

**MUNICIPAL
ENGINEERS
ASSOCIATION**



**MUNICIPAL ENGINEERS ASSOCIATION
ANNUAL REPORT
2019 ANNUAL GENERAL MEETING**

November 28, 2019

**Blue Mountain Village Resort
156 Jozo Weider Boulevard
The Town of the Blue Mountains, Ontario**

**2019 MEA AGM AGENDA
Thursday, Nov. 28, 2019
Blue Mountain Village Resort, Ontario 11:00 a.m.**

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Next Annual General Meeting is tentatively scheduled for Thursday, November 19, 2020.

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President's Message

November 2019,

Welcome everyone to the Town of Blue Mountains, Ontario for the **60th** Annual MEA Workshop and AGM:-

“For All Season’s – which is about being a smaller municipality geared towards the tourism industry providing amenities for people of all ages and abilities”

Municipal Engineers are responsible for the safe and efficient delivery of municipal Infrastructure and related services which provide and support the excellent quality of life in Ontario – from James Bay to Lake Erie and from Kenora to Cornwall – and everywhere in between.

Governments are more frequently considering a wide range of new policies, regulations and governance structures to address political priorities. As Municipal Engineers, we have a unique understanding of how these changes can have a significant impact on the planning, construction and maintenance of municipal infrastructure and the delivery of associated services. The MEA is here to assist the decision makers in the development of new policies and regulations.

The MEA’s two key priorities remain the **Municipal Class EA** (MCEA) Process and **Ontario Provincial Standards** (OPS). We are the main proponent of the former and joint owner of the latter. Other key objectives of the past year were: starting the long over-due MCEA amendment, OPS 101 Course development, growth of MEA membership, creation of MEA social media platforms and the appreciation of MEA representative volunteers.

In order to fulfill our mandate, we rely heavily on the generous support of our member volunteers. The MEA is extremely fortunate for the generous and selfless participation of over 70 MEA volunteers who continue to give of their time by participating in over 39 technical and policy influencing committees. It is our volunteers who make up the core of these committees and we sincerely thank them for giving of their valuable time and significant experience.

It has been my honour to serve as your MEA President over the last year. The experience has been rendered most enjoyable due to the thankful participation of the talented group of Professional Municipal Engineers from across the province which comprise our **MEA Board of Directors**:

- John F. Thompson, Past President (City of Barrie, currently retired)
- Roslyn Lusk, Vice-President (City of Kitchener)
- Salim Alibhai, Secretary-Treas. (Region of York)
- Matthew Miedema, Director (City of Thunder Bay)
- Christine Adams, Director (City of St. Catharines)
- Enrico Scalera, Director (Town of Oakville)
- Jason Cole, Director (County of Lambton)
- George Elliot, Director (Town of Strathroy)
- Nick Collucci, Director (Town of Erin)

Thank you for registering for this Workshop. I trust you will find it an informative and enjoyable networking opportunity and look forward to seeing everyone at the 2020 workshop next year.

If you are a member of MEA, thank you so much for supporting our work with your continued membership. Special thanks to the many that volunteer year after year to advance our goals. If you are not already volunteering, please consider this: “Those who can- do. Those who can do more-Volunteer”.

Enjoy the Workshop.

Steven T. Lund, P.Eng.’

President, MEA, 2018/2019

NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS

NOTICE IS HEREBY GIVEN that the annual meeting and a general meeting of the members of the Municipal Engineers Association (the "Association") will be held on November 28, 2019 at approximately 11:00 m. (E.S.T.) at the Blue Mountain Village Resort, 156 Jozo Weider Blvd, The Town of the Blue Mountains, Ontario.

For the purposes set out in this circular.

At the meeting, the Members of the Association will consider the following:

- a. To receive, consider and accept the financial statements of the Association for the fiscal year ended August 31, 2019;
- b. To elect the directors of the Association,
- c. To appoint the auditors of the Association;
- d. To consider and authorize amendments of the by-laws of the Association.
None are proposed by the Board,
- e. To transact such further or other business as may properly come before the meeting or any adjournment thereof.

Any Member who is unable to attend the meeting in person may complete, date, sign, and send a letter of proxy assigning a representative to be received by the Executive Director before the start of the meeting if they wish their representation to be included at the meeting.

DATED this 28th day of October 2019.

BY ORDER OF THE BOARD OF DIRECTORS

Steve Lund, P. Eng., President

INFORMATION CIRCULAR October 28, 2019.

Solicitation of Proxies

This circular is furnished in connection with the solicitation of proxies by the management of the Municipal Engineers Association (the "Association") to be used at the annual and general meeting (the "Meeting") of Members of the Association to be held at the time and place and for the purposes set forth in the accompanying Notice of Meeting. It is expected that the solicitation will be primarily by email but proxies may also be solicited personally by the Association at nominal cost. The cost of the solicitation of proxies will be borne directly by the Association. Unless otherwise indicated, information in this Circular is given as of October 28, 2019.

Members who are not able to attend the meeting in person and wishing to exercise their vote should complete and sign a letter of proxy and return it to the Association at 1525 Cornwall Rd, Unit 22,0 Oakville ON L6J OB2, or by signed PDF sent by email to dan.cozzi@municipalengineers.on.ca, or have someone bring and present it at the start of the meeting.

Appointment of Proxyholder

A Member desiring to appoint some other person (who need not be a Member) to represent the Member at the meeting may do so by inserting such person's name in the letter of proxy.

To be effective, proxies must be received by the Association at the address noted above, no later than two business days before the time for holding the Meeting or any adjournment thereof or delivered to the Chair of the Meeting on the day of the Meeting or any adjournment thereof.

Revocation of Proxies

A Member executing a letter of proxy has the right to revoke it. A Member may revoke a proxy deposited in writing executed by the Member authorized in writing at the office of the Association at the address noted above, at any time up to and including the last business day preceding the day of the Meeting by providing written notice of same to the Association at the address noted above or in any other manner permitted by law.

Voting of Proxies

The person named in the letter of proxy will vote on behalf of the Member by whom they are appointed proxy on any ballot that may be conducted at the Meeting or any adjournment thereof, in accordance with the instructions of the Member appointing them.

Members and Membership

The membership of the Association consists of five classes of membership. Each Active Member and Life Member of the Association is entitled to one (1) vote for matters brought before a meeting of the Members of the Association. The other classes of membership do not have a vote.

ANNUAL GENERAL MEETING BUSINESS

Acceptance of Financial Statements

The audited financial statements of the Association for the fiscal year ended August 31, 2019 will be available to Members prior to the Meeting in the 2019 MEA Annual Report. The Board will present the financial statements and will be requesting a motion for their acceptance.

Election of Directors

At its meeting of the October 16, 2019, the MEA Board accepted a report from the 2019 Nominating Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2019-2020 MEA Board in accordance with the provisions outlined within the Associations current Constitution

The Association has positions for nine (9) directors (the forthcoming Past President, Steve Lund, will be the 10th ex-officio director). The Members will be asked to approve and appoint the following directors of the Association:

Roslyn Lusk, P. Eng.	City of Kitchener (1-year remaining in term)
Salim Alibhai, P. Eng.	Region of York (1-year remaining in term)
George Elliott, P,Eng.	Town of Strathroy-Caradoc (2-year term) X
Matthew Miedema, P.	City of Thunder Bay (1-year remaining in term)
Christine Adams, P. Eng.	City of St. Catharines (2-year term) X
Jason Cole, P. Eng.	County of Lambton (1-year remaining in term)
Nick Colucci, P.Eng.	Town of Erin (2-year term) X
Chris Traini, P.Eng.	County of Middlesex (2-year term) X
Catherine Taddo, P.Eng.	City of Sault Ste-Marie (1-year term) X

Note: Only candidates marked with an “X” are up for election. The balance will serve out the second year of their current elected term.

Background information on the Directors proposed for appointment will follow later in this notice.

Appointment of Auditors

At the Meeting, Members will be asked to approve and consent to a resolution to appoint ***Lynne D. Remigio, Chartered Accountant***, as the Association's auditors to hold office until the close of the next annual meeting of the Members of the Association and to authorize the directors of the Association to fix the auditor's remuneration. Unless otherwise specified, the persons named in the enclosed form of proxy will vote for such resolution.

Amendment to By-Laws

None are proposed.

OTHER MATTERS

The officers of the Association do not know of any matters to come before the Meeting other than those referred to in the Notice of Meeting. Should any other matters properly come before the meeting, the Members represented by the Proxy solicited hereby will be voted on such matters in accordance with the best

Please note, there will only be limited hard copies of the full Annual Report at the AGM; it will however be made available electronically prior to the meeting. If you wish a hard copy, please email the Executive Director dan.cozzi@municipalengineers.on.ca to reserve one.

APPROVAL OF INFORMATION CIRCULAR

The contents and the sending of this circular to the Members of the Corporation have been approved by the Board of Directors of the Corporation.

DATED this 28th day of October 2019.

BY ORDER OF THE BOARD OF DIRECTORS

Steve Lund, P. Eng, President

PROXY

MEA ANNUAL GENERAL MEETING

November 28, 2019

Pursuant to Section 4.10 of By-Law No. 1 of the Municipal Engineers Association, (the "**Association**") a member unable to attend a meeting of the Corporation in person may vote by Proxy.

I _____ (the "**Undersigned**") being a member in good standing with the Association hereby appoints _____ as nominee of the Undersigned to attend, act and vote for and on behalf of the Undersigned at the meeting of the members of the Corporation to be held on the **28th day of November, 2019 commencing at approximately 11 am** and at any adjournment thereof in the same manner, to the same extent and with the same power as if the undersigned were present at said meeting or such adjournment thereof.

In the alternative (if no person is listed as my nominee above), the Undersigned, being a member in good standing with the Association hereby appoints the Association's Executive Director, **Mr. Dan Cozzi, P.Eng., of Ancaster, Ontario**, as a nominee of the Undersigned to attend, act and vote for and on behalf of the Undersigned at the meeting of the members of the Corporation to be held on the **28th day of November, 2019 commencing at approximately 11 am** and at any adjournment thereof in the same manner, to the same extent and with the same power as if the undersigned were present at said meeting or such adjournment thereof.

Dated at _____ this _____ day of _____, 2019.

Signature of Member



BOARD CANDIDATE BIOGRAPHIES

Roslyn P. Lusk, P.Eng.

Serving 2nd Year of 2-Year Term

Email: roslyn.lusk@kitchener.ca

Education & Affiliations:

- 1995: University of Waterloo, Waterloo ON Bachelor of Applied Science (Civil Engineering)
- Professional Engineers of Ontario – License – 1997
- 2000-2003 – P/time professor at Conestoga College (School of Engineering & Technology)

Employment History:

2016-Present

Director – Operations, Roads & Traffic
City of Kitchener ON

Current responsibilities include providing management support to 100+ front line public works service employees delivering year-round core services (road and sidewalk maintenance and repair, traffic management, boulevard landscape maintenance, and sanitation services) to a population of 240,000+. I am a member of the city's Corporate Management Team representing the Operations Division at Council; accountable for an operational budget of approximately \$16M.

2014-2016

Director – Transportation Services
City of Waterloo ON

2012-2014

Manager – Development Engineering
City of Waterloo ON

2009-2012

Development Engineer
City of Waterloo ON

1995-2000 & 2003-2009

Consulting Engineer
Conestoga-Rovers & Associates
Waterloo ON

2001-2002

Consulting Engineer
Totten Sims Hubicki
Kitchener ON

Salim Alibhai, P.Eng.

Serving 2nd Year of 2-Year Term

Email: salim.alibhai@york.ca

Education & Affiliations:

- 1988: University of Dar-es-salaam, Tanzania - Bachelor of Civil Engineering
- 2019: Masters Certificate - Municipal Mgmt - York University Schulich School of Business
- 2005: PMP Designation
- Professional Engineers of Ontario – License – 2004
- MEA Board Member (2011 – Present; Secretary-Treasurer 2015-2019)

Employment History:

2014-Present

Director – Capital Planning & Delivery
Transportation & Services Department -Region of York ON

Responsible for the overall management of project teams that oversee the planning, design and construction of road projects with an annual budget of \$180 Million Projects include new construction to support growth to asset management projects to maintain York Region’s road network of 4,200 lane kilometres, 185 structures and 850 traffic signal controlled intersections in a state of good repair.

2009-2014

Manager, Engineering
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

2007-2009

Senior Project Manager
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

2005-2007

Project Manager
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

1997-2005

Senior Project Manager/Engineer
Earth Tech Canada Inc – Markham ON

1993-1996	1988-1993	1987
Senior Project Engineer	Project Engineer	Engineer-in-Training
Entec-Shankland Cox Ltd.	Scott Wilson Kirkpatrick & Partners	Howard Humphreys Ltd.
Al Ain, UAE	Al Ain, UAE	Dar-es-salaam, Tanzania

George W. Elliott, P.Eng.

2-Year Term Election

Email: gelliott@strathroy-caradoc.ca

Education & Affiliations:

- 1990: Lakehead University, Thunder Bay ON – Bachelor of Engineering
- 1985: Lakehead University, Thunder Bay ON – Diploma Engineering Technology
- Professional Engineers of Ontario – License – 1992
- MEA Board Member (2013-2016, 2018-present)
- Sudbury and North Bay Chapters PEO Board (1992-1996)

Employment History:

2018-Present

Director
Engineering & Public Works - Town of Strathroy-Caradoc, ON

Provides senior management liaison with the Municipal Council and Management team for the delivery of the operating and capital services in the Engineering, Public Works, Environmental Services and Asset Management divisions. The responsibilities include infrastructure renewal, development engineering, long range financial planning and capital program delivery, roads, drainage, drinking water and wastewater operations. The role also covers associated human resource management, health and safety, policy and procedure management, technical standards evolution, compliance and legislation management to deliver ongoing quality service to the community.

2016-2018

Acting Director
Environmental Services Department - Municipality of Thames Centre ON

2011-2015

Commissioner
Transportation & Public Works - City of Cambridge ON

2010-2011

Director of Engineering
Transportation & Public Works - City of Cambridge ON

2000-2010

Senior Municipal Engineer
Engineering & Environmental Services - City of North Bay ON

1996-2000

Supervisor of Planning & Engineering
Physical Services Department - Town of Kirkland Lake ON

Steve T. Lund, P.Eng.

Serving as Past President (Ex-Officio)

Email: slund@huroncounty.ca

Education & Affiliations:

- 1985: University of Waterloo, Waterloo ON – Bachelor of Sc. (Geotechnical Engineering)
- Professional Engineers of Ontario – License – 1988
- MEA Board of Directors (2014 – Present; President in 2019)

Employment History:

2014-Present

County Engineer & Director of Operations EMS
County of Huron, ON

Direction and management of the County Highways Department and County EMS Departments including the responsibility of overseeing 100 full-time and 40 part-time persons. Appointed as Senior Director in absence of CAO and CAO Alternate on County Emergency Management Plan. Part of the senior management team; provide guidance for the corporation, attended regular council and committee meetings. Prepare Business Plans, Annual Operating and Capital Budgets plus 5-Year Forecasts, County Asset Management Plan for the Roads, Storm Sewers, Fleet and EMS. Engineering Studies including Sewer Needs, Master Storm Drainage, Annual Bridge OSIM inspections, Traffic Operations, Slope Stability, and Information Technology. Review of all types of developments including servicing, subdivisions and stormwater management plans.

1999-2014

Director of Operations and GM of Tillsonburg Hydro
Town of Tillsonburg ON

1994-1999

Manager of Public Works – Operations Department
City of Owen Sound ON

1989-1994

Deputy City Engineer – Engineering Department
City of Owen Sound ON

1986-1989

Design Engineer
Know Martin Kretch Ltd – Brampton ON

1985-1986

Inspector
Walter Fedy McCargar Hatchbor
Kitchener ON

Christine Adams P.Eng.

2-Year Term Election

Email: cadams@stcatharines.ca

Education & Affiliations:

- 1986: Queen's University, Kingston ON – Bachelor of Civil Engineering
- Professional Engineers of Ontario – License – 1988
- 1992-2018: South Central Ontario Waterworks Association board member (Chair 3 times)

Employment History:

2007-Present

Manager of Engineering & Construction
City of St. Catharines ON

Responsible for the overall management and oversight of the city's Engineering & Construction division which is responsible for all the city's linear infrastructure and all city owned structures.

2005-2007

Design & Construction Engineer (Water)
City of St. Catharines ON

1990-2005

Design Engineer (Water) - 8 years
Engineer – Preliminary Engineering and Capital Budget Planning– 3 years
Senior Project Engineer Infrastructure Planning – 4 years
Region of Hamilton-Wentworth/City of Hamilton ON

1986-1990

Project Engineer
A.J. Clarke & Associates
Hamilton ON

Matthew Nicholas Miedema, P.Eng.

Serving 2nd Year of 2-Year Term

Email: mmiedema@thunderbay.ca

Education & Affiliations:

- 2005: Lakehead University, Thunder Bay ON – Bachelor of Engineering
- Professional Engineers of Ontario – License – 2009
- MEA Board Member (2016 – Present)
- Board of Directors – Northwestern Ontario Water & Wastewater Conference (2013-Present)
- RPWCO – Class EA Subcommittee (2019 – Present)

Employment History:

2012-Present

Project Engineer
Infrastructure & Operations - Engineering Division
City of Thunder Bay ON

Responsible for the long-range planning, design, and construction supervision of municipal infrastructure renewal projects for City roads and landfill. Liaison with members of the City's political office including Mayor and Councillors. Engage members of the community (public, media, government agencies, utility companies, and industry) for engineering related matters.

Oversee and provide technical direction to design and field staff. Prepare by-laws and corporate reports to City Mayor and Council for review and ratification. Implement aspects of the City's Strategic Plan Maintain the City's statutory and legislative responsibilities through annual reporting, liaison with governing authority, and infrastructure renewal projects. Maintain and update the City of Thunder Bay Engineering and Development Standards. Promote Health & Safety on Construction Contracts. Provide engineering assistance to internal departments.

2005-2012

Project Engineer
TBT Engineering Ltd
Thunder Bay ON

Jason Daniel Cole, P.Eng.

Serving 2nd Year of 2-Year Term

Email: jason.cole@county-lambton.on.ca

Education & Affiliations:

- 1996: Western University, London ON – Bachelor of Engineering
- Professional Engineers of Ontario – License – 2000
- MEA Board Member (2017 - present)

Employment History:

2016-Present

General Manager, Infrastructure & Development Services Division
County of Lambton

Responsible for the County of Lambton Planning & Development, Building Services, and Public Works Departments, including the planning, design, construction, and maintenance of approximately 650 kilometers of County highways and 190 structures, as well as waste disposal services for the County's 11 local municipalities.

2010-2016

Manager of Public Works
County of Lambton

2003-2010

Senior Project Engineer,
Northeastern and West Regions
Ministry of Transportation Ontario

2001-2003

Project Officer
Department of Public Works & Services
Government of Nunavut

Nick Colucci, P.Eng.

2-Year Term Election

Email: nick.colucci@erin.ca

Education & Affiliations:

- 1987: University, of Waterloo, Waterloo ON – Bachelor of Civil Engineering
- 2009: University of Windsor, England – Master of Business Administration
- Professional Engineers of Ontario – License – 1989
- PEO Certificate of Authorization – 1992
- PEO Consultant Engineer Designation - 1992
- MEA Board Member 2018-present)

Employment History:

2019-Present

Director of Infrastructure Services
Town of Erin ON

Provides leadership, direction and the overall management and administration of the Infrastructure Services Department including the management of all agreements and contract, capital and operational planning, organizing and directing the operation of traffic, transportation, engineering services, the municipal road network, water distribution, sanitary sewage collection systems and parks and recreation facilities and programs in consultation with the CAO

2011-2019

Director of Public Works
Township of Brock ON

2008-2011

Director of Public Works
Township of Tay ON

1992-2008

President & Consulting Engineer
Greenrock Engineering Ltd. – Vaughan ON

1987-1992

Project Engineer
G. M. Sernas & Associates Ltd – Mississauga ON

Christopher A Traini, P.Eng.

2-Year Term Election

Email: ctraini@middlesex.ca

Education & Affiliations:

- 1997: McMaster University, Hamilton Ontario – Bachelor of Engineering & Society
- 2008 - Western University, London Ontario – Master of Public Administration Studies
- Professional Engineers of Ontario – License – 2000
- OGRA President 2018-2019

Employment History:

2005-Present

County Engineer
Roads Department
County of Middlesex, ON

Responsible as the administrator of the County of Middlesex Roads Department. Oversees the activities of the department, including design and engineering. Plays an active role in the development of transportation policies and bylaws, as well as the preparation of capital and operating budgets. Also oversees the waste management, emergency planning and fire communication activities of the County. As of mid-2010, also serves a role as the Deputy Chief Administrative Officer of the County of Middlesex.

2001-2005

Transportation Engineer
Roads Department
County of Middlesex ON

1998-2001

Design Engineer
Municipal & Highways Engineering Group
Phillips Planning & Engineering
Burlington ON

1997-1998

Project Manager
Parks Planning & Development Department
City of Hamilton ON

Catherine Jean Taddo, P.Eng.

1-Year Term Election

Email: c.taddo@cityssm.on.ca

Education & Affiliations:

- 1997: Lakehead University, Thunder Bay, ON – Bachelor of Engineering
- 1994: Lakehead University, Thunder Bay ON – Diploma Engineering Technology
- Professional Engineers of Ontario – License – 2001
- The Foundation for Assisting Canadian Talent on Recordings (FACTOR),
- Society of Composers, Authors and Music Publishers of Canada (SOCAN),

Employment History:

2011-Present

Land Development and Environmental Engineer City of Sault
Ste. Marie, 99 Foster Drive
Sault Ste. Marie, Ontario

Responsible for the oversight of the City's sanitary pump stations and sewage treatment plants, operations and capital upgrades. Implementing design and construction of a new biosolids management facility, and major upgrades to the West End Sewage Treatment Plant. Responsible for the landfill engineering oversight, and current Waste Management Environmental Assessment for the expansion of the landfill. Responsible for the Supervisory Control and Data Acquisition system, and current upgrade project. Project Manager for the Stormwater Financing Project, for potential implementation of a stormwater fee for financing the City's stormwater infrastructure. Project Manager for various municipal infrastructure projects for linear infrastructure and Pump Station upgrades/replacements. Oversight of land development and environmental work. Member of several committees, including but not limited to, the Emergency Management Advisory Group, Landfill Environmental Monitoring Committee, Remedial Action Plan Implementation Committee (for the St. Mary's River Area of Concern), Source Water Protection Committee.

