

**ACEC-ON / York Region Liaison Committee**  
**Terms of Reference**  
**(March 2024)**  
**For Public Reference on ACECOntario.ca**

**Mandate:**

The mandate of this Liaison Committee (Committee) is to engage in regular joint discussions between the Association of Consulting Engineering Companies of Ontario (ACEC-ON) and the Regional Municipality of York (the Region) to identify and resolve issues and/or support continuous improvement related to municipal engineering and construction services delivery.

**Objective:**

The objective of this Committee is to provide a collaborative forum for candid and constructive dialogue regarding topics of mutual interest.

The committee will identify and promote project management, engineering and business policies and practices that achieve a fair and reasonable balance between the commercial and business interests of the consulting engineering sector and the interests of the Region and its communities.

The committee will encourage a professional and business climate that will support industry capacity to help deliver the Region's water/wastewater and roads capital infrastructure programs. Key topics of interest may include:

- Procurement practices that provide fair remuneration to firms and offer the best return on investment to the Region (including life-cycle savings, innovation, improved service and quality)
- Contractual arrangements that fairly and prudently allocate risk and reward between the Region and its service providers
- Identification and promotion of practices by both the Region and its service providers that help ensure successful delivery of projects

**Membership:**

The Committee will be led by Co-Chairs - one from ACEC-ON and one from the Region. One additional Vice Chair will be identified from ACEC-ON along with one additional Vice-Chair from the Region.

Term of membership will continue so long as designated positions are held.

**ACEC-ON Memberships:**

- Principals and senior management of ACEC-ON member firms (with authority within their firms)

- Project delivery staff of ACEC-ON member firms as required
- ACEC-ON staff

### **York Region Memberships:**

- Public Works, Director of Capital Delivery (Water and Wastewater)
- Public Works, Director of Capital Delivery (Transportation)
- Committee Secretary
- Public Works, Capital Delivery Engineering Managers
- Representatives of the Public Works Capital Delivery teams, as required
- Representatives of departments responsible for procurement of engineering services and the development of engineering agreements, as required

### **Responsibilities:**

#### **Chairs:**

- Set the Committee direction; accountable for overall Committee outcomes
- Alternate chairing each meeting
- Participate in quarterly agenda setting

#### **Vice-Chairs:**

- Participate in quarterly agenda setting
- Act in place of the Chair as required

#### **Secretary:**

- Coordinate and schedule Committee meetings, including agenda-setting calls
- Distribute the agenda and meeting materials in advance of meetings
- Prepare meeting notes and circulate following meetings

#### **Members:**

- Attend all quarterly Committee meetings; if a member is unable to attend a meeting, advise the Committee Secretary at least 5 business days before the scheduled meeting
- Review all materials provided before each meeting and be prepared to participate and provide input at the meeting
- Participate in special subcommittees or working groups as required

## **Meetings:**

The full Committee will meet quarterly. Exact meeting dates will be set with input from members of both ACEC-ON and York Region.

Meetings will occur by a hybrid model (participation by a combination of in-person and virtual). A minimum of 2 meetings per year will occur in person. Location may vary among Region and/or ACEC-ON member offices.

If a quorum of 8 participants, per below, cannot be met, the meeting cannot proceed and will be rescheduled:

- 1 Chair (ACEC-ON or Region)
- 1 Vice-Chair (ACEC-ON or Region)
- 3 members (ACEC-ON)
- 3 members (Region)

## **Meeting Agenda and Topics:**

The Chairs, Vice-Chairs and Committee Secretary will meet virtually at least one week prior to each full Committee meeting to discuss and set the meeting agenda topics.

The agenda is finalized a minimum of three days prior to the meeting.

The Committee Secretary is responsible for scheduling meetings, distributing meeting information to all Committee members and maintaining a repository of meeting information on the Committee's Sharepoint site.

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## **Meeting Notes:**

The Committee Secretary will create draft meeting notes.

Draft meeting notes will be shared with committee members for additional input and edits, as soon as possible following the meeting.

Committee members will then provide the Committee Secretary with any additional input and edits as soon as possible after receiving draft notes, 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 the Committee's SharePoint site. Once available, a link will be circulated to all Committee members via email.

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### **Special Subcommittees / Working Groups:**

On occasion, a specific discussion topic may require a smaller focused group to be assigned on a short-term basis to review, make recommendations or develop deliverables. In this case, a special subcommittee or working group may be formed, consisting of volunteers from the full Committee. All groups will require a work plan for their assignment and will report back to the full Committee on their progress within timelines determined by the full Committee.

### **Amendments to Terms of Reference:**

Terms of Reference for the Committee will be reviewed annually, at the first quarterly meeting. Updates will require consensus by all Committee members. The Committee Secretary will record changes and circulate for review to all Committee members prior to finalization.