

MTO/OACETT COMMITTEE DRAFT MEETING NOTES

Date: June 27, 2025
Time: 1:00 PM - 2:00 PM
Location: Virtual via Microsoft Teams

Attendee	Organization	Attendee	Organization
Cheryl Farrow	OACETT	Jenn Meleschuk	MTO
Barry Billing	OACETT	Seyed Tabib	MTO
David Terlizzi	OACETT	Mireya Hidalgo	MTO
		Ed Marcon	MTO
		Erika Varga	MTO
		Fahim Qadar	MTO
		Redwan Chowdhury	MTO
		Billy Depalog	MTO

INTRODUCTION / ANNOUNCEMENTS	
All participants introduced themselves and their roles.	
NEW ITEMS	ACTION BY
<p>06.2025.1 Agenda:</p> <p><i>Description: The committee reviewed the meeting agenda.</i></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • MTO advised that the agenda items originally proposed are deferred to the next meeting. • The June 27th meeting focussed on MTO and OACETT members introductions. • Jenn advised that MTO intends to adopt an engagement process consistent with other stakeholder groups. <p>ACTION: NONE.</p>	
<p>06.2025.2 Co-Chairing Model:</p> <p><i>Description: The committee discussed the co-chairing model.</i></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • MTO stakeholder meetings typically have one co-chair from MTO and one from the stakeholder organization. MTO proposed adopting the same model for this committee. • Jenn Meleschuk will serve as the MTO co-chair, and Barry Billing volunteered to co-chair on behalf of OACETT. <p>ACTION: NONE.</p>	

06.2025.3	<p>Committee Terms of Reference:</p> <p><i>Description: MTO described the draft committee terms of reference.</i></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • <i>MTO is preparing a Terms of Reference document to guide the collaboration with OACETT. Once finalized, it will be shared with OACETT for review and feedback.</i> <p>ACTION: MTO TO DISTRIBUTE THE DRAFT TERMS OF REFERENCE TO OACETT.</p>	MTO
06.2025.4	<p>Meeting Frequency:</p> <p><i>Description: Committee discussed meeting frequency.</i></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • <i>The Committee agreed that future meetings will be held every four to six months. All members were asked to confirm availability to finalize a date in early September.</i> <p>ACTION: OACETT TO SUGGEST POSSIBLE MEETING DATES FOR SEPTEMBER 2025.</p>	OACETT
	Adjourn.	