

# **OAPC – MTO Hot Mix Asphalt Subcommittee**

## **Terms of Reference**

### **1. Mandate**

The mandate of the subcommittee is to provide an opportunity for joint discussions between the Ontario Asphalt Paving Committee (OAPC) and the Ministry of Transportation Ontario (MTO) on topics related to Hot Mix Asphalt industry and its application onto MTO contracts.

### **2. Objective**

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

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

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

The subcommittee is co-chaired by one individual from OAPC and one MTO member. It is the responsibility of OAPC 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, Engineering Materials Office, and Regional Quality Assurance 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 OAPC 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 OAPC represents all member companies, whether the company has a representative on the subcommittee or not.

### **4. Meetings**

The subcommittee will meet four times annually. Exact meeting dates will be set with input from members of both organizations.

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, 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 OAPC coordinator and staff member.

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

## **6. Meeting Notes**

MTO will create draft meeting notes.

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

OAPC 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 OAPC. 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 OAPC coordinator and staff member when the notes have been posted.