Terms of Reference

Digital Applications Committee

Approved by the Technology Council on May 6, 2021

MANDATE

The Digital Applications Committee reports to TAC's Technology Council. The Committee receives direction from the Council including through the Council's strategic framework, and is also guided by the interests and concerns of its members. It collaborates closely with the Council and its committees, and as needed with other TAC councils and committees.

The Committee is a centre of expertise within TAC and a national forum for information exchange and problem solving related to innovative digital applications in Canada's road and urban transportation sector. Its broad goals include:

- Sharing information, identifying best practices and developing guidance related to big data, digital twins, high-resolution maps and transportation analytics
- Coordinating related efforts by other TAC councils and committees in areas such as asset management, 3D plan delivery, traffic operations, road safety, mobility services, and transportation system planning and simulation

OBJECTIVES

The Committee's objectives include:

- To share knowledge among Committee members and maintain an understanding of emerging and critical issues
- To share knowledge with TAC members and promote best practices by developing TAC technical publications, planning and conducting TAC conference technical sessions, and recommending technical topics for TAC learning events
- To build knowledge by conducting or initiating technical projects that lead to new data, research, analysis, syntheses of practice, tools or guidelines for the benefit of TAC members
- To monitor and enhance the relevance and currency of TAC's catalogue of publications
- To support the professional development of Committee members by offering leadership opportunities in technical or administrative roles

OTHER

Annex A includes additional terms of reference that are shared by most TAC committees.

Committee Terms of Reference – Annex A

GENERAL

Meetings. The Committee meets in person during TAC's fall technical meetings, and virtually during TAC's spring technical meetings and at other times. Committee members, employees of TAC member organizations, and individual TAC members may attend; others are also welcome at the discretion of the Chair.

Activities. Committee activities may include:
- Conducting volunteer projects and supporting pooled-fund projects that result in technical guidelines, syntheses of practice, research reports, briefings or software applications
- Organizing and conducting TAC conference sessions
- Supporting TAC learning program activities such as webinars and training courses
- Supporting TAC meetings, projects or events conducted in collaboration with external organizations

Subcommittees. The Committee may create subcommittees by approving terms of reference and informing its overseeing council. The Committee may also create informal working groups.

Reporting. The Committee delivers a verbal report on priorities, activities and recommendations to its overseeing council during TAC's spring and fall technical meetings.

Technical directions. The Committee's overseeing Council maintains a strategic framework that identifies important themes for its technical work, emerging and priority issues, actions taken and progress achieved; the Committee monitors this framework and ensures alignment of its activities. The Committee may monitor policy to determine technical implications, and may support policy development by illuminating technical requirements; however, it does not make policy recommendations.

Representation. Committee resolutions do not represent official TAC positions unless they receive the subsequent approval of TAC's Board of Directors or Executive Director.

COMMITTEE MEMBERSHIP

Identification. There is no limit to the number of Committee members, subject to them remaining active (see the paragraph on "Inactivity," below). Committee members may be employees of TAC member organizations, individual TAC members, or employees of non-TAC member organizations that have a collaborative agreement with TAC specifying Committee membership.

Inactivity. Committee members are expected to attend meetings and to participate in Committee activities. The Committee Executive monitors participation by Committee members and will contact inactive Committee members (i.e. those who fail to attend a meeting or otherwise participate in Committee activities over a 12-month period). Members who remain inactive, other than

representatives of federal, provincial or territorial governments, may be removed from the Committee roster.

Voting rights. Committee members representing TAC member organizations have the right and responsibility to vote on Committee matters, subject to a limit of one vote per TAC member organization; when multiple representatives of one organization are Committee members, they will identify one representative to vote on a given motion. Committee members who are representing a non-TAC member organization and who are not simultaneously representing a TAC member organization do not have voting rights.

Diversity. The Committee Executive may seek new Committee members to improve the balance of representation by key sector (e.g. government, business, academia), order of government (e.g. federal, provincial/territorial, municipal), geographic region, and gender. The Committee welcomes young professionals as members or friends.

COMMITTEE EXECUTIVE

Executive members. The Committee Executive includes:
• A Chair, Vice-Chair and Secretary (elected from among the Committee's voting members)
• A Past Chair (ex officio)

The Committee may assign the roles and responsibilities of Secretary to its Vice-Chair, eliminating the need for a Secretary and reducing the number of Executive members by one.

