

**MUNICIPAL
ENGINEERS
ASSOCIATION**



MUNICIPAL ENGINEERS ASSOCIATION

2020 ANNUAL REPORT

**ANNUAL GENERAL MEETING
&
AWARDS PRESENTATIONS**

November 26, 2020

At 11:00 a.m.

VIA

ZOOM Webinar

AGENDA
2020 MEA AGM & AWARDS PRESENTATIONS
Thursday, Nov. 26, 2020, 11:00 a.m.
Via ZOOM Webinar

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3. Reading and/or consideration of Previous AGM Minutes (Blue Mountain Resort, Nov. 28, 2019) <i>Roslyn Lusk</i>	23
 <i><u>Motion:</u></i>	
<i>THAT the minutes of the 2019 Annual General Meeting of the Municipal Engineers Association held November 28th, 2019 be approved.</i>	
 <i>Moved by:</i> <i>Seconded by:</i>	
4. Business arising out of the minutes <i>Roslyn Lusk</i>	
5. Amendments to the Constitution and Letters Patent	
• None	
6. Reading and/or considering correspondence: <i>Roslyn Lusk</i>	
• None	
7. Reading and/or considering of Administrative Reports:	
7.1. Board of Directors Report <i>Roslyn Lusk</i>	33
 <i><u>Motion:</u></i>	
<i>That the MEA Board of Directors Report be accepted.</i>	
 <i>Moved by:</i> <i>Seconded by:</i>	
7.2. Nominating Committee Report <i>Steve Lund</i>	35
 <i><u>Motion:</u></i>	
<i>That the MEA Nominating Committee Report be accepted.</i>	
 <i>Moved by:</i> <i>Seconded by:</i>	

7.3. Treasurer's Report

Salim Alibhai

39

Motion9

That the MEA Treasurer's Report Fiscal Year 2019/2020 be approved.

Moved by:

Seconded by:

7.4. Auditors Report & Motion for Next Year's Auditor

Salim Alibhai

104-116

Motion:

That the Audit of the Financial Statements of Aug. 31, 2020, of the Municipal Engineers Association carried Out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by:

Seconded by:

7.5. Audit Review Committee Report

Salim Alibhai

41

Motion:

That the MEA Audit Review Committee Report be accepted.

Moved by:

Seconded by:

8. Motion approving Executive Committee's Actions during 2019/2020:

Roslyn Lusk

Motion:

That the actions of the 2019/2020 Executive Board are endorsed by the MEA membership.

Moved by:

Seconded by:

9. Reading and/or considering reports of Standing and Special Committees

Roslyn Lusk

46-103

Motion:

That all the reports of the Standing and Special Committees be accepted.

Moved by:

Seconded by:

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- 10. Reading and/or considering of other resolutions *Roslyn Lusk*
- 11. General Business. 2021 Conference Update *Dan Cozzi*
- 12. Election of Directors for 2020/2021 *Steve Lund*

Motion:

That the election of the candidates for MEA Board for the 2020/2021, be approved as presented.

Moved by:

Seconded by:

- 13. AGM Adjournment *Roslyn Lusk*

Motion:

That the 2020 Annual General Meeting be adjourned.

Moved by:

Seconded by:

AWARDS PRESENTATIONS:

- 14. Remarks by outgoing MEA President *Roslyn Lusk*
- 15. Passing of the Gavel to incoming MEA President
- 16. Introduction of the new MEA Board of Directors
- 17. Acknowledgment of outgoing MEA President
- 18. In Memoriam – William E. (Bill) Robinson (MEA President 2005)
- 19. MEA Bursary Awards:
- 20. MEA Awards:
 - a. Reg Russwurm (Leadership - 2019 MEA Conference)
 - b. David Atkins & Mark Nykoluk (Bayview Corridor Project, York Region)
 - c. Billy Cheung, Taylor Crinklaw, David Moyle, Dane Reynolds and Melissa Ryan (Establishment of the MEA YP Committee)
- 21. MEA Order of Merit:
 - a. Rick Kester – career long commitment/dedication to the MEA
- 22. MEA Life Memberships (for outstanding service to the MEA):
 - a. Tim Copeland
 - b. John F. Thompson
 - c. Rick Kester
- 23. Closing Remarks

President's Message

November 12, 2020

Welcome to our first ever virtual Annual General Meeting of the Municipal Engineers Association!

Shortly after being passed the 'presidential gravel' at the MEA Workshop at the Town of Blue Mountains in November 2019, life as we know it halted as we tried to navigate through the uncertainty of a deadly virus, later to be labeled COVID-19.

The global pandemic has forced all sectors to rethink how things are done, and your MEA Board and Committees have had no exception. Many initiatives of the MEA Board which required input, negotiation and lobbying of different Provincial ministries underwent various levels of stall, as more and more efforts and resources turned focus to the Pandemic.

Municipalities rose to the challenge and were quickly identified as key to delivering news and services to residents who were told to 'lock down'. This has been an emergency like no other we have seen. It is a slow moving, long lasting emergency. A marathon rather than a sprint.

You as Municipal Engineers are at the forefront of critical service providers of essential work.

The MEA's two key priorities, the Municipal Class Environmental Assessment (MCEA) Process and the Ontario Provincial Standards (OPS), have remained squarely in our focus throughout the Pandemic.

Much work has been accomplished to address various amendments to the MCEA document. The MCEA manual has undergone a significant revamp in anticipation of the approval of the amendments by the Ministry of Environment, Conservation and Parks (MECP).

Over the past couple of the years, the MEA Board has championed the development a course that provides an overview of OPS for Roads and Public Works, the rational/history regarding OPS, its governance and the benefits of using the OPS. At time of preparing this message, I am happy to report registration for the inaugural OPS 101 course is open.

In response to challenges presented by the Pandemic, the MEA has pivoted to offer on-line training for various MCEA topics, including the Introduction to MCEA course and the inaugural OPS 101 course.

The MEA has seen other successes the past year including: marked growth of MEA membership (now at 970+ members), increased promotion of our social media platforms and the reimagining of new MEA committees to support emerging areas (i.e., YP, Active Transportation, Asset Management, Climate Change and Smart Cities).

I would like to take this time to acknowledge the generous support of our members who volunteer their time to participate in the MEA's technical and policy-influencing committees. Recent stats show we have 34 MEA Committees comprised of 75 volunteers. Our success as an Association is directly related to your involvement, and it is greatly appreciated.

While 2019/2020 has had many challenges, and we have not been able to participate in traditional meetings with Provincial ministries and/or our sister associations, I am encouraged by the success we have had this year as an Association. It has been my honour to serve as your MEA President 2019-2020. The support of the dedicated group of Professional Municipal Engineers, representing many corners of the Province, has made my tenure as President productive and enjoyable. The 2019/2020 MEA Boards of Directors included:

- Steve Lund, Past President (County of Huron)
- Salim Alibhai, Vice-President and Secretary-Treas. (Region of York)
- Matthew Miedema, Director (City of Thunder Bay)
- Christine Adams, Director (City of St. Catharines)
- Jason Cole, Director (County of Lambton)
- George Elliott, Director (Town of Strathroy)
- Nick Colucci, Director (Town of Erin)
- Catharine Taddo, Director (City of Sault Ste. Marie)
- Chris Traini, Director (County of Middlesex)

As we continue our journey through the second wave of COVID-19, the MEA is positioned well to continue to support Ontario municipalities. The MEA continues to pivot as required and commits to sharing information with our members to assist with your own journeys. We are all in this together, and together we will get through it.

Stay safe. Be well. Wash your hands.



Roslyn P. Lusk, P.Eng.

President, MEA, 2019-2020



NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS

NOTICE IS HEREBY GIVEN that the annual meeting and a general meeting ("AGM") of the members of the Municipal Engineers Association (the "MEA") will be held on November 26, 2020 at 11:00 am. The meeting will be held virtually using ZOOM Webinar platform. All members will be emailed a link to the webinar in advance of the meeting, for the purposes as set out in this Notice.

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

1. To receive, consider and accept the financial statements of the Association for the fiscal year ended August 31, 2020;
2. To elect the Directors of the MEA;
3. To appoint the Auditors of the MEA;
4. To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed by the Board,
5. To receive reports from various Administrative, MEA, External and OPS Committees;
6. To Introduce the New Board of Directors
7. To hold an Awards Presentation (life memberships, MEA Awards, MEA Order of Merit, acknowledge student bursaries winners);
8. To transact such further or other business as may properly come before the meeting or any adjournment thereof.

The AGM documents package will be emailed to all members at least fourteen (14) days prior to the meeting.

As the AGM is being held virtually, all Members should be able to attend remotely. However, in the event a member does not have access to a laptop/smartphone, they may sign and date a proxy (attached) assigning the Executive Director (ED) of the MEA to represent/vote on their behalf. Members choosing this option are responsible to contact the ED advising on their voting choices, otherwise the ED will vote in favour of all proposed motions. The proxy will need to be received by the Executive Director by no later than midnight on November 24, 2020.

DATED this 26th day of October 2020.

