

Geometric Design Standing Committee

Terms of Reference: October 1996

1.0 SCOPE

The Geometric Design Standing Committee reports to the Transportation Association of Canada Chief Engineers Council and is concerned with the geometric design of facilities for all modes of road transportation, including motor vehicles, bicycles and pedestrians, and its influence on capacity, operation, maintenance, safety, aesthetics and environmental and socio-economic impacts.

2.0 GOALS AND RESPONSIBILITIES

2.1 The goals of the Geometric Design Standing Committee are to:

- (a) develop standards for geometric design practices for use in Canada,
- (b) propose for publication manuals, reports, guidelines and diagrams of recommended geometric design practices for use in Canada and such revisions to these manuals, etc. as may be considered advisable,
- (c) encourage the implementation of the recommended standards in all provinces and territories of Canada.

2.2 The responsibilities of the Geometric Design Standing Committee are to:

- (a) organize, stimulate and coordinate research for the improvement of geometric design practices in Canada,
- (b) report to the Chief Engineers Council of the Transportation Association of Canada (TAC) on a regular basis regarding the Committee's activities,
- (c) conduct workshops, distribute educational and public information materials and carry out such other activities as may be desirable to disseminate information relating to recommended geometric design practices, with particular emphasis on arranging paper sessions and workshops at TAC's Annual Conference,
- (d) prepare and submit an annual budget request, with details of special funding requirements, to the Chief Engineers Council for consideration at the time that the Council's budget is being prepared.

3.0 MEMBERSHIP AND OFFICERS

3.1 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 Committee Chair for approval. The membership of the Committee, to the degree possible, is maintained to reflect all geographic areas of Canada and both public and private sector involvement from the geometric design fraternity.

3.2 Officers of the Committee shall include: a Chair, Vice-Chair, Past Chair and Secretary.

4.0 STANDING AND SPECIAL SUBCOMMITTEES

4.1 The standing and special subcommittees shall consist of:

- (a) Executive Subcommittee,
- (b) such special subcommittees as may be established from time to time.

4.2 The Executive Subcommittee shall consist of:

- (a) the Chair of the Committee,
- (b) the Vice-Chair of the Committee,
- (c) the immediate Past-Chair of the Committee,
- (d) the Secretary of the Committee.

4.3 The terms of reference, membership and tenure of Special Subcommittees shall be established by the Executive Subcommittee.

5.0 DUTIES OF THE OFFICERS

5.1 The duties of the Chair of the Committee shall be to:

- (a) preside at meetings of the Committee and Executive Subcommittee,
- (b) represent the Committee before groups and organizations, as may be appropriate,
- (c) guide and direct the Committee in achieving its goals,
- (d) in the event of a vacancy in the Executive Subcommittee appoint a member to fill the vacancy until the next election,
- (e) report bi-annually to the Transportation Association of Canada Chief Engineers Council the actions taken by the Committee during the current year,
- (f) represent the Committee on the Transportation Association of Canada Chief Engineers Council.

5.2 The duties of the Vice-Chair of the Committee shall be to:

- (a) preside, in the absence of the Chair, at meetings of the Committee and the Executive Subcommittee,
- (b) when requested by the Chair, represent him/her on other occasions and carry out his/her duties,

(c) in cooperation with the Transportation Association of Canada Secretariat, coordinate the sessions or workshops sponsored by the Committee at the TAC Annual Conference, including review and selection of papers.

5.3 The duties of the Secretary shall be to:

(a) in consultation with the Chair, prepare draft agendas for the meetings of the Committee and the Executive Subcommittee,

(b) attend and record minutes of the meetings of the Committee and the Executive Subcommittee,

(c) keep and maintain the minute books, including records of attendance by members, of the Committee and Executive Subcommittee,

(d) maintain a record of the status of all projects,

(e) prepare the minutes of meetings.

