

Transportation Association of Canada

**Education and Human Resources Development Council**

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**Saturday, September 10, 1:00 PM – 5:00 PM**

SHAW Conference Centre

Salon 3, Meeting Level

**Meeting Minutes**

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**Members Present:** *Elaine Pond* (Chair), New Brunswick Department of Transportation  
*Kerry Buckley* (Vice Chair), Transport Canada  
*Carl Clayton* (Past Chair), Stantec Consulting Ltd.

*Stu Becker*, Alberta Transportation  
*Kenneth Becking*, Morrison Hershfield Limited  
*Heather Crewe*, Ontario Good Roads Association  
*Alla Dinerman*, MMM Group Limited  
*Keith Foster*, LVM/DESSAU  
*Ralph Haas*, University of Waterloo  
*David Hein*, Applied Research Associates Inc.  
*Cindy Hussey*, Newfoundland & Labrador Transportation & Works  
*Cindy Lucas*, Ministry of Transportation, Ontario  
*Carolyn MacDonald*, Yukon Department of Highways & Public Works  
*Don McKibbin*, Manitoba Infrastructure and Transportation  
*Isabelle Moo Sang*, Transport Canada  
*Gregor Neilson*, AECOM

**Regrets:** *Barb Baillie*, Nova Scotia Department of Transportation & Infrastructure  
*Iham Benyahia*, TRENDS (ITS Canada)  
*Cathy Lynn Borbely*, Saskatchewan Highway & Infrastructure  
*Lynn Cowe Falls*, University of Calgary  
*Jean-François Gysel*, AECOM  
*Scott Hanna*, Hatch Ltd.  
*Ana Lopez*, TransLink (South Coast British Columbia Transportation Authority)  
*Susan Morneau*, British Columbia Ministry of Transportation and Infrastructure  
*Simona Motnikar*, Ministère des Transports du Québec  
*Tim Smith*, Stantec Consulting Ltd.  
*Gene Syvenky*, Alberta Roadbuilders & Heavy Construction Association

**Also Present:** *Josée Bisson*, Transportation Association of Canada  
*Darlene Cleven*, Allan Widger Consulting Corporation  
*Allan Gee*, Stantec Consulting Limited  
*Sarah Wells*, Transportation Association of Canada

**1. WELCOME AND INTRODUCTIONS**

Ms. Pond welcomed members in attendance. She informed the Council that Ms. MacDonald will be retiring at the end of the year. She added that Jeananne Lindstrom, representing the Yukon Department of Highways and Public Works will be replacing Ms. MacDonald at the next Education and Human Resources Development Council meeting, Roundtable introductions followed. An updated Council roster is attached.

**ATTACHMENT #1**

Ms. Pond invited any additions or amendments to the draft agenda which was circulated in advance; none were offered. **It was agreed by motion (H. Crewe / C. Clayton)** to adopt the agenda.

## 2. AUGUST 10, 2011 MEETING MINUTES

Draft meeting minutes of the last teleconference (August 10, 2011) were circulated in advance with the meeting background documentation. Ms. Pond invited amendments or corrections to the distributed draft; none were offered.

**ATTACHMENT #2**

**It was agreed by motion (D. McKinnon / K. Becking)** to approve the meeting minutes. It was also agreed to post the approved meeting minutes on the public portion of the TAC website.

**ACTION: SECRETARIAT**

## 3. COMMITTEE REPORTS

### a) **KNOWLEDGE MANAGEMENT COMMITTEE**

Ms. Hussey provided a report on behalf of the Knowledge Management Committee. She reminded the Council that the workshop is scheduled for Wednesday, September 14 at 8:30 a.m. in Salon 3 of the Shaw Conference Centre. She added that Kelvin Roberts representing Next Solutions!, Cindy Lucas representing the Ministry of Transportation of Ontario, Klaas Rodenburg representing Stantec Consulting Inc. and Jim Der representing Alberta Transportation will be leading the first half of the workshop.

Ms. Hussey added that four questions will steer the round table discussions:

- How do we raise the level of urgency or importance concerning effective knowledge management and the conception of organizational memory?
- How do we respond to the challenges of the amount of time required to undertake effective knowledge management?
- What are the best techniques for achieving various knowledge management objectives including the capture of organizational memory?
- Who should be responsible for the implementation of knowledge management including human resources, engineering, knowledge management, etc.?

Ms. Hussey affirmed that the Knowledge Management Committee will present the highlights and the findings of the workshop to the Council once the report is completed.

**ACTION: KNOWLEDGE MANAGEMENT COMMITTEE**

In closing, the Council will continue to monitor the beta-testing phase which will run throughout 2011 and will also assess the costs and benefits of long term maintenance of the *Virtual Mentor*. Ms. Hussey invited questions or concerns; none were offered. Ms. Pond thanked the Knowledge Management Committee for their efforts towards the 2011 TAC Conference Workshop.