2006-2011

Municipal Services Engineer
City of Sault Ste. Marie

1998-2006

Project Manager/Engineer
Wm. R. Walker Engineering Inc.
Sault Ste. Marie, Ontario

1996-1997, and 1992 (summer)

Research Assistant, Ministry of Natural Resources Centre for Northern Forest Ecosystem
Thunder Bay ON

2018 Annual General Meeting
Thursday, November 22rd, 2018
The Valhalla Inn, Thunder Bay
MINUTES (DRAFT)

That there was an adequate number of members present, the meeting was called to order at 11:00 a.m. on November 22rd, 2018, by MEA President, John Thompson.

1. John addressed the assembly and provided an overview of his President's Message included in the 2018 Annual Report package. He also expressed appreciation to the entire workshop organizing team for a job well done in Thunder Bay.
2. The members were referred to the notice of meeting attached to the agenda package that indicated due notice was given to members as required in the MEA Constitution.
3. **Reading and/or Consideration of the Minutes of the Previous AGM Meeting held at the Courtyard by Marriott, Brampton on November 23rd, 2017.**

There were no questions or discussion regarding the previous minutes.

Motion AGM2018-01: *That the minutes of the 2017 Annual General Meeting of Municipal Engineers Association held November 23rd, 2017 at the Courtyard by Marriott, Brampton, be approved as presented.*

Moved by Sandra Lawson

Seconded by Jason Cole

CARRIED

4. Business Arising out of the Previous Minutes

None

5. Amendments to the Constitution and Letters Patent

None

6. **Reading and/or Considering Correspondence**

No correspondence was received or considered at the meeting.

7. **Reading and/or Considering of Administrative Reports**

7.1 Executive Committee Report

John Thompson, MEA President, provided an overview of the MEA Executive Committee Report. He highlighted the work related to MCEA reform, OCSI, LID Storm Water Policy, the Young Professionals Committee, Watershed Planning Guidance, ORCGA, the MEA Training Certificate Program, website improvements, the recruitment of a new MEA Executive Director and other activities.

Motion AGM2018- 02: *That the MEA Executive Committee Report be accepted.*

Moved by Joe Pitushka
Seconded by Anna Godo
CARRIED

7.2 Nominating Committee Report

Paul Knowles, MEA Past President, provided an overview of the Nominating Committee Report and the list of candidates for the next MEA Board.

Motion AGM2017-03: *That the MEA Nominating Committee Report be accepted.*

Moved by Gary Moore
Seconded by Nick Colucci
CARRIED

7.3 Treasurer's Report

Salim Alibhai, MEA Secretary-Treasurer, presented the Treasurer's Annual Report and recommended that the Audit Committee continue to be used as a useful way to consider and act on the results of the annual Association audit.

Motion AGM2017-04: *That the MEA Treasurer's Report Fiscal Year 2017/2018 be approved as presented.*

Moved by Chris Traini
Seconded by David Atkins
CARRIED

7.4 Auditors Report & Motion for 2018/2019 Auditor

Salim Alibhai, MEA Secretary-Treasurer, provided an overview of the Auditor's Report (August 31, 2018) as prepared by Lynne Remigio, CPA CA, Licensed Public Accountant, and proposed to use the same auditor for August 31, 2019.

Motion AGM2017-05: *That the Audit of the Financial Statements of August 31, 2018, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.*

Moved by Steve Lund

Seconded by Paul Knowles

CARRIED

Motion AGM2017-06: *That the firm of Lynne D. Remigio, CPA CA, Licensed Public Accountant, be engaged to perform the August 31, 2019 audit of the MEA Financial Statements.*

Moved by Steve Lund

Seconded by Paul Knowles

CARRIED

7.5 Audit Review Committee Report:

Salim Alibhai, MEA Secretary-Treasurer, provided an overview of the Audit Review Committee Report.

Motion AGM2017-07: *That the MEA Audit Review Committee Report be accepted.*

Moved by: Gary Moore

Seconded By: Nick Colucci

CARRIED

7.6 Motion approving Executive Committee's Actions in 2014/2015

John Thompson, MEA President, solicited a motion from the floor.

Motion AGM2017-08: *That the actions of the 2016/2017 Executive Board are endorsed by the MEA membership.*

Moved by David Mhango

Seconded by Sandra Lawson

CARRIED

8. Reading and/or Considering Reports of Standing and Special Committees

John Thompson, MEA President, referenced the various reports of Standing and Special Committees of the MEA that were included in the A2018 AGM Annual Report, and if there were any questions or business arising from them.

Motion AGM2016-09: *That all the reports of the Standing and Special Committees as presented in the 2017 MEA Annual Report, be accepted.*

Moved by Reg Russwurm

Seconded by Christine Adams

CARRIED

9. Reading and/or Considering of Other Resolutions

None.

10. General Business

John Thompson, MEA President, announced that the 2019 MEA Annual Workshop & AGM will be jointly organized by the towns of Collingwood, Wasaga Beach and The Blue Mountains and hosted as a South Georgian Bay event. John acknowledged the organizers (Mike Pincivero, John Velick and Reg Russwurm). Further details on dates and hotel locale will be provided in the spring of 2019.

11. Election of Directors for 2018/2019 MEA Board Term

Paul Knowles, MEA Past President announced there are 10 candidates to serve on the MEA Board for the 2018/2019 term. The current President, John Thompson, becomes the past-president. There will be 2 vacancies on the board with the departure of the current Past-President (Paul Knowles) and the retirement of a Director (Gary Moore). All other current members of the Board have indicated their respective willingness to be candidates to serve the MEA membership as a Board member for the 2018/2019 term.

The Executive Director received one nomination from the membership for one of the two Board vacancies – this was forwarded to the Nominating Committee for consideration. The Nominating Committee accepted the nomination (Nick Colucci) and recommended another member (George Elliott) as the 2 candidates to fill the vacancies on MEA Board for the 2018/2019 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2018/2019 term are:

John Thompson (Past-President)	City of Barrie
Steve Lund	Huron County
Roslyn Lusk	City of Kitchener
Salim Alibhai	York Region
Enrico Scalera	Town of Oakville
Christine Adams	City of St. Catharines
Matthew Miedema	City of Thunder Bay
Jason Cole	County of Lambton
George Elliott	Town of Strathroy-Caradoc
Nick Colucci	Township of Brant

Motion AGM2016-10: *That the election of the candidates for MEA Board for the 2018/2019, be approved as presented.*

Moved by Gary Moore
Seconded by Rick Harms
CARRIED

12. Adjournment

Motion AGM2017-11: *That the 2018 Annual General Meeting be adjourned.*

Moved by Nick Colucci
Seconded by Nick Colarusso
CARRIED

The meeting was adjourned at 12.00pm

Next Annual General Meeting 2019 will be in the South Georgian Bay area.

Minutes of meeting prepared by:

**D. M. (Dan) Cozzi,
MEA Executive Director**

Committee

Executive Oversight

EXECUTIVE COMMITTEES

MEA EXECUTIVE COMMITTEE

All MEA Board Members

**President
(2019 – Steve Lund)**

MEA/OPWA LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA/CEO LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA AUDIT REVIEW COMMITTEE

Chair	Steve Lund	(Pres.)	Huron County
Member	Salim Alibhai	(Treas)	Region of York
Member	Roslyn Lusk	(V-Pres)	City of Kitchener
Member	John Thompson	(P-Pres)	
Member	Dan Cozzi	(ED)	MEA Executive Director

**Treasurer
(2019 – Salim Alibhai)**

MEA COMMITTEES

MEA TRAINING COMMITTEE

Chair	Les Shephard	MTO
Member	Reg Russwurm	
Member	Marc Clermont	Counties of Prescott Russell
Member	Karl Grabowski	City of London
MEA Staff	Amin Mneina	MEA Member Services Coordinator

Enrico Scalera

MEA MUNICIPAL CLASS EA MONITORING

Chair	Paul Knowles	MCEA Advisor
Member	Ashley Rammeloo	City of London
Member	Dave Thompson	Loyalist Township
Member	Jeff Dea	City of Toronto
Member	Colin Wong	Region of York
Member	Reg Russwurm	
Member	Lisa De Angelis	Region of Halton

George Elliott

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

Chair	John Thompson	
Member	Paul Knowles	MCEA Advisor
Member	Reg Russwurm	
Member	Tom Copeland	City of London
Member	Rick Kester	
Member	Anna Godo	City of Windsor
Member	Dan Cozzi	MEA Executive Director

**Past President
(2019 – John Thompson)**

MEA DEVELOPMENT ENGINEERING COMMITTEE

Chair	Andrea Dale	Town of Whitby
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Matthew Miedema

Committee

Executive Oversight

MEA BURSARY COMMITTEE

Chair	Steve Lund (Pres.)	Huron County
Member	John Thompson (P-Pres)	
Member	Paul Knowles (P-Pres)	MCEA Advisor
Member	Anna Godo (P-Pres.)	City of Windsor
Member	Dan Cozzi (P-Pres/ED)	MEA Executive Director
Member	Rick Kester (P-Pres.)	

**Past President
(2018 – John Thompson)**

MEA AWARDS COMMITTEE

Chair	Anna Godo (P-Pres)	York Region
Member	John Thompson (P-Pres)	
Member	Salim Alibhai (Treas.)	City of Windsor
Member	Reg Russwurm (P-Pres.)	
Member	George Elliott (Director)	Town of Strathroy-Caradoc

Salim Alibhai

MEA/ MOECP LIAISON COMMITTEE

Chair	David Thompson	Loyalist Township
Member	John Thompson	
Member	Scott Mathers	City of London
Member	Peter Raabe	City of Brockville
Member	Jeff Smylie	City of Mississauga
Member	Andy Lee	City of Vaughan
Member	Melissa Ryan	City of Kitchener

John Thompson

MEA YOUNG PROFESSIONALS COMMITTEE

Chair	Billy Cheung	Regional Municipality of York
Member	Taylor Crinklaw	City of Stratford
Member	Dane Reynolds	City of Barrie
Member	Melanie Knowles	United Counties of Leeds and Grenville
Member	Elena Martellacci	City of Toronto
Member	David Moyle	Town of Richmond Hill

Matthew Miedema

EXTERNAL COMMITTEES

MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT

Member	Steve Lund	County of Huron
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Steve Lund

OGRA MEMBER SERVICES COMMITTEE

Member	Salim Alibhai	Regional Municipality of York
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Salim Alibhai

OGRA POLICY COMMITTEE

Member	Salim Alibhai	Regional Municipality of York
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Salim Alibhai

TAC Monitoring Representative

Member	Steve Kemp	Region of Durham
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George Elliott

CANADIAN PRE-CAST CONCRETE QUALITY ASSURANCE COMMITTEE

Member	Mike Rabeau	Regional Municipality of York
Member	Nick Colarusso	Regional Municipality of York

Jason Cole



2019 COMMITTEE LIST

November 2019

Committee

Executive Oversight

MTO CCIL –AGGREGATE- CERTIFICATION COMMITTEE

Member Vince Musacchio City of Vaughan

Matthew Miedema

CCIL –ASPHALT- CERTIFICATION COMMITTEE

Member Vince Musacchio City of Vaughan

Matthew Miedema

ORCGA BOARD OF DIRECTORS

Member John Thompson
 Alternate Enrico Scalera Town of Oakville

John Thompson

MODERNIZATION OF APPROVALS STAKEHOLDERS ROUNDTABLE

Member Ismail Abushehada City of London
 Member Dan Cozzi MEA Executive Director

Executive Director

ONTARIO COALITION FOR SUSTAINABLE INFRASTRUCTURE

Board Rep Enrico Scalera Town of Oakville
 Board Rep Steve Lund County of Huron
 Alternate Dan Cozzi MEA Executive Director

Steve Lund

MoECP OPERATOR CERTIFICATION WORKING GROUP

Member Peter Raabe City of Brockville

John Thompson

THE ROAD AUTHORITY (Product Management Committee)

Member Arif Khan York Region
 Member Samer Inchasi City of Mississauga

Executive Director

OPS COMMITTEES

OPS ADVISORY BOARD

Chair Dan Cozzi MEA Executive Director

Executive Director

OPS STANDARDS MANAGEMENT COMMITTEE

Chair Alan Korell Retired Member
 Vice Chair Shailesh Shah City of Kitchener
 Member Samer Inchasi City of Mississauga

Nick Colucci

OPS DRAINAGE COMMITTEE

Chair Rick Harms City of Thunder Bay
 Member Eva Pulnicki Region of York
 Member Harry Persaud City of Brampton

Matthew Miedema

OPS ELECTRICAL COMMITTEE

Vice Chair Paul Nause Region of York
 Member David Wong Town of Oakville
 Member Kenter Zhang York Region

Steve Lund

Committee

OPS ENVIRONMENTAL COMMITTEE

Chair	Don Kudo	County of Wellington
Member	Daniel McCreery	City of Toronto
Member	Miguel Pelletier	County of Bruce

OPS GENERAL CONDITIONS COMMITTEE

Chair	Mohan Toor	City of Vaughan
Member	Charlyne Elep	City of Toronto
Member	Michael Becke	City of Hamilton

OPS GRADING COMMITTEE

Chair	David Shelsted	City of Greater Sudbury
Vice Chair	Robert Fazio	City of Toronto
Member	Mike Donnelly	City of Brampton

OPS PAVEMENT COMMITTEE

Chair	Adam Kiley	City of Barrie
Member	Jane He	City of Windsor
Member	Michael Becke	City of Hamilton

OPS STRUCTURES COMMITTEE

Chair	John Stephenson	Region of Waterloo
Vice Chair	Christopher Loader	City of Toronto
Member	Omo Ajayi	City of Hamilton

OPS TRAFFIC SAFETY COMMITTEE

Chair	Robert Fazio	City of Toronto
Member	Marko Kasunic	City of Kitchener

OPS WATERMAINS COMMITTEE

Chair	Paolo Masaro	City of Vaughan
Member	Tim Marrotta	Region of Niagara
Member	John-Paul Cautillo	City of Toronto

Executive Oversight

Christine Adams

Roslyn Lusk

Jason Cole

Roslyn Lusk

Nick Colucci

Roslyn Lusk

Christine Adams

2019 MEA COMMITTEE REPORT

Committee:	MEA BOARD OF DIRECTORS REPORT
Chairperson(s):	Steve Lund, MEA President
Reporting Executive:	Steve Lund, MEA President

MANDATE:

To direct and oversee the organization consistent with the mission objectives of the Association.

MEMBERS:

Steve Lund, President	John F Thompson, Past President	Roslyn Lusk, Vice President
Salim Alibhai, Secretary-Treasurer	Matthew Miedema, Director	Christine Adams, Director
Jason Cole, Director	Enrico Scalera, Director	George Elliot, Director
Nick Colucci, Director	Dan Cozzi, Executive Director	

ACTIVITIES IN 2019:

The MEA Board of Directors met eight (8) times during 2018/2019. The Board also conducted a Strategic Planning session in September, 2019 to address progress on the existing plan and to develop a new plan for 2019/20 and potentially beyond. The major activities of the Association included:

1. **Municipal Class EA (MCEA)** – the MEA continues to work with the MoECP (Ministry of Environment, Conservation and Parks - formerly MOECC) to implement changes recommended in the Auditor General's Report to improve the MCEA process including updating of the Class EA (Class Environmental Assessment) document.

The Ministry met with members of the Board to discuss our requests and start the updating of the Class EA document. The MEA has developed an MCEA Companion Guide to assist users of the MCEA. Release of this guide was in early 2018.

2. **OCSI** – the MEA has withdrawn from the OCSI due to low interest and declining membership of the Coalition.

3. **LID Storm Water Policy** - MEA has joined RPWCO (Regional Public Works Commissioners of Ontario) and AMO (Association of Municipalities of Ontario) to encourage MoECP to fully understand the implications of proposed LID regulations and modify them accordingly.

4. **MEA's YP Committee:** - A YP (Young Professions) committee became active in 2018 and held their another event in August at the Pearson International Airport. The YPs created an MEA LinkedIn presence and they are also developing a Mentorship Program.

5. The MEA hosted a trade show booth at the OGRA (Ontario Good Roads Association) Convention in February, 2019, at the OWWA (Ontario Water Works Convention) Convention in May, 2019 and at the OPWA's ROW Management Conference on October 30 with the purpose of raising the profile of the MEA, attracting additional membership, communicating MCEA issues and promoting OPS.

7. The MEA continued to support and have Board representation on the ORCGA (Ontario Region Common Ground Association) - an organization dedicated to loss prevention of Buried Infrastructure.

8. As part of our long-standing support , along with the OGRA of the MIT (Municipal Infrastructure Training) program, the MEA introduced the Municipal Infrastructure certificate program which allows qualified applicants to be awarded a MEA Certificate in one of five (5) current areas of specialty training:

- a. Construction Materials
- b. Inspection
- c. Road Design
- d. Buried Infrastructure, and
- e. Municipal Infrastructure Generalist

There have now been successful applicants

9. The MEA was invited to and was present at the following:

- a. OSPE's Annual General Meeting
- b. CEO's Awards Gala
- c. PEO's – Awards Gala

10. The MEA Board collaborated in developing Web-site improvements which were completed in 2019.

11. The MEA Board directed that several E-Blasts be sent to members to advise them of a number of issues in a timely manner.

12. The MEA Board along with OGRA recruited Mr. Amin Mneina, EIT, Member Service Co-ordinator to assist our Executive Director, Mr. Dan Cozzi, P.Eng.

13. The MEA launched Twitter and LinkedIn social media platforms to get timely information to our member and the Industry.

14. MEA continued to review and grow the association by recruiting new members.

15. MEA introduced an improved program to thank volunteer representatives of the Association

FUTURE GOALS OF THE COMMITTEE

To continue with the operational and strategic plans of the Association.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	2019 MEA Nominating & Constitution Review Committee
Chairperson(s):	John Thompson
Reporting Executive:	John Thompson

MANDATE:

To seek out members who are willing to serve on the MEA Executive Committee and make recommendations to the MEA membership. Also to review any MEA constitutional matters to recommend any changes.

MEMBERS:

John Thompson (Chair)	Paul Knowles (P-President)	Reg Russwurm (P-President)
Anna Godo (P-President)	Tom Copeland (P-President)	Rick Kester (P. President)
Dan Cozzi (P-President & ED)		

ACTIVITIES IN 2019:

The constitution (pursuant to Articles 6.03 a/b/c) requires the NC to provide a report on vacancies, confirm the proper election of Directors and recommend suitable candidates to fill vacant director positions. This report is to be made no later than sixty (60) days prior to the Annual General Meeting (AGM).

A notice to the MEA membership calling for Executive Board nominations was provided on July 25, 2019 (email blast, notice on website). Pursuant to Article 6.04, nominations are required to be submitted in writing no later than seventy-five (75) days prior to the AGM, or by September 13, 2019. No nominations were received by the deadline.

The NC met via teleconference on 2 occasions:

1. August 21, 2019
2. September 19, 2019.

At the first NC meeting, the committee discussed the expected vacancies on the board at the end of this current term. The Chair of the NC contacted all current executive board members on their status going forward and a summary is provided in the table below:

Name	Municipality	Current Role	Notes
Steve Lund	Huron County	President 2-yr term expiring	Will serve as Past-President Next term (ex-officio)
Roslyn Lusk	City of Kitchener	Vice President 1 st yr of 2-yr term	Has advised willingness to continue for next term.
Salim Alibhai	York Region	Secretary-Treasurer 1 st yr of 2-yr term	Has advised willingness to continue for next term.
John Thompson	City of Barrie	Past-President 2-yr term expiring	As current Past-President, will leave the Board *VACANCY*
Christine Adams	St. Catharines	Director 2-yr term expiring	Has advised willingness to continue for next term.
Enrico Scalera	Town of Oakville	Director 2-yr term expiring	Advised will not continue next term due to family/work commitments *VACANCY*
Matthew Miedema	Thunder Bay	Director 1 st yr of 2-yr term	Has advised willingness to continue for next term.
Jason Cole	Lambton County	Director 1 st yr of 2-yr term	Has advised willingness to continue for next term.
George Elliott	Town of Strathroy- Carodoc	Director 1-yr term expiring	Has advised willingness to continue for next term.
Nick Colucci	Township of Erin	Director 1-yr term expiring	Has advised willingness to continue for next term.

Two (2) vacancies will exist at the end of the current term and suitable candidates are required to fill them.

Prospective Candidate Search:

Prospective candidate lists were compiled/updated and reviewed through Committee members' knowledge and familiarity of members throughout the province. Several candidates were shortlisted for consideration this year. The Chair was tasked to contact the prospective candidates to determine their willingness to serve on the Board.

At the second NC meeting, the Chair reported back on the prospective candidate search and to discuss the responses of the prospective candidates and the information about the potential nomination. Based on the above, the NC is recommending that the following MEA members be nominated as candidates for election at the AGM to fill the existing two (2) Board vacancies:

- Chris Traini Town of Strathroy-Caradoc
- Catherine Taddo City of Sault Ste-Marie

NC Recommendations:

The MEA Constitution (Article 5.03) stipulates the following:

Election of Directors shall occur at each annual general meeting of the Members of the Association from a list of candidates put forth by the Nominating Committee. Directors shall serve two (2) year terms, provided that such term limit shall not apply to ex officio Directors. Four (4) Directors shall be elected at each annual general meeting of the Members of the Association, provided that if there are more than four (4) vacancies, the number of Directors required to fill any such excess vacancies shall be elected for one (1) year terms. Each Director shall hold office until the annual meeting when his/her term expires and until his/her successor has been elected and qualified. A Director whose term has expired shall be eligible for re-election.