BY ORDER OF THE BOARD OF DIRECTORS



**Roslyn Lusk, P. Eng.,
President – MEA.**

INFORMATION NOTICE - October 26, 2020.

Solicitation of Proxies

This Notice is furnished in connection with the solicitation of proxies by the management of the Municipal Engineers Association (the "MEA") to be used at the annual and general meeting (the "AGM") of Members of the MEA 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 by email. Unless otherwise indicated, information in this Notice is given as of October 26, 2020.

Members who do not have access to a laptop or smartphone and who cannot participate virtually, and wish to exercise their vote should complete and sign a letter of proxy and return it to the Executive Director of the MEA at dan.cozzi@municipalengineers.on.ca, no later than midnight on November 24, 2020.

An AGM Agenda Package will be emailed to all members of the MEA at least fourteen (14) days in advance of the AGM. The agenda package will include all proposed Motions to be considered at the AGM.

Appointment of Proxyholder

If submitting a Proxy, Members must designate the Executive Director of the MEA as their proxy holder.

Revocation of Proxies

A Member executing a letter of proxy has the right to revoke it. A Member may revoke a proxy forwarded to the Executive Director by emailing him by Midnight on November 25, 2020.

Voting of Proxies

The Executive Director will vote on behalf of the Member submitting the Proxy. Unless specific instructions are provided by midnight on November 24, 2020, the Executive Director shall vote in favour of all motions put forth during the AGM.

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 MEA for the fiscal year ended August 31, 2020 will be available to Members prior to the Meeting in the 2020 MEA AGM Package. 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 14, 2020, the MEA Board accepted a report from the 2020 MEA Nominating Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2020-2021 MEA Board in accordance with the provisions outlined within the MEA's Bylaw, as amended.

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

Salim Alibhai, P. Eng.	Region of York (2-year term) X
Jason Cole, P.Eng.	Lambton County (2-year term) X
Matthew Miedema, P. Eng.	City of Thunder Bay (2-year term) X
Christine Adams, P. Eng.	City of St. Catharines (1-year remaining in term)
Nick Colucci, P.Eng.	Town of Erin (1-year remaining in term)
Chris Traini, P.Eng.	County of Middlesex (1-year remaining in term)
Catherine Taddo, P.Eng.	City of Sault Ste-Marie (2-year term) X
Amanda Froese, P.Eng,	Town of Saugeen Shores (1-year term) X
Taylor Crinklaw, P.Eng,	City of Woodstock (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 MEA's auditors to hold office until the close of the next AGM of the MEA and to authorize the directors of the Association to fix the auditor's remuneration.

Amendment to By-Laws

Note: No Amendments are proposed to the MEA's Bylaw.

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 MEA members will be notified by email.

Please note, hard copies of the AGM Agenda package will not be available. A digital version of the full AGM Agenda package will be emailed to all members of the MEA at least fourteen (14) days in advance of the AGM; it will also be posted on the MEA's website. Separate individual requests for a digital copy of the AGM Agenda package can be emailed to Executive Director at dan.cozzi@municipalengineers.on.ca.

APPROVAL OF INFORMATION NOTICE

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

DATED this 26th day of October 2020.

BY ORDER OF THE BOARD OF DIRECTORS



**Roslyn Lusk, P. Eng,
President - MEA**

PROXY

MEA ANNUAL GENERAL MEETING

November 26, 2020

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 **D.M. (Dan) Cozzi, P.Eng** 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 **26th day of November, 2020 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 _____, 2020.

Signature of Member

2020/2021 BOARD OF DIRECTOR CANDIDATES
INFORMATION

Roslyn P. Lusk, P.Eng.

Serving as Past-President (Ex-Officio)

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),
- Member of MEA Board of Directors since 2015 (VP – 2019, President 2020)

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.

Election for 2-Year Term

Email: salim.alibhai@york.ca

Education & Affiliations:

- 1988: University of Dar-es-salaam, Tanzania - Bachelor of Civil Engineering
- 2004: Professional Engineers Ontario – Licensed
- 2005: Project Management Professional (PMP) designation
- 2012: Masters Cert. - Municipal Leadership - Schulich School of Business, York University
- Member MEA Board of Directors since 2011 (Secretary-Treasurer 2015-2020, VP - 2020)

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 4,300 lane kilometres, 185 structures and 900 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

Senior Project Engineer
Entec-Shankland Cox Ltd.
Al Ain, UAE

1988-1993

Project Engineer
Scott Wilson Kirkpatrick & Partners
Al Ain, UAE

1987

Engineer-in-Training
Howard Humphreys Ltd.
Dar-es-salaam, Tanzania

Jason Daniel Cole, P.Eng.

Election for 2-Year Term

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

Education & Affiliations:

- 2020: Western University, London ON - Masters of Public Administration
- 1996: Western University, London ON – Bachelor of Engineering
- Professional Engineers of Ontario – License – 2000
- Member of MEA Board of Directors since 2017.

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

Matthew Nicholas Miedema, P.Eng.

Election for 2-Year Term

Email: matthew.miedema@thunderbay.ca

Education & Affiliations:

- 2005: Lakehead University, Thunder Bay ON – Bachelor of Engineering
- Professional Engineers of Ontario – License – 2009
- OGRA – Municipal Concrete Liaison Committee
- RPWCO – Class EA Subcommittee (2019 – Present)
- Member of MEA Board of Directors since 2016

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

Christine Adams P.Eng.

Serving 2nd Year of 2-Year Term

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)
- Member of MEA Board of Directors since 2017

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 until 2019, 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

Nick Colucci, P.Eng.

Serving 2nd Year of 2-Year Term

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
- Member of MEA Board of Directors since 2018

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.

Serving 2nd Year of 2-Year Term

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
- Member of MEA Board of Directors since 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.

Election for 2-Year Term

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),
- Member of MEA Board of Directors since 2019

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

Amanda J. Froese, P.Eng., FEC

Election for 1-Year Term

Email: amanda.froese@saugeenshores.ca

Education & Affiliations:

- 2000: Bach. of Eng'g Science - Civil Engineering, University of Western Ontario
- 1996: Bach. of Arts - Administrative & Commercial Studies, University of Western Ontario
- Professional Engineers Ontario – Licensed in 2005; PEO Order of Honour - 2014

Employment History:

2017- Present

Director – Infrastructure and Development Services
Town of Saugeen Shores, Port Elgin, ON

Administer/Lead the Public Works (Operations), Engineering Services, Environmental Services and Development Services Divisions. Manage communication between the Senior Management Team, Council and the Divisions within Infrastructure and Development. Provide direction to managerial staff and others for projects and ensuring the daily assignments are in line with the Town's Strategic Plan, approved budget and resolutions of Council

2000 – 2017

MERITECH Engineering, Cambridge, Ontario

Design Group Manager:

Lead, train, and develop design team. Recruit staff, scheduling work, projects, and tasks for individuals to perform. Created the design process and documentation of the process from project initiation to construction. Development of the milestones and deliverables for touch point meetings and carry over to client meetings.

Project Manager:

Liaison with municipalities, provincial bodies, and conservation authorities for approval of private/public projects. Chaired meetings, presentations to Council/public, provide budget and schedule direction, manage sub-consultants and internal design team. Writing and pricing of proposals to secure the projects. Scheduling of work and assigning time to designers to complete assignment to meet project deadlines

Project Engineer:

Provided guidance to technologists and junior engineers on technical aspects of the project including, computer models for water distribution systems, stormwater management and the integration of municipal requirements as well as ensuring readability and completeness of drawings and reports. Construction and budgetary cost estimates and preparation of tender documents.

Site Inspector:

Designer/Drafter:

Taylor Crinklaw, M.Sc., P.Eng.

Election for 1-Year Term

Email: tcrinklaw@cityofwoodstock.ca

Education & Affiliations:

- 2006: Bachelor of Environmental Engineering, University of Guelph
- 2018: Master of Science in Environmental Engineering, Lakehead University,
- 2017 – Present: Board of Directors, OPWA West Central Branch
- 2017 – Present: MEA YP Committee
- Professional Engineers Ontario - Licensed in 2014

Employment History:

2019- Present

Director of Public Works,
City of Woodstock

Lead the Public Works Division in the operation and maintenance of fleet, operations facilities, roads, sewers, watermain, waste management and winter control. Provide operational oversight, monitor staff activities, and implement new initiatives. Prepares department financial plans for Council and manage cost controls. Ensure department is in compliance with municipal, provincial and federal regulatory requirements. Prepares department for short term adjustments and long-term planning strategies in anticipation to changes in legislation. Staff representative for City Council and develops, adjusts, applies, and enforces Council policies and municipal bylaws.

2015 - 2019

Project Engineer
City of Stratford, Stratford

2011 – 2015

True Grit Consulting. Thunder Bay ON

2010:

Lakehead University

2009:

Soil and Rock Consultants. Auckland NZ

2007 – 2008

Richardson Foster Ltd, Barrie ON

2006:

RPS Water. Edinburgh UK

2019 Annual General Meeting

MINUTES

Thursday, November 28th, 2019

Blue Mountain Village Resort

156 Jozo Weider Blvd, The Town of the Blue Mountains

That there was an adequate number of members present, the meeting was called to order at approximately 11:10 a.m. on November 28th, 2019, by MEA President, Steve Lund.

