

SECTION 1 – SCOPE / VISION

1.1 – Scope

The Road Safety Standing Committee (herein “the RSSC”) reports to the Chief Engineers’ Council of the Transportation Association of Canada. The RSSC is a dedicated volunteer group of industry professionals, practitioners, and experts collectively promoting:

- safety-conscious roadway and roadside engineering, construction, operations, maintenance, and stewardship
- related knowledge-based research and application
- the assimilation of road safety considerations and principles into the activities of other industry sectors.

1.2 – Vision: The vision of the RSSC is to help make Canadian roads the safest in the world.

SECTION 2 – MISSION / GOALS

2.1 – Mission

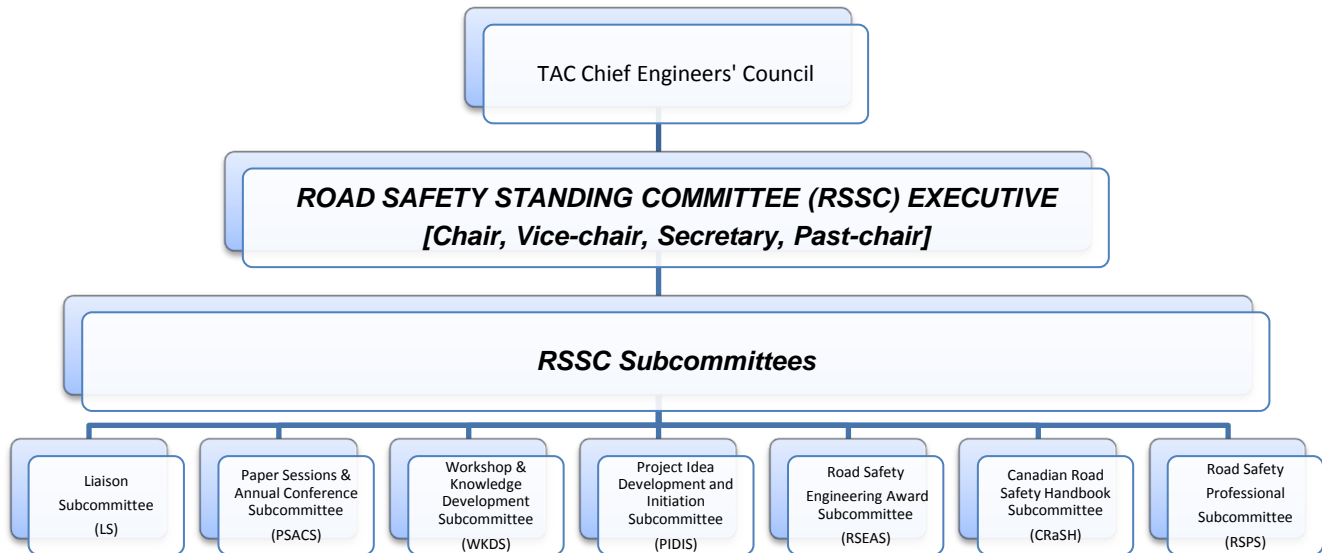
RSSC’s mission is to improve the quality of life for all Canadians through ensuring safe roadway and roadside infrastructure, at both the national and local level. Its mission is achieved through professional networking and active membership of the RSSC, operating as a national forum:

1. to promulgate road safety, related to guidelines and practices; and
2. in support of activities of all TAC Councils/Standing Committees/Task Forces, in the area of road safety.

2.2 - Goals of the RSSC are:

- a) to support the Vision and Mission of the Chief Engineers’ Council
- b) to identify and prioritize linkages of roadway factors with collision experience in the complex driver-vehicle-road relationship
- c) to act as an initiator, facilitator, and co-ordinating body for the collection, creation, and dissemination of road safety related guidelines and practices
- d) to promote the integration of safety principles in all areas of road construction, operations, maintenance, and stewardship by co-ordinating the activities of the RSSC with other TAC Standing Committees
- e) to propose for publication manuals/guidelines/syntheses/etc. of recommended roadway and roadside safety practices for use in Canada, as well as such revisions to these items as may be considered advisable
- f) to encourage the implementation of the recommended manuals/guidelines/syntheses/etc. by all road jurisdictions of Canada
- g) to identify and recommend national road safety training programs to reinforce and promote the safety principles, methods, and procedures developed by the RSSC.

