to 100 participants

Observers from TAC member organizations are welcome

Members discuss project deliverables, conference sessions & awards

Members offer updates on their organizations' activities & emerging issues

Presentations are made by experts, project consultants & other volunteers



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## Who is in charge?

**Council Executives** include a Chair & Vice-Chair (elected by council members for two-year terms), the Chair of each committee overseen by the council, and a representative of TAC's Board of Directors.

- The Chair sits on the Chief Engineers Panel & reports to the Board of Directors each fall.

**Committee Executives** include a Chair, Vice-Chair & Secretary (elected by committee members for two-year terms).

- The Chair sits on the Council Executive & reports to the Council at each meeting.



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## How do volunteers share information?

- **Email & online meetings** allow council & committee Executives to communicate with members, with support from TAC staff.
- **In-person meetings** offer a chance to network, meet in small groups, and build relationships.
- **TAC's Volunteer Centre** enables collaborative document development & stores information on meetings & projects.

## **3** **Becoming a TAC volunteer**

- 3.1 Am I eligible to volunteer?**
- 3.2 What's in it for me?**
- 3.3 What's expected of me?**
- 3.4 How do I volunteer?**

## Am I eligible to volunteer?

### Yes, if you are:

- Willing to contribute to the activities of a TAC council or committee

### And either:

- An employee of a TAC member organization  
*or*
- An individual TAC member (full-time student, retiree, person in job transition)

There are no age or experience restrictions

Young professionals are welcome

We encourage diversity in individuals & organizations



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## What's in it for me?

**Connections.** Meet peers, make friends & create long-lasting professional networks.

**Knowledge.** Learn about shared challenges, emerging practices & who's doing what.

**Leadership skills.** Organize a conference session, lead a project, or serve on a council or committee Executive.

**Satisfaction.** Give back to a vibrant industry, contribute to best practices & support other practitioners.



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## What's expected of me?

**Attend.** Council & committee members are expected to attend at least one in-person or online meeting each year.

**Contribute.** Prepare, review, share, discuss, vote, collaborate, create, celebrate.

**Declare any conflicts of interest.** Avoid advocacy and commercial promotion, support transparency & equity.

There is no cost to attend TAC council or committee meetings



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## How do I volunteer?

**Just ask!** Contact TAC staff by [email](#) or phone to be added to a roster.

**Want to see more before you commit?** Employees of TAC member organizations are welcome to join in-person or online meetings as observers.

**Don't limit yourself.** Many volunteers join more than one council or committee, and they can serve as valuable liaisons between groups.

There is no term limit for TAC volunteers –  
and some contribute for decades

***Appendix A:***  
**Calendar of events for TAC  
councils & committees**

# Calendar of events for TAC councils & committees

*Note: Excludes meetings other than Spring and Fall Technical Meetings*

## January

- **TAC Conference:** Abstract submissions due
- **TAC Technical Achievement Awards:** Shortlisted candidates submit detailed applications
- **TAC Volunteer Contribution & Young Professional Awards:** Nominations due

## March

- **Spring Technical Meetings:** Agendas available

## April

- **Spring Technical Meetings:** Held online
- **TAC Conference:** Draft presentations & papers due

## May & June

- **TAC Awards (all):** Winners announced
- **TAC Technical Achievement Awards:** Finalists showcased in TAC webinars

## September

- **Fall Technical Meetings:** Agendas available
- **Fall Technical Meetings:** Held in person
- **Board of Directors Meeting:** Council chairs present annual updates
- **TAC Conference & Exhibition:** Held in person

## October

- **TAC Conference:** Committees submit topics for next year's technical sessions

## November

- **TAC Technical Achievement Awards:** Applicants submit abstracts

## December

- **TAC Technical Achievement Awards:** Finalists notified
- **TAC Conference:** Call for submissions issued



# ***Appendix B:*** **Detailed council descriptions**

**Environment & Climate Change Council**  
**Infrastructure & Asset Management Council**  
**Mobility Council**  
**Safety, Design & Operations Council**  
**Technology Council**  
**Workforce Development Council**

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**Chief Engineers Panel**

# Environment & Climate Change Council



## *Scope*

Climate change mitigation and adaptation

Environmental impact avoidance and mitigation

Environmental legislation and regulation

Environmental management systems

## *Membership*

All TAC member organizations can appoint one employee as a voting member of this Council. Auxiliary (non-voting) members from any TAC member organization are also welcome.

## *Committees*

Climate Change Integrated Committee

Environmental Legislation Committee

Environmental Issues Committee



# Infrastructure & Asset Management Council

## Scope

Soils and materials

Pavements

Structures

Asset management

Construction practices

Maintenance practices

## Membership

### Voting members

- Appointed representatives of TAC's Chief Engineer jurisdictions

### Non-voting members

- Chairs of committees created by the Council
- Appointees of other selected organizations
- Auxiliary (non-voting) members from any TAC member organization are also welcome

## Committees

Asset Management Committee

Pavements Committee

Construction Committee

Soils & Materials Committee

Maintenance & Operations Committee

Structures Committee



# Mobility Council

## *Scope*

Planning, monitoring, governing and funding transportation systems, particularly in urban areas

Understanding and managing transportation demand

Delivering mobility services related to active transportation, public transit and other modes in communities of all sizes

## *Membership*

All TAC member organizations can appoint one employee as a voting member of this Council. Auxiliary (non-voting) members from any TAC member organization are also welcome.

## *Committees*

Active Transportation Integrated Committee

Transportation Finance Committee

Mobility Management Committee

Transportation Planning Committee

# Safety, Design & Operations Council



## *Scope*

Road safety programs

Geometric design

Traffic operations

Priority issues for small municipalities

## *Membership*

### *Voting members*

- Appointed representatives of TAC's Chief Engineer jurisdictions

### *Non-voting members*

- Chairs of committees created by the Council
- Appointees of other selected organizations
- Auxiliary (non-voting) members from any TAC member organization are also welcome

## *Committees*

Geometric Design Committee

Small Municipalities Integrated Committee

Road Safety Committee

Traffic Operations & Management Committee

# Technology Council



## *Scope*



## *Membership*

All TAC member organizations can appoint one employee as a voting member of this Council. Auxiliary (non-voting ) members from any TAC member organization are also welcome.

## *Committees*



# Workforce Development Council



## *Scope*

Recruiting and retaining professional and technical staff

Building leadership and managing knowledge in TAC member organizations

Encouraging post-secondary institutions to develop and enhance transportation-related programs

Encouraging students to learn about and find employment in the transportation sector

## *Membership*

All TAC member organizations can appoint one employee as a voting member of this Council. Auxiliary (non-voting ) members from any TAC member organization are also welcome.

## *Committees*

Education Committee

People, Experience and Development Committee

# Chief Engineers Panel

The Chief Engineers Panel is a special forum that allows TAC's 23 Chief Engineers (representing federal, provincial/territorial & municipal transportation agencies) and council chairs to share information & identify emerging issues in all areas of TAC's technical work.



## *Scope*

All areas of TAC's technical work

Encouraging collaboration  
among councils

Approving national technical  
guidelines for publication

## *Membership*

### *Voting members*

- Chief Engineers appointed by federal, provincial, territorial and municipal governments

### *Non-voting members*

- Chairs of councils, task forces and national committees that report to TAC's Board of Directors
- Appointees of selected external organizations
- Auxiliary (non-voting ) members from any TAC member organization are also welcome

# Contact us

Visit: [www.tac-atc.ca](http://www.tac-atc.ca)

Email: [tp-pt@tac-atc.ca](mailto:tp-pt@tac-atc.ca)

Call: 613-736-1350