

Transportation Association of Canada

Chief Engineers' Council Terms of Reference

Mission Statement

The Chief Engineers' Council of the Transportation Association of Canada provides a forum of excellence for information exchange amongst Canada's leading transportation professionals in order to develop and promote, in a cooperative and cost effective manner, the technical and engineering guidelines necessary for the provision of a safe, secure, uniform, efficient, effective and environmentally sustainable road network in support of Canada's social and economic goals. While Council's main focus is on road guidelines, it also addresses other modes on an as-needed basis.

Overview

The Chief Engineers' Council (CEC) is comprised of the Chief Engineers from the TAC member federal, provincial and territorial departments of transportation and from ten of Canada's larger municipalities, along with appointed members from the private sector and other agencies.

Council is responsible predominately for the development, approval, and maintenance of national technical transportation guidelines and best practices for the design, construction, maintenance and operation of the road infrastructure in Canada, and also for other modes as required. The vision of the CEC is to be a centre of excellence and forum for discussion for transportation professionals from across the country and to foster innovation, technology transfer, training, research and development, highway safety, risk management, environmental sustainability and efficiency in the provision, operation and maintenance of the transportation infrastructure. It will be the leading provider of technical material for training in road guidelines and best practise across Canada.

Council is supported by seven Standing Committees. From time to time, Special Committees, Task Forces or Working Groups may be established. The Chairs of these groups attend parts of Council meetings to report on progress and to receive direction from Council. The CEC Standing Committees are:

- Geometric Design Standing Committee,
- Maintenance and Construction Standing Committee,
- Pavements Standing Committee,
- Road Safety Standing Committee,
- Soils and Materials Standing Committee,
- Structures Standing Committee, and
- Traffic Operations and Management Standing Committee.

Funding for Council activities is sought from a variety of sources, including federal, provincial, territorial, and municipal governments, other agencies and associations, on a project-specific basis.

Roles and Objectives

- To develop and approve national Canadian technical guidelines and best practices for roads and other modes.
- To ensure that core guides are regularly updated.

- To ensure that, in the development of Canadian guidelines, due consideration is given to highway safety, risk management, environmental sustainability, efficiency, effectiveness and preservation.
- To identify emerging technologies and promote technology transfer.
- To ensure that guidelines and manuals are issued simultaneously in French and English, whenever possible, upon direction from the Board of Directors.
- To ensure that first class training material is available on the publication and introduction of new guidelines.
- To develop alternative revenue sources through the sale of guidelines and training, and by encouraging direct funding from the federal government, provinces, municipalities and the private sector for projects that do not have Canada-wide interest.
- To identify, prioritize and undertake research and development needs related to the preparation of national guidelines.
- To identify emerging issues and set priorities in the development of a multi-year work plan.
- To prepare and recommend an annual report for submission to the Board of Directors, which addresses TAC's strategic interests.
- To monitor the introduction of alternative funding and delivery mechanisms for the design, construction and maintenance of highway infrastructure and to develop Canadian guidelines as appropriate.
- To monitor the emergence of Intelligent Transportation Systems and to foster their exploitation where their use enhances the safety, efficiency or effectiveness of the transportation infrastructure.
- To provide direction to Standing Committees, Special Committees and Task Forces undertaking projects, including approval of scope changes to work in progress and approval of the final product.
- To review the Role and Mandate of Council on a regular basis to ensure that they are current and in line with TAC's Strategic Priorities.

Notes:

1) In carrying out these roles, Council tracks engineering and road management projects being, or about to be, undertaken by any of the jurisdictions represented on Council and by other selected associations. Where there is general interest in the project, it may be pursued through Council. Where there is limited interest, Council may still play a role in coordinating the study, and approving and publishing the results. Funding for these types of studies would normally come directly from the interested jurisdictions. Since timeliness is often a concern when new issues arise, projects often have to be initiated quickly between meetings. This is facilitated through a project tracking mechanism by the TAC Secretariat. Projects are approved by the Council Executive.

2) Council uses information technology and the Internet extensively in tracking projects in progress, and keeping the inventory of potential future projects, so that all Council members and other agencies are aware of the projects that are in hand or proposed. In addition these technologies are used to publish and disseminate national guidelines, as well as hard copies, whenever this is practical.

Letter Ballots

The Council uses letter ballots to review and approve the products of its projects and national technical guidelines for road transportation.

- Letter ballot voting is restricted to federal, provincial, territorial and municipal members of Council.
- All products of projects conducted under the auspices of the Chief Engineers' Council must be approved by letter ballot before they may be published in TAC's name.
- All documents intended to be national technical guidelines for road transportation must be approved by letter ballot of the Chief Engineers' Council.
- Standing committees of the Council may recommend a document prepared and/or published by another organization be reviewed by letter ballot if it is intended to be adopted as the national guideline on the subject.
 - Prior to such review, intellectual property rights for TAC must be negotiated.
- To be approved by letter ballot, at least 2/3 of the Council's voting members and at least 75% of votes cast must be in support of a document.

Membership

Council has 28-30 members:

Federal departments (2)

- Transport Canada
- AASHTO

Provincial/Territorial departments of transportation/infrastructure (12)

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Nova Scotia
- Newfoundland and Labrador
- Northwest Territories
- Ontario
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

Municipal (10)

- City of Calgary
- City of Edmonton
- Halifax Regional Municipality
- City of Moncton
- Ville de Montréal
- City of Ottawa
- City of Saskatoon

- City of Toronto
- City of Vancouver
- City of Winnipeg

Note: These are the current municipal members. Other large cities may be included, for a 2-year term, should a vacancy arise.

Appointed members (4-6)

Members from the private sector or other agencies may be appointed for a minimum period of 2 years. Appointments may be extended. It is expected that the inclusion of appointed members will bring a broader perspective to the work of the Council and assist with the identification of emerging issues. Appointments will be selected based on recognized expertise or technical leadership that they will bring to Council. Appointed members of the Council are granted full voting rights on matters addressed by Council, except those matters addressed by letter ballot (e.g. approval of national standards and guidelines).

Other Attendees

- A member of the TAC Secretariat is appointed as the non-voting secretary to Council.
- Standing Committee Chairs are invited to attend the meetings.
- Council meetings are open to other invited guests and TAC members, although some portions of meetings may be closed.

Meetings

Council normally meets twice a year, once in the spring and again at the annual TAC conference. Additional meetings may be held if necessary.

Reporting

The Chair of Council gives an annual report to the TAC Board of Directors on the activities of the Council and its Standing Committees. The Chair also brings Council's priorities and perspectives to the Board, thus contributing directly to the formulation of TAC's programs and direction.

Council Executive

Chair - The Chair is appointed for a two-year term and is normally succeeded by the Vice Chair. In the event that the Chair should become vacant for any reason prior to the completion of this term, then the Vice Chair fills the position immediately.

Vice Chair - This position is filled by election by the Council members and is for a two-year term. If this position becomes vacant, it is filled by the Alternate Vice Chair

Alternate Vice Chair - This position is filled by election by the Council members and is for a two-year term.

Immediate Past Chair

Members-at-large (up to 3) may be appointed to this Executive at the discretion of the Chair.

Secretary - Appointed by the Executive Director of TAC on an ongoing basis.

Responsibilities of Council Executive are:

- to identify and recommend private sector Council members,
- to review and approve the agenda for Council meetings,
- to review and approve third party presentations to CEC, and
- to approve changes to the work plan between Council meetings.