SECTION 3 – RSSC EXECUTIVE / RSSC ORGANIZATIONAL STRUCTURE



RSSC Membership at-large (See Section 4 for details):

1. Representation from the public and private sectors, as well as academia/students
2. Volunteer participation on RSSC Subcommittees

NOTE:

Various other TAC Joint Subcommittees and ad hoc Task Forces/Working Groups may, from time to time, involve RSSC oversight. (Examples: Joint Roundabout Subcommittee, Joint Snowplow Lighting Working Group, etc.)

3.1 - The Chair of the RSSC is responsible and accountable for the following duties:

- a) preside at meetings of the RSSC
(includes development of meeting agendas through consultation with Vice-Chair, Secretary, Subcommittee Chairs/Co-chairs, Past Chair, and others as may be appropriate
&
includes co-ordination of activities leading up to and resulting from meetings)
- b) represent the RSSC before groups and organizations, as may be appropriate
(includes attendance/participation in conference calls and meetings involving other TAC Standing Committee Chairs, Task Forces, etc.)
- c) guide and direct the RSSC in identifying, prioritizing, and achieving its goals
(includes guidance and liaison with Vice-Chair, Secretary, and Past-Chair)
- d) report bi-annually to TAC's Chief Engineers' Council on the activities, accomplishments, and on-going issues of the RSSC during the current year
- e) represent the RSSC as required on/at the TAC Chief Engineers' Council
(includes liaison with organizers of annual TAC Conferences).

3.2 - The Vice-Chair of the RSSC is responsible and accountable for the following duties:

- a) preside, in absence of the Chair, at RSSC meetings
- b) (de facto) Chair of the Liaison Subcommittee
- c) through the Liaison Subcommittee, identify and prioritize road safety issues related to other Standing Committees and Task Forces (as brought forward by the Liaison Officers)
- d) chair bi-annual meetings of the RSSC Executive, the RSSC Subcommittee Chairs/Co-chairs, and Liaison Officers
- e) prepare bi-annual reports summarizing activities, accomplishments, and on-going issues of the RSSC for use by the Liaison Officers in their discussions/briefings at other Standing Committees and Task Forces of TAC
- f) when requested by the Chair, represent him/her on other occasions and carry out his/her duties.

3.3 – The Secretary of the RSSC is responsible and accountable for the following duties:

- a) in consultation with the Chair and Vice-Chair, prepare draft agendas for RSSC meetings
- b) attend and record minutes of RSSC meetings and any preceding RSSC Executive Team meetings/conference calls/etc.
- c) attend and record minutes of bi-annual meetings of the RSSC Executive, Subcommittee Chairs/Co-chairs, and Liaison Officers
- d) attend and record minutes of meetings chaired by the RSSC Chair and involving other TAC Standing Committee Chairs
- e) keep and maintain the minute books, including records of attendance by members of the RSSC
- f) co-ordinate updates to the official RSSC Roster through appropriate consultation and exchange of information with the TAC Secretariat Office
- g) prepare minutes of above meetings for review by the RSSC Chair and Vice-Chair
- h) in consultation with the PIDIS Chair/Co-chair, maintain a record of the status of all projects.

3.4 – The Past Chair of the RSSC is responsible and accountable for the following duties:

- a) the necessary transfer of knowledge to the incoming Chair of the RSSC to ensure seamless and uninterrupted continuity of activities during the transition/turnover process of the RSSC Executive
- b) on-going support to the current RSSC Executive Team, as appropriate/as requested.

3.5 – 5 Year Strategic Plan of the RSSC (see Appendix 1)

- a) collectively, the RSSC Executive team is responsible for setting the overall direction, priorities, and deliverables of the RSSC, based upon appropriate consultation with the RSSC membership
- b) this information is to be formally updated (every 5 years, or more frequently if required), documented as a Strategic Plan, and included as part of the RSSC Terms of Reference of the day.

3.6 - See Appendix 2 for current Terms of Reference for each RSSC Subcommittee.

3.7 – See Appendix 3 for duties and responsibilities of RSSC Subcommittee Chairs/Co-chairs.

SECTION 4 – GENERAL MEMBERSHIP

4.1 - Membership on the RSSC is:

- open to all levels of government, the private sector, and academia/students
- to the degree possible, maintained to reflect all geographic areas of Canada
- to the degree possible, maintained to reflect representation and involvement from the public and private sectors, as well as the academic and student community.

(Note: Requests to join the RSSC are to be submitted to the TAC Secretariat Office and forwarded to the RSSC Chair for approval by the RSSC Executive team).

