



Ontario Road Information Exchange (ORIE) - Governance Committee (GC) - Terms of Reference

Document Control

TITLE	Ontario Road Information Exchange (ORIE) Governance Committee - Terms of Reference
STATUS	Approved
DATE	2019-09-27
VERSION	1.0
REPLACES	Drafts
DESCRIPTION	Terms of reference for the Ontario Road Information Exchange (ORIE) Governance Committee.
REFERENCES	Ontario Road Information Exchange (ORIE) Defined document
DOCUMENT OWNER	ORIE GC Coordinator, Ontario Good Roads Association (OGRA)
APPROVERS	1. Ontario Good Roads Association (OGRA), Executive Director 2. Transnomis Solutions Inc. (Transnomis), CEO
AUDIENCE	1. Ontario Good Roads Association (OGRA) 2. Transnomis Solutions Inc. (Transnomis) 3. OGRA ORIE Governance Committee
ASSOCIATED DOCUMENTS	1. Committee membership list

Version History

Version	Date	Notes
1.0	190927	Approved by OGRA and Transnomis



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Type

The ORIE GC is an advisory committee.

Mandate

The mandate of the Ontario Road Information Exchange (ORIE) Governance Committee (GC) is to provide Transnomis Solutions Inc. and the Ontario Good Roads Association (OGRA) with the direction required to ensure that ORIE addresses the needs of OGRA members, and other ORIE stakeholders.

Goals for Committee

The goals for the ORIE GC are as follows:

1. ORIE addresses the needs of OGRA municipal member clients of ORIE.
2. Changes to ORIE take into consideration the needs of all ORIE stakeholders.

Scope

The scope of the ORIE GC's activities are as follows:

1. Propose changes to the ORIE vision and mission.
2. Propose changes to the ORIE goals and objectives.
3. Propose changes to the ORIE data distribution policy.
4. Propose changes to the ORIE supported issue types, traffic impact types, and location types.
5. Propose changes to ORIE best practices.
6. Identify opportunities for OGRA to leverage ORIE to the direct benefit of Ontario municipalities, e.g. influence navigation practices.

Committee Management

OGRA will provide a Committee Coordinator, that will fulfill the secretary role.

The ORIE GC shall elect from its members a chair who shall serve for a defined period.



Committee membership

At least One (1) OGRA staff shall hold a permanent position as the ORIE GC Coordinator.

In addition to the OGRA staff, the ORIE GC shall consist of no more than Ten (10) members and no fewer than Seven (7).

The membership shall reflect the OGRA membership and shall as much as possible have representatives from OGRA's Southwest, South Central, South East, and Northern Zones.

Committee members shall as much as possible come from:

- Small, medium, and large municipalities
- Lower, upper and single tier municipalities
- All regions of the province

The ORIE GC shall include municipal emergency responder representatives. Preferably they shall be identified or supported by their provincial chief's organization.

An addendum is used to maintain the membership list.

Membership term

Membership term has been set at three years.

If a member misses two or more meetings in a row, they may be asked to reconsider their participation.

If a member misses three meetings in a row, they may be replaced.

Meetings

Frequency

The ORIE GC shall meet no less than once per quarter.

Quorum

Quorum is a majority of members participating in person.



Meeting expenses

Meeting expenses are the responsibility of the ORIE GC member at this time.

Committee members may participate electronically, using a web meeting.

Committee resources

The OGRA Interchange application shall be used to support the ORIE GC. It shall serve as a document repository, and support communications among committee members.