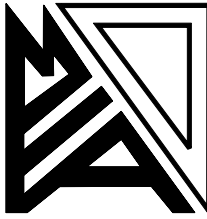
1. The NC recommends that Steve Lund, serve as Past-President (Ex-Officio).
2. The NC recommends the following four (4) Board members, who were elected to 2-year terms at the 2018 AGM, complete their respective terms in 2019:
 - Salim Alibhai York Region
 - Roslyn Lusk City of Kitchener
 - Matthew Miedema City of Thunder Bay
 - Jason Cole Lambton County
3. The NC further recommends following members as candidates for election at the AGM as Directors for the next term:
 - Christine Adams City of St. Catharines (2-year term)
 - George Elliott Town of Strathroy-Caradoc (2-year term)
 - Nick Colucci Erin Township (2-year term)
 - Chris Traini County of Middlesex (2-year term)
4. As there will be one director in excess of the 4 required to be elected, the NC recommends the following member for election at the AGM for the next term:
 - Catharine Taddo City of Sault Ste-Marie (1-year term)
5. No Constitutional Amendments are proposed for 2019.

FUTURE GOALS OF THE COMMITTEE

To continue to provide recommendations to the membership on potential Board Candidates and to review constitutional amendments.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.



**Municipal
Engineers
Association**

1525 Cornwall Road, Unit 22
Oakville, ON., L6J 0B2

Office of the Treasurer

November 7, 2019

TREASURER'S REPORT FOR FISCAL YEAR 2018-2019

This report covers the fiscal year September 1, 2018 to August 31, 2019. The Financial Statements for the Association, prepared by the MEA's auditor, Lynne D. Remigio, Chartered Accountant, are attached.

Each year the MEA Treasurer has the responsibility to report to the full membership on MEA's financial health. I am very pleased to report that, as of our fiscal year end date of August 31, 2019, we continue to remain in a strong financial position.

Your 2018-2019 Board of Directors approved a budget with the anticipation of a \$37,550 operating loss at the end of the fiscal reporting year, including a \$15,000 transfer from the Class EA reserve. Our 2018-2019 audited year-end financial report indicates that there was an operating loss of approximately \$27,593 (See: Statement of Revenue and Expenditures, Year Ended August 31, 2019). Actual year-end revenues came in higher than budgeted for the year, due primarily to higher than anticipated revenue from the annual workshop in Thunder Bay and an increase in the number of MCEA training courses offered in 2019.

While the association's reserves remain healthy, we expect to see deficits in the coming years as we pay for the staff and expenditures on MCEA and OPS related initiatives. As always, the Board continues to look to increase revenues through membership fees, employment service ads and training opportunities. Actual year-end expenditures were on target, due to overspends off-setting underspends. Overspends included the work carried out by the MCEA Advisor (related to the MCEA amendment), website/IT support (associated with MEA's website modernization and necessary upgrades) and the student education fund (as the Board opted to distribute additional bursaries this year). Underspends were achieved primarily from the annual workshop (due to a lower cost of hosting in Thunder Bay) and by not paying the OCSI membership.

This year, the Audit Committee was chaired by myself as the current MEA Treasurer and included our Auditor, Lynne D. Remigio, C.A., Steven Lund (President), Roslyn Lusk (Vice-President), John Thompson (Past President) and our Executive Director, Dan Cozzi. As supported by your Board of Directors, the Executive Committee met in teleconference as a formal Audit Committee to review and make recommendations to the Board of Directors concerning the Financial Statements. Roslyn was unable to join the call, but reviewed the audit material and notes following the call. I would like to take this opportunity to acknowledge and thank the members of the Audit Committee for their valued comments and assistance through the Auditing process. The MEA Board of Directors will continue to convene a formal Audit Committee to ensure prudent management of the association's financial assets.

It has been a pleasure to serve as your Treasurer. I would like to also take this opportunity to thank all who have assisted me in this position over the last year, especially our financial assistants at OGRA, Rayna Gillis and Lesley McCauley, as well as other members of the Board.

Respectfully submitted,

Salim Alibhai, P.Eng., PMP
MEA Treasurer, 2018-2019

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22
Oakville, Ontario
L6J 0B2

October 30, 2019

Lynne D. Remigio
Chartered Accountant
555 Burnhamthorpe Road, Suite 215
Etobicoke, Ontario
M8W 3W2

Dear Ms. Remigio:

This representation letter is provided in connection with your audit of the financial statements of Municipal Engineers Association for the year ended August 31, 2019 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not for profit organizations.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated September 30, 2019, for the preparation of the financial statements in accordance with Canadian accounting standards for not for profit organizations; in particular, the financial statements are fairly presented in accordance therewith.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian accounting standards for not for profit organizations.
4. All events subsequent to the date of the financial statements and for which Canadian accounting standards for not for profit organizations require adjustment or disclosure have been adjusted or disclosed.
5. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the corrected and uncorrected misstatements is attached to the representation letter.

Information Provided:

6. We have provided you with:

Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;

Additional information that you have requested from us for the purpose of the audit; and.

Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

7. All transactions have been recorded in the accounting records and are reflected in the financial statements.

8. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud by:

Management;

Employees who have significant roles in internal control; or

Others where the fraud could have a material effect on the financial statements.

9. There have been no allegations of fraud, or suspected fraud, affecting the association's financial statements communicated by employees, former employees, analysts, regulators or others.
10. There are no known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
11. We have disclosed to you the identity of the association's related parties and all the related party relationships and transactions of which we are aware.

Audit Adjusting Entries

12. We have reviewed your proposed adjusting journal entries, a listing of which is attached to this letter, and we hereby approve the posting of these entries to the association's books of account.

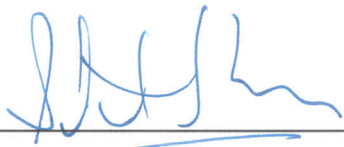
Board Approval

13. The association's board of directors have approved the draft financial statements as of

Oct. 31, 2017 (date) by electronic vote.

Yours truly,

Municipal Engineers Association

Per:  Title: TREASURER Date: Nov. 4, 2019
Salim Alibhai, Treasurer

MEA - SUMMARY OF CORRECTED AND UNCORRECTED MISSTATEMENTS

FISCAL YEAR ENDED 31/08/19

PLANNING MATERIALITY \$6,500
 FINAL MATERIALITY \$6,500
 ALL ERRORS OVER \$250 ARE TO BE RECORDED ON THIS WORKSHEET

IMPACT ON THE FINANCIAL STATEMENTS - AMOUNT OF OVER (UNDER) STATEMENT

DESCRIPTION	W/P REF	Assets		Liabilities & Net Assets		Excess (Deficiency) of Revenue over Expense		Errors Adjusted	Projected Unadjusted Error
		Known Error	Projected Error	Known Error	Projected Error	Known Error	Projected Error		
ERRORS ADJUSTED									
ENTRY POSTED TO PRIOR YEAR FALL WS AFTER BOOKS CLOSED FOR AUDIT	TT			-255	-255	255	255	-255	-
AUDIT FEE NOT ACCRUED	BB3			-4500	-4500	4500	4500	-4500	-
STUDENT BURSARY RECORDED INCORRECTLY AGAINST THE FUND	TT			-1500	-1500	1500	1500	-1500	-
SEPTEMBER 2019 CHEQUES RECORDED AS AUGUST 31 - CUT-OFF ERROR	BB-2	-8067	-8067	-8067	-8067				-
HST RECEIVABLE INCORRECTLY RECORDED AS HST PAYABLE	BB-5	-492	-492	-492	-492				-
TRANSFER TO FINANCIAL ASSISTANCE FUND NOT RECORDED	TT			-1000	-1000	1000	1000	-1000	-
TRANSFER FROM CLASS EA RESERVE NOT RECORDED	TT			15000	15000	-15000	-15000	15000	-
CITY OF GUELPH INVOICED FOR CORP MEMB NOT PAID, NOT A RECEIVABLE	24	-1475	-1475	-1475	-1475	-1475	-1475	1475	-
UNADJUSTED - POTENTIAL ERRORS									
MEMBERSHIP SERVICES COORDINATOR PAYROLL COST - TIMING DIFFERENCE	40.2	-1831	-1831	-1831	-1831	-1831	-1831	-1831	-1,831
AGGREGATE POTENTIAL MISTATEMENT		-11865	-11865	-814	-814	-11051	-11051	9220	-1,831

CONCLUSION:
 THE IMPACT OF AGGREGATE POTENTIAL MISTATEMENTS BEFORE ADJUSTMENTS ON EXCESS OF REVENUE OVER EXPENSE WERE \$11,051 WHICH WAS GREATER THAN MATERIALITY. \$9,220 IN IDENTIFIED ERRORS HAVE BEEN ADJUSTED. THERE REMAINS A PROJECTED \$1,831 IN UNADJUSTED POTENTIAL ERRORS RESULTING IN A POTENTIAL UNDERSTATEMENT OF INCOME. THE \$1831 HAS NOT BEEN ADJUSTED AS THE ERROR IS SELF CORRECTING AND THE CORRECT AMOUNT IS BEING CHARGED OVER THE CALENDAR YEAR.

L REMIGIO OCTOBER 30/19

Municipal Engineers Association
 Year End: August 31, 2019
 Adjusting journal entries
 Date: 9/1/2018 To 8/31/2019

350.1

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence
1	8/31/2019	SURPLUS	350				254.61	
1	8/31/2019	FALL WORKSHOP	500			254.61		
Reinstate 2018 A/P Credit transaction incorrectly deleted after 2018 audit was complete.								
2	8/31/2019	Student Education Fund	320				1,500.00	
2	8/31/2019	Student Education Fund Expenditure	691			1,500.00		
Evan William 2019 Student Bursary posted to wrong account								
3	8/31/2019	BANK	100			8,067.19		
3	8/31/2019	ACCOUNTS PAYABLE	250				8,067.19	
Reclass cheques issues in September dated August 31 as Accounts payable								
4	8/31/2019	MCEA Advisor	672			30,718.80		
4	8/31/2019	CPP MCEA Advisor	673			1,462.54		
4	8/31/2019	EI MCEA Advisor	674			696.71		
4	8/31/2019	CANADA PENSION PLAN ED	677				1,462.54	
4	8/31/2019	EMPLOYMENT INSURANCE ED	678				696.71	
4	8/31/2019	CLASS EA COURSE DEVELOPMENT	717				30,718.80	
Reclass MCEA Advisor payroll amounts to group with other payroll for FS purposes								
5	8/31/2019	Honorarium - Class Ea Assistance	583				1,800.00	
5	8/31/2019	Honorarium - MCEA advisor	689			1,800.00		
Reclass MCEA advisor honorarium to group with other compensation on FS								
6	8/31/2019	ACCRUED LIABILITIES	252				4,500.00	
6	8/31/2019	AUDIT - FINANCIAL RECORDS REVIEW	697			4,500.00		
Accrue Audit								
7	8/31/2019	HST - Receivable	156			491.53		
7	8/31/2019	HST Payable	257				491.53	
HST ITC on Flashbay invoice posted to wrong acct								
8	8/31/2019	Financial Assistance Fund	330				1,000.00	
8	8/31/2019	Transfer from (to) Financial Assistance Fund	497			1,000.00		
Record transfer to Financial Assistance Fund per board policy								
9	8/31/2019	CLASS EA RESERVE	310			15,000.00		
9	8/31/2019	TRANSFER FROM (TO) CLASS EA RESERVE	495				15,000.00	
Record transfer from Class EA reserve per 2019 budget								
10	8/31/2019	ONT PROV STDS RESERVE	300				15,000.00	
10	8/31/2019	SURPLUS	350			15,000.00		
Correct opening fund balances for 2017 transfer to OPS Reserve never booked in QuickBooks								
11	8/31/2019	Miscellaneous Accounts Receivable	152			1,666.75		
11	8/31/2019	HST Payable	257				191.75	
11	8/31/2019	MEMBERSHIP FEES-11115	400				1,475.00	
Set up City of Guelph Corporate								

Municipal Engineers Association

350. 1-1

Year End: August 31, 2019
Adjusting journal entries
Date: 9/1/2018 To 8/31/2019

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence
		Membership receivable						
						82,158.13	82,158.13	
		Net Income (Loss)	(27,593.49)					

MUNICIPAL ENGINEERS ASSOCIATION

FINANCIAL STATEMENTS

AUGUST 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Members of:
Municipal Engineers Association

Opinion

I have audited the accompanying financial statements of Municipal Engineers Association which comprise the balance sheet as at August 31, 2019, the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Municipal Engineers Association as at August 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Association in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing these financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit.

Auditor's Responsibilities for the Audit of the Financial Statements (cont.)

I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Etobicoke, Ontario
November 1, 2019



Lynne D. Remigio, CPA CA
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2019**

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT		
Cash	\$ 245,703	\$ 182,286
Short term investments (note 3)	295,550	353,810
Accounts receivable	7,821	5,555
Prepaid expenses	<u>18,612</u>	<u>7,109</u>
	<u>\$ 567,686</u>	<u>\$ 548,760</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 42,130	\$ 34,822
Government remittances payable	3,177	2,704
Deferred revenue (note 4)	72,177	16,450
RPWCO funds held in trust	<u>65,846</u>	<u>82,835</u>
	183,330	136,811
NET ASSETS		
Restricted Funds		
Ontario Provincial Standards Reserve (note 5)	15,000	15,000
Class EA Reserve (note 6)	105,810	120,810
Student Education Fund (note 7)	13,000	13,000
Financial Assistance Fund (note 8)	<u>5,000</u>	<u>4,000</u>
	138,810	152,810
Unrestricted, Operating Fund	<u>245,546</u>	<u>259,139</u>
	<u>384,356</u>	<u>411,949</u>
	<u>\$ 567,686</u>	<u>\$ 548,760</u>

Approved on behalf of the Board:

_____ Director
_____ Director

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED AUGUST 31, 2019**

	<u>2019</u>	<u>2018</u>
UNRESTRICTED FUNDS:		
Operating Fund:		
Net Assets, beginning of the year	\$ 259,139	\$ 256,437
Excess (shortfall) of revenue over expenditures for the year	<u>(27,593)</u>	<u>3,702</u>
	231,546	260,139
Transfer to Financial Assistance Fund	(1,000)	(1,000)
Transfer from from Class EA Reserve	<u>15,000</u>	<u>-</u>
Operating Fund Net Assets, end of the year	<u>\$ 245,546</u>	<u>\$ 259,139</u>
RESTRICTED FUNDS:		
Ontario Provincial Standards (OPS) Reserve:		
Net Assets, beginning and end of the year	<u>\$ 15,000</u>	<u>\$ 15,000</u>
Class EA Reserve:		
Net Assets, beginning of the year	\$ 120,810	\$ 120,810
Transfer to Operating Fund	<u>(15,000)</u>	<u>-</u>
Class EA Reserve Net Assets, end of the year	<u>\$ 105,810</u>	<u>\$ 120,810</u>
Student Education Fund:		
Net Assets, beginning and end of the year	<u>\$ 13,000</u>	<u>\$ 13,000</u>
Financial Assistance Fund:		
Net Assets, beginning of the year	\$ 4,000	\$ 3,000
Transfer from Operating Fund	<u>1,000</u>	<u>1,000</u>
Financial Assistance Fund Net Assets, end of the year	<u>\$ 5,000</u>	<u>\$ 4,000</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2019**

	<u>2019</u>	<u>2018</u>
REVENUE		
Membership fees	\$ 62,555	\$ 67,181
Annual meeting and fall workshop revenue	88,290	147,066
Class EA books	9,904	14,057
Class EA training	65,550	33,975
Employment advertisement service revenue	96,030	109,890
Interest	6,431	6,848
Miscellaneous revenue	<u>419</u>	<u>202</u>
	<u>329,179</u>	<u>379,219</u>
EXPENDITURES		
Administration fees	17,866	17,116
Annual meeting and fall workshop	54,281	98,494
Audit	4,500	4,400
Class EA books	2,809	2,930
Class EA training	30,105	16,935
Credit card charges	8,397	8,582
Executive Director wages and benefits	68,655	57,368
Executive Director expenses	5,297	13,993
Honorariums	2,950	1,700
Insurance	4,095	3,945
MCEA Advisor wages and benefits	34,678	-
MCEA Amendments project	4,614	25,215
Meeting expense	38,527	44,332
Office and miscellaneous expense	3,979	6,593
OPS expenses	722	-
Printing	330	318
Postage and courier	1,225	975
Staff Salary and benefits	32,681	47,851
Staff expenses	3,496	3,463
Student bursaries	17,000	7,500
Telephone	303	655
Website, Workbench and IT support	<u>20,262</u>	<u>13,152</u>
	<u>356,772</u>	<u>375,517</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>\$ (27,593)</u>	<u>\$ 3,702</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2019**

	<u>2019</u>	<u>2018</u>
Cash provided by (used in) operating activities		
Excess (shortfall) of Revenues over Expenditures	\$ (27,593)	\$ 3,702
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	7,781	(15,497)
Deferred revenue increase (decrease)	55,727	5,850
Prepaid expense decrease (increase)	(11,503)	(3,263)
Accounts receivable decrease (increase)	<u>(2,266)</u>	<u>5,390</u>
	<u>22,146</u>	<u>(3,818)</u>
Cash provided by (used in) investment activities		
Proceeds on GIC maturities, net of (reinvestments)	<u>58,260</u>	<u>76,028</u>
Cash provided by (used in) financing activities		
Increase (decrease) in RPWCO funds held in trust	<u>(16,989)</u>	<u>24,890</u>
Increase (decrease) in cash position	63,417	97,100
Cash position, beginning of year	<u>182,286</u>	<u>85,186</u>
Cash position, end of year	<u>\$245,703</u>	<u>\$182,286</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not for profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies:

(a) Revenue Recognition

The association follows the deferral method of accounting for its event and activities revenues. Under the deferral method revenues received related to events or projects of future periods are deferred and recognized as revenue in the period in which the related event or projects occur.

(b) Restricted Funds

The Association segregates its net assets into restricted and unrestricted funds. Only unrestricted net assets are available for operations without limitation. Restricted funds may be either externally restricted at the direction of an external party or internally restricted at the direction of the association management for certain specified purposes.

(c) Contributed Services

Volunteer directors and committee members contribute a significant number of hours each year to assist the association in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(d) Fixed Assets

Purchases of fixed assets are charged to expense in the year the expenditure is incurred.

(e) Cash and Cash Equivalents

The association's policy is to present bank balances and cash held in broker's accounts under cash and cash equivalents. Short term investments, GIC's and money market funds are not included in cash and cash equivalents.

(f) Financial Instruments Measurement

The association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all financial assets and liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash, short term investments and accounts receivable. The financial liabilities measured at amortized cost include accounts payable and accrued liabilities and government remittances payable.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Use of Estimates

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, revenues and expenses. These estimates are reviewed annually, and, as adjustments become necessary, they are reported in the period which they become known.

2. NATURE OF ASSOCIATION AND BASIS OF PRESENTATION

Nature of Association

The Municipal Engineers Association is an association of public sector professional engineers in the full time employment of municipalities performing the various functions that comprise the field of municipal engineering. On January 15, 2007 the association was incorporated as a not-for-profit corporation under the laws of the Province of Ontario to continue the operations of the previously unincorporated association. The Association is exempt from income taxes under Section 149(1)(1) of the Income Tax Act.

The objects of the association are:

- (a) To unite members of the engineering profession employed by or associated with Ontario's municipalities and promote their interests and conserve their rights;
 - (b) To advocate for and promote proficient municipal engineering;
 - (c) To share information for the mutual benefit of the members;
 - (d) To recognize and promote outstanding achievements of municipal engineers; and
- such other complimentary purposes not inconsistent with these objects.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

3. SHORT TERM INVESTMENTS

The association's short term investments consist of GIC's and money market funds. The GIC's are issued by Canadian banks and trust companies, with maturities ranging from one year to four years and bearing interest at rates ranging from 1.46% and 2.20%

	<u>2019</u>	<u>2018</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 280,346	\$ 295,346
Plus accrued interest to August 31	<u>10,584</u>	<u>7,031</u>
	290,930	302,377
 Money Market Funds	 <u>4,620</u>	 <u>51,433</u>
	<u>\$ 295,550</u>	<u>\$ 353,810</u>

4. DEFERRED REVENUE

Deferred revenue is comprised of registration fees and sponsorships related to programs to be completed in the following fiscal year as follows:

	<u>2019</u>	<u>2018</u>
Fall Workshop sponsorships	\$ 54,302	\$ -
Class EA Workshop registrations	<u>17,875</u>	<u>16,450</u>
	<u>\$ 72,177</u>	<u>\$ 16,450</u>

5. ONTARIO PROVINCIAL STANDARDS RESERVE

The Ontario Provincial Standards (OPS) reserve is an internally restricted fund. Net assets from operations are appropriated to the Class EA reserve periodically to provide for the future costs of updating the OPS and preparing potential MEA course material on the OPS. In the fiscal year ended August 31, 2017, an initial transfer of \$15,000 was made from the operating fund to establish this reserve. No additional transfers were made in the fiscal year ended August 31, 2019.

6. CLASS EA RESERVE

The Class EA reserve is an internally restricted fund. Net assets from operations are appropriated to the Class EA reserve periodically to provide for the future costs of updating the Class EA (Environmental Assessment) document. A transfers of \$15,000 was made from the reserve to the operating fund for the fiscal year ended August 31, 2019, to fund a significant investment in the Municipal Class EA document.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2019**

7. STUDENT EDUCATION FUND

The Student Education Fund is an internally restricted fund, established in 2006 to provide scholarships and bursaries to secondary school graduates who wish to pursue an engineering degree with a specialty in municipal engineering. During 2019 \$17,000, (2018, \$7,500) in scholarships was approved and funded from operations. No additional transfers to the fund were made in 2019.

