



ITE CANADA

Technical Liaison Committee

Terms of Reference

Revised December, 2023

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1. Purpose of the Technical Liaison Committee

Terms of Reference

This document outlines the background and purpose of the ITE Canada Technical Liaison Committee (TLC). The TLC is to be the coordinating body between the ITE Canada Executive Committee (hereinafter referred to as the “ITE Canada Executive”) and the ITE Canada Board (hereinafter referred to as the “Board of Directors”), ITE International and its Councils, and other technical organizations, for project development, technical information dissemination, and other technical initiatives of the Institute.

These terms of reference supersede the June 2018 Terms of Reference and should be read with and incorporated into the current ITE Canada Executive Guidelines.

2. Background of the Technical Liaison Committee

The TLC was originally formed in early 2006 to address communications, technical projects, and to support initiatives. The TLC is a small group of ITE Canada members who have a keen interest in transportation engineering, planning, and policy development. These members have the opportunity to contribute to a variety of technical projects that have a direct impact on the future of transportation both in Canada and internationally.

Since the TLC is a coordinating body tasked with ensuring that volunteers have the tools and support required, it generally does not directly involve itself with the working elements of active projects. However, the TLC does set project priorities, maintains communications, and ensures schedule compliance.

3. Mandate

The TLC mandate is to ensure that ITE Canada members have the opportunity to participate in technical projects through:

- ITE Coordinating Council participation;

- Coordination of ITE Canada appointees on ITE Council executive committees;
- Coordination of ITE Canada appointees on Transportation Association of Canada committees;
- Dissemination of technical projects and initiatives through ITE and other organizations; and
- Oversight of ITE Canada technical initiatives.

4. Reporting Structure

The TLC reports to the ITE Canada Board through the Executive Committee. An appointed member of the ITE Canada Executive will liaise between the TLC and the ITE Canada Executive. The ITE Canada Executive Member will ensure the timely conveyance of communications, materials, and requests/requirements between both groups.

Through the TLC, the ITE Appointees, TAC Appointees, and Technical Project Appointees report to the ITE Canada membership.

5. TLC Membership

A minimum of four members will comprise the core of the TLC with the appointed member of the ITE Canada Executive Committee as liaison. At least two of the members will be designated to focus on coordination with TAC activities and at least two members will be designated to focus on coordination with ITE International and its Council activities. Additional members may be identified to coordinate with additional partner organizations.

The ITE Canada President will be an ex-officio member of the TLC to coordinate ITE Canada involvement in TAC and ITE International.

TLC members will nominate the TLC Chair and Vice-Chair for a two-year renewable term. The Vice-Chair is encouraged to move into the Chair position once the Chair has completed their term. The outgoing Chair is encouraged to remain as a resource for the TLC Committee for up to one year, although not as an official member.

Committee members will serve up to a six year term on the TLC. This term can be extended if the member is entering into, or is in the Chair or Vice-Chair position at the end of their sixth year, until they complete their term in the Chair position.

With approval from the ITE Canada Executive, the TLC will issue a call for volunteers when additional TLC members are required. Preference will be given to TAC appointees and appointees to ITE Council executive committees. The new member(s) will be recommended by the TLC, and appointed by the ITE Canada President.

TLC members must remain ITE members in good standing throughout the period of their appointment.

6. Meetings and Attendance

At least one in-person and up to 12 teleconference meetings are typically held annually by the TLC. The in-person meetings are typically held in the days prior to the ITE Canada Annual Conference.

The TLC Chair or Vice-Chair will attend the ITE Council Leadership Team meeting. The Council Leadership Team meets at least twice each year, with in-person meetings scheduled as part of the Transportation Research Board Annual Meeting and the ITE Annual Meeting. The remaining meeting(s) are typically held via webinar and teleconference as determined by the Council Chair.

The TLC shall appoint one member and one alternate to attend the Transportation Association of Canada Spring and Fall Technical meetings.

If more than two successive meetings are missed without explanation, a member may be removed from the TLC.

Travel expenses and costs related to the attendance of in-person meetings are funded through the TLC's Administration budget and in accordance with the ITE Canada Reimbursement of Expenses Policy. ITE also provides travel assistance each year for travel and accommodations related to the ITE Canada Representative attending the in-person meetings of the Council Leadership Team.

7. Duties and Responsibilities

Duties and responsibilities of the TLC are as follows:

- 1) Identify and prioritize Canadian technical needs and issues through communication with the ITE Canada membership.
- 2) Oversee the delivery of quality technical initiatives and products to the Canadian transportation community by administering and directing Canadian technical activities and projects, and facilitating ITE Canada member participation in technical projects.
- 3) Coordinate ITE Canada appointees on the ITE Councils and Committees, and Transportation Association of Canada Councils and Committees.
- 4) Work with partner organizations to identify technical projects of interest to be funded/supported by ITE Canada.
- 5) Develop and manage the TLC budget as approved by the ITE Canada Board of Directors.
- 6) Communicate regularly with the membership by:
 - a. Coordinate with TAC and ITE Appointees to provide current content for TLC articles in Transportation Talk;
 - b. Participate in the ITE Canada Annual Conference to highlight activities of the committee;
 - c. Maintaining the TLC web pages on the ITE Canada website, reviewing and updating annually; and
 - d. Communicating through other means/media as needs arise.

The ITE Canada Communications Lead will take a lead role in supporting the TLC's communications needs.

- 7) Increase the awareness and availability of ITE technical initiatives for the Canadian transportation community.
- 8) Promote ITE Canada technical products to ITE International members.
- 9) Manage (i.e. call for submissions, adjudication) and promote the Transportation Achievement Awards and the recommendation for the Stan Teply Award to the ITE Canada Executive.

- 10) Provide an update to the ITE Canada Board of Directors as part of the quarterly ITE Canada Board Meetings.

8. Management of Projects

Project Managers (PMs) will be chosen from the ITE Canada membership for the administration and delivery of projects on behalf of the TLC. PMs will typically be selected through a call for volunteers or the active volunteer pool. Appointment of PMs will be by the ITE Canada President. A TLC member will also be assigned as the project liaison to provide regular communication between the TLC and the Project Steering Committee.

9. Meeting Management, Agendas, and Reporting

Meetings will be scheduled in advance.

- The Chair or Vice-Chair will develop meeting agendas and coordinate associated materials.
- Materials will be sent out for review in advance of meetings.
- Responsibility for meeting minutes is shared by all TLC members. Minutes are recorded in real time during the meetings.
- TLC meeting notices, agendas and minutes will be made available to the ITE Canada Executive and stored in the data storage area assigned by the ITE Canada Business Manager.
- Upon invitation, the Chair or Vice-Chair will present on the activities of the TLC to the ITE Canada Executive and Board of Directors at the quarterly Board meetings.

10. Decision Making

Development of consensus is the goal of the TLC members for all decision-making activities. In the absence of achieving consensus, a majority vote of all TLC core members will complete the decision-making process. In the event of a tie vote, the appointed member of the ITE Canada Executive will break the tie.

11. Terms of Reference Review

The Terms of Reference for the TLC will be reviewed every four years, or as required. Any changes or updates to the document will need to be approved by the ITE Canada Executive and Board of Directors.