1. Steve Lund, MEA President, addressed the assembly and provided an overview of his President's Message included in the 2019 Annual Report package. He also expressed appreciation to the entire workshop organizing team for the 2019 Workshop. He highlighted the MEA's involvement in MCEA and OPS and stressed the significant contribution of MEA volunteers.
2. The MEA's Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information Circular, Proxies and Board Member Candidate Biographies) attached to the agenda. He indicated that due notice was provided to members as required in the MEA Constitution. Notice was in the form of an e-blast, website and social media news posts

Dan advised that he was carrying 2 Proxies submitted by members who could not attend the AGM and that these Proxies designated him to vote on their behalf.

3. **Reading and/or Consideration of the Minutes of the Previous AGM Meeting held at the Valhalla Inn, Thunder Bay on November 22nd, 2018.**

There were no questions or discussion regarding the previous minutes.

Motion AGM2019-01: *That the minutes of the 2018 Annual General Meeting of Municipal Engineers Association held November 22nd, 2018 at the Valhalla Inn, Thunder Bay, be approved as presented.*

Moved by Sandra Lawson

Seconded by Mike Donnelly

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

Steve Lund, MEA President, provided an overview of the MEA Executive Committee Report. He highlighted the work related to MCEA reform, LID Storm Water Policy, the Young Professionals Committee, support for ORCGA, MIT Program, website improvements, collaboration with various sister associations, the recruitment of a new Member Services Coordinator, launch of Social Media Platforms (Twitter/LinkedIn) and the MEA's participation in the trade shows at the OGRA, OWWA and OPWA Conferences in 2019. He also advised of the MEA's withdrawal from OCSI due to a lack of commitment from other associations.

Motion AGM2019- 02: *That the MEA Executive Committee Report be accepted.*

Moved by Tom Copeland
Seconded by Anna Godo
CARRIED

7.2 Nominating Committee Report

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

Motion AGM2019-03: *That the MEA Nominating Committee Report be accepted.*

Moved by David Thompson
Seconded by Enrico Scalera
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 AGM2019-04: *That the MEA Treasurer's Report Fiscal Year 2018/2019 be approved as presented.*

Moved by Tom Copeland
Seconded by Jason Cole
CARRIED

7.4 Auditors Report & Motion for 2018/2019 Auditor

Salim Alibhai, MEA Secretary-Treasurer, provided an overview of the Auditor's Report (fiscal year ending August 31, 2019) as prepared by Lynne Remigio, CPA CA, Licensed Public Accountant, and proposed to use the same auditor for the fiscal year ending August 31, 2020.

Motion AGM2019-05: *That the Audit of the Financial Statements for the fiscal year ending August 31, 2019, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.*

Motion AGM2019-06: *That the firm of Lynne D. Remigio, CPA CA, Licensed Public Accountant, be engaged to perform the audit of the MEA Financial Statements for the fiscal year ending August 31, 2020.*

Moved by Mike Donnelly
Seconded by Bino Varghese
CARRIED

7.5 Audit Review Committee Report:

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

Motion AGM2019-07: *That the MEA Audit Review Committee Report be accepted.*

Moved by Anna Godo
Seconded by Roslyn Lusk
CARRIED

7.6 Motion approving Executive Committee's Actions in 2018/2019

Steve Lund, MEA President, solicited a motion from the floor.

Motion AGM2019-08: *That the actions of the 2018/2019 Executive Board are endorsed by the MEA membership.*

Moved by Tom Copeland
Seconded by Reg Russwurm
CARRIED

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

Steve Lund, MEA President, referenced the various reports of the Executive Committees, MEA Committees, External/Specialty Committees and OPS Committees that were included in the 2019 AGM Annual Report, and if there were any questions or business arising from them.

Motion AGM2019-09: *That all the reports of the Standing and Special Committees as presented in the 2019 MEA Annual Report, be accepted.*

Moved by David DiPietro
Seconded by Paolo Masaro
CARRIED

9. Reading and/or Considering of Other Resolutions

None.

10. General Business

Steve Lund, MEA President, announced that the MEA is still working to secure a host for the 2020 MEA Annual Workshop & AGM. Further details on location, dates and hotel locale will be provided in early 2020.

11. Election of Directors for 2019/2020 MEA Board Term

John Thompson, MEA Past President announced there are 10 candidates to serve on the MEA Board for the 2019/2020 term. The current President, Steve Lund, becomes the past-president. There will be 2 vacancies on the board with the departure of the current Past-President (John Thompson) and the resignation of a Director (Enrico Scalera) due to workload and family commitments. 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 2019/2020 term.

The Nominating Committee, after a thorough search, has recommended that MEA members Chris Traini (County of Middlesex), and Catherine Taddo (City of Sault Ste-Marie) as the 2 candidates to fill the vacancies on MEA Board for the 2019/2020 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2019/2020 term are:

Steve Lund	(Past-President)	Huron County
Roslyn Lusk		City of Kitchener
Salim Alibhai		York Region
George Elliott		Town of Strathroy-Caradoc
Christine Adams		City of St. Catharines
Matthew Miedema		City of Thunder Bay
Jason Cole		County of Lambton
Nick Colucci		Township of Brant
Chris Traini		County of Middlesex
Catherine Taddo		City of Sault Ste-Marie

Motion AGM2019-10: *That the election of the candidates for MEA Board for the 2019/2020, be approved as presented.*

Moved by Tom Copeland
Seconded by Sandra Lawson
CARRIED

12. Adjournment

Motion AGM2019-11: *That the 2019 Annual General Meeting be adjourned.*

Moved by John Thompson
Seconded by Mike Donnelly
CARRIED

The meeting was adjourned at approximately 11:40 pm

The 2020 Annual General Meeting will be held in November 2020, details will be provided once a 2020 Workshop Host has been resolved.

Minutes of meeting prepared by:

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

MEA COMMITTEE LISTING November 1, 2020

Committee

Executive Oversight

EXECUTIVE COMMITTEES

MEA EXECUTIVE COMMITTEE

All MEA Board Members

**President
(2020 – Roslyn Lusk)**

MEA/OPWA LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA/ACEC-ONTARIO LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA AUDIT REVIEW COMMITTEE

Chair	Roslyn Lusk	(Pres.)	City of Kitchener
Member	Salim Alibhai	(V-Pres)	York Region
Member	George Elliott	(Treasurer)	Town of Strathroy-Caradoc
Member	Steve Lund	(P-Pres)	Huron County
Member	Dan Cozzi	(ED)	MEA Executive Director

**Treasurer
(2020 – S. Alibhai)**

MEA COMMITTEES

MEA TRAINING COMMITTEE

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

Chris Traini

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	York Region
Member	Reg Russwurm	City of Guelph
Member	Lisa De Angelis	Region of Halton

George Elliott

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

Chair	Steve Lund	Huron County
Member	John Thompson	Retired
Member	Paul Knowles	MCEA Advisor
Member	Reg Russwurm	City of Guelph
Member	Anna Godo	City of Windsor
Member	Dan Cozzi	MEA Executive Director

**Past President
(2020 – Steve Lund)**

MEA DEVELOPMENT ENGINEERING COMMITTEE

Chair VACANT

Matthew Miedema

Committee

Executive Oversight

MEA BURSARY COMMITTEE

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

**Past President
(2020 – Steve Lund)**

MEA AWARDS COMMITTEE

Chair	Anna Godo	(P-Pres)	City of Windsor
Member	John Thompson	(P-Pres)	Retired Member
Member	Salim Alibhai	(Treas.)	York Region
Member	Reg Russwurm	(P-Pres.)	City of Guelph
Member	George Elliott	(Director)	Town of Strathroy-Caradoc
Member	Dan Cozzi	(P-Pres/ED)	MEA Executive Director

Salim Alibhai

MEA-MECP LIAISON COMMITTEE

Chair	David Thompson	Loyalist Township
Member	John Thompson	Retired Member
Member	Scott Mathers	City of London
Member	Peter Raabe	City of Brockville
Member	Andy Lee	City of Vaughan
Member	Melissa Ryan	City of Kitchener
Member	MJ Merritt	Loyalist Township
Member	Linda Churchill	Region of Waterloo

Roslyn Lusk

MEA YOUNG PROFESSIONALS COMMITTEE

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

Matthew Miedema

MEA ANNUAL CONFERENCE ADVISORY COMMITTEE

Chair	Dan Cozzi	MEA Executive Director
Co-Chair	Amin Mneina	MEA Member Services Coordinator
Member	Reg Russwurm	City of Guelph
Member	Amanda Froese	Town of Saugeen Shores
Member	Matthew Miedema	City of Thunder Bay
Member	David Mhango	York Region
Member	VACANT	

Matthew Miedema

EXTERNAL COMMITTEES

MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT

Member	Steve Lund	County of Huron
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Steve Lund