8. FINANCIAL ASSISTANCE FUND

The Financial Assistance Fund is an internally restricted fund, established in 2015 with an initial appropriation of \$1,000 from the Operating Fund. The Financial Assistance Fund has been established to provide some financial assistance to a municipality or an individual in an emergency situation. During the fiscal year ended August 31, 2019, the final transfer of \$1,000 to the fund from operations was made, bringing the fund to its target balance of \$5,000. Disbursements from the fund will be at the discretion of the board of directors.

9. FINANCIAL INSTRUMENTS

The association is exposed to various risk through its financial instruments. The following analysis presents the association's exposures to significant risk at the reporting date.

(a) Credit Risk

The association is exposed to credit risk in that it provides credit to seminar and event attendees and sponsors in the normal course of its operations. The credit risk is mitigated by the fact that the majority of its receivables are due from members of the association. The association regularly monitors receivables, has the ability to suspend members for non payment and virtually never has had any bad debts.

(b) Interest Rate Risk

The association is exposed to interest rate risk on its fixed rate investments. The interest rate risk is minimized by the short terms to maturity.

(c) Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. The association manages its liquidity risk by monitoring forecasted and actual cash flows and by holding assets that can readily be converted to cash.

2019 MEA COMMITTEE REPORT

Committee:	MEA Audit Review Committee
Chairperson and Reporting Executive:	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, The Regional Municipality of York, and MEA Treasurer

MANDATE:

To review the draft audit with the MEA Auditor, to understand the findings of the audit and any irregularities or adjustments that are required to be explained.

MEMBERS:

Steven Lund, Director of Operations, County of Huron and MEA President	Roslyn Lusk, Director of Operations, City of Kitchener and MEA Vice-President	John Thompson, MEA Past-President
Dan Cozzi, MEA Executive Director	Lynne Remigio, Auditor	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, The Regional Municipality of York, and MEA Treasurer

ACTIVITIES IN 2019:

A teleconference was held October 25, 2019 to review the draft audit documents prepared by Ms. Lynne Remigio. Ms. Remigio was named at the 2018 AGM as the MEA's Auditor for the fiscal year September 1, 2018 to August 31, 2019. An electronic copy of the draft audit document was circulated to all members in advance.

The 2019 Audit Approach

General Approach

The Auditor's approach for the audit of MEA's year ending August 31, 2019 focused on testing of account balances at the year end and transaction streams throughout the year (substantive testing) and to review/confirm the various financial year-end statements produced by the MEA.

Areas of High Audit Risk

Overall the auditor's assessment of risk of a material error is low for the MEA. The Auditor's approach for expenditures is essentially unchanged from previous years and includes a comprehensive review of expenditure accounts to identify potential misclassifications, examination of all significant transactions as well as testing a representative sample of transactions. The Auditor's focus for revenues emphasizes reasonableness and completeness of the reporting and receipts as well as a search for potential unrecorded accrued revenues.

Materiality

All audits are based on the concept of testing since it would be impractical and prohibitively expensive to examine and verify all transactions. Critical to the testing concept is the notion of materiality. Materiality is stated as a monetary value above which we consider that the aggregate error in the financial statements would be unacceptable. The Auditor's testing is

designed to obtain reasonable assurance that any undetected error is below this materiality. The materiality the Auditor used in the 2019 audit was \$6,500.

Preliminary Assessment of Internal Control and Impact on Audit Approach

In the Auditor's assessment of the MEA we have reasonable internal controls for a not-for-profit organization of its size. In the course of substantive testing the Auditor observed evidence of appropriate signing authority controls over expenditures. Budgets and budget reviews by the executive are also important controls at the MEA.

The Auditor has taken a substantive approach to her testing and has prepared proposed adjusting entries where the Auditor believed them to be of benefit. All of these entries have been reviewed with the Audit Committee and have been agreed and approved for posting to the financial records of the association.

Matters Arising from the Audit

The Auditor drew the committee's attention to the new standard form of the "Independent Auditor's Report" which accompanies the draft financial statements beginning with the 2019 audit year. The Auditor's report indicates that her objective of reasonable assurance that the financial statements as a whole are free of material misstatement has been met.

As a result of the audit, the Auditor has identified actual and projected errors and has proposed adjustments. All of these have been reviewed with the Audit Committee and have been agreed and approved for posting to the financial records of the association.

There are no unresolved matters which the Auditor has not agreed with management regarding accounting treatment, policies or estimates. The Auditor has not encountered any areas of significant concern that would demand the attention of the MEA Audit Committee.

The Audit Review Committee agreed on a recommendation to the MEA Executive Board to accept the Audit for presentation to the membership at the Annual General Meeting.

FUTURE GOALS OF THE COMMITTEE

To continue this practice of review and to take measures, if any, to improve the recording of financial information available for the audit.

FUTURE OF COMMITTEE:

√	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	2019 MEA/OPWA Liaison Committee
Chairperson(s):	Steve Lund, MEA President; Ed Dujlovic (OPWA)
Reporting Executive:	Dan Cozzi - MEA/Brian Barber - OPWA

MANDATE:

To provide a forum for discussion and exchange of information on issues of mutual concern and interest.

MEMBERS:

MEA Board of Directors	OPWA Board of Directors	
------------------------	-------------------------	--

ACTIVITIES IN 2019:

The MEA and OPWA Liaison Meeting was held on April 10, 2019. Items of discussion included:

- MEA provided highlights of the MEA's Strategic Plan which is focusing on:
 - communications with its members;
 - committees;
 - connections/alliances with other sister associations in Ontario;
 - volunteer recognition;
 - budget/resources.
- OPWA provided highlights of the OPWA's Strategic Plan:
 - 2015 was the first year of the implementation of OPWA's strategic plan
 - The plan slowed in 2018, and it is planned to re-affirm and operationalize the plan
 - Relevancy of events to the needs of the membership
 - Young professionals' group – opportunities to collaborate with MEA
- 2019 MEA and OPWA Events:
 - MEA Annual Workshop & AGM will be held at the Blue Mountains Resort outside of Collingwood from Nov 26 – 29. Expecting to draw 150+ to this event.
 - OPWA National Public Works Week Truck Rodeo – May 16 at Mohawk Racetrack in Milton
 - APWA-PWX will be held in Seattle Washington September 8 – 11
 - The MEA will be hosting Municipal Class Environmental Assessment (MCEA) Workshops in Mississauga April 24-25 (sold-out), June 3-4 (sold-out) and in October (TBA). These workshops are limited to 30 participants.
 - OPWA will be hosting a ROW Management Conference in Ajax on Oct 30. Expect to attract 200+ participants.
 - MEA planning to host a Young Professionals' event in Summer.
 - OPWA will be hosting a Young Professionals' event at RJ Burnside's offices in Mississauga in Milton
- OCSI Update
- Municipal Class Environmental Assessment (MCEA) Update:

- Ontario Provincial Standards (OPS) Update:
- Professional Engineering Requirements for Municipalities.
- Other Business Items:
 - Reciprocal trade show booth agreements
 - Experience with teleconference/video conference board meetings

FUTURE GOALS OF THE COMMITTEE

To continue to collaborate on various items of common interest.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	MEA/CEO Liaison Committee
Chairperson(s):	President MEA; Chair of CEO Board
Reporting Executive:	Dan Cozzi – MEA/Bruce Mathews - CEO

MANDATE:

To provide a forum for discussion and exchange of information on issues of mutual concern and interest to municipal engineers and engineering consultants.

MEMBERS:

MEA Board Members	CEO Board Members	
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ACTIVITIES IN 2019:

The MEA and CEO Boards did not meet in 2019.

However, the respective executive directors of each association met several times in 2019 to discuss items of mutual interest.

The MEA held a MCEA Workshop for CEO members only.

MEA and CEO jointly reviewed and updated the existing MEA/CEO Consulting Agreement Form.

CEO would like to assist MEA with OPS outreach initiatives.

FUTURE GOALS OF THE COMMITTEE

The MEA and CEO Boards plan to continue to meet as needs arise. The respective executive directors will remain in contact on a regular basis to continue collaboration efforts - and they will advise their Boards on the next joint Board Liaison meeting.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	2019 MEA Awards Committee
Chairperson(s):	Anna Goddo
Reporting Executive:	Salim Alibhai

MANDATE:

1. To annually solicit the membership for candidates that have contributed significantly to the profession of municipal engineering in the technical, educational or community service fields.
2. To make recommendations to the MEA Board of Directors on appropriate candidates to receive awards

MEMBERS:

Anna Godo (P-President)	Salim Alibhai (Treasurer)	Reg Russwurm (P-President)
George Elliott (Director)	John Thompson (P-President)	

ACTIVITIES IN 2019:

Committee Activities in 2019:

1. Committee met via teleconference 4 times since the last AGM (December 17, 2018, March 20, 2019, April 24, 2019 and September 19, 2019) to:
 - a. Modify the MEA Awards Program (redefine the awards and new terms of reference)
 - b. Plan how to communicate the awards program to the membership/public
 - c. Determine how to recognize past winners, and,
 - d. To review nominations and to recommend awards to prospective candidates to the MEA Executive Board
2. The Committee redefined the MEA Awards Program to include:
 - a. MEA Award – no change to previous award of same title. Candidates may be nominated by membership/public, the Awards Committee or MEA Board (see attached TOR)
 - b. MEA Order of Merit – replaces former MEA Award of Merit (it was thought the previous title was too similar to the “MEA Award”). Candidates are recommended by the Awards Committee or the MEA Board (see attached TOR)
 - c. MEA Life Membership – no change (see attached TOR)
3. The MEA membership was solicited for award nominees in the July MEA Newsletter, through an e-blast and via a news item on the MEA website. In addition, a letter was sent to all Municipal Clerks in Ontario on May 20, 2019 announcing the awards nomination period. In future, this will also be advertised via our Social Media Platform (Twitter, LinkedIn)
4. A listing has been prepared that acknowledges all past award winners and life members. This list has been posted on the website.

5. 2 Nominations were received from the membership for the *MEA Award* by the nomination deadline of September 6, 2019. One nomination was discarded as the nominee was already awarded the *MEA Award* in 2018. The nominator was advised of this decision.

Committee Recommendations:

1. Award recommendations:

2.

- MEA Award:
 - David Thompson, P.Eng., Loyalist Township (nomination attached). The Committee believes David is worthy of this award. He was on the MEA Board for a few years and has participated in the MEA/MECP Liaison Committee and the MCEA Monitoring Committee. David is very near retirement at Loyalist Township.

- MEA Order of Merit
 - Sandra Lawson, P.Eng., formerly from Town of Ingersoll (retired)
Sandra is a long standing member of the MEA, past president (first female president of the association), committee rep (most recently OPS Pavement Mgmt Committee) and hockey classic volunteer. Sandra has also been a fixture at the annual workshop over the years. Sandra retired earlier this year. The Committee believes she is worthy of the MEA Order of Merit.

- MEA Life Membership:
 - Joe Pitushka, P.Eng., formerly of the City of Brampton. Joe was awarded the MEA Order of Merit in 2018 and is a Past-President. He retired from Brampton shortly after the 2018 Workshop and the Committee believes he is worthy of being awarded a Life Membership.
 - Sandra Lawson, P.Eng, formerly of the Town of Ingersoll. In addition to the MEA Order of Merit, Sandra has retired and is eligible for a life membership. The Committee believes Sandra is a worthy of being awarded a Life Membership.

Once the MEA Board reviews and confirms the above award recommendations, the Executive Director will notify each recipient. If recipients are not registered for workshop, the Workshop hosts will provide hotel rooms and cover any registration costs for Thursday November 28, including the President's Banquet. Travel arrangements will be at the award winners' expense. (Note – Sandra has already registered for the workshop – ED will make arrangements to credit the value of the President's Banquet and will discuss if there is a resolution to the cost of the Thursday night hotel expense).

Order of Award Plaques

Historically, the production of the awards was a responsibility of the Workshop hosts. Starting this year, all awards (including President's Gavel and Appreciation Plaque for outgoing President) will be ordered through the MEA's Member Service Coordinator. We will be using the awards from the Thunder Bay Workshop as a template for consistency going forward (e.g crystal formed plaques for awards, life memberships and wood plaque/gavel for incoming/outgoing President).

Meeting schedule

Meeting schedule for 2020 will be quarterly.

FUTURE GOALS OF THE COMMITTEE

Work for 2020

Much was completed by the Awards Committee in 2019. For 2020, the Committee will follow the same course but will focus on determining ways to further promote the Awards Program or to brand it into the President's Banquet.

FUTURE OF COMMITTEE:

<input checked="" type="checkbox"/>	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
<input type="checkbox"/>	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	2019 Bursary Committee
Chairperson(s):	Steve Lund
Reporting Executive:	JohnThompson

MANDATE:

To administer a Bursary Awards program for Graduating Secondary School Students, of current municipally-employed parents, entering an accredited Canadian University Engineering Program with the intent of pursuing a career in Municipal Engineering

MEMBERS:

Steve Lund (Chair)	John Thompson (P-President)	Paul Knowles (P-President)
Anna Godo (P-President)	Rick Kester (P-President)	Dan Cozzi (P-President & ED)

ACTIVITIES IN 2019:

- The Committee met several times throughout the late winter and spring season
- Established in 2008, 2019 marks the 12th year of the program
- The 2019 Bursary Program was promoted as follows:
 - News item on MEA Website
 - E-Blast to membership
 - Letter to Municipal Clerk of all Ontario municipalities
 - Posted on scholarships.ca
- 25 applications were received by the Committee in 2019
- Quality of submissions for 2019 was very good
- All submissions were reviewed for eligibility and were scored based on the awards criteria
- Committee recommending the following Bursary awards
 - John Hammer Memorial Bursary (\$2,000) – Jake Kawalec (City of Peterborough)
 - 10 additional awards of \$1,500.00 each to:
 - Lumen Roy (City of Toronto)
 - Mathew Soldo (City of Hamilton)
 - Sofia Angelo (Township of King)
 - Ellie Teeple (Township of Zorra)
 - Justin Morby (Township of Mulmur)
 - Hannah Kot (Niagara Region)
 - Sasha Latchaev (York Region)
 - Zachary Pasma (Town of Pelham)
 - Evan Williams (Town of LaSalle)
 - Andrew Botham (Municipality of Leamington)
- Each municipal council (where parents/guardian work), were informed through their respective Clerk about the award winner
- All have received their awards in August 2019
- An award winner will be invited to attend the President's Banquet to be recognized.

FUTURE GOALS OF THE COMMITTEE

To continue to administer the Bursary Program

FUTURE OF COMMITTEE:

<input checked="" type="checkbox"/>	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
<input type="checkbox"/>	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	MEA Development Engineering Committee
Chairperson(s):	Andrea Dale, Town of Whitby
Reporting Executive:	Matthew Miedema

MANDATE:

To provide leadership in a forum for municipal engineering workers to discuss issues and share solutions related to the land development process through all phases of planning, review and approval, construction, inspection, maintenance and operations. Typically meet 2 – 4 times per year.

MEMBERS:

Representatives from over 45 Municipalities and Regions

ACTIVITIES IN 2019:

Committee formed in November 2004. Quarterly meetings attended by a growing list of over 125 engineering workers from over 45 municipalities.

- Discussion of land development engineering issues;
- Regular exchange of information and communication related to improved engineering practices, guidelines, by-laws, low-impact developments;
- Updates on upcoming provincial legislation related to land development issues;
- Met 2 times in 2019; June and November (upcoming)

FUTURE GOALS OF THE COMMITTEE

- Raise awareness of land development engineering and planning issues among municipal engineering workers involved in the planning, design, construction and operations of municipal infrastructure.
- Build consensus and provide best management practice documents supporting or opposing certain private sector practices and engineering practices in land development.
- Continue to provide a forum of development engineering questions and answers.

FUTURE OF COMMITTEE:

✓	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	MEA Municipal Class EA Monitoring Committee
Chairperson(s):	Paul Knowles
Reporting Executive:	George Elliott

MANDATE:

To prepare the required Class EA monitoring report annually
 To represent MEA on issues related to the Class EA

MEMBERS:

Paul Knowles	Dave Thompson	Lisa De Angelis
Tom Copeland	Colin Wong	
Jeff Dea	Reg Russwurm	

ACTIVITIES IN 2019:

- 1) Engaged a new instructor (Paul Knowles), updated the course material and hosted 5 successful 1 ½ day training sessions
- 2) Submitted the required annual monitoring report to MECF
- 3) Answered questions from practitioners about application of the MCEA
- 4) Mapped out a strategy to revamp the MCEA web site
- 5) Lobbied the government to improve the MCEA process as outlined in MEA's Position Paper and, in particular, worked to improve the Part II Order Request system, amend the project schedules, reverse scope creep and to eliminate the ability for a Part II Order Request on Schedule A or A+ projects. This effort has been largely successful as Bill 108 received Royal Assent in June which has made significant changes to the all Class EAs including the MCEA – specifically;
 - a) Schedule A and A+ projects are now exempt from the EA Act – they are no longer subject to Part II Order Requests (PIORs)
 - b) Schedule B and C projects remain subject to PIORs but the Director is required to reject any PIOR that is not related to a specific provincial issue. Furthermore, the Minister will be obligated to issue a decision on a PIOR within a specific timeframe (MEA is suggesting 60 days).
- 6) Prepared and submitted an amendment to the MCEA. The highlights as described below;

Roads

- a. All stockpiling salt is Schedule A
- b. A number of projects that were Schedule A if < \$2.4m or Schedule B if > \$2.4m are shifted to Schedule A or A+
- c. A number of projects that were Schedule A are shifted to Schedule A+ to ensure the community is notified
- d. All roads (**including collector and arterial**) that are required as a **specific** condition of a planning approval are Schedule A
- e. Road diets and Roundabouts are included in Schedule A+
- f. If the heritage aspects of a bridge are addressed, reconstruction with the same vehicle capacity is Schedule A+.
- g. Reconstruction of expressways is included in Schedule C

Water/Wastewater

- h. A number of existing items have been combined
 - i. 4 items that deal with standby power combined into 1 item
 - ii. 10 items that deal with works yards combined into 1 item
 - iii. 4 items that deal with retiring facilities combined into 1 item
- i. Projects must be required as a **specific** condition of a planning approval or **subject to** planning requirements and these terms will be added to the glossary.
- j. LID features have been added to Schedule A and A+
- k. A number of projects have been shifted from Schedule A to Schedule A+ to provide notice to the local community
- l. A number of projects have been shifted from Schedule B to Schedule A+ as the technical requirements are covered by an ECA and PTTW. Property acquisition is used as a trigger – most projects are Schedule A+ unless property acquisition is required.
- m. Infrastructure crossing a water course is clarified – Schedule A+ if replacement, trenchless or attached to existing bridge. New open cut or new bridge support is Schedule B.

Transit

- n. Make all traffic control devices and safety projects Schedule A+ to be consistent with the Roads section
- o. For water crossings refer to vehicle capacity not hydraulic capacity
- p. Shift reconstruction, new stations, new passenger pick up, and new maintenance facilities from Schedule B or C to Schedule A+ to provide notice to the local community and rely on the planning approval process.

Other Sections

- q. Executive Summary, Glossary and other sections re-written to include update information related to Bill 108, the EA renewal process and changes made to Appendix 1
- r. A.1.2.2 Project Schedules - Section is re-written to explain the exemption of Schedule A and A+ projects provided by Bill 108 and to describe the responsibilities of municipalities related to these projects to be accountable to their citizens
- s. Various sections revised to include information from the Companion Guide

- t. A.1.4 Phase-In - Section revised for current amendment
- u. A.1.5.1 Monitoring of Municipal Class EA – Section revised to include process for submitting notices to MECP
- v. A.1.7 MECP Codes of Practice – Section is updated to include current information about the Codes of Practice and Climate Change direction from the Companion Guide
- w. A.2.1.1 Level of Complexity – Section revised to highlight the use a Schedule A+ for many projects.
- x. A.2.7.1 The Master Planning Process – Section revised to explain expiry of a Master Plan and the abilities for a PIIOR
- y. A.2.10 Relationship of Projects within the Class EA to other Legislation – Section revised to identify other relevant regulations
- z. A.3.5.3 Public Notices – Section revised to explain ability to establish notice requirements
- aa. A.4.3 Revisions and Addenda to Environmental Study Report – Section revised to clarify expiry/lapse of time.
- bb. Appendix 6 Sample Notices – New Sample Notices including for Schedule A+ are provided.

Sections Common with Other Class EAs

- cc. A.1.5.2 Municipal Class EA Amending Procedures – MECP is to provide common wording.
- dd. A.2.8 Changing the Project Status – Appeal Process – MECP is to provide common wording

FUTURE GOALS OF THE COMMITTEE

1. Continue to prepare the annual monitoring report and represent MEA’s interests related to the MCEA;
2. Pursue approval of the amendment to the MCEA submitted Sept 30/19 and further reforms to the EA process
3. Revamp the MCEA web site;
4. Continue to answer questions from practitioners about application of the MCEA;
5. Continue to deliver MCEA training sessions;

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee: MEA/MECP Liaison Committee
 Chairperson: Dave Thompson
 Reporting: Dave Thompson
 Executive: John Thompson

Mandate:

The mandate of this committee is to provide for constructive discussion between the MECP (formerly MOECC) and the MEA. The MEA is informed of new MECP initiatives and the MECP has provided a forum to raise concerns with appropriate policy staff on a variety of topics where MECP is the lead ministry.

Members:

Jeff Smylie, MEA – City of Mississauga (retired this year)	Fariha Pannu, MECP	Mansoor Mahmood, MECP
Peter Raabe, MEA – City of Brockville	Andy Lee, MEA – City of Vaughan	Melissa Ryan, MEA – City of Kitchener
Scott Mathers, MEA – City of London	David Thompson, MEA – Loyalist Township	John Thompson, MEA – City of Barrie, MEA Director
Robert Muir, MEA - Markham	Dan Cozzi, MEA – MEA Executive Director	

MEA Members are encouraged to bring to the committee’s attention, any concerns or issues that affect municipal engineering. Please contact Dave Thompson, dthompson@loyalist.ca, or Dan Cozzi, dan.cozzi@municipalengineers.on.ca.

