CMHA BC & Actsafe Safety Association Partnership

People Working Well

Technical Advisory Committee (TAC)

– Terms of Reference (ToR)

Overview

The TAC ToR provides guidelines and clear direction to committee members, to help manage expectations, enable the committee to be effective and efficient, and hold itself accountable for its activities. The document also provides information on the committee's purpose, membership competencies and composition, roles & responsibilities, time commitment, process and decision making.

Purpose

A TAC is an ad-hoc advisory committee brought together to contribute towards a project for a limited amount of time. The TAC brings together individuals with unique knowledge and experiences pertaining to the specific topic at hand. This group is the primary source of technical expertise and feedback to leverage during the project.

The purpose of the TAC is to enable a streamlined approach to gather ideas, content, and feedback for Actsafe during resource development projects. This is achieved by providing the following competencies.

Competencies

Competency	Description
Technical Knowledge	Provide subject matter expertise throughout the project. Knowledge and expertise in a specific sector of the BC arts and entertainment industry, ideally with additional knowledge of workplace health and safety.
Voice of Employer	Provide a closed-loop channel that captures and summarizes employer perspective, input and feedback for the project. This includes providing employer experiences on the topic and expectations for the deliverable.

Voice of Worker	Provide a closed-loop channel that captures and summarizes worker perspective, input and feedback for the project. This includes providing worker experiences on the topic and expectations for the deliverable.
Trust & Authority	Provide a trusted extension of the Standing Committee, enabling authority and decision-making power to reside within the TAC. Upon presentation of the final deliverable, the Standing Committee should be confident in the TAC's due diligence and decisions, enabling a streamlined review and approval process. Actsafe's Project Sponsor will provide final approval for the product to be published, on behalf of Actsafe.

Membership

The TAC will consist of a volunteer group approved by Actsafe (Project Sponsor) of approximately 10-15 members. TAC membership recruitment will be through a call for volunteers, by reaching out to targeted prospects, and by reviewing expressions of interest. Approval of TAC members will be based on alignment, knowledge, and expertise to the resource in development.

Roles & Responsibilities

Role	Responsibilities	Number	Required?
Actsafe Project Lead	TAC lead, meeting Chair, resource and training process owner	1	Yes
Actsafe Project Sponsor	Approval authority of TAC members, products, spending, etc. Attends mtgs, as needed.	1	Yes
Subject Matter Experts (SME)	Share technical knowledge and the voice of stakeholder	4-12	Yes
Guests	Gather and share technical information, as per the topic(e.g. WSBC, Topic SME)	1	No, up to discretion of Project Sponsor and Lead

Technical Writer/Content Developer	Resource editorial lead	1	No, up to discretion of Project Sponsor and Lead

Governance, Decision Making & Approvals

The TAC will be chaired by the Project Manager. The Chair is responsible for facilitating meetings, setting agendas, developing slide decks, drafting minutes, tracking action items and progress, and ensuring alignment with the goals of the partnership. The Chair will serve as a neutral facilitator and will not make unilateral decisions on behalf of the group. Decisions will be made collaboratively. Where needed, the Project Sponsor will have final approval.

Composition

#	Role	Name	Title	Organization	Email
1	Actsafe Project Lead	Kate Bateman	Project Manager & Industry Advisor	Actsafe	katebateman@actsafe.ca
2	Actsafe Project Co-Sponsor	Daniel Farley	Director – Industry Health & Safety	Actsafe	danielfarley@actsafe.ca
3	Actsafe Project Co-Sponsor	Lauren Melleney	Workplace Mental Health Director	CMHA BC	lauren.melleney@cmha.bc.ca;
4	Subject Matter Experts (SME) – workplace mental health	Ashley Rinas	Workplace Programs Manager	CMHA BC	ashley.rinas@cmha.bc.ca;
5	SME - major motion picture production - worker	TBD			