Committee

Executive Oversight

OGRA MEMBER SERVICES COMMITTEE

Member Salim Alibhai York Region

Salim Alibhai

OGRA POLICY COMMITTEE

Member Salim Alibhai York Region
Member Chris Traini Middlesex County

Chris Traini

TAC Monitoring Representative

Member Steve Kemp Region of Durham

George Elliott

CANADIAN PRE-CAST CONCRETE QUALITY ASSURANCE COMMITTEE

Member Mike Rabeau York Region
Member Nick Colarusso York Region

Jason Cole

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 Enrico Scalera Town of Oakville

Catherine Taddo

MECP OPERATOR CERTIFICATION WORKING GROUP

Member Phil Wood City of Brockville

Catherine Taddo

THE ROAD AUTHORITY (Product Management Committee)

Member Arif Khan York Region
Member Samer Inchasi Town of Oakville

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 Eva Pulnicki York Region
Member Aaron Ward City of Thunder Bay
Member Anthony Parente Region of Peel

Matthew Miedema

OPS ELECTRICAL COMMITTEE

Vice Chair Paul Nause York Region
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
Member	Edward Chiu	York Region

OPS WATERMAINS COMMITTEE

Chair	Tim Marotta	City of Fort Erie
Member	John-Paul Cautillo	City of Toronto
Member	Darrin Dodds	Region of Peel

Executive Oversight

Christine Adams

George Elliott

Jason Cole

Roslyn Lusk

Nick Colucci

Roslyn Lusk

Christine Adams

ADMINISTRATIVE COMMITTEE REPORTS

2020 MEA COMMITTEE REPORT

Committee:	MEA BOARD OF DIRECTORS REPORT
Chairperson(s):	Roslyn Lusk, MEA President
Reporting Executive:	Roslyn Lusk, MEA President

MANDATE:

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

MEMBERS:

Roslyn, President	Steve Lund, Past President	Salim, Vice President & Treasurer
Christine Adams, Director	Matthew Miedema, Director	Jason Cole, Director
George Elliott, Director	Nick Colucci, Director	Chris Traini, Director
Catherine Taddo, Director	Dan Cozzi, Executive Director	

ACTIVITIES IN 2020:

The MEA Board of Directors met eight (8) times in 2019/2020. In addition, the Board also conducted a Strategic Planning session to address progress on the existing plan and to develop a new plan for 2020/2021. With the impact of the COVID 19 Pandemic, the Board only met in person on 2 occasions (January and February). All the remaining meetings were conducting using ZOOM Video Conference. While the Pandemic did delay our productivity in some areas, we were still able to achieve many things over the last year. The major activities of the MEA included:

1. Financial Contingency Planning as a result of the Pandemic – COVID19 impacted MEA’s revenues from March to October. The Association’s largest revenue generating event (Conference) had to be cancelled as a result of the Pandemic; employment ad revenue was down; membership renewals came in slower than normal. Cash-flow had to be closely monitored to ensure the Association could continue to pay expenses. The Board approved applications for the Canada Emergency Wage Subsidy program (CEWS) as well as the Canada Emergency Response Benefit (CERB) – both applications were successful.
2. Initiation of Webinar-Based Training – again as a result of COVID19, the MEA could not host its typical classroom style training program. A free webinar series was offered in the late spring/early summer on various MCEA topics; fee based courses/webinars were offered in the autumn of 2020 to replace the typical *Introduction to MCEA* course and the inaugural *OPS 101* course; both received tremendous response from both members and non-members.

- 3. MCEA Reform & Amendments – much work has been accomplished to address various amendments to the MCEA document. The MCEA manual has undergone a significant revamp in anticipation of the approval of the amendments by the MECF.**
- 4. Development of the OPS 101 Course – much work was done to develop course content and secure facilitators for the webinar/course which was offered for the first time in November.**
- 5. The MEA YP Committee continues to gain momentum and held another successful event in 2020 through a virtual webinar.**
- 6. The MEA hosted a trade show booth at the OGRA (Ontario Good Roads Association) Convention in February 2020. All other trade shows were cancelled as a result of the Pandemic.**
- 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. The MEA Board directed that several e-Blasts be sent to members to advise of a number of issues in a timely manner.**
- 9. The MEA has reached out to the membership to seek volunteers to staff new MEA Committees in the areas of Active Transportation, Asset Management, Climate Change and Smart Cities. We are currently looking to activate these Committees in early 2021.**
- 10. A survey was launched to the membership concerning the benefits that Professional Engineers bring to municipalities. The survey received a tremendous response, and the MEA Board is defining next steps.**
- 11. MEA's social media platforms (Twitter and LinkedIn) continue to grow. We have 794 followers on LinkedIn and 109 on Twitter. All MEA news is now posted on the website and social media to help get our messages out to members and the industry.**
- 12. The MEA continues to grow its membership – we are now over 970 members strong!**

FUTURE GOALS OF THE COMMITTEE

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

2020 MEA COMMITTEE REPORT

Committee:	2020 MEA Nominating & Constitution Review Committee
Chairperson(s):	Steve Lund (Past President)
Reporting Executive:	Steve Lund

MANDATE:

To identify members who are willing to serve on the MEA Board of Directors and make recommendations to the MEA membership. Also, to review any MEA constitutional matters to recommend any changes.

MEMBERS:

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

ACTIVITIES IN 2020:

The MEA Constitution (Section 6.01) stipulates that the Nominating Committee (NC) shall be comprised of the immediate past president (Chair) and at least two (2) past presidents.

The 2020 NC members are:

- Steve Lund (Chair) - Immediate Past-President (MEA President 2019)
- John Thompson - MEA President 2018
- Paul Knowles - MEA President 2017
- Reg Russwurm - MEA President 2016
- Anna Godo - MEA President 2015

In addition, the MEA Executive Director (ED), Dan Cozzi (MEA President 2014) attended Committee meetings and provided minutes/notes.

The 2020 NC met via video conference on 2 occasions:

1. August 12, 2020
2. September 16, 2020.

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). This year's AGM will be held virtually and is scheduled for Thursday, November 26, 2020. For 2020, the sixty (60) day deadline is September 26, 2020.

A notice to the MEA membership calling for Executive Board nominations was provided on July 30, 2020 (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 11, 2020. The ED confirmed that no nominations were received by the deadline.

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
Roslyn Lusk	Huron County	President 2-yr term expiring	Will serve as Past-President Next term (ex-officio)
Salim Alibhai	York Region	Vice President & Secretary-Treasurer 2-yr term expiring	Has advised willingness to continue for next term.
Steve Lund	Huron County	Past-President	As current Past-President, will leave the Board *VACANCY*
Christine Adams	St. Catharines	Director 1 st yr of 2-yr term	Has advised willingness to continue for next term.
Matthew Miedema	Thunder Bay	Director 2-yr term expiring	Has advised willingness to continue for next term.
Jason Cole	Lambton County	Director 2-yr term expiring	Has advised willingness to continue for next term.
George Elliott	Town of Strathroy-Caradoc	Director 1 st yr of 2-year term	Will be stepping down due to work commitments *VACANCY*
Nick Colucci	Township of Erin	Director 1 st yr of 2-yr term	Has advised willingness to continue for next term.
Chris Traini	Middlesex County	Director 1 st yr of 2-yr term	Has advised willingness to continue for next term.
Catherine Taddo	Sault Ste. Marie	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:

The NC Committee reviewed a prospective candidate list that initially compiled by last year's NC and updated through the 2020 NC knowledge and familiarity of members throughout the province.

Steve Lund reached out to the following two candidates who agreed to be considered for election as a Board member:

- Taylor Crinklaw, P.Eng., Director of Public Works– City of Woodstock:
Taylor was instrumental in the start-up of the Young Professionals Committee and has served as a member for a number of years.
- Amanda Froese, P.Eng., Director, Infrastructure & Development Services – Town of Saugeen Shores:
Amanda is a long-serving member of the MEA and was the Program Chair of the 2019 MEA Conference at Blue Mountain. She also is a member of the MEA Conference Advisory Committee. Her candidacy would increase the percentage of woman on the Board to 40%, .

New Board Candidates Recommendations:

At its second meeting, the NC agreed that it would recommend moving forward with the 2 candidates listed above to fill the expected vacancies.

NC Recommendations for Election at AGM:

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 Roslyn Lusk, serve as Past-President (Ex-Officio).**
- 2. The NC recommends the following three (3) Board members, who were elected to 2-year terms at the 2019 AGM, complete their respective terms in 2020:**
 - **Christine Adams** **City of St. Catharines**
 - **Nick Colucci** **Erin Township**
 - **Chris Traini** **County of Middlesex**
- 3. The NC further recommends following members as candidates for election at the AGM as Directors for the next term:**
 - **Salim Alibhai** **York Region term)** **(2-year term)**
 - **Matthew Miedema** **City of Thunder Bay** **(2-year term)**
 - **Jason Cole** **Lambton County** **(2-year term)**
 - **Catherine Taddo** **City of Sault Ste. Marie** **(2-year term)**

4. As there will be two directors in excess of the 4 required to be elected, the NC recommends the following members for election at the AGM for the next term:

- **Taylor Crinklaw** **City of Woodstock** **(1-year term)**
- **Amanda Froese** **Town of Saugeen Shores** **(1-year term)**

Additional Notes:

George Elliott was confirmed as the Board’s Secretary-Treasurer as the start of the 2019-2020 Board term. Due to work pressures, George stepped down as the Secretary-Treasurer in around March of 2020; however, he has stayed on as a Board Director for the remainder of his current term. Salim Alibhai, who was confirmed as the Board Vice President at the start of the 2019-2020 Board term, took on the additional role as Secretary-Treasurer for the Board effective March 2020 to the end of the current term.