General Notes:

The Committee does not have any members whose regular work represents the municipal waste sector, and would welcome a volunteer with this background. With one retirement and two other members nearing retirement there is a need for new participants on this committee. The meetings offer very informative discussions on current regulatory issues, status on new initiatives and a chance to ask questions on items of concern. Members can benefit from the personal relationships developed with senior MECP staff.

Activities in 2019:

The committee met in November 2018, after the 2018 committee report had been filed; and in August 2019. A meeting is scheduled for October 2019 but the minutes of this meeting are not available for the 2019 annual committee report. With the change in Provincial government last year and some temporary staffing changes at MECP earlier this year this committee did not maintain its usual meeting frequency.

Topics presented in late 2018 in 2019 included:

Natural Resources & Conservation's Role in restructured MECP

Following the change in provincial government, part of the former MNR and Conservation Authorities were merged into the former MOE, to form the Ministry of the Environment, Conservation & Parks. Their role is to administer Ontario's protected areas, for which each has a management plan. Oversight of Conservation Authorities is now within the mandate of the MECP. Endangered Species at Risk remains within MNRF.

Climate Change Branch

The branch has adaptive and mitigative mandates, with policies for air, water, waste, and climate change resiliency and reducing GHG emissions. The cap & trade policy was wound down and programs were terminated, including the municipal climate fund program. There is a new Environmental Registry of Ontario which has replaced the previous Environmental Bill of Rights (EBR). The province is not implementing a carbon tax. MEA members recommended that the government rely on sound data to create evidence-based policies, rather than reacting to special interest groups.

Stormwater Low Impact Design

LID is a guidance document. Draft 2, dated September 17, 2018, is document currently available for public review. Draft 3 was delivered to the MECP on March 17, 2019. MECP now has Draft #5 and expect to circulate it in the near future.

The approach is to retain 90% of stormwater onsite and filter to the natural environment. If there are site constraints, some relief is provided.

MECP is encouraging that the LID Guidance document augment the existing Stormwater Design Manual.

Class EA Challenges

MEA restated their objective to reduce delay in Part II orders. The MECP is trying to standardize the EA process for all proponents. They have eliminated bump-up requests for Schedule A, A+ assessments. Anyone requesting a Part II order must now be a resident, and requests must be deemed provincially significant.

The Committee had two opportunities to share EA concerns of the MEA members to MECP staff in an effort to support the work undertaken by Paul Knowles and his committee.

Most recently, the MECP has been responding to feedback from the Environmental Registry of Ontario Management of Excess Soil Proposal posting. These responses have been reviewed and are included in the province's Environment Plan policy statement. The time frame for adoption of excess soils regulation isn't known, but it appears to be a current government priority. Key changes in recent versions include reduced administrative effort at all stages from earlier versions, and looking at road salt and other natural contaminant conditions. Municipalities should consider updating their fill/excess soil by-laws. This regulation will have varying impacts across the Province.

MEA members are encouraged to implement Excess Soil management planning at early stages of projects.

Linear Infrastructure Approvals

In the fall of 2019 large cities will begin the first phase (Phase 1) of system-wide approvals for wastewater and stormwater systems, on a system-wide approval model similar to the current potable water licensing model. Smaller centres will begin in 2020. Aziz Ahmed who was a major force behind the water policy will be heading up the storm and sanitary project. Once a municipality has their ECA, they are pre-approved. If following accepted design criteria, designers will be pre-approved. Reviewers will need to meet prescribed criteria when formally reviewing sewer infrastructure submissions. All pumps and sewage pumping stations, except the final SPS ahead of the sewage plant are under Phase 1. Phase II includes the plants and remaining SPS as system-wide ECA. Each municipality will have two ECAs – storm & sanitary. If the developer doesn't follow design criteria, a separate ECA will apply. Transfer of review program is to be discontinued.

Future Goals:

1. Continue to strengthen and expand our relationship with the MECP through committee meetings, ongoing liaison and through MEA aggressive efforts to secure MECP policy maker participation on the committee via delegations at liaison meetings.
2. Solicit input from MEA members for issues and concerns that we are all facing in response to the increasing nature of the legislation, which is being proposed and enacted.
3. Continue to monitor MECP initiatives, particularly the topics identified by the Committee as well as other new initiatives and MEA issues that are forthcoming.

Future of Committee:

X	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the Committee remain in place.
	The work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	MEA Training Committee
Chairperson(s):	Les Shepherd, Head, Geotechnical Section, MTO Eastern Region
Reporting Executive:	Enrico Scalera, Director, Roads and Public Works, Town of Oakville

MANDATE:

	To identify the training needs of the municipal engineering community
	To develop training programs to meet those needs
	To ensure the quality control of course content and the delivery of MEA's Education program
	To seek out qualified instructors to deliver the education program
	To seek out partnerships, as appropriate, to develop and deliver workshops relevant to the needs of municipal engineers and the municipal transportation and public works field

MEMBERS:

Les Shepherd	Reg Russwurm	Marc Clermont	
Karl Grabowski	Janelle Warren		

ACTIVITIES IN 2019:

The Committee met by conference call on June 18 to debrief the 2019 MIT program and review student course reviews.

TM36 Scott McKay Bituminous Technology is the only course that takes place over 10-days. The Training Committee had concerns about how this affects the ability of students to participate, and the burden this puts on the Course Director. Based on feedback from Scott Robinson, the Course Director, at this time the course will remain as a two-week program. A potential co-Course Director has been identified, to help Scott with delivery of the course.

The TM46 Advanced Sewer and Watermain Construction Inspection curriculum development team has expressed concern about the course content matching the course name. If you review the course content for each day, the focus is not directly on sewer and watermain inspection, and the Course Directors annually receive feedback from students indicating they expected more on sewer and watermain inspection. As a result, the curriculum development team proposed changing the name of the course to something more generic. Since this course was created to have pertinent professional development available for more senior sewer-watermain inspectors, and to avoid duplication with content in other MIT courses, the Training Committee advised the course name should remain the same, and proposed some changes to the content.

The Training Committee welcomes new Course Directors to the team:

- TM37 Road Design: Intersections Sunil Kothari, SNC Lavallin
- TM37 Road Design: Intersections Viktoriya Mykytyak, SNC Lavallin

With the retirement of Damon Wells, and the retirement some other Training Committee members within the next few years, the Committee is looking to add one or two new members. Adding these members now will allow for transfer of knowledge and ensure continuity.

There have been no new applications for the MIT Certification. The Training Committee recommends MEA promotion of the certification as it generates revenue for MEA.

In partnership with OGRA, MEA is developing an OPS 101 Course. This course will fill an existing knowledge gap about the OPS and will encourage municipalities and consultants to rely on the OPS for construction contract preparation. The course will tentatively be 1.5 days and take place in Mississauga.

FUTURE GOALS OF THE COMMITTEE

1. Continuing improvement of the Municipal Infrastructure Training Program curricula.
2. Appoint two Course Directors for each of the MIT programs to provide back-up and continuity of the program.
3. Implementation of the detailed Terms of Reference for the roles of the Training Committee and OGRA in the MIT program.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	MEA Young Professionals (YP) Committee
Chairperson(s):	Billy Cheung
Reporting Executive:	Matthew Miedema

MANDATE:

The mandate of this committee is to provide professional development, mentorship and networking opportunities for young members as well as encouraging them to join and become engaged in the MEA.

MEMBERS:

Billy Cheung	Taylor Crinklaw	Melanie Knowles
Elena Martellacci	David Moyle	Dane Reynolds

ACTIVITIES IN 2019:

Social Media Presence

The committee continued to increase its social media presence in 2019. The LinkedIn group page members have increased from 22 members to 50. Social media posts were also made to increase exposure and awareness of the MEA and YPs, and to help distribute news to general MEA members. The posts included MEA news, relevant articles, and photos from MEA events, including photos from the Pearson Airport facility tour. These posts were made on Twitter and LinkedIn using the established hashtag #MEAYp and #MEAontario.

YP Pearson Airport Stormwater and Utility Facility Tour Event

The committee successfully planned and organized a tour and a networking event to visit the Pearson Airport stormwater facility and Central Utilities Plant. The event occurred on August 16, 2019 at the Pearson Airport in the City of Mississauga and included a 3-hour tour and a networking lunch after. The event was successful with 18 people in attendance consisting mostly of YPs. In attendance for support were the Executive Committee members Dan Cozzi, Roslyn Lusk and George Elliott.

Through this event, our YP distribution has increased from 15 to 35, which exceeded our goals established from 2018.

YP Subpage on New MEA Website

The committee provided content and feedback for the YP committee subpage for the new MEA website. This subpage highlights the committee mandate, provides contact information, and informs of any upcoming tours. The goal of the page is to increase MEA YP committee online presence and to attract more YPs to join the MEA. The subpage also provides a link to the MEA LinkedIn group page and the YP photo album on Flickr.

AGM YP Networking Event

The committee is planning to have an information booth during the hospitality event at the MEA AGM. This booth will provide information to MEA members on the mandate of the YP committee, future planned events and activities, social media presence, and attempt to increase membership.

Monthly Conference Call Meetings

The YP committee has a conference call once a month to plan, review, and discuss upcoming events and goals. The Member Services Coordinator have been advised of the dates and was able to join when possible.

FUTURE GOALS OF THE COMMITTEE

- Continue to increase YP membership in MEA
- Increase YP network to 50 (currently 35)
- Host at least one event in 2019
- Brainstorm on and pilot mentorship program
- Further establish MEA social media presence by increasing LinkedIn group members (currently 50)
- Continue to engage MEA members on LinkedIn monthly posts (minimum)

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	Modernization of Approvals - Stakeholders Roundtable
Chairperson: Reporting: Executive:	Ismail Abushehada Dan Cozzi, P. Eng, Excecutive Director, from the excutive side.

MANDATE:

To provide a forum for two way dialogue between the MECP and experts from the industry and environmental organizations regarding the MECP's Modernization of environmental approvals efforts. Meetings happened 2-3 time/year.

MEMBERS:

Ismail Abushehada			
Dan Cozzi			

ACTIVITIES IN 2019:

Non since 2016. MECP normally called for this meeting if required or if they have anything new to share with the stakeholders.

FUTURE GOALS:

- Provide oppourtunities for two-way information sharing and dialogue on Modernization of approvals issues.
- Ensure a broad range of perspectives are considered in the modernization of Ministry environmental permits, licensing and approvals.
- Provide linkages back to broader stakeholder communities and organizations as appropriate to keep them up-to-date on what's happening and likely to happen on modernization of approvals.
- Engage in high-level policy discussions on modernization of approvals regarding issues of interest to members with a view to identifying potential solutions.
- Provide the Ministry with advice on obtaining feedback on workability and likely stakeholder reactions to various components.

FUTURE OF COMMITTEE:

Yes	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the Committee remain in place.

2019 MEA COMMITTEE REPORT

Committee:	MECP Operator Certification Working Group
Chairperson(s):	Ministry of Environment Conservation and Parks
Reporting Executive:	John Thompson

MANDATE:

The primary objective of the operator certification program is to facilitate the development of operator skills, knowledge, and competence through the establishment of recognized professional standards.

MEMBERS:

Community Colleges	Ontario Clean Water Agency	Ontario First Nations
Ministry of Environment Conservation and Parks	Ontario Water Works Association (4 members)	Walkerton Clean Water Centre
Water Environment Association of Ontario (4 members)	Ontario Municipal Benchmarking Initiative	Ontario Water Wastewater Certification Office
Ontario Municipal Water Association	Municipal Engineers Association	

ACTIVITIES IN 2019:

In 2018 the committee had one meeting which was held on March 28, 2019. The meeting was a full day from 9 am until 3 pm. The following is a brief summary of the more highlighted discussions:

→ Certification Exams

- Until June 30, 2019; Class 1 to 4 and WQA exams will be in ABC booklets and will be marked by ABC but they will continue to be Ontario exams. From July 1, 2019 onward, Ontario will adopt ABC standardized exams for Class 1 to 4 drinking water and wastewater operator examinations, replacing the current Ontario exams.
- In order for a learning event to be considered on the job practical training it must meet the following criteria; be structured learning between learner and instructor, have documented learning objectives that state what the learner will know and/or be able to do as a result of the training, deliver by a qualified trainer, and be on a subject directly related to the duties performed by an operator.

→ Walkerton Clean Water Centre

- WCWC have been hosting a number of seminars throughout the province.
- More than 600 students went through their training centre during world water week.

→ Streamling Renewals

- MECP has expanded the participation in streamlined drinking water certificate renewals until May 1, 2019.

→ ORO and OIC Roles and Responsibilities Guideline

- The MECP is proposing changes to Guideline 5.1 ORO vs OIC. Amendments to the guide would be consistent with existing regulations and other jurisdictions. The intent is to provide clarification to these roles which are not currently identified in the regulations or current guidelines.

→ New Program Policy on Incomplete Licence Applications

- Licence applications are being submitted incomplete for a variety of reasons. As of April 1, 2019 incomplete applications will be returned and not processed. Deadlines for providing missing info will be shorter and strictly enforced. Only very minor issues will be followed-up on.

→ **Small Systems Courses**

- The existing small systems courses are old and need to be refreshed. The MECP are working on updating the courses.

→ **Canadian Best Practices – Remote Process Control**

- Remote monitoring and process control are important tools particularly for small and remote systems. The use of remote process control does not eliminate the need for qualified personnel to attend the facilities on a routine basis. No certification is required and no experience will be credited for remote monitoring. However, a certified operator to the facility classification is required to perform or supervise the operation or process adjustments made from a remote location. If a facility is operated remotely, an operator certified to the level of the facility is required to attend and perform site visits on a routine basis.

FUTURE GOALS OF THE COMMITTEE:

The working group will continue to provide the Ministry with greater insight into how the certification program meets its objectives and ensure that the program continues to evolve with as the industry it serves does.

Obtain input from MEA members for issues and concerns that municipalities have as a result of on-going proposed and enacted legislative.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	Multi-Stakeholder Working Group on Road Salt Management
Chairperson:	Celine Tessier-Environment Canada
Reporting:	Steve Lund
Executive:	Steve Lund

MANDATE

To monitor progress of the Code of Practice for Environmental Management of Road Salts

MEMBERS:

Steve Lund - MEA	Numerous members representing various road authorities, agencies, suppliers, etc. Canada wide
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ACTIVITIES IN 2019:

Only one meeting was held on April 3rd, 2019.

The final report "Five-year Review of progress: Code of Practice for the Environmental Management of Road Salts" was released in April 2012 and noted 8 actions for consideration as follows:

1. Continue to manage the environmental risks of road salts through the Code of Practice and to promote its adoption (**Ongoing**)
2. Include national targets for the implementation of best management practices against which performance can be evaluated.
 - 7 national targets have been established
 - These targets will form the basis for the next performance evaluation of the Code planned for 2019. Barriers to meeting the targets were discussed and need further review as to reasons why.

Fyi- Use of pre-wetted salt or pre-treated salt and pre-wet equipment below national targets.

3. Establish a framework that road organizations can adopt and implement for the protection of salt vulnerable areas
 - a draft guide for management of SVA's and work in ongoing to establish common standards that can be used by road organizations was received in 2018.

4. Revise the Code's annual reporting form to simplify and improve the analysis of data **(The new online reporting system was launched in June 2013).**
5. Schedule another review of the Code **(Planned for 2019)**
6. Collaborate with provinces and territories to explore opportunities to support the Code **(Ongoing)**
7. Obtain information on annual salt use data from small municipalities **(Ongoing).**
8. The working group is continuing to collect information on road salt use by various municipalities across Canada and will continue to provide input to EC. The impact of chlorides in surface waters is also under review and being monitored.(Ongoing).
9. This is to inform you that the *Overview of Data Reported for Winters 2013-2014, 2014-2015, 2015-2016 and 2016-2017 in the Context of National Targets* has been published. The report is available at <https://www.canada.ca/en/environment-climate-change/services/pollutants/road-salts/environmental-management-summary-2013-2017.html>

FUTURE GOALS:

The future goals of this committee will focus on the needs coming out of the actions established as noted above.

FUTURE OF COMMITTEE:

X	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the Committee remain in place.
	The work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	Ontario Good Roads Association (OGRA) Member Services Committee
Chairperson:	Michael Touw, Manager of Operations, County of Peterborough and OGRA Director
Vice-Chair:	Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris and OGRA Director
Reporting and Executive:	Salim Alibhai, MEA Treasurer and Director, and Director, Capital Planning and Delivery, Transportation Services, The Regional Municipality of York.

MANDATE:

	The Member Services Committee shall provide the OGRA Board of Directors with recommendations on a wide range of member services including education and training programs, infrastructure management services, information services and marketing/communications initiatives.
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MEMBERS:

Kelly Elliott, Deputy Mayor, Municipality of Thames Centre and OGRA Director	Donna Jebb, Councillor, Town of New Tecumseth and OGRA Director	Rick Kester, CAO, City of Belleville and OGRA President
Steven Kodama, Director of Transportation Services, City of Toronto and OGRA Director	Bryan Lewis, Councillor, Town of Halton Hills and OGRA Director	Chris Traini, County Engineer, County of Middlesex and OGRA Immediate Past President
Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, York Region, representing MEA		

ACTIVITIES IN 2019:

<p>The committee met on January 17, April 11, June 20 and September 12, 2019.</p> <p>The committee:</p> <ul style="list-style-type: none"> • Provided recommendations to the OGRA Board of Directors on education and training programs. • Reviewed OGRA partnership opportunities with contractor and supplier associations, professional associations, and educational institutions. • Provided input into the development of standards, policies and procedures regarding municipal transportation and infrastructure, public works and asset management. • Provided recommendations on marketing/communications initiatives to the OGRA Board of Directors. <p>The following information discussed at the meetings may be of interest to MEA members:</p>

Ontario Road Information Exchange (ORIE)

In January 2019, a proposal was received from Transnomis Inc to adopt a data-sharing framework that would allow for the seamless exchange of data between municipal proponents and provide data to the navigational solutions, such as Waze. Ontario municipalities could 'tap into' ORIE and relay up-to-date information to road users.

By June 2019, the ORIE Governance Committee has been established to provide good governance directly by the municipalities contributing key data to Municipal511 and will enable municipalities to voice their requirements when it comes time to data share.

Ontario Provincial Standards (OPS)

Alan Korell has been appointed as Chair of the Standards Management Committee, effective March 2019. Work continues on the redevelopment of the OPS website.

The OPS committee is looking to publish the following standards by November 2019:

- Zoom Camera Inspections
- Visual Observation Inspections
- Laser Survey
- Sonar Inspections
- Locating Gravity Sewers
- Mandrel Deflection Inspections
- Direct Measurement Inspections

Level of Service (LOS) Framework Project

The committee was advised that one outcome of Ryerson's review of 130+ current Asset Management Plans for compliance with LOS and measures used is the recommendation of new/improved LOS measures that could be incorporated into O.Reg. 588/17.

C.S. Anderson Road School

The position of C.S. Anderson Road School Vice Director became vacant when Mike Henderson became the School Director. This position has been filled by Chris Traini, OGRA Past President, and Course Director for the Overview of Municipal Road Design and Construction course.

Municipal Infrastructure Training

Sunil Kothari and Viktoriya Mykytyak from SNC Lavalin have been on-boarded as Course Directors for the TM37 Road Design: Intersections course.

OGRA Municipal Gravel Road Liaison Committee

OGRA is creating a Gravel Liaison Committee in response to municipalities requesting guidance on how best to manage/maintain their gravel road network.

2019 MEA COMMITTEE REPORT
OGRA Member Services Committee

FUTURE GOALS:

Continue to review and provide the OGRA Board of Directors with recommendations on member services including education and training programs, infrastructure/asset management services, information services and marketing/communications initiatives.
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FUTURE OF COMMITTEE:

√	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the MEA continue participating on the Committee.
	The work of this Committee has been completed and I recommend that the MEA not have representation on the Committee.

2019 MEA COMMITTEE REPORT

Committee:	OGRA Policy Committee
Chairperson:	Dave Burton, Mayor, Municipality of Highlands East and OGRA 2 nd Vice-President
Reporting and Executive:	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, The Regional Municipality of York, representing the Municipal Engineers Association

MANDATE:

	To formulate policies for OGRA to follow with respect to a variety of issues facing Ontario municipalities and to strategize actions to be taken by OGRA in order for OGRA's position to be brought forward to the attention of appropriate parties.
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MEMBERS:

Aakash Desai, Deputy Mayor, Municipality of Grey Highlands and OGRA Director	Paul Jankowski, Commissioner, Transportation Services, Regional Municipality of York representing the MEA	Rick Kester, CAO, City of Belleville and OGRA President
Cheryl Fort, Mayor, Township of Hornepayne and OGRA Director	Rick Harms, Project Engineer, City of Thunder Bay and OGRA 1 st Vice-President	Paul Schoppmann, Mayor, Municipality of St.-Charles and OGRA Director
John Parsons, Division Manager, Road Operations, City of London and OGRA Director	Paul Ainslie, Councillor, City of Toronto and OGRA Director	Salim Alibhai, Director, Capital Planning Delivery, Regional Municipality of York, representing MEA
Allan Moore, Team Leader, Passenger Transportation Office (MTO Advisor)	Robert Hazra, Manager, Operations Office (MTO Advisor)	

ACTIVITIES IN 2019:

<p>The committee met on January 17, April 11, June 20 and September 12, 2019.</p> <p>Among the many issues addressed by the Committee over the last year, and specifically with respect to some issues of interest to many MEA members. The following are some key committee recommendations and issues discussed:</p> <p>Auditor General's Report – Environmental Assessments</p> <p>In January 2019, it was recommended that OGRA write to MECP re-iterating OGRA's prior request to amend the MCEA process while also highlighting the 127 Council endorsements OGRA received supporting its call for MCEA reform.</p>
--

Made-in-Ontario Environment Plan/Excess Soils

In announcing the new Government of Ontario "Made-in-Ontario Environment Plan", the government placed a good deal of focus on the ongoing issue of excess soil management and committed to the following:

- Increase the redevelopment and clean-up of contaminated lands in Ontario to put land back into good use.
- Revise the brownfields regulation and the record of site condition guide to reduce barriers to redevelop and revitalize historically contaminated lands, putting vacant prime land back to good use. Make it easier and safer to reuse excess soil.
- Recognize that excess soil is often a resource that can be reused. Set clear rules to allow industry to reduce construction costs, limit soil being sent to landfill and lower greenhouse gas emissions from trucking by supporting beneficial reuses of safe soils.
- Work with municipalities, conservation authorities, other law enforcement agencies and stakeholders to increase enforcement on illegal dumping of excess soil.