#### **b) SKILLS DEVELOPMENT AND AWARENESS COMMITTEE**

Mr. Becking provided a report on behalf of the Skills Development and Awareness Committee. He reported that the Skills Development and Awareness Committee has carefully reviewed and discussed the Ms. Benyahia's proposal of the "*Virtual Online Laboratory for Intelligent Transportation Systems (ITS) Training Activities*". The Committee concluded that more work is needed prior to moving forward with the proposal.

Mr. Becking also noted that the Skills Development and Awareness Committee discussed potential ideas/topics for the upcoming 2012 TAC Conference Workshop. He added that the Committee focused on addressing its awareness mandate in support of the 2014 TAC Centennial Conference. Mr. Becking welcomed questions; none were offered. Ms. Pond thanked the Skill Development and Awareness Committee for their efforts and commitment.

#### **c) STUDENT OUTREACH COMMITTEE**

Ms. Buckley provided a report on behalf of the Student Outreach Committee. She reported that the Student Outreach Committee is generally focused on future priorities and potential areas of interest.

In her presentation, she noted that the Student Paper Award and priorities of the Committee will be shared with the Council under Agenda item #6 and #8. Ms. Buckley welcomed any questions or concerns; none were offered.

#### **4. CLIMATE CHANGE TASK FORCE UPDATE**

Ms. Crewe provided a report on behalf of the Climate Change Task Force. She reminded the Council that the Climate Change Task Force's mandate is currently mandated until April 2012. She reported that the Task Force recommended the renewal of their mandate until spring 2014.

Ms. Crewe informed Council members that the Climate Change Task Force will continue to focus on:

- Raising awareness
- Providing leadership for TAC Council and Committees
- Understanding the importance of high quality data
- Highlighting economic implications, and
- Addressing climate change in TAC products.

Ms. Crewe added that the Climate Change Task Force will identify, review and update its current work plan in conjunction with the survey findings in order to steer its focus on the identified needs.

#### **ATTACHMENT #3**

Mr. Clayton questioned how the difference between the current and original work plans. Ms. Crewe reminded the Council that the updated work plan will reflect the survey findings.

Ms. Lucas inquired about the changes in the Climate Change Task Force's membership. Ms. Crewe indicated that the membership remains the same with a few exceptions.

Ms. Pond invited any additional questions or concerns; none were offered.

## 5. Mentoring/ TRAC Program Update

Ms. Pond reminded the Council that the recommendation to pursue a national, three year (July 2011 through June 2014) membership with TRAC and approach the TAC Foundation to seek funding for the membership was not brought forward in the spring. She also reminded the Council that board members wanted more information prior to addressing/voting on the Council's recommendation. Ms. Pond thanked the Council members for debriefing their respective jurisdictional board members regarding the TRAC Program and suggested to bring the recommendation to the Board of Directors once again.

Roundtable discussions followed.

In closing deliberations, **it was agreed** not to bring forward the recommendation to the Board of Directors. **It was also agreed** that the Council will continue to fully support the Mentoring/TRAC Program and will revisit the recommendation at a later date.

## 6. 2011 STUDENT PAPER AWARD

Ms. Pond acknowledged the 2011 Student Paper Award Selection Committee (C. Clayton, H.Crewe, I. Benyahia and K. Buckley) for their efforts. She noted that nine (9) papers were evaluated on several criteria. She informed the Council of the results:

- **First Place:** *"Identifying High Collision Locations For Roadway Segments Without Traffic Volume Information" Submitted by: Rajib K. Sahaji*
- **Second Place:** *"Generating Carbon Offset Credits in Canada Using Weigh-in Motions" Submitted by: Marlis Foth*
- **Third Place:** *"Risk Mapping and a Physical-Attribute-Based Star Rating System for Road Safety Network Screening Purposes on Canadian Prairie Region Highways" Submitted by: Jane MacAgnus*

Ms. Pond indicated that each of the winners will be recognized with a plaque and a monetary prize at the Awards luncheon on Monday, September 12, 2011.

Ms. Buckley expressed the challenges pertaining to the availability and subjectivity of the Student Paper Award evaluation process. She suggested that the 2011 selection committee review the challenges and the evaluation criteria are needed in order to facilitate the process next year.

**ACTION: C. CLAYTON/H. CREWE/K. BUCKLEY/SECRETARIAT**

## 7. COUNCIL BUSINESS

### a) **REPORT TO THE BOARD OF DIRECTORS**

Ms. Pond drew attention to the Report to the Board of Directors which had been circulated in advance with the meeting documentation. She invited questions or concerns; none were offered.