For the start of the 2020-2021 Board term, another member of the Board (other than Salim) will take on the role as Secretary-Treasurer.

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.

October 23, 2020

TREASURER'S REPORT FOR FISCAL YEAR 2019-2020

This report covers the fiscal year September 1, 2019 to August 31, 2020. 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, 2020, despite the impacts due to the COVID-19 pandemic, we continue to remain in a reasonably good financial position.

Your 2019-2020 Board of Directors had approved a budget with the anticipation of a \$50,950 operating loss at the end of the fiscal reporting year. Our 2019-2020 audited year-end financial report indicates that there was an operating loss of approximately \$27,517 (See: Statement of Revenue and Expenditures, Year Ended August 31, 2020). Actual year-end revenues came in just approximately \$5K under than budgeted for the year.

The COVID-19 pandemic has had an impact on the association's finances. All of the training courses usually run by the association in the spring and summer and its major fall conference had to be cancelled with the loss of corresponding revenue. To a lesser extent, the association has also experienced some reduction in its membership and employment advertising service revenues. For the upcoming fiscal year, while the association will be negatively impacted by the cancellation of the fall conference, the training courses are being moved to online platforms. While the success of online delivery is yet to be determined, the association is hopeful the training revenue stream will start to recover in 2020-2021 fiscal year.

As the pandemic continues, the resulting financial and economic market uncertainty could have an adverse impact on the future operations of the association. As such, the association applied to the federal government for and received a \$40,000 Canada Emergency Business Account (CEBA) loan and applied and has been approved for the Canada Emergency Wage Subsidy (CEWS) for the period from March to June of 2020, receiving \$23,283. These funds will provide cash flow assistance for the association to weather the period of pandemic uncertainty.

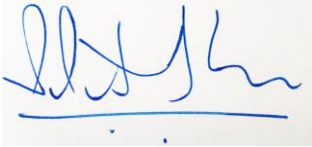
While these uncertainties raise concerns about the association's ability to continue as a going concern, it is the association board's opinion that in the immediate term it will be able to adjust its operations as needed in order to continue as a going concern and, if needed, can draw on its operating reserves to weather this period of uncertainty.

While the association's reserves remain healthy, we expect to continue to see deficits in future 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.

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. This year, the Audit Committee was chaired by me as the current MEA Treasurer and Vice President. The committee also included our Auditor, Lynne D. Remigio, C.A., Roslyn Lusk (President), Steven Lund (Past President) and our Executive Director, Dan Cozzi. 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 enjoyable and a pleasure to serve another year as your Treasurer. I would like to take this opportunity to thank my colleague on the board, George Elliot, for taking on the Treasurer role for the initial part of fiscal year until he had to step down due to other commitments. I would also like to thank all those who have assisted me in this position over the last year, especially our financial assistants at OGRA, Rayna Gillis, Lesley McCauley and Peggy Mead as well as other members of the Board.

Respectfully submitted,



Salim Alibhai, P. Eng., PMP

MEA Treasurer, 2019-2020 (Part)

2020 MEA COMMITTEE REPORT

Committee:	MEA Audit Review Committee
Chairperson and Reporting:	Salim Alibhai, MEA Vice President and Secretary-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:

Roslyn Lusk, President - MEA	Steven Lund, Past-President, MEA	Dan Cozzi, MEA Executive Director
Lynne Remigio, Auditor- MEA	Salim Alibhai, Vice-President & Secretary-Treasurer - MEA	

ACTIVITIES IN 2020:

A teleconference was held October 22, 2020 to review the draft audit documents prepared by Ms. Lynne Remigio. Ms. Remigio was named at the 2019 AGM as the MEA’s Auditor for the fiscal year September 1, 2019 to August 31, 2020. An electronic copy of the draft audit document was circulated to all members in advance.

The 2020 Audit Approach

General Approach

The Auditor’s approach for the audit of MEA’s year ending August 31, 2020 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 the undetected errors are below this materiality. The materiality the Auditor used in the 2020 audit was \$7,500.

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 Auditors report indicates that in her objective of reasonable assurance that the financial statements 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:

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:

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.

EXECUTIVE COMMITTEE REPORTS

2020 MEA COMMITTEE REPORT

Committee:	MEA-OPWA LIAISON COMMITTEE
Chairperson(s):	Roslyn Lusk, MEA President
Reporting Executive:	Roslyn Lusk, MEA President

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	
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ACTIVITIES IN 2020:

<p>The MEA/OPWA Liaison Committee typically meets once per year in April. The purpose of the meeting is to highlight respective initiatives and to collaborate on items of mutual interest.</p> <p>Unfortunately, due to COVID-19, the meeting was not held this year. However, the respective executive directors have remained in touch to discuss items of importance for the respective associations. The plan is to reconvene this committee in April of 2021, either as an in-person meeting or via teleconference.</p>

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.

2020 MEA COMMITTEE REPORT

Committee:	MEA/ACEC-Ontario Liaison Committee
Chairperson(s):	President MEA; Chair of ACEC-Ontario 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.
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MEMBERS:

MEA Board Members	CEO Board Members	
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ACTIVITIES IN 2020:

<p>Note – CEO formally changed its name in September of 2020 to the Association of Consulting Engineering Companies of Ontario (ACEC-Ontario).</p> <p>The MEA and ACEC-Ontario Boards held its Liaison Committee meeting on January 8, 2020 at the Old Mill Hotel in Etobicoke. The last time this meeting was held was in 2018. Discussion included:</p> <ul style="list-style-type: none"> • the MEA-ACEC Agreement and the need to update it to reflect the Construction Act (i.e. prompt payment and adjudication of payment disputes) and other housekeeping changes. • need to better market the agreement to smaller municipalities • update on MCEA reform and amendments • The MEA training schedule for 2020 and the ACEC’s willingness for MEA to offer another MCEA workshop specifically for its members. • OPS Promotion and training • Promotion of MEA Associate level memberships or ACEC members • MEA looking into why/how municipalities should be required to designate a P.Eng. as the city/county/town engineer. • New MEA committee initiative • Qualifications Based Selection of Consultants
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FUTURE GOALS OF THE COMMITTEE

The MEA and CEO Boards plan to continue to meet as needs arise. The respective exec. directors will remain in contact regularly - and they will advise their Boards on the next joint Board Liaison meeting.
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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.

STANDING & SPECIALITY COMMITTEE REPORTS

2020 MEA COMMITTEE REPORT

Committee:	MEA Training Committee
Chairperson(s):	Les Shepherd
Reporting Executive:	Reg Russwurm

MANDATE:

To identify the training needs of the municipal engineering community and develop training programs to meet those needs. Ensure the quality control of course content and the delivery of MEA's Education program. Seek out qualified instructors to deliver the education program and 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 2020:

The Training Committee did not meet in 2020. The scheduled meeting in June was cancelled due to schedule conflicts. OGRA staff have been working remotely since spring and have been very busy arranging a rescheduled training program, with courses being delivered virtually (i.e. live, online) 2020-21 where feasible, and in some cases postponed in response to social distancing limitations on the learning environment.

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.

2020 MEA COMMITTEE REPORT

Committee:	Municipal Class EA Monitoring Committee
Chairperson:	Paul Knowles
Reporting:	Paul Knowles
Executive:	

MANDATE:

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

Colin Wong	Colin.Wong@york.ca
Dave Thompson	dthompson@loyalist-township.on.ca
Lisa DeAngelis	Lisa.DeAngelis@halton.ca
Paul Knowles	pknowles@carletonplace.ca
Reg Russwurm	rrusswurm@thebluemountains.ca
Ashley Rammeloo	arammeloo@london.ca

ACTIVITIES IN 2020:

<p>Accomplishments/Activities</p> <ul style="list-style-type: none"> ✓ A new Heritage Bridge Checklist had been developed. ✓ MEA has completed a Companion Guide for the MCEA. This guide has been renamed Companion Guide Notes and re-written so it can be incorporated directly into the MCEA Manual. The Companion Guide Notes will be displayed in a different coloured font within the Manual and will provide useful tips and clarifications to MCEA users. This guide will be a living document and be updated as required. ✓ MCEP has amended the EA Act to: <ul style="list-style-type: none"> ○ Revise the Part II Order Request process ○ Set up the authority for MECP to adopt of new regulations that will replace the MCEA. ✓ MEA has submitted the amended MCEA Manual to MECP for approval. ✓ MEA has prepared a response to each of the 250 comments that were submitted on the amendment to the MCEA ✓ MEA has delivered the following webinars: <ul style="list-style-type: none"> ○ Effective Consultation COVID ○ Heritage Bridge Checklist ○ Consultation Expectations for Schedule A+ Projects ○ Introduction to MCEA Course/Webinar ✓ MEA is preparing to participate in MECP's process to develop new regulations that will replace the MCEA and then deliver training on this new process