Government of Ontario Announces \$1.3 Billion in Highway Infrastructure Investments

In March 2019, the Government of Ontario announced that it would be investing \$1.3 billion into provincial highway rehabilitation and restoration projects across Ontario. The announcement confirmed that the province intends to move forward with 123 rehabilitation projects.

Metrolinx Municipal Rail Crossings

In April 2019, Metrolinx approached OGRA to discuss the issue of municipal at-grade crossings. Currently there are over 185 municipal at-grade crossings within the Metrolinx rail network and only a very limited number of these crossings are governed by legal agreements.

The Board approved the framework developed by staff to collaborate with Metrolinx to create an umbrella agreement for the maintenance of all at-grade crossings with the Metrolinx rail network.

Bill 108 and Roads

Bill 108 More Homes, More Choices imposed fundamental changes to the Development Charges Act. Amongst the long list of changes associated with Bill 108 was the decision to replace the list of ineligible services in a regulation under the Development Charge Act with a list of eligible service in the Act and 'roads' are not listed as an eligible service. OGRA has reached out to the Ministry of Municipal Affairs but has yet to hear back.

Non-Redacted Motor Vehicle Accident Reports

2019 MEA COMMITTEE REPORT
OGRA Policy Committee

The issue of non-redacted Motor Vehicle Accident Reports (MVARs) continues to be an on-going issue for a number of municipalities. This seems to be a localized/regionalized issue as certain detachments of police services continue to be more difficult than others when it comes to sharing information and documentation. OGRA intends to engage other likeminded stakeholders to create a coalition that can then engage the appropriate ministries at Queen's Park.

In response to an inquiry, MTO provided the following response:

"The Ministry provides a collision report product to support cost recovery for both emergency services provided at a collision as well as property damaged in a collision. Please find attached initial communication distributed to municipalities in 2017 by the Ontario Good Roads Association describing the various collision report products available from the Ministry.

The cost recovery collision report includes name and address of all the drivers and vehicle owners involved in the collision, unless the driver is under the age of 16. In order to receive this personal information however, a municipality must become an authorized requester with the Ministry. The cost recovery collision report is only available through the Ministry's authorized requester information services."

FUTURE GOALS:

To continue to provide MEA's perspective on proposed policy and to assist the OGRA with technical support/advice as required.

FUTURE OF COMMITTEE:

√	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the MEA continue participating on the Committee.
	The work of this Committee has been completed and I recommend that the MEA not have representation on the Committee.

2019 MEA COMMITTEE REPORT

Committee:	Ontario Coalition for Sustainable Infrastructure (OCSI)
Chairperson(s):	Steve Lund, MEA President, Enrico Scalera MEA Director
Reporting Executive:	Steve Lund, MEA President

MANDATE:

The promotion of "Safe and Sustainable Infrastructure". The goals of the organization are:

1. To provide professional advice relating to infrastructure and promote reasonable workable legislation relating to that subject.
2. To facilitate the sharing of information among member organizations and coordinate their approaches to common issues
3. To be an authoritative and professional voice on infrastructure matters Government can count on it for sound advice.

MEMBERS:

Steve Lund	Enrico Scalera	Dan Cozzi
OPWA	WEAO	MFOA
AM Ontario	OPCEA	

ACTIVITIES IN 2019:

OCSI is a collective of five well-established Ontario associations involved with Ontario's infrastructure to form a united volunteer association to speak for sustainable infrastructure. These are the Municipal Engineers Association (MEA), Ontario Public Works Association (OPWA), Ontario Water Works Association (OWWA), Water Environment Association of Ontario (WEAO), Asset Management Ontario (AMOnt) and the Municipal Finance Officers' Association (MFOA)

The Committee met a several times during the first half of 2019. TResults:

- OCSI developed an Outcome Statement from its strategic planning session with six key statements.
- Management of the OCSI assets were transferred to MFOA who has resources for this task.
- Note: The OGRA had withdrawn as a member in 2016 and OWWA withdrew earlier in 2019
- Few results have been achieved over the last 2 years – OCSI is losing traction and lacking leadership from member Associations, despite significant effort from MEA to keep it going.

FUTURE GOALS OF THE COMMITTEE

Lacks direction and championing from the various member associations

FUTURE OF COMMITTEE:

X	Unfortunately, not much interest has been shown by member organizations and with many members moving off this coalition, the MEA Board of Directors has approved <u>that the MEA withdraw from participating in OCSII</u> effective immediately.
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2019 MEA COMMITTEE REPORT

Committee:	Ontario Regional Common Ground Alliance (ORCGA) An external committee which invites representation from MEA
Chairperson(s):	Enzo Garritano (of IHSA) John Thompson & Alternate: Enrico Scalera, both MEA Board Members
Reporting Executive:	John Thompson, MEA

MANDATE:

The ORCGA is an external Organization which invites Board representation from the MEA – to sit as a Member-at-Large on their Board of Directors.

The ORCGA is an organization promoting efficient and effective damage prevention for Ontario’s vital underground infrastructure.

ORCGA Vision: *“Effectively eliminate damages to underground infrastructure through influential advocacy, meaningful education and impactful engagement.”*

ORCGA Mission Statement: *“Leading Ontario to enhance safety through collaborative prevention of damage to underground infrastructure.”*

ORCGA’s motto: *“Working Together for a Safer Ontario”*

The ORCGA is a multi-stakeholder (24 Board of director seats) organization with a mandate to enhance public safety and utility infrastructure through a unified approach to effective and efficient infrastructure damage prevention.

The MEA Representative on the ORCGA Board is one of Five (5) Members-at-Large, on the Board. ORCGA pre-2016 vision was *“Leading Ontario to be the Safest Jurisdiction in North America”*.

The ORCGA is affiliated in a goals perspective with the CCGA (the Canadian Common Ground Alliance)

MEMBERS:

Name	Company	Stakeholder Category
Karen Santucci	Utilities Kingston	Gas/Oil Distribution
Andy Blokker	Avertex Utility Solutions	Speciality Excavator
Brice Brown	Hetek Solutions Inc	Equipment Manufacturing & Suppliers
Terry Murphy	Landscape Ontario	Landscaping/Fencing
Doug Gale	TbayTel	Telecommunications
Linda Carkner	City of Ottawa	Municipal & Public Works
Enzo Garritano (Chair)	Infrastructure Health & Safety Association (IHSA)	Safety
Owen Heritage	Powell Contracting	Road Builders
Gary Auer	JD Barnes	Land Surveying
Karl Buchanan	TransCanada	Transmission Pipelines
Guy Castagne (Co-Chair)	TSSA	Regulator
Raffaello Taurino	Clearway Construction	Deep Excavator
Brad Gowan	Oakville Enterprises Corporation	Locator

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Mike McGivern
Andrew Stone

Normand Breton
Doug Lapp
Kim Sheppard
Dave Martins
Ben Hamilton
Michael Bastone

Tanis Peterson
Bav Mistry (Treasurer)
Yvonne To
John Thompson

Enbridge Gas Distribution Inc
Ontario Sewer & Watermain
Construction Assoc.

Electrical Safety Authority
ORCGA
ORCGA

Toronto Hydro
Ontario One Call

Jones DesLauriers Insurance
Management

The Railway Association of Canada
Hydro One Networks

Rogers Communications Canada Inc
City of Barrie (representing MEA)

Member at Large
Member at Large

Member at Large
Staff
Staff

Electrical Distribution
One Call Centre
Insurance

Railway
Electrical Transmission

Member at Large
Member at Large

ACTIVITIES IN 2019:

The ORCGA met in February (at their Damage Prevention Symposium), March, May, June, September & November of 2018 to review business initiatives.

The Finances of the ORCGA are currently healthy.

The Ontario Underground Infrastructure Notification System Act, 2012 (Bill 8) is law in Ontario. The Act requires that all facility owners in Ontario became members of Ontario One Call by June 19th, 2013. Municipalities had until June 18th, 2014. The initial regulations have been promulgated.

The annual **Dig Safe** campaign was on held throughout the Province with an April kick-off focus. The official kick-off took place in several Ontario locations simultaneously on April 8th, 2019.

The Damage Prevention Technician (DPT) Program continues to grow in acceptance and is now recognized as one of the most comprehensive and best locator training & certification in North America. This past year there has been a 72% increase in uptake. Approximately 1,100 individuals have completed either DPT 100 or 200 and approximately 575 have been certified. The DPT certification is registered under the Canadian Intellectual Property Office (CIPO).

The OGRA held its Locate Rodeo in Oshawa at Durham College in August, 2019.

It held a successful Fund raising Golf tournament in June 2019.

The ORCGA 2018 DIRT Report, Version 12.0 was released in May, 2019. A number of enhancements were included in this edition.

The ORCGA produces Communications entitled the "Ear-to-the-Ground" and the "Tolerance Zone".

The ORCGA's current membership is approximately 500

FUTURE GOALS OF THE COMMITTEE

In 2020, the ORCGA will continue to implement their new (September 2016) "long term strategic plan" based on the Board's vision for the alliance.

In 2020, the ORCGA will continue its 'Municipal Outreach' initiative to get municipalities and the electrical utilities in the Province to become members and help promote the annual Dig Safe message across Ontario.

In 2020 the ORCGA will promote membership among the provinces Tile Drainage contractors.

In 2020, the ORCGA will continue to enhance their annual Dig Safe program by continuing to partner with Home Depots, Tim Horton's, etc. across the Province. Also, to enhance our Dig Safe promotion, the Alliance will leverage its relationship with the Ontario Fire Marshalls Public Fire Safety Council.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to their (ORCGA) Membership and of importance to the Members of the MEA. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	TAC Monitoring Representative
Chairperson(s):	Steven Kemp, P. Eng.
Reporting Executive:	Executive Oversight – George Elliot

MANDATE:

Monitor Transportation Association of Canada (TAC) Activities and report back to MEA.

MEMBERS: Steven Kemp

ACTIVITIES IN 2019:

I attended both the TAC Spring Meeting (April 5-7) in Ottawa as well as the Fall Meetings (September 20-22) in Halifax, Nova Scotia. This years Fall Meetings were held as usual in advance of their annual conference. The TAC conference this year was held jointly with Intelligent Transportation Systems (ITS) Canada. In 2020 TAC and ITS Canada plan to go back to having separate conferences but they may do a joint venture again in the future.

TAC is in the process of updating its Committee Structure. The proposed structure elevates the responsibility of the Chief Engineers Council (renamed Chief Engineers Panel) to oversee and coordinate the work six other new Councils. The six new Councils (or Committees) mirror the associations Strategic Plan focus areas. These six councils are: 1) Design, Operations and Safety; 2) Infrastructure and Asset Management; 3) Mobility; 4) Environment and Climate Change; 5) Workforce Development; and 6) Technology.

I sit on the Connected and Automated Vehicle (CAV) Task Force, Road Safety Standing Committee (RSSC) and the Traffic Operations and Maintenance Standing Committees (TOMSC). The CAV Task Force currently reports directly to the TAC board and will likely report through the Technology Council in the future. RSSC and TOMSC currently report through the Chief Engineers Council and will now report through to the Design, Operations and Safety Council.

Specific topic areas of interest at the TAC meetings and conference this year included Connected and Automated Vehicle Technology, Vision Zero, Climate Change Mitigation and Adaptation, Cycling Infrastructure and Roundabout design.

2020 Spring Meetings will be held once again in Ottawa (April 3-5) with the Fall Meetings in Vancouver, BC (September 25-27, 2020).

FUTURE GOALS OF THE COMMITTEE

Ongoing Monitoring.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	The Road Authority (Products Management Committee)
Chairperson(s):	David Moncion (OGRA)
Reporting Executive:	Dan Cozzi

MANDATE:

The Products Management Committee (PMC) is responsible for classifying products and managing product-related information in the interest of doing business by transportation and public works infrastructure owners in the Province of Ontario.

MEMBERS:

David Moncion (Chair) - OGRA	Doug Culbert (Vice Chair) - ESA	Aimee Rose Tupaz - MTO
Enrico Stradiotto - OSWCA	Arif Khan - MEA	Melissa Abercrombie - OGRA
Joseph Reid - OGRA	Samer Inchasi - MEA	Bruce James – OWWA
Heba Ahmed - ORBA	Erick Merlos - OGRA	Amin Mneina (Coordinator) - OGRA
Steve Desrocher (Optional) – TRA	Joe Tiernay (Optional) - TRA	

ACTIVITIES IN 2019:

The Committee met eight times from November 2018 to October 2019. Seven of the meetings were conducted by teleconference and one meeting was in-person at the OGRA offices in Oakville. The committee reviewed a total of 42 products and classified them as follows: 41 accepted for use, 0 were conditionally accepted, 0 were under evaluation and 1 required additional information.

The Committee also undertook a major review of its activities including:

- Developing a Dispute Resolution process;
- Developing a Badges Classification process with defined expiry/renewal dates, and a communication plan for existing and new products;
- Determining an improved method for Product Performance Tracking (de-rating if required);
- Developing an outline for a standard procedure to address product performance complaints;
- Developing an Experts List divided into categories;
- Updating the PMC procedures document; and,
- Continuing to coordinate activities with OGRA to update the The Road Authority (TRA) website.

FUTURE GOALS OF THE COMMITTEE

Continue review of products.

Undertake a thorough review of all PMC policies and activities, including:

- Finalizing the Badges Classification process;
- Developing an improved method for Product Performance Tracking (de-rating if required);
- Finalizing the standard procedure to address product performance complaints; and,
- Completing the Experts List.

FUTURE OF COMMITTEE:

✓	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	Canadian Precast Concrete Quality Assurance Certification Program (CPCQA) Advisory Committee
Chairperson(s):	Nick Colarusso Mike Rabeau
Reporting Executive:	Jason Cole

MANDATE:

Participate on the Canadian Precast Concrete Quality Assurance (CPCQA) Certification Program Advisory Committee and administer the program per requirements for a wide range of structural, drainage, architectural and specialty precast concrete products. To support reviews and modifications to the program to meet needs of manufacturers, owners, engineers/specifiers, transportation agencies, and contractors.

MEMBERS (QUALITY ASSURANCE COUNCIL) :

Quality Assurance Council				
First Name	Last Name	Company	Role	Province
Muhamed	Arapovic	Lafarge Precast	Producer	MB
Andrea	Boddy	Andrea Boddy Consulting	CPCQA	ON
Brian	Clarke	ProChk Engineering	ACO	ON
Nick	Colarusso	Municipal Engineers Assoc.	Municipal	ON
Dean	Frank	Dean Frank Associates LLC	Vice Chair	US
Chris	Yurchesyn	Strescon	Producer	NS
Allan	Hegedus	Saskatchewan Ministry of Highways	MOT	SK
Malcolm	Hachborn	M.E. Hachborn Engineering	Engineer	ON
Hany	Messih	HGS Consulting	Engineer	ON
Wayne	Kassian	Kassian Dyck Associates	ACO	AB
Edwin	King	Forterra Pipe and Precast	Producer	ON
Clayton	Matwychuk	AB Transportation	MOT	AB
Bernard	Pilon	MTQ	MOT	QC
Peter	Quail	Lafarge Holcim	Chair	ON
Saidur	Rahman	City of Oakville	Municipal	ON
David	Rhead	MTO	MOT	ON
Tom	Wehlend	MCon Ayr	Producer	ON
Savio	DeSouza	Bridge Check Canada	General Int.	ON
	TBD	MB Infrastructure	MOT	MB
Ian	Graham	AE Concrete	Producer	BC
Matt	MacArthur	NB DOTI	MOT	NB
Gerrie	Doyle	RAIC	Architect	ON
Mark	Sokolowski	Knelsen – Precast Div	Producer	AB
Anil	Mehta	PSI	Producer	ON

ACTIVITIES IN 2019:

The CPCQA was successfully launched in January 2018. The Canadian Precast/Prestressed Concrete Institute (CPCI) and the Canadian Concrete Pipe and Precast Association (CCPPA) merged their existing certification programs, the CPCI Certification Program for Structural, Architectural and Specialty Products and Production Processes (CPCI Certification) and the Plant Prequalification Program for Precast Concrete Drainage Products (PPP), creating a more independently administered third-party audited certification program, the Canadian Precast Concrete Quality Assurance (CPCQA) Certification.

The program offers the highest level of certification available in North America; it combines the strengths of the two existing programs into a stronger and more comprehensive program that offers the widest range of precast products and specifications certified (architectural, drainage, and structural), continuous quality assurance improvement through excellence in auditing, and a Quality Advisory Council with the expertise of precasters, specifiers, and MOTs across Canada.

Three Quality Advisory Council (QAC) meetings were held in 2019:

- February 9, 2019
- May 3, 2019
- September 6, 2019

Each meeting reviews the Accredited Certification Organization's Report on all audit activities at plants that are participating under the program and required to renew their Certificate every 12 months. The report covers plant audits completed, new plants that have or are in the process of becoming certified, and evaluates corrective action plans on any non-conformances.

The CPCQA program covers products and specifications as follows:

- Drainage: Concrete Pipe CSA A257, CSA C14, CSA C507, ASTM C76, AWWA C302; Manholes CSA A257, ASTM C478, OPSS 1351; Box Sections CSA A23.4, OPSS 1821, ASTM C1433, Headwalls OPSS 804.030, CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete.
- Architectural and Structural: all product categories in CSA A23.4, including specifications CSA A23.4 - Precast concrete - Materials and construction; PCI MNL 116 - Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products.; CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete; PCI MNL 117 - Manual for Quality Control for Plants and Productions of Architectural Precast Concrete Products; PCI MNL 135 – Tolerance Manual for Precast and Prestressed Concrete Construction.
- All elements of precast potentially specified by municipalities fit within the breadth of the CPCQA program, including but not limited to curbs, planter boxes, retaining walls, stairs/steps, reinforced Earth Wall Precast panels, utility boxes/vaults, and water valve chambers. A guide specification is available at: https://www.precastcertification.ca/downloads/CPCQA_Combined_Precast_Concrete_Manufacturer_Guide_Specification.pdf and any enquiries re. specifications can be made to qacadministrator@precastcertification.ca.

Plants in the program are certified to be capable of running proper quality assurance and producing products to specification. There are currently over 80 fully prequalified plants across Canada in the CPCQA program. An up-to-date certified plant list with plant and specification/product-specifics is provided at www.precastcertification.ca and more information available by contacting qacadministrator@precastcertification.ca.

FUTURE GOALS OF THE COMMITTEE

Continue to oversee and review plant performance and provide guidance where program requirements are not being met.

Continue to inform the Quality Advisory Committee of movements and changes within the municipal engineering sector to ensure that the CPCQA program continually improves and meets the needs of municipalities striving to provide resilient bridge, structural, stormwater, water, and wastewater infrastructure.

FUTURE OF COMMITTEE:

<input checked="" type="checkbox"/>	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
<input type="checkbox"/>	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	CCIL – Aggregate – Certification Committee
Chairperson(s):	Gilbert McIntee
Reporting Executive:	Vince Musacchio Matthew Miedema

MANDATE:

To ensure high quality standards of aggregate testing of CCIL members through The CCIL Certification Program. The CCIL mission statement is:

“To be the pre-eminent association for the independent Canadian laboratory industry by setting and ensuring standards of excellence and ethics for laboratory science and acts as the advocacy voice for the industry.”

MEMBERS:

Gilbert McIntee (CCIL)	John Balinski (AMEC)	Janet Bherer (Dufferin Aggregates)
Geoffrey Uwimana (Peto MacCallum Ltd)	Nabil Kamel (CCIL Program Manager)	Carol Anne McDonald (MTO)
Joel Magnan (MTO)	Vince Musacchio (MEA)	

ACTIVITIES IN 2019:

Bi-annual meetings with committee discussing new certification of laboratories, ongoing certification of laboratories and certification procedures/improvements.

FUTURE GOALS OF THE COMMITTEE

Maintain standards of certification and reviewing certification applicants.

FUTURE OF COMMITTEE:

✓	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	CCIL – Asphalt – Certification Committee
Chairperson(s):	Gilbert McIntee
Reporting Executive:	Vince Musacchio Matthew Miedema

MANDATE:

To ensure high quality standards of asphalt testing of CCIL members through The CCIL Certification Program. The CCIL mission statement is:

“To be the pre-eminent association for the independent Canadian laboratory industry by setting and ensuring standards of excellence and ethics for laboratory science and acts as the advocacy voice for the industry.”

MEMBERS:

Gilbert McIntee (CCIL)	George Chow (AMEC)	Justin Baxter (Miller Paving Limited)
Chad Henderson (King Paving)	Joel Kimmett (Geo-Logic Inc.)	Nabil Kamel (CCIL Program Manager)
Anne Hold (MTO)	Vince Musacchio (MEA)	

ACTIVITIES IN 2019:

Quarterly Meetings with committee discussing new certification of laboratories, ongoing certification of laboratories, implementation of training programs and certification procedures/improvements.

FUTURE GOALS OF THE COMMITTEE

Maintain standards of certification and reviewing certification applicants.

