

Liaison Meeting Terms of Reference

1. Purpose

- (a) Liaison meetings provide a forum and ongoing opportunity:
 - for NCHCA and the City of Ottawa to discuss general topics related to City of Ottawa construction projects, processes, and initiatives
 - to promote relationships and collaborative efforts between industry and the City of Ottawa
- (b) Liaison meetings are not intended to provide a forum for:
 - discussion of specific projects
 - promotion of individual products or services

2. Participants

- (a) members of NCHCA
- (b) City of Ottawa staff

3. Liaison Chair

- (a) liaison meetings are chaired by City of Ottawa staff

4. Meetings

- (a) liaison meetings are scheduled on the third Friday of each month, from 8:00am to 11:00am
- (b) City of Ottawa staff will schedule the meetings through outlook invitations

5. Meeting Agendas

- (a) meeting agendas will be created with input from NCHCA and the City of Ottawa
- (b) agenda items should be provided beforehand in order that the parties are able to prepare for informed discussions
- (c) participants may table additional items during the roundtable portion of the meeting
- (d) City of Ottawa staff will distribute meeting agendas prior to each meeting

6. Meeting Notes

- (a) meeting notes with a written summary of the discussion and action items will be prepared by City of Ottawa staff
- (b) meeting notes will be provided in draft form to NCHCA for review and comment before they are finalized and distributed
- (c) meeting notes will be distributed to participants for review at the subsequent meeting