FUTURE GOALS:

<p>The future goals of this committee are to:</p> <ol style="list-style-type: none"> 1. Continue to prepare the annual monitoring report and represent MEA's interests related to the MCEA; 2. Create a new MCEA website; 3. Continue to answer questions from practitioners about application of the MCEA; 4. Finalize and produce a new MCEA Manual that incorporates the 2020 amendments and an updated version of the Companion Guide Notes; 5. Deliver the following webinars: <ol style="list-style-type: none"> a. Approval of Roads & Water/Wastewater through the Planning Act b. 2020 Amendments to MCEA Appendix 1 – Roads c. 2020 Amendments to MCEA Appendix 1 – Water/Wastewater d. 2020 Amendments to MCEA Transit e. 2020 Amendments to MCEA Part A f. Introduction to the MCEA Process 6. MECP advises that work to develop a new regulation(s) to replace Class EAs (including the MCEA) will proceed fall 2020. MEA will continue to participate in this reform process and will then offer training related to use of this new regulated process. 7. Class EA holders have all asked for clearer language related to Indigenous Consultation but MECP has informed that this will not be available to include in this amendment. 8. Even with the proposed amendment to Appendix 1, many of project descriptions in the tables will remain poorly worded. This will be addressed when the new regulation(s) is developed. 9. There seems to be a fundamental flaw with the MCEA Schedule B process as outlined in the attached Schedule B Process Analysis. This may also apply to other Class EAs. MECP recognizes this is an important issue but agrees it should be addressed in the future. This should be addressed in the new regulation. 10. Assist MEA Executive Director in finding a suitable candidate to shadow the MCEA Advisor for succession planning. 	
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FUTURE OF COMMITTEE:

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

2020 MEA COMMITTEE REPORT

COMMITTEE:	MEA DEVELOPMENT ENGINEERING COMMITTEE
CHAIRPERSON(S):	Andrea Dale, Town of Whitby (Acting)
REPORTING EXEC:	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 40 Municipalities and Regions

ACTIVITIES IN 2020:

Committee formed in November 2004 and strives for quarterly meetings attended by a growing list of over 100 engineering workers from over 40 municipalities.

Unfortunately, due to the Global Covid-19 Pandemic, no meetings of this Committee were held in 2020. Instead the group utilized email correspondence, as needed, to get input from Committee members in relevant issues.

- 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.

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.
- Build a forum of development engineering questions and answers.

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.

2020 MEA COMMITTEE REPORT

Committee:	2020 Bursary Committee
Chairperson(s):	Roslyn Lusk
Reporting Executive:	Steve Lund

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:

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

ACTIVITIES IN 2020:

The Committee met several times throughout the late winter and spring season of 2020. Established in 2008, 2019 marks the 13th year of the program. The 2020 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
- 15 applications were received by the Committee in 2020; quality of submissions 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) awarded to Luca Scanga.
 - Nine additional bursaries valued at \$1,500 awarded to:

Aidan Pawliw	Ewen Crawford	Andrew Headrick
Jillian Malherbe	Carissa Potton	Kaitlyn Myinia
Casey Asselin	Nathan Hislop	Christopher Oka

- Each municipal council (where parents/guardian work), were informed through their respective Clerk about the award winner
- All recipients received their awards in August 2020
- News item posted on website.
- In lieu of the cancellation of the 2020 Presidents Banquet, the winners will be recognized during the MEA's virtual AGM on November 26.

FUTURE GOALS OF THE COMMITTEE

To continue to administer the Bursary 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.

2020 MEA COMMITTEE REPORT

Committee:	2020 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)	ohn Thompson (P-President)	

ACTIVITIES IN 2019:

Committee Activities in 2020:

1. Committee met via teleconference 3 times in 2020 to:
 - a. To initiate the nomination window, review candidates and to recommend the 2020 awards program to the MEA Executive Board
2. To recap, the MEA has three (3) award categories:
 - a. MEA Award – Candidates may be nominated by membership/public, the Awards Committee or MEA Board
 - b. MEA Order of Merit – Candidates are recommended by the Awards Committee or the MEA Board
 - c. MEA Life Membership – recommended by Awards Committee or the MEA Board
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 July 9, 2020, and notices were posted on MEA social media platforms (Twitter, LinkedIn) announcing the awards nomination period. Deadline for nominations this year was Sept. 18, 2020.
4. The MEA website provides a listing of all past awards winners. The list was updated in the early winter to include the 2019 winners.
5. 2 Nominations were received from the membership for the MEA Award by the nomination deadline. The Awards Committee has also included its own nomination recognizing a team of individuals.

Committee Recommendations:

1. Award recommendations:
 - MEA Award:

- Reg Russwurm, P.Eng., City of Guelph (nomination attached). The Committee believes Reg is worthy of the MEA Award. Reg is a past president of the MEA and OWWA. He was instrumental in chairing the MEA's most successful conference (2019) in its history, including redesigning/modernizing the conference format – all under trying circumstances as he left the employ of the Town of the Blue Mountains about 4 months prior to the event.
- David Atkins, P.Eng & Mike Nykoluk, P.Eng., York Region (nomination attached). The committee believes both are worthy of the MEA Award based on their respective achievements pertaining the Bayview Corridor Project in York Region. This project was recognized by OPWA, PEO – York Region Chapter, APWA, TAC and TCRA.
- The Awards Committee also believes that an MEA Award should be awarded to a team of MEA members who were instrumental in starting up the MEA's Young Professional (YP) Committee a few short years ago. The YP Committee has grown annually since its inception and now regularly draws in excess of 30 participants to its annual event. The Awards Committee is recommending the MEA Award be presented to the following team:
 - i. Billy Cheung, P.Eng. - York Region
 - ii. Taylor Crinklaw, P.Eng. - City of Woodstock
 - iii. Dane Reynolds, P.Eng. - City of Barrie
 - iv. David Moyle, P.Eng. - Town of Richmond Hill
 - v. Melissa Ryan, P.Eng. - City of Kitchener
- MEA Order of Merit
 - Rick Kester, P.Eng., formerly from City of Belleville (retired)
Rick is a long-standing member of the MEA, was a past president and volunteered for several committees over the years and is also a past-president of the OGRA. Rick has served the MEA well over his career and has also been a regular attendee at the annual workshop. Rick left Belleville over a year ago and is now retired. The Awards Committee believes he is worthy of the MEA Order of Merit.
- MEA Life Membership:
 - Rick Kester, P.Eng., formerly of the City of Belleville (now retired). He is being recommended to receive the MEA Order of Merit this year and is also a past-president of the MEA and the OGRA. Rick left Belleville over a year ago, is now retired and the Awards Committee believes he is worthy of being awarded a Life Membership.
 - Tom Copeland, P.Eng., formerly of the City of London. Tom retired in January of this year. He is a past-president of the MEA and was significantly involved in the MCEA Monitoring Committee for several years. The Awards Committee believes Tom is worthy of receiving a Life Membership.
 - John Thompson, P.Eng., formerly with the City of Barrie, is now retired. John is a past-president of the MEA and served on the Boards for the OMWA, ORCGA. He has also served on the MEA/MECP Liaison Committee for several years. The Awards Committee believes John is worthy of receiving a Life Membership.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of October 14, 2020. The Executive Director notified each recipient. This year, because of the cancellation of the MEA Conference, there will not be an opportunity to recognize each candidate in person at the traditional President's Banquet. However, there will be an awards presentation ceremony included as part of the MEA's AGM which will be held virtually on November 26, 2020. In lieu of the cancellation of the 2020 President's Banquet, each recipient will be provided complimentary invitations to attend the 2021 President's Banquet.

Order of Award Plaques

Award plaques were ordered after the Board's approval of the recommendations. They will be shipped to the recipients after the awards presentations during the virtual AGM.

FUTURE GOALS OF THE COMMITTEE

Work for 2021

For 2021, the Committee plans to meet quarterly.

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	MEA MECP Liaison Committee
CHAIRPERSON(S):	David Thompson
REPORTING EXEC:	Roslyn Lusk.

MANDATE:

The mandate of this committee is to provide for constructive discussion between the Ministry of Environment Conservation and Parks and (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:

Andy Lee City of Vaughn	John Thompson Retired	Melissa Ryan City of Kitchener
Peter Raabe City of Brockville	Linda Churchill Region of Waterloo	M.J. Merritt Loyalist Township
Scott Mathers City of London	MECP Co Chair Aziz Ahmed	David Thompson Loyalist Township

ACTIVITIES IN 2020:

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

2020 has been a demanding year for this Committee for a number of reasons.

The provincial election resulted in new party leadership and a major refocus of provincial policy.

As a result of the policy changes many provincial officials were not in a position to speak freely on provincial initiatives early in 2020.

The rise of the COVID-19 virus resulted in initial planned meetings being deferred however two online events were held on June 11 and August 27 respectively.

Over the summer months MECP unleashed a number of proposed new regulations which have been on holding pattern for several months. MECP posted MEA's MCEA amendments on the EBR.