FUTURE OF COMMITTEE:

✓	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Advisory Board
Chairperson(s):	Dan Cozzi – Executive Director MEA; Dan Remolino - MTO
Reporting Executive:	MEA Board of Directors

MANDATE:

The OPS Advisory Board to oversees the general operation of the OPS Development and promotes its use in the industry. The Board also encourages and facilitates the development of new standards

MEMBERS:

Dan Cozzi - MEA Co-Chair	Dan Remillino - MTO Co-Chair	Vacant – MTO OPS Coord.	Amin Mneina - MEA
Alan Korell – MEA SMC	Joe Tiernay - OGRA	Bryan Hocking - ORBA	Bruce Mathews -CEO
Penelope Palmer City of Toronto	Claudio Giovanni OSWCA	Mike Pearsal OPS	Fahad Shuja – OGRA

ACTIVITIES IN 2019:

The Board meets quarterly; however due to the retirement of the OPS Coordinator in 2019, the Board only met 3 times in 2019. The meeting dates were January 15, March 19 and October 15.

Voting members on this committee consist of MEA, MTO, OGRA, CEO, ORBA, OSWCA, City of Toronto. Bryan Hocking joined ORBA as its Executive Director in 2019.

Non-voting members comprise of:

- Alan Korell (retired MEA member) joined the Standards Mgmt Committee as its chair in 2019
- OPS Coordinator – Duane Meyers retired in 2019 and the MTO has not filled the position.
- Amin Mneina joined MEA as its Member Services Coordinator in 2019
- Fahad Shuja of OGRA (OPS Committee Coordinator).

The OPS Advisory Board receives updates from the Standards Management Committee and has responsibility for general OPS policies and its website.

MEA outreach is primarily the responsibility of the MEA. The departure of the previous Member Services Coordinator in September 2018 resulted in some delay in the outreach program until the new Coordinator (Amin Mneina) was retained in January 2019. The MEA is currently developing an *OPS 101 Course* which is anticipated to launch in the early spring of 2020.

All member associations have agreed that they are willing to jointly participate in developing a new outreach program to assist in promoting OPS.

MTO continues to administer the OPS MUNI program but it is facing some austerity measures from the Provincial Government that may reduce the level of staffing in the OPS Administration Office.

FUTURE GOALS OF THE COMMITTEE

Ensure the long range sustainability of the OPS MUNI.

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Standards Management Committee
Chairperson:	Alan Korell
Reporting:	Alan Korell
Executive:	Dan Cozzi

MANDATE:

	Formulate and recommend policy to the OPS Advisory Board and implement approved policy.
	Provide direction and coordinate the activities of the OPS Specialty Committees. Approve standards and direct that the standards be published and distributed on a set schedule.
	Promote knowledge, acceptance, and use of the OPS throughout the province of Ontario. Ensure standards meet the needs of users and are current with technology, materials, and construction practice.
	Liaise with interested organizations that use OPS and special interest groups wishing to provide input or revisions to the standards.
	Approve the establishment and membership of OPS Specialty Committee subcommittees. Recruit members for the OPS Specialty Committees.

MEMBERS:

Alan Korell – MEA Chair	Duncan Kung – OPS Coordinator	Allan Henning – OGRA	Scott Taylor – ORBA
Shailesh Shah – MEA Vice-Chair	Samer Inchasi – MEA	Aimee Tupaz – MTO	

ACTIVITIES IN 2019:

The committee met 8 times between January and October 2019.	
The following details the update of standards scheduled for the 2019 publication cycle:	
Published:	OPSS.MUNI – 50 OPSD – 158
Cancelled:	OPSS.MUNI – 0 OPSD – 5

FUTURE GOALS:

- To ensure all standards are reviewed in a five year cycle.
- To attempt to fill all the current vacancies in OPS Committees by Owner and Partner Organizations.
- To ensure OPS policies and procedures are kept up-to-date.
- To develop a promotional strategy for OPS

FUTURE OF COMMITTEE:

X	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the Committee remain in place.
	The work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee	OPS Grading Committee
Chair	David Shelsted
Reporting	Robert Fazio
Executive	D.M. (Dan) Cozzi

MANDATE

Develop and review grading standards for roads.

MEMBERS

David Shelsted – MEA Chair	Robert Fazio – MEA, Vice-Chair	James Bot - ORBA
Jason Bettez - CEO	John Blair - MTO	Mike Donnelly - MEA
Thomas Lewis - Coordinator		

ACTIVITIES IN 2019

We met on the following dates to review standards captured in the 2019 work plan as part of the 5-year rotation review program of existing standards:

January 23, 2019
 March 7, 2019
 April 16, 2019
 May 30, 2019
 July 25, 2019
 September 17, 2019
 October 30, 2019
 November 27, 2019 (to take place)

Updated standards that received approval have been published in April and November 2019 as part of the publication cycle.

FUTURE GOALS OF THE COMMITTEE

We will continue reviewing existing and new standards for the next publication cycle in April and November 2020.

FUTURE OF COMMITTEE:

√	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Drainage Committee
Chairperson(s):	Rick Harms, MEA
Reporting Executive:	Matthew Miedema

MANDATE:

The review and revision of standard drawings and specifications that pertain to Drainage and associated items

MEMBERS:

Rick Harms, Chair-MEA	Fahad Shuja, Coordinator OPS	Eva Pulnicki, MEA
Art Groenveld, MTO	Boris Uriev, CEO	Jeremy Sharpe, ORBA
Harry Persaud, MEA	Mike Baldesarra, OSWCA Vice Chair	

ACTIVITIES IN 2019:

The Committee has been active and is operating at full MEA membership. The full time participation by the MTO remains unknown given the retirement of the previous long serving Committee member and other Advisory Board policy changes on OPS structure.

It is expected that a total of 9 Committee meetings has taken place in 2019 by December 5, 2019.

The Committee has forwarded the following drawings and specifications to SMC for publication this year. This includes a total of 23 drawings and 14 specifications. Many of the drawings relate to precast concrete components. Seven (7) of the specifications include a new series focusing on various methods for inspection of pipes that can be used for both construction or condition assessment inspections.

Drawings:

1. OPSD 400.050 (Formerly 401.081) - CAST IRON, SQUARE FRAME, FISH TYPE COVER
2. OPSD 400.082 - CAST IRON, RAISED CURB INLET FRAME WITH COVER FOR CATCH BASINS OUT OF ROADWAY
3. OPSD 401.08 - CAST IRON, CURB INLET FISH TYPE COVER FOR CATCH BASINS OUT OF ROADWAY
4. OPSD 701.01 - PRECAST MAINTENANCE HOLE, 1200 mm DIAMETER
5. OPSD 701.011 - PRECAST MAINTENANCE HOLE, 1500 mm DIAMETER
6. OPSD 701.012 - PRECAST MAINTENANCE HOLE, 1800 mm DIAMETER
7. OPSD 701.013 - PRECAST MAINTENANCE HOLE, 2400 mm DIAMETER
8. OPSD 701.014 - PRECAST MAINTENANCE HOLE, 3000 mm DIAMETER
9. OPSD 701.015 - PRECAST MAINTENANCE HOLE, 3600 mm DIAMETER
10. OPSD 701.021 - MAINTENANCE HOLE BENCHING AND PIPE OPENING DETAILS
11. OPSD 701.03 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, TAPERED TOP AND FLAT CAP
12. OPSD 701.031 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER RISER AND MONOLITHIC BASE
13. OPSD 701.032 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER BASE SLAB
14. OPSD 701.04 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1500 mm DIAMETER TRANSITION CONE AND SLABS

15. OPSD 701.041 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1500 mm DIAMETER RISER AND BASES
16. OPSD 701.05 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1800 mm DIAMETER TRANSITION SLAB
17. OPSD 701.051 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1800 mm DIAMETER RISER AND BASE SLAB
18. OPSD 701.06 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 2400 mm DIAMETER, TRANSITION SLAB
19. OPSD 701.061 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 2400 mm DIAMETER RISER AND BASE SLAB
20. OPSD 701.07 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 3000 mm DIAMETER, TRANSITION SLAB
21. OPSD 701.071 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 3000 mm DIAMETER RISER AND BASE SLAB
22. OPSD 701.08 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 3600mm DIAMETER, TRANSITION SLAB
23. OPSD 701.081 - PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 3600 mm DIAMETER RISER AND BASE SLAB
24. OPSD 702.04 - PRECAST CONCRETE DITCH INLET MAINTENANCE HOLE - TYPE A, 1200 x 1200 mm
25. OPSD 702.05 - PRECAST CONCRETE DITCH INLET MAINTENANCE HOLE - TYPE B, 1200 x 1200 mm
26. OPSD 703.011 - PRECAST CONCRETE SINGLE INLET FLAT CAP, 1500 mm DIAMETER
27. OPSD 703.012 - PRECAST CONCRETE SINGLE INLET FLAT CAP, 1800 mm DIAMETER
28. OPSD 703.013 - PRECAST CONCRETE SINGLE INLET FLAT CAP, 2400 mm DIAMETER
29. OPSD 703.014 - PRECAST CONCRETE SINGLE INLET FLAT CAP, 3000 mm DIAMETER
30. OPSD 703.015 - PRECAST CONCRETE SINGLE INLET FLAT CAP, 3600 mm DIAMETER
31. OPSD 703.021 - PRECAST CONCRETE TWIN INLET FLAT CAP, 1500 mm DIAMETER
32. OPSD 703.022 - PRECAST CONCRETE TWIN INLET FLAT CAP, 1800 mm DIAMETER
33. OPSD 703.023 - PRECAST CONCRETE TWIN INLET FLAT CAP, 2400 mm DIAMETER
34. OPSD 703.024 - PRECAST CONCRETE TWIN INLET FLAT CAP, 3000 mm DIAMETER
35. OPSD 704.01 - PRECAST CONCRETE ADJUSTMENT UNITS FOR MAINTENANCE HOLES, CATCH BASINS, AND VALVE CHAMBERS
36. OPSD 705.01 - PRECAST CONCRETE CATCH BASIN, 600 mm x 600 mm
37. OPSD 705.02 - PRECAST CONCRETE TWIN INLET CATCH BASIN, 600 mm x 1450 mm
38. OPSD 705.03 - PRECAST CONCRETE DITCH INLET 600 mm x 600 mm
39. OPSD 705.04 - PRECAST CONCRETE DITCH INLETS 600 mm x 1200 mm
40. OPSD 706.01 - PRECAST CONCRETE DITCH INLETS 600 mm x 1200 mm WITH 1500 mm DIA. FLAT CAP
41. OPSD 706.02 - PRECAST CONCRETE DITCH INLETS 600 mm x 1200 mm WITH 1800 mm DIA. FLAT CAP
42. OPSD 706.03 - PRECAST CONCRETE DITCH INLETS 600 mm x 1200 mm WITH 2400 mm DIA. FLAT CAP
43. OPSD 706.031 - PRECAST CONCRETE DITCH INLET - TYPE B, 600 x 1200 mm WITH 2400 mm DIAMETER FLAT CAP
44. OPSD 706.04 - PRECAST CONCRETE DITCH INLETS, 600 mm x 1200 mm WITH 3000 DIAMETER FLAT CAP
45. OPSD 706.041 - PRECAST CONCRETE DITCH INLET - TYPE B, 600 x 1200 mm WITH 3000 mm DIAMETER FLAT CAP
46. OPSD 707.01 - PRECAST CONCRETE MAINTENANCE HOLE MANUFACTURED TEE
47. OPSD 802.01 - FLEXIBLE PIPE EMBEDMENT AND BACKFILL EARTH EXCAVATION
48. OPSD 802.013 - FLEXIBLE PIPE EMBEDMENT AND BACKFILL ROCK EXCAVATION
49. OPSD 802.014 - FLEXIBLE PIPE EMBEDMENT IN EMBANKMENT ORIGINAL GROUND: EARTH OR ROCK

Specifications:

1. OPSS.MUNI 1205 - CLAY SEAL
2. OPSS.MUNI 1801 - CORRUGATED STEEL PIPE PRODUCTS
3. OPSS.MUNI 1840 - NON-PRESSURE POLYETHYLENE PLASTIC PIPE PRODUCTS
4. OPSS.MUNI 1841 - NON-PRESSURE POLYVINYL CHLORIDE (PVC) PIPE PRODUCTS
5. OPSS.MUNI 1843 - MATERIAL SPECIFICATION FOR NON-PRESSURE POLYPROPYLENE (PP) PLASTIC PIPE PRODUCTS
6. OPSS.MUNI 432 (NEW) - Zoom Camera Inspections
7. OPSS.MUNI 433 (NEW) - Visual Observation Inspections
8. OPSS.MUNI 434 (NEW) - Laser Survey
9. OPSS.MUNI 435 (NEW) - Sonar Inspections
10. OPSS.MUNI 436 (NEW) - Locating Gravity Sewers

11. OPSS.MUNI 438 (NEW) - Mandrel Deflection Inspections
12. OPSS.MUNI 439 (NEW) - Direct Measurement Inspections
13. OPSS.MUNI 511 - RIP RAP, ROCK PROTECTION, AND GRAVEL SHEETING
14. OPSS 1351 - PRECAST REINFORCED CONCRETE COMPONENTS FOR MAINTENANCE HOLES, CATCH BASINS, DITCH INLETS AND VALVE CHAMBERS

FUTURE GOALS OF THE COMMITTEE

The Committee continues with cyclical review of standards within our jurisdiction as listed in our workplan.

Work continues to finalize additional specifications as part of the series of pipe inspection methods.

The Committee has also determined that it would be valuable to establish a number of standard installation drawings that focus on waterproofing sewer systems in an effort to reduce inflow and infiltration concerns.

FUTURE OF COMMITTEE:

x	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Electrical Committee
Chairperson(s):	Paul Nause
Reporting Executive:	Steve Lund

MANDATE:

The committee is responsible for the development and revision of OPS electrical specifications and drawings that pertain to highway and roadway illumination, traffic signal systems, and underground electrical work. Including electrical foundations and footings, electrical work on structures, vehicle detection equipment, power supply equipment, and the removal of electrical equipment.

MEMBERS:

Paul Nause MEA, Chair	Mario Tedesco Vice-Chair	Duncan Kung OPS, Coordinator
Martin Aitkenhead MTO	Joe Hendrix IMSA	Ken Nepaul ECAO/ORBA
Bruce Cowley ESA	David Wong MEA	Kenter Zhang MEA

ACTIVITIES IN 2019:

The following standards have been updated and published in April 2019:

OPSS.MUNI 2420 Wooden Poles
 OPSS.MUNI 2476 Raising And Lowering Equipment for High Mast Lighting Poles
 OPSD 2117.010 Electrical Maintenance Holes General Installation Requirements

The following standards have been updated and scheduled to be published in November 2019:

OPSS.MUNI 609 Grounding
 OPSS.MUNI 614 Installation Of Power Supply Equipment
 OPSS.MUNI 617 Installation Of Roadway Luminaires
 OPSS.MUNI 2401 Electrical Handholes
 OPSS.MUNI 2414 Power Supply Equipment
 OPSD 2135.010 Service Supply Pedestal For Traffic Signal And Street Lighting
 OPSD 2140.010 Service Box, Installation, Overhead Services
 OPSD 2200.01 Concrete Footing For Base Mounted Lighting And Signal Poles
 OPSD 2200.011 Raised Concrete Footing for Base Mounted Lighting Poles
 OPSD 2200.050 Concrete Footing For Base Mounted Pedestal
 OPSD 2220.01 Pole Handhole Locations
 OPSD 2238.01 Wooden Pole In Earth
 OPSD 2443.010 Service Supply Pedestal, Layout and Wiring Schematic
 OPSD 2505.010 Traffic Signal - Pedestrian Head And Pushbutton Mounted On Pole
 OPSD 2508.010 Traffic Signal - Sectional Steel Poles With Primary And Secondary Signal Heads For Ramp Metering
 OPSD 2510.010 Pole Mounted Controller Cabinet
 OPSD 2510.020 Mounting Bracket For Pole Mounted Controller Cabinet

OPSD 2552.010	Traffic Signal System Equipment On Wooden Or Concrete Poles, Overhead Wiring Installation
OPSD 2554.010	Traffic Signal System Equipment On Wooden Or Concrete Poles, Underground Wiring Installation

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2020:

OPSD 2104.011	RE Ducts Surface Mounted On Structures
OPSS.MUNI 2452	Aluminum Poles, Base Mounted
OPSD 2428.01	Frangible Bases
OPSD 2432.010	Aluminum Pole, Base Mounted
OPSS.MUNI 2421	Spun Concrete Poles
OPSD 2410.01	Spun Concrete Pole
OPSD 2410.020	18.3m Spun Concrete Pole For TV Camera Mounting
OPSS.MUNI 2423	Steel Poles
OPSD 2415.011	Steel Pole, Base Mounted Without Gussets
OPSD 2416.011	Steel Pole, Concrete Barrier Mounted Without Gussets

FUTURE OF COMMITTEE:

√	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Environmental Committee
Chairperson(s):	Don Kudo
Reporting Executive:	Dan Cozzi

MANDATE:

The OPS Environmental Committee is responsible for the development and revision of environmental related OPS Standard Drawings and Standard Specifications. OPS Environmental Standards are intended to limit hazardous risks and control negative environmental impacts that occur during (or as a result of) road and highway construction and maintenance. These standards pertain to the management and disposal of excess construction materials, waterbody and fisheries protection, tree protection, topsoil, sodding, seed and cover, erosion control blankets, and temporary erosion and sediment control measures.

MEMBERS:

Don Kudo - MEA, Chair	Daniel McCreery – MEA, Vice-Chair	Vacant - MEA
Olena Czajkowski - MTO	Mark Armstrong - CEO	Douglas Clark - ORBA
Derrick Mularchuk - OSWCA	Thomas Lewis – OPS, Coordinator	

ACTIVITIES IN 2019:

The following standards have been updated and scheduled to be published in November 2019:

OPSS 802.MUNI TOPSOIL
 OPSS 801.MUNI PROTECTION OF TREES
 OPSD 220.010 BARRIER FOR TREE PROTECTION

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in April 2020:

OPSS 518.MUNI CONTROL OF WATER FROM DEWATERING OPERATIONS
 OPSS 182.MUNI ENVIRONMENTAL PROTECTION FOR CONSTRUCTION IN WATERBODIES AND ON WATERBODY BANKS
 OPSD 221.010 TEMPORARY WATER PASSAGE SYSTEM, CULVERT IN WATER COURSE
 OPSD 221.020 TEMPORARY WATER PASSAGE SYSTEM, PUMPING AND PIPING
 OPSD 221.030 TEMPORARY WATER PASSAGE SYSTEM, TEMPORARY CHANNEL OR CULVERT OUTSIDE WATERCOURSE
 OPSD 221.040 TEMPORARY WATER PASSAGE SYSTEM, FILL AND CULVERT
 OPSD 221.050 TEMPORARY WATER PASSAGE SYSTEM, FORD

The following standards are scheduled to be reviewed for the next publication cycle in November 2020:

OPSS.MUNI 810 ROOTWAD STRUCTURES FOR WATERBODY BANKS
 OPSD 222.010 ROOTWAD STRUCTURES FOR WATERBODY BANKS
 OPSS.MUNI 811 LARGE WOODY DEBRIS FOR WATERBODY BANKS
 OPSD 222.020 LARGE WOODY DEBRIS FOR WATERBODY BANKS

OPSS.MUNI 812	LUNKERS
OPSD 222.030	STONE LUNKER
OPSD 222.040	WOOD LUNKER
OPSS 806.MUNI	PLANTING
OPSD 225.100	SEEDLING PLANTING
OPSD 225.200	CONIFEROUS TREE PLANTING
OPSD 225.320	TYPICAL DECIDUOUS TREE PLANTING
OPSD 225.400	SHRUB PLANTING, ALL SPECIES AND SIZES

FUTURE OF COMMITTEE:

√	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Speciality Committee on General Conditions of Contract
Chairperson(s):	Mohan Toor (MEA)
Reporting Executive:	Roslyn Lusk

MANDATE:

The General Conditions Committee reviews and updates the OPSS.MUNI 100 General Conditions of Contract

MEMBERS:

Mohan Toor, Chairperson (MEA)	Charlyne Elep (MEA)	Jonathan Boone (MTO)
Noris Bot, Vice Chair (CEO)	Curtis Breklemans (OSWCA)	Jane Myers (MTO/OPS) - Coordinator
Michael Becke (MEA)	Steve Landry (ORBA)	

ACTIVITIES IN 2019:

The GC Committee had a very successful 2019 and has completed the review of the OPSS.MUNI 100 GC to update the November 2018 edition to incorporate the changes in the Construction Act that are being proclaimed on October 1, 2019.

The revised OPSS.MUNI 100 is to be published in November 2019.

FUTURE GOALS OF THE COMMITTEE

- GC Committee to be dissolved and re-established in 5 years time in 2024 to review the OPSS.MUNI 100 General Conditions of Contract.

FUTURE OF COMMITTEE:

	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
X	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Pavement Committee
Chairperson(s):	Adam Kiley, MEA
Reporting Executive:	Roslyn Lusk

MANDATE:

The OPS Pavement committee is responsible for the development and revision of standards related to asphaltic and concrete pavements as well as granular base and subbase, surface treatments, composite pavements, sidewalks, curb and gutters and sub drains. The committee responds to inquiries from the public as well as industry to review and incorporate their comments into the specifications revisions as well as ensuring specifications are updated as new emerging technologies and materials are introduced.

MEMBERS:

Adam Kiley, MEA	Jane He, MEA	Stephen Lee, MTO
Ashton Martin, ORBA	Ludomir Uzarowski, CEO	Fahad Shuja, Coordinator
Michael Becke, MEA	Allan Keri, Concrete Ontario	

ACTIVITIES IN 2019:

During the 2019-2019 Work cycle, the Committee met seven (7) times between January and September of 2019. The committee will meet an additional three (3) times before the end of the year.

As part of the 2019 work plan the committee reviewed and completed thirty (30) Ontario Provincial Standard drawings as well as the review and completion of four (4) Ontario Provincial Standard Specifications which were submitted to SMC for review ahead of publication during the November publication cycle.