5.4 The duties of the member of the TAC Secretariat appointed by the TAC Executive Director shall be to:

(a) circulate all pre and post meeting material to the committee membership (agendas, minutes, reports, etc.),

(b) arrange for accommodation for meetings of the Committee and its subcommittees as required,

(c) arrange for publication and distribution of the Committee manuals and their amendments,

(d) respond to inquiries from members, the public, and others,

(e) maintain Committee project records as required.

6.0 MEETINGS

6.1 The meetings of the Committee shall be as follows:

(a) an annual spring meeting, to be held in conjunction with the spring meeting of the Chief Engineers Council,

(b) a second annual meeting to be held in conjunction with the annual meeting of the Transportation Association of Canada,

(c) such other meetings of the Committee or the special subcommittees as may be called by the Chair.

6.2 Notices of all meetings and agendas shall be sent to all members not less than 30 days before the meetings.

6.3 All meetings of the Committee and all special subcommittees shall be open meetings unless, by majority vote of the members present, it is decided that the meeting, or part of it, shall be closed.

7.0 NOMINATIONS

7.1 The Executive Subcommittee shall select a Nominating Committee at least 90 days prior to the fall annual meeting of the Committee in years when elections are held.

7.2 The Nominating Committee shall consist of a chair and three other members.

7.3 The duties of the Nominating Committee shall be to:

- (a) prepare a slate of nominees for the elective offices of the Committee,
- (b) ensure that the persons nominated will accept office and serve for the term specified.

It is customary to nominate the Vice-Chair for election as Chair and the Secretary for election as Vice-Chair, subject to (b) above.

8.0 ELECTIONS AND TERMS OF OFFICE

8.1 The elective offices of the Committee shall be:

- (a) the Chair of the Committee,
- (b) the Vice-Chair of the Committee,
- (c) the Secretary of the Committee.

8.2 The term of all elective offices shall be two years and shall take effect after the conclusion of the TAC annual meeting at which the elections were held.

8.3 Election of office shall be decided by a simple majority of the members present.

8.4 In elections to the elective offices of the Committee each member present, or his/her designated alternate, is entitled to one vote.

9.0 MANUALS

9.1 TAC manuals or other publications for which the Committee is responsible are:

- (a) Geometric Design Guide for Canadian Roads (including the Urban Supplement)
- (b) Turning Vehicle Templates
- (c) Metric Curve Tables

10.0 REVISIONS TO THE MANUALS

10.1 Proposals for revisions to the manuals shall be:

- (a) received in writing by the Secretary,
- (b) accompanied by information or data indicating that the proposal meets proven need or is superior to, yet compatible with, the methods or standards which form the present standard,
- (c) accompanied by a recommendation on how the proposed standard or practice should be introduced and publicized,
- (d) brought by the Secretary to the attention of the Committee.

10.2 Proposals for revisions to the manuals which are the result of studies carried out by the Committee shall be:

- (a) submitted in writing to the Secretary of the Chief Engineers Council,
- (b) accompanied by a recommendation which shall include revised text for the manual and revised plans, drawings or sketches,
- (c) accompanied by draft or other educational and public information program material to be used in introducing the standard or practice.

10.3 Recommendations for revisions submitted to the Chief Engineers Council shall require:

- (a) approval of a two-thirds majority of the members present at an annual meeting of the Committee, or
- (b) approval of two-thirds majority of the ballots returned if approval is sought by letter ballot (ballots not returned within 30 days of distribution shall not be counted), and
- (c) approval of a simple majority of the total membership of the Committee.

11.0 PUBLICATION

11.1 Upon adoption of a revision by the Chief Engineers Council and other approving authorities the Committee shall direct:

- (a) the originating subcommittee to review the revisions and prepare final text and drawings for the manuals,
- (b) that the revisions be circulated by the Secretariat to manual holders by a date to be fixed by the Committee having regard to the importance of the revision, the cost of publication and the time required to publish.