

BRIDGE INSPECTION AND MAINTENANCE COMMITTEE CHARTER

MISSION

To assist the Bridge Process Management Committee (BPMC) in its role of providing advice and recommendations to the Divisional Executive Committees for Engineering Services Division and Regional Services Division on policy, management and standards relating to the department's Bridge Inspection and Maintenance (BIM) system. The BIM Committee will contribute to the safe and efficient operation of Alberta's highway network by ensuring consistent, appropriate, cost-effective and innovative bridge inspection practices.

GUIDING PRINCIPLES

The Committee will conduct itself in a manner that is consistent with the vision, mission and guiding principles for the Department and Division. In addition, the Committee will:

- Operate within its mandate.
- Focus on priorities based on the Department's Strategic and Business Plans and the Division's Operational Plan.
- Foster innovation by the encouragement and promotion of new ideas and improvements.
- Utilize the resources available to it in an optimal manner.
- Ensure that issues/innovations outside its area of responsibility are referred to the appropriate responsibility area.
- Encourage the views of all parties.
- Make decisions by consensus to the extent possible.
- Rotate lead positions to maximize the participation and development of the members.

MANAGEMENT SPONSOR

The Management Sponsor will be as appointed by BPMC and will:

- Provide guidance on the current philosophy/vision of the department.
- Ensure that the committee is operating within its mandate and areas of responsibility.
- Provide direction on established practices, standards, policies and procedures.
- Bring requests to the committee for investigation, advice, and/or recommendation and ensure follow-up.
- Bring advice, recommendations and input from the committee to BPMC.
- Provide feedback to the committee from BPMC on its advice and recommendations.
- Promotes awareness of the accomplishments of the committee.

MANDATE

Role

The role of the Committee will be to:

- Provide advice and recommendations on bridge inspection practices, including delivery of the bridge inspection contracts and system requirements to support these activities.
- Promote the consistent application of these practices through process definition, innovation, and information sharing.
- Identify and solve system problems, and identify future requirements and enhancements for the system.
- Guide development and enhancement of system documentation, training materials, and communication releases.
- Review and revise system components such as certification process, quality assurance checks, ratings guide changes, and contract delivery.
- Develop and promote strong communication, relationships, collaboration and teamwork between branches and divisions.

Membership

- One representative from BPMC (Bridge Manager, management sponsor).
- One representative from each region involved in the delivery of the inspection contracts (engineer or technologist).
- Three representatives from Technical Standards Branch (Bridge Preservation Specialist, Bridge Management Engineer, Bridge Maintenance Technologist).

The chair position shall be elected to two-year terms on alternating cycles.

Operation

The business of the committee will be undertaken through regular meetings, with an expectation of about 4 meetings per year. Teleconferences may be used as appropriate. Certain tasks may be assigned to individuals or groups to collect more information on specific issues.

A quorum of two-thirds of the membership is necessary when voting on an issue for decision.

ACCOUNTABILITY

The Committee will demonstrate its accountability and value by providing:

- An operational plan at the beginning of each year.
- A report detailing its accomplishments at the end of each year.
- A record of its business (meeting minutes, decisions, recommendations, etc) in a standard format and made available to appropriate staff and other stakeholders.

Effective Date : September 28, 2012

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