4.2 – Member Voting Rights

Each government agency, private company, and academic institution having members on the RSSC shall have a singular vote on issues warranting a RSSC motion. Members who do not attend 4 consecutive RSSC meetings will not be considered as “active” members, and will not be allowed to vote on issues arising from RSSC business.

SECTION 5 – ELECTIONS & TERMS OF OFFICE

5.1 – Elections

The elective offices of the RSSC are the Chair, the Vice-chair, and the Secretary. The filling of these executive officer positions is to be accomplished through a nomination and voting process.

- Usually (subject to completion of the nomination and voting process), the Vice-chair will succeed the Chair and the Secretary will succeed the Vice-chair, with the outgoing Chair thereafter becoming the Past-chair. In the event this succession cannot transpire for some reason, then it is incumbent upon those leaving their respective positions to canvass the RSSC membership to secure nominations for the respective vacancy.
- The incoming Secretary is also subject to the nomination and voting process.

Elections of each executive officer position shall be decided by a simple majority of the RSSC members present at the time the voting process is conducted. Each RSSC member present during the voting process is entitled to one vote.

5.2 – Terms of Office

The term of all executive officer positions shall be two (2) years, and shall take effect on November 1st following the conclusion of the Fall RSSC meeting at which the elections were held.

SECTION 6 – MEETINGS

6.1 – RSSC Meetings

The RSSC shall meet twice per year, normally in conjunction with the Spring TAC Technical meetings and the annual Fall TAC Technical meetings – as scheduled by the TAC Secretariat Office.

6.2 – Meetings of RSSC Executive, Subcommittee Chairs/Co-chairs, and Liaison Officers

These meetings shall also occur twice per year, generally on the day before the above RSSC meetings. They will also be scheduled by the TAC Secretariat Office.

Other conference calls throughout the year may be convened, as per Appendix 2 or 3 (or as deemed necessary and convened by the RSSC Executive team).

6.3 – Quorum

A quorum of at least 15 RSSC members is required to hold RSSC meetings.

SECTION 7 - ROLE OF TAC SECRETARIAT / CHIEF ENGINEERS' COUNCIL

7.1 – Role of TAC Secretariat Office

The duties of the member from the TAC Secretariat appointed by the TAC Executive Director to assist the RSSC are:

- a) to circulate all pre-meeting and post-meeting material to the RSSC membership (agendas, minutes, reports, communiqués, etc.)
- b) to arrange for accommodation/logistics of any meetings and conference calls required or requested by the RSSC Executive and the RSSC Subcommittee Chairs/Co-chairs
- c) to arrange for publication and distribution of RSSC manuals, guidelines, etc. and any subsequent amendments
- d) to respond (in consultation with the RSSC Chair) to inquiries from RSSC members, the public, other Standing Committees/Task Forces, and others
- e) to maintain RSSC project records as required.

7.2 – Role of Chief Engineers' Council (CEC)

The CEC may be consulted for direction/clarification as required on the following matters:

- a) any TAC-process related inquiries that may arise
- b) resolution of issues arising between the RSSC and other Standing Committees/Task Forces
- c) RSSC project funding considerations
- d) RSSC presentations to be made at future CEC meetings
- e) New/proposed Road Safety Engineering Awards
- f) RSSC strategic plan (and corresponding strategic planning process).

CEC approval is also required before forwarding documents (produced through the RSSC) for TAC publication. This includes documents such as Guides, Handbooks, Syntheses of Practice, Research Reports, etc.

SECTION 8 – PUBLICATIONS

The following categories should be used for any recommendations going forward to the CEC when seeking approval for the publication of documents produced through the RSSC. Selection of the most appropriate category should be based upon the relative significance that the RSSC membership assigned to the work and the results.

8.1 – Guides

These shall generally be considered as core TAC documents that may be viewed as the most important level of guidance at the national level for use by industry practitioners.

8.2 – Handbooks

These are usually developed to clarify practices or procedures, which may not be fully explained or articulated in other core Guides – either because of varying jurisdictional policies or the complexity of the subject matter.

8.3 – Syntheses of Practice

A synthesis of practice (either based on current practice or based on best industry practice) represents a state of the art review of particular design, construction, maintenance, stewardship, or operational safety practices. They may be used as practical guidance prior to official revisions to other core TAC documents.

8.4 – Research Reports

Typically, this category of publication entails investigations into road and/or roadside safety issues of importance to the RSSC membership, other Standing Committees/Task Forces, the safety community at large, or the public - and the corresponding findings/conclusions. Research reports may also include, but not be limited to, recommended new approaches to road safety analysis, evaluation, collision data collection/management, and use of related technology applications.