

MTO - ACEC-ONTARIO SUCCESSION MANAGEMENT SUBCOMMITTEE MEETING NOTES

Date: December 10, 2025
Time: 1:00 PM
Location: MS Teams
Adjourn: 2:20 PM

ATTENDEE	ORGANIZATION
Jenn Meleschuk (Co-Chair)	MTO
Erika Varga	MTO
Katie Surra (interim Coordinator)	MTO
Khalid Backtash	MTO
Marc Coutu	MTO
Ben Hamilton	MTO
Tanya Cross (Co-Chair)	Dillon Consulting Limited
Laura Lambie (Coordinator)	ACEC-Ontario
Donald Cleghorn	AtkinsRéalis
Bernard James	Parsons
Mike Collins	GHD
GUESTS	
Esan Viveganathan	MTO
REGRETS	
Amanda Naylor (Coordinator)	MTO

WELCOME / INTRODUCTIONS / ANNOUNCEMENTS / SAFETY MOMENT

MTO guest was introduced.

Safety Moment: Winter weather (MTO)

ITEM NO.	OPEN ITEMS:	ACTION BY:
<p>Sep 25-02</p>	<p>AGENDA: TRANSPORTATION CAREER DEVELOPMENT PROGRAM/INFRASTRUCTION OPPORTUNITIES PROGRAM UPDATE</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> Discuss steps taken thus far to identify universities and colleges as well as feeder schools not geographically close to a ministry or consulting firm office. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> Khalid Backtash, Paul Renaud, and Magdy Samaan are in the process of compiling a list of potential partner Universities and Colleges including potential gaps where education institutions may not be geographically close to the MTO. <p>Action: <i>Khalid will finalize the list of Universities and Colleges in Ontario with civil disciplines and create a list of potential Contractor and Consulting Firm partners by next meeting.</i></p> <p><i>Khalid, Paul and Magdy will make recommendations on the hiring process and commitments from partner organizations at the next meeting.</i></p>	<p>MTO & ACEC-O</p>
<p>Sep-25-03</p>	<p>AGENDA: HIGH SCHOOL PRESENTATION DEVELOPMENT UPDATE</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> Discuss steps taken thus far to review existing materials and outreach work performed by industry and the development of the proposed presentation for MTO and ACEC-Ontario to use. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> Esan provided a presentation outlining key organizations and Universities that engage in STEM outreach, including types of outreach done such as hosting summer camps, workshops, and events/competitions with high school-aged children. A discussion followed that noted the benefits of reaching out to organizations and directors of education to seek further advice on how MTO and ACEC-O could develop materials and create an outreach plan. Working with teachers by providing lesson plans and materials could be an effective approach as well that should be considered further. Katie brought the additional topic of MTO and ACEC-O staff volunteering as Judges for local science fairs this coming year. https://youthscience.ca/science-fairs/regional-fairs/ <p>Action: <i>Katie will reach out to organizations and directors of education, including the Ministry of Education, Ontario Science Center, Science North, ON Federation of Students and TAC to gather more information regarding their outreach strategies and materials used by their organizations.</i></p>	<p>MTO & ACEC-O</p>

	<p><i>Donald Cleghorn to provide previous Ontario curriculum compliant class materials that were previously used by ACEC-O.</i></p> <p><i>ACEC-O to confirm representative to work with Katie.</i></p>	
Sep-25-06	<p>AGENDA: REVISED STAFFING REQUIREMENTS REPORT BACK UPDATE</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • Provide an update on the report back being created for the Executive Committee. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • MTO has been tracking ten engineering assignments that included revised staffing requirements, in their procurement documents, to support succession management. One has been awarded; the rest are still going through the procurement process. • MTO has had generic documents since 2024 that include guidance to MTO for succession management provisions. <p>Action: <i>MTO will continue to provide updates as information comes in and will provide a report to this committee after more assignments have been awarded.</i></p>	MTO
Sep-25-08	<p>AGENDA: SPRING/FALL MEETING UPDATE</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • Provide an update on the potential future spring/fall meeting. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • MTO Engineering will likely move this item forward through the MTO/ACEC-O Engineering Subcommittee. • Key points discussed were future inclusion of young engineers and difficulties of acquiring a venue for it. • Tanya Cross stated ACEC will consider who attends meetings with consideration to younger members when details are provided. <p>Action: <i>To be kept as a standing agenda item.</i></p>	MTO

ITEM NO.	NEW ITEMS:	ACTION BY:
Dec-10-01	<p>AGENDA: STEM IN ONTARIO EVENT RECAP</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • TAC in partnership with AASHTO hosted an event in Ottawa for grade 9 students and their teachers, introducing them to transportation careers. MTO attended the event as a guest and provided a high-level overview of the structure of the day. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Katie Surra attended a workshop for elementary students about engineering as a profession. Katie recommends reaching out to TAC for their feedback and advice for us to use in the creation of our high school presentation development item. <p>Action: <i>No action required at this time. Item closed.</i></p>	

<p>Sep-25-04</p>	<p>AGENDA: EDP-type Program for non-P.Eng. Employees</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • ACEC-O is working on a program to hire young engineers into the consulting transportation profession. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • ACEC-O is working on building a program similar to the Transportation Technician Initiative (TTi) program at the MTO. As with the EDP process the objective is to enable younger professionals and engineers to build the experience to start a transportation career. <p><i>Action: No action required at this time. Item closed.</i></p>	
<p>Sep-25-05</p>	<p>AGENDA: Accelerating MTO Procurements</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • MTO is currently working on a review of current processes related to the end-to-end process for new builds. Vendor Management Review Office is leading this initiative and will engage ACEC-O when they are ready to receive industry feedback. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • None. <p><i>Action: To be kept as a standing agenda item.</i></p>	<p>MTO</p>
<p>Sep-25-07</p>	<p>AGENDA: Potential Third-Party Review of Professionals Leaving the Profession</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • Discussion on the feasibility/benefit of ACEC-O hiring a third party to research why young professionals are leaving the transportation industry. <p><i>Discussion:</i></p> <ul style="list-style-type: none"> • Donald Cleghorn brought up a connection with career counseling and reaching out to university chapter's for coordinated planning and information. <p><i>Action: ACEC-O to consider this ask and respond at later date.</i></p>	<p>ACEC-O</p>
<p>Sep-25-09</p>	<p>AGENDA: Lessons Learned Minute</p> <p><i>Description:</i></p> <ul style="list-style-type: none"> • Initiative to add a lesson learned section in progress meeting templates. <p><i>Discussion:</i></p> <p>ACEC-O was asked to champion this initiative and add to their meeting minute templates.</p> <p><i>Action: To be discussed at the next meeting.</i></p>	<p>ACEC-O</p>

Updated By: Benjamin Hamilton

N/A	<p>AGENDA: Roundtable</p> <p>None.</p>	
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ITEM NO.	STANDING ITEMS:	ACTION BY:
Dec-10-01	<p>AGENDA ITEM: FUTURE MEETINGS</p> <ul style="list-style-type: none"> • Future meetings to be tentatively held on: <p>March 11, 2025 from 1:00 – 3:00 pm. Virtual meeting: MS Teams</p> <p>Tanya Cross will not be available and will send a replacement.</p>	MTO

INFORMATION SHARED FOR THIS MEETING		
Document Title	Shared By	Format
Final Engineering Career Outreach Presentation (PDF)	MTO	PDF file