

ACEC-Ontario – MTO Engineering Subcommittee

Terms of Reference

February 2023

1. Mandate

The mandate of the subcommittee is to engage in joint discussions between the Association of Consulting Engineering Companies-Ontario (ACEC-ON) and the Ministry of Transportation Ontario (MTO) to identify and resolve issues related to the engineering services industries in Ontario, specifically related 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 engineering services industry and MTO and to seek resolution to issues. A work plan may be developed, which will include target dates and planned timelines. The workplan items and associated timelines will be subject to operational needs and pressures and are subject to change.

3. Governance and Membership

The subcommittee provides support to the ACEC-ON – MTO Executive Committee. Issues that cannot be resolved at the subcommittee, may be escalated to the Executive Committee.

The subcommittee is co-chaired by one individual from ACEC-ON and one MTO member. It is the responsibility of ACEC-ON 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, Design and Contract Standards, Engineering Program Delivery, Capital Planning and Programming and Major Planning and Innovation Offices.

It is the responsibility of ACEC-ON to ensure they provide qualified representatives and, therefore, member numbers will be variable. ACEC-ON represents all member firms, regardless of the size of the organization or if the firm does not have a representative on the subcommittee.

4. Meetings

The subcommittee will meet a minimum of twice annually. An increase to this minimum frequency can be made through mutual agreement based on operational needs. Meeting dates will be set with input from members of both organizations.

Both Co-chairs or their assigned delegates shall be in attendance at each meeting.

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

Ad-hoc meetings may be scheduled, as deemed necessary, when requested by either organization.

5. Meeting Agenda and Meeting Topics

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 but no later than 2 weeks in advance of the scheduled meeting.

The agenda is finalized with input from both organizations.

MTO is responsible for distributing meeting information to all MTO members and to the ACEC-ON co-chair and staff member.

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

6. Meeting Notes

MTO will create draft meeting notes.

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

ACEC-ON 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 ACEC-ON co-chair and staff member when the notes have been posted.