Collective responsibilities. The Executive works on a consensus basis to:
• Recommend amendments to the Committee's Terms of Reference for approval by the Committee and its overseeing council
• Develop Committee meeting agendas and provide them to the TAC Secretariat for dissemination
• Meet in person or virtually and act on behalf of the Committee between meetings, as needed
• Provide input to the overseeing Council's strategic framework, with input from members, as requested by the Council Executive
• Oversee the development of conference sessions and the review of submitted abstracts and papers
• Submit proposed technical project initiation forms to the TAC Secretariat for review and dissemination before approval by the Committee
• Address inactive Committee members and seek diversity through the recruitment of new members
• Refer any requests for official TAC positions to the TAC Secretariat

Individual responsibilities. Members of the Executive are expected to fulfil the following roles:
• Chair
    – Chairs meetings of the Committee and Committee Executive
    – Participates as a member (ex officio) of the overseeing Council Executive
    – Reports to the specified oversight council
    – Liaises with other committee chairs
    – Provides update presentations on Committee activities during other council and committee meetings, when requested and reasonable to do so
    – Delegates responsibilities to the Vice-Chair, Secretary or other Committee members as needed
    – Reviews conflict of interest guidelines with Committee members

- Vice-Chair
    - Acts on behalf of the Chair as needed
    - Oversee the development of proposed TAC conference session forms by Committee volunteers, their submission to the TAC Secretariat, and continued progress towards session organization and delivery
- Secretary
    - Prepares meeting minutes within two months of meetings
    - Distributes Committee documentation via TAC's regular communication platform (e.g. SharePoint)

Term and succession. The Chair, Vice-Chair, Secretary and Past Chair serve a two-year term. *Planned succession:* At the end of the term the Chair becomes Past Chair, the Vice-Chair becomes Chair, the Secretary becomes Vice-Chair and the Secretary-Elect becomes Secretary; this occurs immediately after a fall meeting. *Unplanned succession:* If the Chair resigns before completing their term, the Vice-Chair immediately becomes Chair and subsequently begins a two-year term as Chair after the Committee's next fall meeting (with the Past Chair remaining in office, if possible); if the Vice-Chair resigns prior to completing their term, the Secretary immediately becomes Vice-Chair for the duration of present Chair's term; if the Secretary resigns before completing their term, or is required to become Vice-Chair, the Committee elects a new Secretary.

Election of Secretary. The election of a Secretary involves the following steps:
- TAC staff invite members to submit nominations or expressions of interest for the Secretary position. *Planned succession:* The invitation is distributed after the final spring Committee meeting of the two-year term. *Unplanned succession:* The invitation is made by email at the earliest practical opportunity.
- If multiple eligible members are nominated or express interest in being a candidate for Secretary, TAC staff confirms with each potential candidate that they are willing to participate in an election by secret ballot, and (if so) to obtain a statement of candidacy for consideration by Committee members. If multiple members choose to stand as candidates, TAC staff administers an electronic voting process; subject to a limit of one ballot per TAC member organization, all members may participate except the Chair, who casts the deciding vote in case of a tie. The winning candidate becomes the Secretary-Elect and is ratified by a show of hands among Committee members at the next meeting.
- When there is a single candidate for Secretary, that candidate automatically becomes the Secretary-Elect and is ratified by a show of hands among Committee members at the next meeting.

COMMITTEE APPROVALS

Terms of Reference. Amendments to the Committee's Terms of Reference for consideration by its overseeing Council may be approved when at least 75% of Committee members present indicate their support through a show of hands.

Technical project deliverables. During its spring and fall meetings, the Committee receives presentations on volunteer and pooled-fund project deliverables that require approval by the overseeing Council and possibly the Chief Engineers Panel in order to be published by TAC:
- For volunteer projects, the Committee approves final deliverables before they are considered by the Council; approval requires at least 75% of Committee voting members present to indicate their support through a show of hands.
- For pooled-fund projects, the Committee does not approve final deliverables and may not have access to them (e.g. when TAC intends to sell the resulting publication); it may receive a presentation, offer its endorsement, and/or recommend considerations for its oversight Council.

Other. Other approvals require a simple majority of Committee voting members in attendance.