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1 **Introduction**

1.1

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](#))

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 800 individual volunteers** from member organizations on TAC councils & committees.

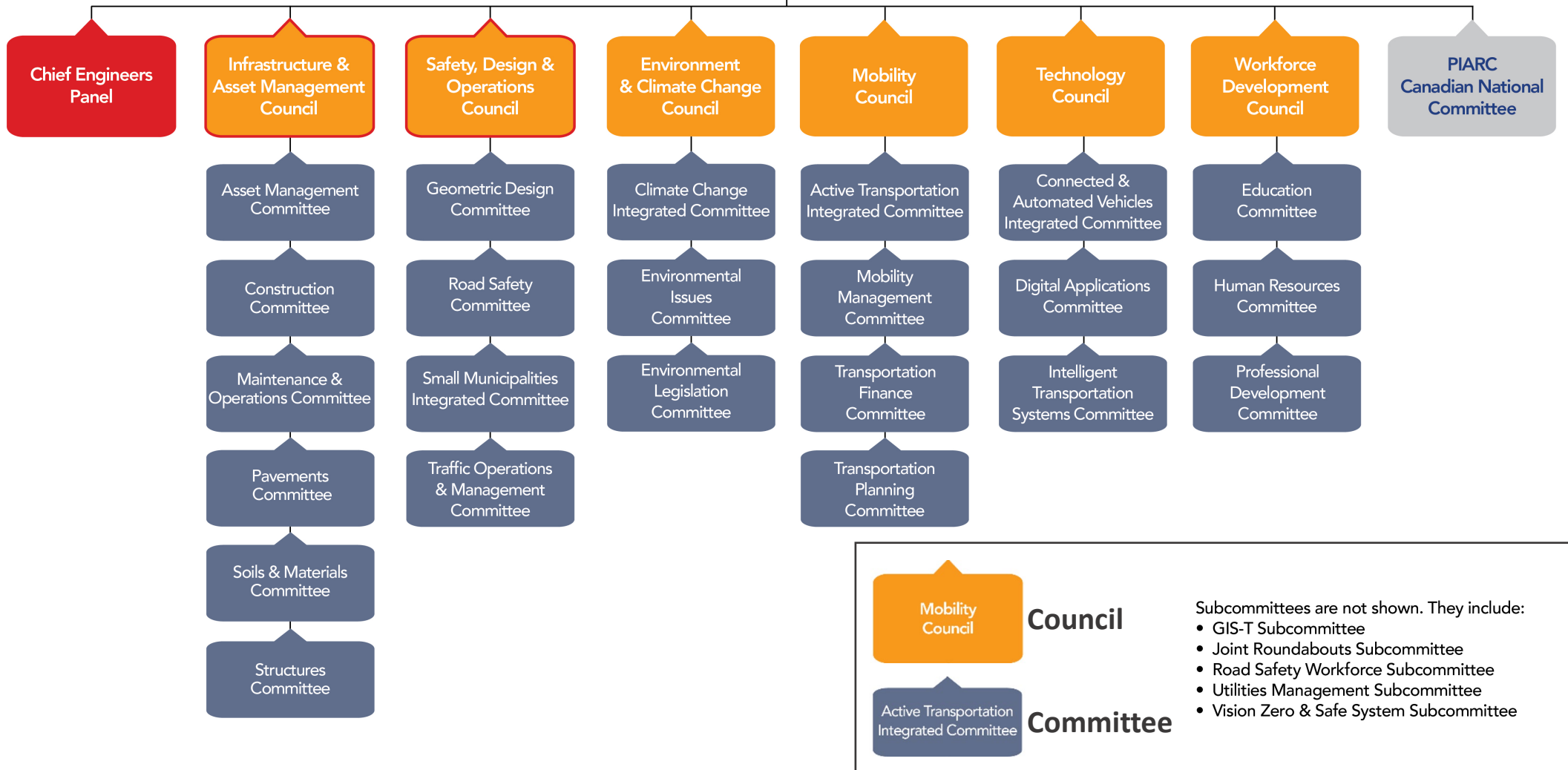- **We employ about 15 staff in** TAC's Secretariat, located in Ottawa.

See TAC's most recent *Year in Review*

See TAC's *Strategic Plan*

2 About TAC councils & committees

Transportation Association of Canada

Transportation Association of Canada

TAC Board of Directors

Chief Engineers Panel

Infrastructure & Asset Management Council
- Asset Management Committee
- Construction Committee
- Maintenance & Operations Committee
- Pavements Committee
- Soils & Materials Committee
- Structures Committee

Safety, Design & Operations Council
- Geometric Design Committee
- Road Safety Committee
- Small Municipalities Integrated Committee
- Traffic Operations & Management Committee

Environment & Climate Change Council
- Climate Change Integrated Committee
- Environmental Issues Committee
- Environmental Legislation Committee

Mobility Council
- Active Transportation Integrated Committee
- Mobility Management Committee
- Transportation Finance Committee
- Transportation Planning Committee

Technology Council
- Connected & Automated Vehicles Integrated Committee
- Digital Applications Committee
- Intelligent Transportation Systems Committee

Workforce Development Council
- Education Committee
- Human Resources Committee
- Professional Development Committee

PIARC Canadian National Committee

Mobility Council — **Council**

Active Transportation Integrated Committee — **Committee**

Subcommittees are not shown. They include:
- GIS-T Subcommittee
- Joint Roundabouts Subcommittee
- Road Safety Workforce Subcommittee
- Utilities Management Subcommittee
- Vision Zero & Safe System Subcommittee

What is their role?
(1/3)

Identify emerging issues

Create & share knowledge

Shape national guidelines & best practices

Recognize excellence & achievements of peers

See TAC's Councils & Committees webpage

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

2.3

When do they meet?

Spring Technical Meetings. Councils & committees hold online meetings each 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), using Zoom or Teams

2.4

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

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.

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 SharePoint site** 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?**

Transportation Association of Canada

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

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.

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 commercial promotion, support transparency & equity.

There is no cost to attend TAC council or committee meetings

3.4

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:** Finalists submit detailed applications
- **TAC Volunteer Contribution & Young Professional Awards:** Nominations due

March
- **Spring Technical Meetings:** Agendas available

April
- **Spring Technical Meetings:** Held online
- **TAC Awards (all):** Recipients approved by councils and Board of Directors
- **TAC Conference:** Draft presentations & papers due

June
- **TAC Awards (all):** Winners announced

June, July & August
- **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

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	

For detailed Terms of Reference and other information, see TAC's website

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

For detailed Terms of Reference and other information, see TAC's website

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

For detailed Terms of Reference and other information, see TAC's website

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 |

For detailed Terms of Reference and other information, see TAC's website

Technology Council

Scope

Intelligent transportation systems	Connected & automated vehicles	Vehicle electrification	Data management	Cyber security	Smart cities

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

Digital Applications Committee	Intelligent Transportation Systems (ITS) Committee

Connected & Automated Vehicles (CAV) Integrated Committee

For detailed Terms of Reference and other information, see TAC's website

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	Human Resources Committee
Professional Development Committee	

For detailed Terms of Reference and other information, see TAC's website

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

For detailed Terms of Reference and other information, see TAC's website

Contact us

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