

ACEC-Ontario – MTO Succession Management Subcommittee

Terms of Reference

Mandate

The mandate of this subcommittee is to promote and create a succession planning framework for transportation personnel in both the consulting engineering and public sectors. The framework will aim to be mutually beneficial to ensure sustainability in the transportation profession by providing appropriate opportunities for attraction, retention, growth and succession in each career stream. The objective of this subcommittee is to provide a line of regular communication to address issues identified within this framework.

Objective

The objective of the subcommittee is to provide a collaborative environment to discuss succession management topics of mutual benefit for both the consulting engineering industry and MTO. 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.

Governance and Membership

The subcommittee provides support to the ACEC-Ontario – MTO Executive Committee.

The subcommittee is Co-Chaired by one individual from ACEC-Ontario and one MTO member. It is the responsibility of ACEC-Ontario and MTO to select their respective Co-Chairs.

MTO membership includes qualified representatives from various areas within the Ministry and, therefore, member numbers will be variable.

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

Meetings

The subcommittee will meet a minimum of two times annually, with an aim to meet quarterly. 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 coordinator shall be in attendance at each meeting.

Meetings shall predominantly occur virtually, and where feasible/practical, in-person.

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

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 coordinator.

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

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 email. 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 ACEC-Ontario Co-Chair and staff member when the notes have been posted.