**ATTACHMENT #4**

**b) EXECUTIVE DIRECTOR'S REPORT**

Ms. Pond welcomed Michel Gravel, TAC's Executive Director to the meeting. Mr. Gravel drew attention to the highlights of the Executive Director's Report to the Board of Directors.

Mr. Gravel reported that TAC has completed another successful year in terms of technical programs, membership-, volunteer participation, member services and networking opportunities. He noted that the membership numbers remain stable despite a number of amalgamation, mergers and other economic downturn.

Mr. Gravel was pleased to announce that the 2011 TAC Conference numbers exceeded targets in terms of attendance, exhibitors and revenue.

He also reported on major highlights which include:

- Success of Spring Technical Meetings
- Continuing efforts toward strengthening partnerships/relationships, both domestically and internationally
- Monetary commitments and priorities of the TAC Foundation
- Board of Director's approval of lengthening the duration of the business plan from three (3) years to five (5) years
- TAC Secretariat successes and action plans
- Upcoming 2012 Spring Meeting (Ottawa, ON) and Annual Conference (Fredericton, NB) and
- 2014 TAC Centennial

In closing, Mr. Gravel welcomed comments and/or questions; none were offered.

**ATTACHMENT # 5**

**c) VICE-CHAIR NOMINATIONS / ELECTIONS**

Ms. Pond drew attention to the Education and Human Resources Development Council Vice-Chair nominations and elections. She reminded the Council that the Chair serves a two-year term and is normally succeeded by the Vice-Chair. The position of Vice-Chair is filled by election by Council Members and is for a two-year term. In the event that the Chair position should become vacant prior to the completion of a term, the Vice-Chair will immediately fill the position.

Ms. Pond informed the Council that Ms. Lucas agreed to let her name stand for the position and proceeded to invite members to make additional nominations; none were offered. **It was agreed by motion (H.Crewe / K. Foster)** to approve the Vice-Chair recommendation.

Ms. Bisson informed the Council that changes will be reflected in the roster.

**ACTION: SECRETARIAT**

## **8. ROUND TABLE DISCUSSION: WHAT'S NEXT FOR COMMITTEES?**

Mr. Haas provided a brief overview of the Council's history, accomplishments and current status.

Mr. Clayton invited Alan Gee, Director of Organizational Development and Learning at Stantec Consulting Ltd, to initiate the round table discussions. Mr. Gee posed the following questions to the Council:

- What are the needs and/or priorities of the Education and Human Resources Development Council?
- How can the Council achieve the identified needs and/or priorities?
- What are the timeframes and/or deadlines?
- Is there enough time and resources to meet the needs and/or priorities of the Council?

Round table discussions followed.

The Council established five (5) priorities:

- Talent Management / Succession Planning
- Development / Mentoring
- Leadership
- Retention
- Effective Communication

**It was agreed to focus on the following top three (3) priorities:**

- Succession Planning
- Career Development
- Retention

**ACTION: EHRDC**

## **9. 2011 TAC CONFERENCE**

Ms. Pond drew attention to some of the highlights of the 2011 TAC Conference which include:

- Registrations
- Exhibition
- Welcome Reception
- Awards Luncheon
- Prairie Stars Night
- Annual Luncheon
- President's Luncheon

The TAC Secretariat reminded the Council that any questions or concerns regarding the TAC Conference could be directed to the Secretariat personnel.

## **10. 2012 TAC CONFERENCE**

Ms. Pond invited Council Members to share their ideas relating to the 2012 TAC Conference.

On behalf of the Student Outreach Committee, Ms. Buckley indicated that the Committee would like to focus on innovation using the Dragon Den's, which was inspired by the Ministry of Transportation on Ontario's Innovation Program.

Ms. Lucas encouraged the work shop's concept based on the experiences and recent successes within the Ministry of Transportation of Ontario. She added that this particular concept focuses on the importance of the innovative process in both the public and private sectors.

On behalf of the Skills Development and Awareness Committee, Mr. Becking indicated that the Committee would like to focus on identifying needs and trends within the industry for a ten-year horizon and identifying means to satisfy these needs. He added that the Committee would also address public awareness issues related to transportation infrastructure planning, design, construction, maintenance, operation and rehabilitation as indicated in the overview section of the terms of references.

Round table discussions followed.

**It was agreed** to discuss the 2012 TAC Conference during the next teleconference.

**ACTION: EHRDC**

**11. NEXT MEETINGS**

**It was agreed** to schedule the next teleconference on September 27, 2011 at 13h00 Eastern Time.

**ACTION: SECRETARIAT/ EHRDC**

**12. ADJOURNMENT**

There being no further business, the meeting was adjourned.

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**PREPARED BY: Josée Bisson**

**DISTRIBUTED: September 27, 2011**