The June 11 Committee meeting was the first fully virtual meeting for this group and was very informative with a number of items on the agenda. The August 27 meeting was a focused discussion on the proposed new ECA model for sanitary and storm lineal infrastructure. Another meeting is anticipated for later this year but currently not scheduled.

Due to the extensive travel requirements for many members of this Committee a virtual format may be a consideration in the future possibly replacing the in-person events which usually have offered limited teleconference capability which has been occasionally utilized by committee members. One drawback of the virtual meetings is that Committee members lose the ability to have informal chats which extend the transfer of information and experiences so going fully virtual for all of the future meetings are not recommended.

The Committee saw some turnover early in the year losing valued members Jeff Smiley from Mississauga (retired) and Robert Muir from Markham (left for the consulting world). Fortunately, new members Linda Churchill (Region of Waterloo) and MJ Merritt (Loyalist Township) joined the Committee.

This year will likely mark the end of participation by John Thompson. John has had a long career working both directly as a municipal engineer and servicing municipalities during periods with OCWA and the consulting industry. John brought an informed voice to the committee table and will be missed.

With John's retirement and my own retirement on the horizon the Committee could use another member. Anyone interested in MECP regulatory environment and policies should express their interest. Typically, the Committee meets 2-3 times per year as well as the occasional invitation to be a participant on MECP sponsored industry roundtables. The Committee recently benefitted by the addition of Linda Churchill who brings to the Committee her experience within the field of municipal waste activities. New members with interests in water, wastewater and stormwater and new development engineering would find the discussions enlightening.

I would like to note that the Committee has not received many external inquiries from the general MEA membership over the past few years and input from members is always appreciated. Comments on how to improve communications would be appreciated.

Specific discussion topics in 2020 included extensive discussion on the introduction of lineal ECA's for municipal stormwater and sanitary systems. It is expected that new ECA's will be issued commencing early in 2021 starting with larger municipalities. The new model will improve the approval process for both new infrastructure and major maintenance activities. The new ECA's will have varying introductory and long term impacts with municipalities related to the monitoring and reporting on their lineal infrastructure based on the level of completeness of their infrastructure asset inventories and procedures and the level of inspection, monitoring and reporting that they have been accustomed to. The EBR comment period for the new ECA model concluded September 6.

The Committee has had ongoing discussions with MECP regarding the implementing of LID policies for stormwater. A major concern of this Committee was the "one size fits all across the Province" approach originally taken by MECP. The Ministry is now proposing LID as a best practice to be considered for minimizing the stormwater runoff from a site as a proposed to a mandatory requirement.

The Committee extended its conversation with MECP regarding the introduction of the On-Site and Excess Soil regulation. The Committee presented municipal concerns over the past few years as the regulation was developed. Milestone dates for activation of this regulation were recently deferred due to Covid-19 impacts.

Members on the Committee as well as our MECP counterparts believe that all parties benefit when all parties are at the table when policy is developed leading to better regulations with less un-intended conflicts once the regulations are law.

As a side note the Committee have had limited input from the Conservation and Parks components of the expanded Ministry since MECP was formed in 2019.

I would like to thank the members of the Committee especially those members who assisted on the development of formal MEA comments for LID policy and input on the lineal ECA's. I would also like to thank Ms. Katie Amey a departmental administrative assistant at Loyalist Township who has supported the Committee behind the scenes for many years.

FUTURE GOALS OF THE COMMITTEE

The Committee should strive to improve two-way communications with the full MEA membership so that all members have access to a beneficial exchange of information regarding MECP initiatives and be able to be as informed as the MECP Committee members.

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	MEA Young Professional (YP) Committee
CHAIRPERSON(S):	Dane Reynolds
REPORTING EXEC:	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	Michelle Pinto
Dane Reynolds	Amin Mneina	

ACTIVITIES IN 2020:

Social Media Presence

The committee continued to increase its social media presence in 2020. The LinkedIn group page members have increased from 50 members to 64. 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. Posts were made on Twitter and LinkedIn using the established hashtag #MEAYp and #MEAontario. Posted content included MEA news, relevant articles, and photos from MEA events.

Annual Event – Grow Your Career Webinar

Due to the inability to organise and host an in-person tour and networking event. The MEA YP organized and hosted a webinar on the theme of career development. The event was successfully planned and organized and took place on September 23, 2020. MEA past president John Thompson and current president Roslyn Lusk presented on their experiences working within the municipal sector as a professional engineer and strategies to further one’s career in a municipal environment. Billy Cheung also presented on the framework of the YP Committee’s mentorship program. The event was well attended with 29 people attending the webinar. The event also included a questionnaire at the conclusion of the event which inquired attendees about potential interest in being involved in the YP Committee or in the mentorship program. The results of the questionnaire showed that 5 people are interested in participating in the mentorship program and 5 people interested in being involved in the YP Committee.

Mentorship Program

The committee successfully developed the framework for a mentorship program. The program will connect an experienced professional engineer, who works for a municipality, with a professional

engineer looking to further their career within the municipal environment. The committee has compiled an associated mentorship guide that outlines the program timeline, expectations, outcomes, and recommended meeting themes and potential questions. The guide has been submitted to MEA Board of Directors for final approval.

AGM YP Networking Event

The committee hosted an information booth during the hospitality event at the 2019 MEA AGM/Workshop. This booth provided 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 approximately once a month to plan, review, and discuss upcoming events and initiatives.

FUTURE GOALS OF THE COMMITTEE

- Continue to increase YP membership in MEA
- Increase YP network
- Host at least one event in 2021
- Continue social media presence and increase MEA LinkedIn group membership
- Continue to engage MEA members on LinkedIn with monthly posts
- Further develop the MEA mentorship program and initiate a pilot run of the 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.

2020 MEA COMMITTEE REPORT

Committee:	2020 MEA Conference Advisory Committee
Chairperson(s):	Dan Cozzi – Executive Director, MEA.
Reporting Executive:	Matthew Miedema

MANDATE:

To promote and solicit future annual hosts of the MEA Conference and AGM; to provide oversight and guidance to future organizing committees; maintain the MEA Conference Planning Manual.

MEMBERS:

Dan Cozzi (MEA)	Amin Mneina (MEA)	Reg Russwurm (City of Guelph)
Amanda Froese – Town of Saugeen Shores	Matthew Miedema - MEA Director	David Mhango, York Region

ACTIVITIES IN 2020:

<p>Initial work was done in recruiting members and developing a mandate/terms of reference for this committee. The Committee comprises of host staff from recent successful conference organizing committees. Their individual experiences/expertise will assist future workshop hosts.</p> <p>The committee met once in 2020 (April 2, 2020) to discuss how it would move forward.</p> <p>A preliminary list of potential interested future hosts of the conference has been developed.</p> <p>Once of the first things that needs to be completed is to develop a Value Proposition Document that will be used as a basis to promote why a municipality should consider hosting the conference.</p> <p>With the cancellation of the 2020 Conference due to COVID-19, there was not the expected sense of urgency to move forward as initially planned; however, this committee will reconvene and meet regularly going forward.</p>

FUTURE GOALS OF THE COMMITTEE

For 2021, the Committee plans to meet regularly

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.

2020 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
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MEMBERS:

Steve Lund - MEA	Numerous members representing various road authorities, agencies, suppliers, etc. Canada wide
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ACTIVITIES IN 2020:

<p>There were no meetings held in 2020 due to COVID 19. The last meeting was held on April 3rd,2019.</p> <p>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:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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. <p>FYI- Use of pre-wetted salt or pre- treated salt and pre-wet equipment below national targets.</p> 3. Establish a framework that road organizations can adopt and implement for the protection of salt vulnerable areas <ul style="list-style-type: none"> • 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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Member Services Committee
CHAIRPERSON(S):	Antoine Boucher, OGRA Director
REPORTING EXEC:	Salim Alibhai, VP & Treasurer-Secretary, MEA

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.

MEMBERS:

Melissa Abercrombie, OGRA Director	Salim Alibhai, VP & Secretary-Treasurer, MEA	Cheryl Fort, OGRA Director
Rick Harms, OGRA President	Steven Kodama, OGRA Director	John Parsons, OGRA 3 rd Vice President
Paul Schoppmann, OGRA 2 nd Vice President.	Donna Jebb, OGRA Director	

ACTIVITIES IN 2020:

The committee met on January 16, April 16, June 25 and September 17, 2020.

The committee:

- 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.

Among the many issues addressed by the Committee over the last year, the following information discussed at the meetings may be of interest to MEA members:

Transportation Association of Canada (TAC)

In 2018 OGRA supported another TAC Pooled-Fund Project, Performance Based Decision Making, the minimum funding threshold has been reached and the project could be initiated with reduced scope. TAC desires to find additional key stakeholder associations to strengthen the project.

World Road Association (WRA)

OGRA is participating in a special project, “Road Related Data and How to Use Them.” This project was awarded to ATKINS, a UK based engineering and consulting firm. Topics to be covered are road data, big data, smart data, and smart roads.

