

MTO – ACEC-Ontario Contract Administration Subcommittee

Terms of Reference

1. Mandate

The mandate of the subcommittee is to engage in regular joint discussions between the Ministry of Transportation Ontario (MTO) and Association of Consulting Engineering Companies-Ontario (ACEC-Ontario) to identify and resolve issues related to the construction contract administration 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 MTO and the construction contract administration industry 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 MTO – ACEC-Ontario Executive Committee.

The subcommittee is co-chaired by one individual from MTO and one ACEC-Ontario member. It is the responsibility of MTO and ACEC-Ontario 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.

It is the responsibility of ACEC-Ontario to ensure they provide qualified representatives and, therefore, member numbers will be variable. ACEC-Ontario 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 two times 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 delegate 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-Ontario co-chair 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 ACEC-Ontario co-chair and staff member when the notes have been posted.