

1. Purpose

The purpose of establishing the Technical Advisory Committee (TAC) is to assist the waterfront industry in an advisory capacity to review, consider and make recommendations to the COR Board of Directors (BoD) on the development and implementation of the Certificate of Recognition Program (COR).

2. Objective

The role of the TAC is one of making recommendations. Specific duties of the committee include:

- Provide advice for strategic and operational implementation.
- Assist with developing implementation strategies in key areas
- Provide support for COR planning including;
 1. registration requirements
 2. the development and implementation of the auditing tool
 3. the development and ongoing support of training relating to COR
 4. the development and ongoing support of an industry wide Disability Management and Return to Work Strategy
- recommending objectives and direction for the BCMEA COR program
- ensuring activities of the committee are open and transparent

3. Terms of Membership

The TAC is comprised of (10) ten members (9 voting members) as follows:

- (1) One BCMEA Committee Chair Member;
- (7) Seven management members that will represent companies from each of the (7) Seven WorkSafeBC Classification Units; and
- (1) One representative from Labour; and
- (1) One representative from WorkSafeBC; (ex-officio)



4. Conditions of Membership

The following conditions of membership should be met:

- Members will be allowed (1) one designated alternate in their absence. The designated alternate must be fully versed on the program requirements and will be included in email communications and material distribution.
- Members shall participate fully in Committee discussions
- A member who is absent from three consecutive scheduled meetings of the Committee without just cause may be asked to resign.
- Each member of the committee will continue to be a member until a successor is appointed.
- Members will adhere to the corresponding roles and responsibilities outlined in this document.
- Members will adhere to all committee guidelines in this document.

5. Quorum

Before conducting committee business, the committee must be certain that it has reached a quorum. A quorum indicates the number of members that must be present to have a legal meeting.

A quorum will exist when at least 50% of the voting members are in attendance.

If a quorum cannot be reached, the meeting shall be adjourned immediately. Any actions taken in the absence of quorum are void.

6. Proceedings

The goal of the committee will be to function through consensus, however if consensus can't be reached, decisions will be made by simple majority. Any reason for non-consensus shall be presented to the Board of Directors (BoD) along with the recommendation of the committee.



7. Meeting Minutes

Minutes represent the actions of the committee. Sufficient information should be included to describe how committee members reasonably came to decision.

Minutes will be recorded in writing by the BCMEA and shall include the date, time, attendance, topic, discussion and decision of the TAC and sent to all committee members.

A draft copy of the minutes of each TAC meeting, approved by the Chair, shall be circulated to the members of the committee prior to the next meeting for the purpose of adopting and verifying said minutes.

8. Role of Chair

The TAC will be chaired by the Manager, Safety Systems from the BCMEA or their designate.

The Chair shall:

- Control the meetings;
- Ensure that all participants have an opportunity to speak;
- Review agendas; and
- Review previous meeting reports and material prior to the meetings

In the event that the Chair is unable to fulfill their duties, the designate appointed by the Chair will undertake their responsibilities.

9. Role of Secretary

The BCMEA will provide secretary services that will:

- Take meeting minutes and distribute within 7 days of the meeting
- Prepare/distribute meeting agendas
- Update committee member contact information



10. Role of Management Committee Members

All company elected management and union members will be responsible for participating fully in Committee discussions and will adhere to all committee guidelines as stated in these Terms of Reference.

11. Role of Technical Advisory Committee (TAC)

The responsibility of each member of the TAC is to:

- To perform under the guidance and control of the chairperson, the necessary investigations and other work required assigned within its scope determined by BCMEA COR as thoroughly and quickly as required.
- To keep the BCMEA COR informed of progress
- To identify issues to the BCMEA COR for appropriate action

12. Communication

All members are expected to communicate with their respective jurisdictions on issues discussed at the meeting.

The committee encourages members to openly share with their industry groups where appropriate, keeping in mind that all members are bound by general confidentiality.

13. Amendments

Amendments to the Terms of Reference can be recommended by committee agreement.

The approved Terms of Reference shall be distributed to all committee members.

14. Confidentiality

Confidentiality is the safe guarding of private member information by the COR TAC and by everyone involved in its operation. Confidentiality is a basic right of individual members and an ethical obligation of the committee.

Any COR records, material and information obtained by a member of the committee that is considered confidential must be clearly identified as such.



15. Access to Records

In performing any of its duties and responsibilities, the committee shall have access to COR-related materials and records from the BCMEA required for the execution of the committee's obligations.

16. Meeting Process

Meetings of the TAC will be held three times per year to coincide with Certifying Partner meetings or at the call of the Chair, provided that:

- An agenda stating the time, place and discussion will be distributed by the Secretary prior to each meeting;
- Reasonable notice has been given in writing or by email to all committee members, minimum of (14) fourteen days before the meeting;