

ACEC-Ontario – MTO Executive Committee

Terms of Reference

March 2023

1. Mandate

The mandate of the executive committee is to engage in joint discussions between the Association of Consulting Engineering Companies-Ontario (ACEC-Ontario) and the Ministry of Transportation of Ontario (MTO) to provide support for and/or identify and resolve issues related to engineering services or the construction contract administration industry in Ontario, specific to MTO assignments and contracts.

2. Objective

The objective of the executive committee is to provide a collaborative environment to discuss topics of mutual benefit for both the engineering/contract administration industry and MTO.

3. Governance and Membership

The Executive Committee provides support and makes decisions on topics of interest or items brought forward by the ACEC-Ontario – MTO subcommittees.

The committee is responsible for the endorsement of the terms of reference and workplan for all relevant subcommittees.

The executive committee is co-chaired by one individual from ACEC-Ontario and one MTO member. It is the responsibility of ACEC-Ontario and MTO to select their respective co-chairs.

MTO membership includes representation from various areas within the Transportation Infrastructure Management Division including the Assistant Deputy Minister's Office, the Design and Engineering, Capital Program Delivery, Asset Management Branch, and Standards and Contracts Branches.

It is the responsibility of ACEC-Ontario to ensure they provide qualified representatives and, therefore, member numbers will be variable. The expectation is that ACEC-Ontario represents all member firms, regardless of the size of the organization and if the firm does not have a representative on the committee and/or the relevant subcommittees.

4. Meetings

The Executive Committee will meet a minimum of twice annually. Exact meeting dates will be set with input from members of both ACEC-Ontario and MTO.

It is recommended that at least one meeting occur by a hybrid model (participation by a combination of in-person and virtual) while the remaining meetings occur virtually.

Ad-hoc meetings may be scheduled, as deemed necessary, when requested by either ACEC-Ontario or MTO.

5. Meeting Agenda and Meeting Topics

The meeting agenda will be based on action items from the previous meeting.

MTO leads the process in creating an initial agenda.

Each organization may then add specific meeting topics, at minimum two weeks in advance of the scheduled meeting.

The agenda is finalized a minimum of three days prior to the meeting, with input from both organizations.

MTO is responsible for distributing meeting information to all MTO members and to the ACEC-Ontario coordinator and staff member.

ACEC-Ontario is responsible for distributing meeting information to all ACEC-Ontario members.

6. Meeting Notes

MTO will create draft meeting notes.

Draft meeting notes will be shared with ACEC-Ontario for additional input and edits, as soon as possible following the meeting.

ACEC-Ontario will then provide MTO with any additional input and edits as soon as possible after receiving draft notes from MTO, so that the final draft version can be completed in a timely manner.

Meeting notes will be finalized via e-mail. Items actioned for follow up will be discussed at the subsequent meeting.

Approved final meeting notes will be uploaded to MTO's Technical Consultation Portal. MTO will inform the ACEC-Ontario coordinator and staff member when the notes have been posted.