The committee started an extensive review of OPSS 350, Concrete Pavement and Concrete base. This specification was not completed and has been included in the 2019-2020 work plan.

FUTURE GOALS OF THE COMMITTEE

The committee will be reviewing the following during the 2019-2020 work cycle:

- 1) OPSS 350 – Concrete Pavement and Concrete Base
- 2) OPSS 309 - Cold Mixed, Cold Laid, Open and Dense Graded Bituminous Pavement
- 3) OPSS 320 – Open Graded Drainage Layer
- 4) OPSS 330 - In-Place Full Depth Reclamation of Bituminous Pavement and Underlying Granular
- 5) OPSS 355 – Interlocking Pavers
- 6) OPSS 363 – Repairing Rigid Pavement with Pre-cast Concrete slabs
- 7) OPSS 365 - Cross-stitching Longitudinal Cracks in Concrete Pavement and Concrete Base
- 8) OPSS 509.010 – Pavement Reinstatement for Utility Cuts
- 9) OPSS 601.010 - Asphalt Curb and Asphalt Curb with Gutter
- 10) OPSS 605.010 – 45 Degree Concrete Outlet for Concrete Curb and Gutter
- 11) OPSS 602.020 - 30 Degree and 45 Degree Asphalt Outlets for Asphalt Curb with Gutter
- 12) OPSS 605.030 - 45 Degree Gutter Outlet for Concrete Curb and Gutter at End of Run
- 13) OPSS 605.040 – Asphalt Spillways
- 14) OPSS 1001 – Aggregates - General
- 15) OPSS 1002 – Aggregates – Concrete
- 16) OPSS 1003 – Aggregates – Hot Mix Asphalt
- 17) OPSS 1004 – Aggregates - Miscellaneous
- 18) OPSS 1006 – Aggregates – Surface Treatment
- 19) OPSS 1010 - Aggregates - Base, Subbase Select Subgrade, and Backfill Material

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Structure Committee
Chairperson(s):	John Stephenson
Reporting Executive:	Dan Cozzi

MANDATE:

The OPS Structure Committee is responsible for the development and revision of standard drawings and specifications that pertain to the construction of structures.

MEMBERS:

John Stephenson - MEA, Chair	Christopher Loader - MEA, Vice-Chair	Omo Ajayi - MEA
Magdy Meleka - MTO	Mark Torrie - CEO	Mike Doupe - ORBA
Thomas Lewis - OPS, Coordinator		

ACTIVITIES IN 2019:

The following standards have been updated and published in April 2019:

OPSS.MUNI 928 Structure Rehabilitation - Concrete Removal
 OPSS.MUNI 1303 Admixtures For Concrete
 OPSS.MUNI 1305 Moisture Vapour Barriers
 OPSS.MUNI 1306 Burlap
 OPSS.MUNI 928 Structure Rehabilitation - Concrete Removal

The following standards have been updated and scheduled to be published in November 2019:

OPSS.MUNI 1308 Joint Filler in Concrete
 OPSS.MUNI 909 Prestressed Concrete - Precast Members
 OPSS.MUNI 1350 Concrete - Materials and Production
 OPSS.MUNI 940 Mechanically Stabilized Earth
 OPSS.MUNI 941 Mechanically Stabilized Earth Precast Concrete Facing Elements
 OPSS.MUNI 1302 Water
 OPSS.MUNI 911 Coating Structural Steel Systems
 OPSD 3000.100 Foundation, Piles, Steel H-Pile Driving Shoe
 OPSD 3000.150 Foundation, Piles, Steel H-Pile Splice
 OPSD 3000.201 Foundation, Piles, Steel HP 310 Oslo Point
 OPSD 3001.100 Foundation, Piles, Steel Tube Pile Driving Shoe
 OPSD 3001.150 Foundation, Piles, Steel Tube Pile Splice
 OPSD 3002.200 Foundation, Piles, Steel Sheet Pile Anchorage
 OPSD 3003.100 Foundation, Piles, Wooden Pile Driving Shoe
 OPSD 3003.150 Foundation, Piles, Wooden Pile Head Protection
 OPSD 3101.150 Walls, Abutment, Backfill, Minimum Granular Requirement
 OPSD 3101.200 Walls, Abutment, Backfill, Rock
 OPSD 3102.100 Walls, Abutment, Backfill Drain
 OPSD 3120.100 Walls, Retaining, Concrete Toe Wall
 OPSD 3121.150 Walls, Retaining, Backfill Minimum Granular Requirement
 OPSD 3190.100 Walls, Retaining And Abutment, Wall Drain
 OPSD 3290.100 Piers, Cutwater Assembly
 OPSD 3310.100 Deck, Girders, Concrete, Method Of Obtaining Screed Elevations
 OPSD 3310.150 Deck, Girders, Concrete, Positive Moment Connection At Piers
 OPSD 3311.100 Deck, Girders, Steel, Method Of Obtaining Screed Elevations

OPSD 3311.900	Deck, Girders, Steel Box, Access Hatch
OPSD 3332.100	Deck, Round Voids, Form Supports And Tie-Downs
OPSD 3333.100	Deck, Round Voids, Drains
OPSD 3333.101	Deck, Trapezoidal Void, Drains
OPSD 3339.100	Deck, Voids, Access Hatch For Concrete Bridges, Assembly
OPSD 3339.101	Deck, Voids, Access Hatch For Concrete Bridges, Installation
OPSD 3340.100	Deck, Drains With Downspout
OPSD 3340.102	Deck, Drains With Sloped Downspout
OPSD 3340.150	Deck, Drains With Transverse Bar Openings
OPSD 3340.153	Deck, Drains, Median With Transverse Bar Openings
OPSD 3340.200	Deck, Drains With Downspout, Modification For Addition Of Asphalt To Existing Structure
OPSD 3340.201	Deck, Drains With Sloped Downspout, Modification For Addition Of Asphalt To Existing Structure
OPSD 3340.250	Deck, Drains With Transverse Or Longitudinal Bar Openings, Modification For Addition Of Asphalt To Existing Structure
OPSD 3349.100	Deck, Drains, Drainage Of New Deck Below Asphalt Wearing Surface
OPSD 3349.101	Deck, Drains, Drainage Of Existing Deck Below Asphalt Wearing Surface
OPSD 3370.100	Deck, Waterproofing, Hot Applied Asphalt Membrane With Protection Board
OPSD 3370.101	Deck, Waterproofing, Hot Applied Asphalt Membrane At Active Cracks Greater Than 2mm Wide And Construction Joints
OPSD 3419.100	Barriers And Railings, Steel Beam, Guide Rail And Channel Anchorage
OPSD 3419.150	Barriers And Railings, Steel, Single Railing Anchorage
OPSD 3419.155	Barriers And Railings, Steel, Double Railing Anchorage
OPSD 3950.100	Joints, Concrete Expansion And Construction, On Structure

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2020:

OPSS.MUNI 906	Structural Steel for Bridges
OPSS.MUNI 915	Sign Support Structures
OPSS.MUNI 903	Deep Foundations
OPSS.MUNI 539	Temporary Protection Systems
OPSS.MUNI 1215	Protection Board
OPSS.MUNI 1304	Packaged Silica Fume Dry Grout Mixture For Post Tensioning
OPSS.MUNI 1601	Wood - Materials, Preservative Treatment And Shop Fabrication
OPSS.MUNI 1312	Latex Modifiers For Use In Concrete
OPSS.MUNI 1315	White Pigmented Curing Compounds For Concrete
OPSS.MUNI 930	Structure Rehabilitation - Concrete Patches and Overlays
OPSS.MUNI 1213	Hot Applied Rubberized Asphalt Waterproofing Membrane
OPSS.MUNI 1204	Polyvinyl Chloride Waterstops
OPSS.MUNI 1212	Hot-Poured Rubberized Asphalt Joint Sealing Compound
OPSD 3090.100	Foundation, Frost Penetration Depths For Northern Ontario
OPSD 3090.101	Foundation, Frost Penetration Depths For Southern Ontario
OPSD 3390.150	Falsework Clearance To Traffic Lanes
OPSD 3940.150	Figures In Concrete, Warning Message, Layout
OPSD 3940.151	Figures In Concrete, Warning Message, Letters
OPSD 3900.150	Utilities, Duct Termination At Bridge Approaches
OPSD 3390.100	Deck, Drip Channel
OPSD 3900.100	Utilities, Duct Location
OPSD 3941.200	Figures In Concrete, Site Number And Date, Layout

FUTURE OF COMMITTEE:

√	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Traffic Safety Committee
Chairperson(s):	David Wong
Reporting Executive:	Roslyn Lusk

MANDATE:

The committee is responsible for the development and revision of OPS specifications and drawings that pertain to guide rail systems, energy attenuators, pavement markings, winter sanding and salting, anti-glare screens, traffic control signing, highway and chain link fence, hand rail and splash guards, and delineation.

MEMBERS:

David Wong MEA, Chair	Duncan Kung OPS	Brad Porter CEO	Kenneth Shannon MTO
Robert Fazio MEA, Vice-Chair	Anna Visconti ORBA	Marko Kasunic MEA	

ACTIVITIES IN 2019:

The following standards have been updated and published in April 2019:

OPSS.MUNI 703 Permanent Small Signs and Support Systems

OPSD 985.110 Small Sign System, Single Breakaway Wooden Post, 89x89mm, 89x140mm, 140x140mm, and 140x184mm, Installation – Single Post Assembly

OPSD 985.210 Small Sign System, Double Breakaway Wooden Post, 89x89mm, 89x140mm, Installation – Double Post Assembly

OPSD 985.220 Small Sign System, Double Breakaway Wooden Post, 89x89mm, 89x140mm, Installation – Double Post Assembly

OPSD 987.101 Small Sign System, Lap Splice Rib-Bak Breakaway System, Components

OPSD 987.110 Small Sign System, Lap Splice Rib-Bak Breakaway System, Installation – Single Post

OPSD 987.210 Small Sign System, Lap Splice Rib-Bak Breakaway System, Installation – Double Post

OPSD 987.310 Small Sign System, Lap Splice Rib-Back Breakaway System, Installation – Triple Post

OPSD 989.110 Small Sign System, Sqr-Loc Perforated Steel Square Sing Post System, Installation – Single Post Assembly

OPSD 989.210 Small Sign System, Sqr-Loc Perforated Steel Square Sing Post System, Installation – Double Post Assembly

OPSS.MUNI 772 Chain Link Fence

OPSS.MUNI 1541 Chain Link Fence

OPSD 972.101 Fence, Chain Link, Component – Barbed Wire

OPSD 972.102 Fence, Chain Link, Component – Gate

OPSD 972.130 Fence, Chain Link, Installation – Road

OPSD 972.131 Fence, Chain Link, Installation – Concrete Barrier

OPSD 972.132 Fence, Chain-Link, Details and Table

The following standards have been updated and scheduled to be published in November 2019:

OPSS.MUNI 2502 Sodium Chloride Solid and Sodium Chloride Solution

OPSD 600.011 Concrete Barrier Curb With Wide Gutter and Wide Back

OPSD 600.061 Concrete Semi-Mountable Curb With Wide Gutter and Narrow Back

OPSD 912.109 Guide Rail System, Steel Beam, Type M20 Steel Post With Offset Block and Base Plate, Component

OPSD 912.126 Guide Rail System, Steel Beam, Steel Post For Thrie Beam Rail With 30cm Offset Block, Component

OPSD 912.188 Guide Rail System, Steel Beam, Type M30 – Adjacent to Concrete Curb, Installation

OPSD 912.249 Guide Rail System, Steel Beam, Type M – Base Plated for Shallow Box Culverts, Installation

OPSD 912.450 Guide Rail System, Steel Beam, Structure Connection – 3 Tube Railing, Installation

OPSD 912.451 Guide Rail System, Steel Beam, Structure Connection – 4 Tube Railing, Installation

OPSD 912.452 Guide Rail System, Steel Beam, Structure Connection – 4 Tube Railing, Installation

OPSD 912.625 Guide Rail System, Steel Beam, Thrie Beam Rail – 476mm Hole Spacing, Component

OPSD 912.630 Guide Rail System, Steel Beam, Asymmetric Transition Rail, Component

OPSS.MUNI 732 Guide Rail End Treatment, Steel Beam Energy Attenuating Terminal System

The following standards have been reviewed and scheduled to be cancelled in November 2019:

OPSD 922.165 Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH SoftStop Terminal System, Installation

OPSD 922.170 Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, X-Lite Tangent Terminal System With Steel Posts, Installation

OPSD 922.180 Energy Attenuator, End Treatment, Sequential Kinking Terminal System With Wooden Posts, Installation

OPSD 922.181 Energy Attenuator, End Treatment, Sequential Kinking Terminal System With Steel Posts, Installation

OPSD 922.530 Energy Attenuator, End Treatment, Extruder Terminal System With Wooden Posts, Installation

OPSD 922.532 Energy Attenuator, End Treatment, Extruder Terminal System With Steel Posts, Installation

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2020:

OPSD 911.190 Guide Rail System, Concrete Barrier, Type X Connection, 9.1m Length, Installation - Temporary

OPSD 911.191 Guide Rail System, Concrete Barrier, Type X Connection, Components

OPSD 911.192 Guide Rail System, Concrete Barrier, Type X Connection – Reinforcement, Components

OPSD 911.193 Guide Rail System, Concrete Barrier, Type X Connection – 3.048m Length, Installation - Temporary

OPSD 911.194 Guide Rail System, Concrete Barrier, Type X Connection – 4.0m Length, Installation - Temporary

OPSD 911.195 Guide Rail System, Concrete Barrier, Type X Connection, Installation – Temporary

OPSD 911.196 Guide Rail System, Concrete Barrier, Type X Connection, Installation – Temporary Reduced Deflection Transition to TCB

OPSD 911.197 Guide Rail System, Concrete Barrier, Type X Connection 4.0m Length, Reinforcing Steel

OPSD 911.198 Guide Rail System, Concrete Barrier, Type X Connection, 6.1m Length, Installation - Temporary

OPSD 911.199 Guide Rail System, Concrete Barrier, Type X Connection, 4.0m Length, Clipped, Installation - Temporary

OPSD 911.200 Guide Rail System, Concrete Barrier, Type X Connection, Installation – Temporary – Low Speed

OPSS.MUNI 741 Temporary Concrete Barrier

OPSD 911.140 Guide Rail System, Concrete Barrier, Precast I-Lock Connection Installation - Temporary and Permanent

OPSD 911.143 Guide Rail System, Concrete Barrier, Precast I-Lock Connection, Type TW, Installation – Permanent

OPSD 911.150 Guide Rail System, Concrete Barrier, Type J Connection, 4m Length, Installation – Temporary

OPSD 911.151 Guide Rail System, Concrete Barrier, Type J Connection, 6m Length, Installation – Temporary

OPSD 911.160 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary 1

OPSD 911.161 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary 2

OPSD 911.162 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Pinned to Asphalt Pavement

OPSD 911.163 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Strapped to Concrete

OPSD 911.164 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Strapped to Concrete With Asphalt Surface

OPSD 911.167 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Bolted Through Concrete

OPSD 911.168 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Bolted Through Concrete With Asphalt Surface

OPSD 911.170 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Pinned TCB

OPSD 911.171 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Strapped TCB

OPSD 911.172 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Bolted TCB

OPSD 911.173 Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Permanent Concrete Barrier

OPSD 911.174 Guide Rail System, Concrete Barrier, Type M Connection, Component – Thrie Beam Transition

OPSD 911.180 Guide Rail System, Concrete Barrier, Type T Connection, 4.0m Length, Installation – Temporary

OPSD 911.181 Guide Rail System, Concrete Barrier, Type T Connection, 6.0m Length, Installation – Temporary

OPSD 911.230 Guide Rail System, Concrete Barrier, Median End Treatment Installation

OPSD 911.232 Guide Rail System, Concrete Barrier, Precast Temporary End Treatment, Installation

OPSD 911.330 Guide Rail System, Concrete Barrier, Temporary Transition Installation - Rail Method Concrete Barrier to Temporary Concrete Barrier

OPSD 911.340 Guide Rail System, Concrete Barrier, Temporary Concrete Barrier Transition, Installation – Temporary

OPSD 911.430 Guide Rail System, Concrete Barrier, Temporary Connection Installation, Temporary Concrete Barrier to Structure Walls

OPSS.MUNI 742 Temporary Transition Barriers

OPSD 911.331 Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Installation

OPSD 911.335 Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Ribs and Stiffener Posts - Components

OPSD 911.336 Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Stiffener Post Details – Components

OPSD 911.337	Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Tail Piece Details - Components
OPSD 911.338	Guide Rail System, Concrete Barrier, Temporary Transition Barrier, End Cap Details - Components
OPSD 911.339	Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Cup Washer 1 - Components
OPSD 911.341	Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Connection to Permanent Barrier - Components
OPSD 911.342	Guide Rail System, Concrete Barrier, Temporary Transition Barrier, Cup Washer 2 - Components
OPSS.MUNI 743	Temporary Transition Connections
OPSD 911.350	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Installation - Temporary
OPSD 911.351	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Connector Plate - Component
OPSD 911.352	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Connector Gussets - Components
OPSD 911.353	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Connector Plate Face Plate - Component
OPSD 911.354	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Steel Brackets - Component
OPSD 911.355	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Wooden Offset Blocks - Component
OPSD 911.357	Guide Rail System, Concrete Barrier, Steel Beam Guide Rail to Temporary Concrete Barrier, Temporary Transition Connection
OPSD 912.313	Guide Rail System, Steel Beam, Transition From Type M to Existing Steel Beam Guide Rail, Installation
OPSD 912.402	Guide Rail System, Steel Beam, Terminal Connector - Component

FUTURE OF COMMITTEE:

√	The work of this Committee is ongoing and will be beneficial to the Membership. I recommend that the Committee remain in place.
	The work of this Committee has been completed and I recommend that the Committee be dissolved.

2019 MEA COMMITTEE REPORT

Committee:	OPS Watermains Specialty Committee
Chairperson(s):	Paolo Masaro
Reporting Executive:	Fahad Shuja (OGRA)

MANDATE:

Responsible for the development and revision of Ontario Provincial Standard Specifications and Standards related to the construction of watermains, appurtenances and related pressure systems.

MEMBERS:

Paolo Masaro, Chair	Muhammad Naeem MTO	Ray Miller OWWA
Jason Johnson, V. Chair CEO	Riaz Haq MECP	Randy Davis ORBA
Tim Marotta MEA	John-Paul Cautillo MEA	Fahad Shuja, Coordinator OPS

ACTIVITIES IN 2019:

For the 2019 publication cycle, the committee reviewed 4 specifications and 12 drawings, all of which have been submitted to SMC for review.

FUTURE GOALS OF THE COMMITTEE

1. Modernizing Cycle Periods for Perpetual Workplan: Review current cycle for review of specifications and drawings; identify and recommend which ones would benefit from a shorter frequency for review (i.e. Every 2 or 3 yrs. versus every 5 yrs.) resulting from more frequent advancements in technology and to ensure the work of the committee is keeping pace with industry trends. (i.e. OPS 460 FOR GRAVITY PIPE AND SEWER REHABILITATION BY CURED-IN-PLACE PIPE).
2. Introduce new specifications or standard drawings to ensure the Watermain set of specifications/drawings is relevant and up to date with current industry practice. (i.e. New Standard Drawing for mechanical restraints).
3. Review the following specifications and drawings:
 - OPSS.MUNI 460** - "PIPELINE AND CONDUIT INSTALLATION BY CURED IN-PLACE PIPE"
 - OPSS.MUNI 461** - "WATER MAIN REHABILITATION BY CURED-IN-PLACE PIPE"
 - OPSS.MUNI 407** - MAINTENANCE HOLE, CATCH BASIN, DITCH INLET, AND VALVE CHAMBER INSTALLATION
 - OPSS.MUNI 408** - ADJUSTING OR REBUILDING MAINTENANCE HOLES, CATCH BASINS, DITCH INLETS, AND VALVE CHAMBERS
 - OPSS.MUNI 463** - PIPELINE AND CONDUIT INSTALLATION BY PIPE BURSTING
 - OPSS.MUNI 490** - SITE PREPARATION FOR PIPELINES, UTILITIES, AND ASSOCIATED STRUCTURES

OPSS.MUNI 492 - SITE RESTORATION FOLLOWING INSTALLATION OF PIPELINES, UTILITIES, AND ASSOCIATED STRUCTURES

OPSS.MUNI 1842 - PRESSURE POLYETHYLENE PLASTIC PIPE PRODUCTS

OPSD 1100.010 - CAST-IN-PLACE CHAMBER, FOR VALVES UP TO 350 mm, DEPTH 3.0 m MAX

OPSD 1100.011 - PIPING LAYOUT FOR BUTTERFLY AND GATE VALVES 350 mm DIAMETER AND SMALLER IN CAST-IN-PLACE CHAMBERS

OPSD 1101.010 - PRECAST VALVE CHAMBER, 1200 AND 1500 mm DIAMETER

OPSD 1109.010 - CATHODIC PROTECTION FOR METALLIC WATERMAIN SYSTEMS

OPSD 1109.011 - CATHODIC PROTECTION FOR PVC WATERMAIN SYSTEMS

OPSD 1109.012 - ANODE INSTALLATION ON EXPOSED EXISTING METALLIC WATERMAINS WITH COPPER SERVICES

OPSD 1109.013 - ANODE INSTALLATION OVER PIPE METHOD FOR EXISTING METALLIC WATERMAINS

OPSD 1109.014 HORIZONTAL ANODE BANK AT SERVICE

OPSD 1109.015 - VERTICAL ANODE BANK AT SERVICE

OPSD 1109.025 - WATERPROOFING OF SPLICES

OPSD 1109.030 - INSULATION FOR SEWERS AND WATERMAINS IN SHALLOW TRENCHES

FUTURE OF COMMITTEE:

X	Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place.
	Work of this Committee has been completed and I recommend that the Committee be dissolved.