

## **MTO – ORBA Contracts and Documents Subcommittee**

### **Terms of Reference**

#### **1. Mandate**

The mandate of the subcommittee 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 resolve issues related to the construction industry in Ontario, specific to MTO contracts.

#### **2. Objective**

The objective of the subcommittee is to provide a collaborative environment to discuss topics of mutual benefit for both the construction industry and MTO.

#### **3. Governance and Membership**

The subcommittee provides support to the ORBA – MTO Executive Committee.

The subcommittee 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 Contract Management, Claims, Construction Management, and Capital Planning and Programming Offices. The above position allocation to the committee ensures MTO's subject matter experts are appropriately aligned with the subcommittee scope. Other ministry participants may join the committee meeting on an ad hoc basis for related agenda items, where required.

It is the responsibility ORBA to ensure selected members are subject matter experts related to the Subcommittee scope. Size of subcommittee may be variable based on the tabled issues and subject matter experts required from the two parties. The expectation is that ORBA represents all member companies, whether the company has a representative on the subcommittee or not.

#### **4. Meetings**

The subcommittee 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 with input from both organizations and is distributed 1 week prior to the meeting.

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.