6	SME - major motion picture production - employer	TBD			
7	SME - independent motion picture production - worker	TBD			
8	SME - independent motion picture production - employer	TBD			
9	SME - performing arts live events production - worker	TBD			
10	SME - performing arts live events production - employer	TBD			
11	SME - live performance venue – worker	TBD			
12	SME - live performance venue - employer	TBD			
13	Content Development and Coordination	Ellie Paden	Workplace Projects Coordinator	CMHABC	ellie.paden@cmha.bc.ca;

14	Content Development and Coordination	David Yu	Workplace Projects Coordinator	CMHABC	david.yu@cmha.bc.ca;
15	Guests (ad hoc)	TBD			

Process

Within Scope

Activity	Before	During	After
Content Meeting	• Read pre-meeting materials • Gather information from represented industry members	• Support creation of key message(s) • Provide technical information and data • Provide employer and worker perspectives	• Complete required action items • Update represented industry members, as needed
Feedback Meeting	• Read pre-meeting materials • Gathering feedback from represented industry members • Share initial feedback prior to meeting, within requested timeline	• Provide technical content feedback • Provide employer and worker perspectives	• Complete required action items • Update represented industry members, as needed

Ad-hoc Advisory	• Not applicable	• Provide ad-hoc advisory as needed throughout the course of the project	• Not applicable

Outside of Scope

- TAC performing project management
- TAC wordsmithing, formatting, or branding documents and content
- TAC supporting requests after the document has been accepted and project has closed
- TAC attending Steering Committee meetings (unless already involved)
- TAC performing activities not included within the resource development process

Shared Commitments

The TAC membership term will last from project initiation (Sept. 1, 2025) to closing (March 31, 2026), when the resource(s) are published and marketed, and the project has been evaluated.

Members must attend the scheduled partnership meetings, which are held twice per month and run for approximately 2-4 hours and mostly virtual. Regular attendance is essential to maintain continuity, contribute to collaborative planning, and support decision-making processes. If a member is unable to attend a meeting, they are encouraged to provide advance notice and input to the group where possible.

Members must also contribute time outside of scheduled monthly meetings, including but not limited to pre-reading meeting materials, and communicating via email for another approximately 1-2 hours/week.

In total, TAC members should expect to spend about 2-4 hours/week, 8-16 hours/month for 7 months for a total of approximately 100 hours.

TAC members' time is on a volunteer basis, and no remuneration, nor reimbursement of related expenses will be provided.

Topic	Guideline
Decision Making	If the TAC does not naturally reach consensus or come to a solution, votes will be cast and majority will rule for advisory purposes. The Standing Committee will also weigh in providing consensus-based strategic advice. The Actsafe team (Project Sponsor, CEO) or Board may need to be brought in to make certain decisions, if there is enough challenges.
Frequency	The TAC will assemble for one kick-off and one wrap-up meeting for the project, ideally in-person, with additional bi-weekly virtual meetings in between for advisory purposes, as needed.
Procedures	For all meetings, the TAC will follow the lead of the meeting Chair (i.e. Project Lead), who will set an agenda with pre-determined outcomes. The chair will also determine when to proceed to the next agenda item, call for a vote (when necessary), and adjourn meetings.

Agenda	An agenda will be distributed to all TAC members prior to meetings by the meeting Chair (i.e. Project Lead), as stated in the process document. The agenda will determine discussion points, allotted times, and other meeting details, however the agenda is flexible in how it is applied and can adapted as a meeting progresses. Ideally, all meeting materials will be sent one week prior to each meeting, to give TAC enough time to review material and come to meeting prepared to provide feedback.
Quorum	Although meetings should try to work with the schedules of the TAC, if members must miss meetings, quorum is considered the majority of the TAC (i.e. more than 50%). If quorum is present at the opening of a meeting, the meeting may proceed. Example: If the TAC consists of 6, quorum is 4; if the TAC consists of 7, quorum is 4.
Communication	Communication across TAC members may be required before and after meetings. If formal business communication is taking place (i.e. completing an action item), the Project Lead should be cc'd to remain up to date on the progression of the project and quality of work.