

MTO – ORBA Executive Committee

Terms of Reference

1. Mandate

The mandate of the executive committee is to provide an opportunity for joint discussions between the Ontario Road Builders' Association (ORBA) and the Ministry of Transportation Ontario (MTO) to identify and address issues related to the construction industry in Ontario, specific to MTO contracts with a focus on highway program delivery, construction, and maintenance.

2. Objective

The objective of the executive committee is to provide a collaborative environment to share information and to discuss and progress topics of mutual benefit for both the construction industry and MTO.

3. Governance and Membership

The committee provides support and opportunity for discussion of topics of interest or recommendations discussed at the ORBA – MTO subcommittees.

The committee is responsible for the endorsement of the terms of reference for ORBA subcommittees

The executive committee is co-chaired by one individual from ORBA and one MTO member. It is the responsibility of ORBA 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 Capital Program Delivery Branch, Asset Management Branch, Design and Engineering Branch, and the Standards and Contracts Branch. Standing MTO membership includes Highway Operations Branch representation from Operations Division.

Other ministry leadership may join the committee meeting on an ad hoc basis for related agenda items, where required.

It is the responsibility of ORBA to ensure they provide qualified representatives and, therefore, member numbers may be variable. The expectation is that ORBA represents all member companies, regardless of the size of the organization and whether the company has a representative on the committee or not.

4. Meetings

The committee will meet a minimum of twice annually. Exact meeting dates will be set with input from members of both organizations.

It is recommended that at least one meeting occurs 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 organization.

5. Meeting Agenda and Meeting Topics

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

MTO leads the process of creating an initial agenda.

Each organization may then add specific meeting topics, at minimum 2 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 the ORBA coordinator and staff member.

ORBA is responsible for distributing meeting information to all ORBA members.

6. Meeting Notes

MTO will create draft meeting notes.

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

ORBA 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.

The notes will be finalized via e-mail between MTO and ORBA. Any 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 ORBA coordinator and staff member when the notes have been posted.