

MTO-OACETT Committee

Terms of Reference

1. Mandate

The mandate of the committee is to facilitate joint discussions between the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and the Ministry of Transportation Ontario (MTO), to identify and resolve issues related to OACETT membership in the context of MTO contracts, and to communicate the roles each organization plays in supporting the priorities of both parties.

2. Objective

The objective of the committee is to provide a collaborative environment to discuss topics of mutual benefit for both OACETT and MTO.

Specific objectives include:

- Establish consistency in processes and procedures across the province,
- Offer a venue for OACETT to provide comments, feedback, and engage in discussion with MTO,
- Provide an opportunity for MTO to understand the impacts of proposed changes on OACETT,
- Discuss issues, reach agreements, address concerns, and work toward positive outcomes,
- Provide a results-driven forum.

3. Governance and Membership

The committee is co-chaired by one individual from OACETT and one MTO member (Manager, Contract Management Office).

MTO membership includes representation from various areas within the Transportation Infrastructure Management Division, including the Contract Management Office, Construction Contract Policy, Engineering Contract Policy, and Contract Award sections.

It is the responsibility of OACETT to ensure they provide qualified representatives and, therefore, member numbers will be variable.

4. Meetings

The committee will meet a minimum of two times annually. Exact meeting dates will be set with input from members of both organizations.

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

5. Meeting Agenda and Topics

MTO leads the process in creating an initial agenda.

The meeting agenda will be based on action items from the previous meeting and on new topics for discussion suggested by members of either organization.

Each organization may request to add new topics no later than two weeks prior to the scheduled meeting.

MTO will prepare the final agenda and send it to all members at least three days in advance of the meeting.

MTO will be responsible for sending the meeting invite to all members.

OACETT will be responsible for distributing meeting information to appropriate members.

6. Meeting Notes

MTO will create the draft meeting notes.

The draft meeting notes will be shared with OACETT for additional input and edits, within two weeks of the meeting.

Upon receiving the draft notes from MTO, OACETT will promptly review and provide any additional input or edits to ensure the final version can be completed in a timely manner, within two weeks.

Approved final meeting notes will be uploaded to MTO's Technical Consultation Portal. MTO will inform the OACETT co-chair once the notes have been posted.