OGRA Municipal Gravel Road Liaison Committee

OGRA received a total of 24 responses to the call for participation in the Municipal Gravel Road Liaison Committee. The committee will be comprised of 17 members (12 municipal, three industry experts and two associations). OGRA is confirming participation with the selected candidates. It is anticipated that the first meeting will occur in early Fall 2020.

Concrete Ontario/CAC/OGRA Municipal Concrete Liaison Committee

Concrete Ontario is developing a new Municipal Exterior Flatwork Certification Course. The committee is working with LIUNA on developing the theory portion of the courses relating to concrete works.

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.

Ontario Asphalt Pavement Council (OAPC)/OGRA Municipal HMA Liaison Committee

- **Contractor Works** - Contractor Prequalification guideline is complete and published. Next on the list is Contractor Evaluation.
- **Quality Assurance** - Field Paving Inspector's checklist draft is being finalized. Pre-Pave Meeting Agenda is in works.
- **Education/Innovation** - Develop a 2nd webinar series. Topics to cover: OAPC's Top 10 List, tack coat and asphalt inspection.

FUTURE GOALS OF THE COMMITTEE:

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.

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.

2020 MEA COMMITTEE REPORT

Committee:	OGRA Policy Committee
Chairperson:	Aakash Desai, OGRA Director
Reporting and Executive:	Salim Alibhai - VP & Secretary-Treasurer, MEA

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.

MEMBERS:

Paul Ainslie, OGRA Director	Salim Alibhai, VP & Secretary-Treasurer, MEA	Chris Angelo, OGRA Director
Dave Burton, OGRA 1 st Vice-President	Kelly Elliott, OGRA Director	Rick Harms, OGRA President
Rick Kester, OGRA Immediate Past President	Chris Traini, Director, MEA	Bryan Lewis, OGRA Director

ACTIVITIES IN 2020:

The committee met on January 16, April 16, June 25 and September 17, 2020. 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:

Municipal Class Environmental Assessment Reform

The Ministry of Environment, Conservation and Parks (MECP) is undertaking a campaign to solicit feedback from multiple stakeholders to reform the Municipal Class Environmental Assessment (MCEA) process. The Municipal Engineers Association (MEA) is working closely with the MECP to ensure the best interest of municipalities are maintained and enhanced through the reform. The MEA is also the author of the MCEA manual and companion documents.

The OGRA has supported MEA's proposed amendments to the MCEA process and has written to the Minister of the Environment, Conservation and Parks and the Associate Minister of Small Business and Red Tape Reduction endorsing MEA's proposed amendments to the MCEA process.

Automated Speed Enforcement

In December 2019, the Government of Ontario tabled Ontario Regulation 398-19 detailing the implementation and processes governing the use of automated speed enforcement (ASE) devices. These devices take pictures of speeders' licence plates. The new legislation will apply only to local roads with speed limits less than 80 km/h. Offenders captured will be notified within 23 days of the infraction taking place. Municipalities that install these ASE services will be required to install signage on the right of the road "at or immediately before" where the system will be in use.

Operation of Off-Road Vehicles on Highways

In June 2020, The Ministry of Transportation (MTO) proposed to extend permissions for additional off-road vehicles (ORV) to legally ride along the side of permitted highways. These permissions have been extended from only four-wheel vehicles to also include two wheeled vehicles, such as off-road motorcycles. This proposed change will enable municipalities with the broad authority to decide which types of ORV's are permitted on their local roads.

Federal Policy on Carbon Emissions from Concentrate Use

Starting in 2021, Ottawa wants all cement used in federal projects to be of a type that produces 10 percent fewer emissions than regular cement. This is part of a greater effort to curb greenhouse gas emissions.

Micro Mobility Guidelines and Best Practices

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 171 Building Transit Faster Act

In February 2020, the consideration of Bill 171 was passed. The Bill is focused on the planning and construction of Ontario Line, the Scarborough Subway Extension, the Yonge Subway Extension, and the Eglinton Crosstown West Extension.

Government of Ontario's Carbon Tax Appeal at Supreme Court

In April 2020, the Supreme Court of Canada delayed Saskatchewan and Ontario's legal challenges of the federal carbon tax until June. The hearing was supposed to take place in March. The new date has yet to be determined.

Amendments to Connecting Links Program

Now until November 6, 2020, 77 eligible municipalities can apply online to investigate potential for the Government of Ontario’s Connecting Links Program, where they may be able to receive up to 90% funding for eligible project costs. The province has promised to increase funding for bridge projects from \$3M to \$5M. OGRA is requesting \$10M from the 2020-21 budget be reallocated to the 2021-22 budget.

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:

X	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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	TAC Monitoring Representative
CHAIRPERSON(S):	Steve Kemp, Region of Durham
REPORTING EXEC:	George Elliott, MEA Director

MANDATE:

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

MEMBERS:

Steve Kemp, Region of Durham		
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ACTIVITIES IN 2020:

A report was not filed for this Committee in 2020.
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FUTURE GOALS OF THE COMMITTEE

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FUTURE OF COMMITTEE:

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

2020 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):

First Name	Last Name	Company	Role	Province
Mohamed	Arapovic	Lafarge Precast	Producer	MB
Bill	LeBlanc	CPCQA Managing Director	CPCQA	AB
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
Bo	Ni	MTO	MOT	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 Toronto	Municipal	ON
David	Rhead		General Int.	ON
Tom	Wehlend	MCon Ayr	Producer	ON
Savio	DeSouza	Bridge Check Canada	General Int.	ON
Danielle	Salem	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 2020:

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 2020:

- February 11, 2020
- May 3, 2019 (Cancelled)
- September 11, 2020

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 OPSD 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:

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Aggregate – Certification Committee
CHAIRPERSON(S):	Gilbert McIntee
REPORTING EXEC:	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 2020:

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:

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Asphalt – Certification Committee
CHAIRPERSON(S):	Gilbert McIntee
REPORTING EXEC:	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 2020:

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:

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.

2020 MEA COMMITTEE REPORT

Committee:	Ontario Regional Common Ground Alliance (ORCGA) An external committee which invites representation from MEA
Chairperson(s):	Enzo Garritano (of IHSA)
Reporting Executive:	Dan Cozzi, Executive Director- 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: *“Leading Ontario to effectively eliminate damages to underground infrastructure”*

ORCGA Mission Statement: *“Enhance public and worker safety through the collaborative prevention of damage to underground infrastructure through advocacy, education & engagement”*

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 goal’s perspective with the CCGA (the Canadian Common Ground Alliance)

MEMBERS:

<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
Jamie Blackburn	T2 Utility Engineers	Engineering
Gary Auer	ACI Survey Consultants (AOLS)	Land Surveying
Karen Santucci	Utilities Kingston	Gas/Oil Distribution
Andrew Stone	D’Orazio (OSWCA)	Member at Large
Ben Hamilton	Ontario One Call	One Call
Ron Laidman	Oakville Enterprises Corporation	Locator
Karl Buchanan	TC Energy	Transmission Pipelines
Doug Gale	Tbay Tel	Telecommunications
Dave Martins	Toronto Hydro	Electrical Distribution
Enzo Garritano - Chair	IHSA	Safety
Alan Asselstine	Rogers Communications Canada	Member at Large
Mike McGivery	Enbridge Gas Inc	Member-at-Large
James Vis	AVERTEx Utility Solutions	Specialty Excavator

Bav Mistry - Treasurer	Hydro One Networks	Electrical Transmission
Owen Heritage	Powell Contracting (ORBA)	Road Builders
Guy Castagne - Vice Chair	TSSA	Regulator
Magdy Fahmy	The Railway Association of Canada	Railway
Terry Murphy	Landscape Ontario	Landscaping/Fencing
Normand Breton	ESA	Member at Large
Eric Boere	Regional Municipality of Halton	Municipal & Public Works
Enrico Scalera	Town of Oakville (MEA)	Member at Large
Raffaello Taurino	Clearway Construction	Deep Excavator
Brice Brown	Hetek Solutions Inc.	Equipment Man. & Suppliers

ACTIVITIES IN 2020:

The ORCGA met in February (at their annual Damage Prevention Symposium), May & September of 2020 to review business initiatives.

The Finances of the ORCGA have been impacted by COVID-19.

The annual **Dig Safe** campaign and several other events originally scheduled throughout the Province were cancelled due to the COVID-19 pandemic.

The Damage Prevention Technician Program was off to a strong start in 2020 with 7 courses run and 98 participants. The program was interrupted in March due to the pandemic and relaunched in August under revised health protocols for maximum class sizes and social distancing requirements. The program is currently being developed to run through webinar training sessions.

The OGRA Locate Rodeo was cancelled this year due to the pandemic.

The annual Fund-raising Golf tournament normally held in June was cancelled due to COVID-19.

The ORCGA 2019 DIRT Report (Damage Information Reporting Tool), was released in May 2019. The objective of this report is to provide a resource to capture damage event information and to identify the root causes of events, with the goal of reduction the number events through public education, focused damage prevention programs and improved industry practices.

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

ORCGA are looking forward to future events in the Pandemic environment and will be proceeding with “virtual” events in the short and medium term, with hopes to be able to return to face to face events sometime later in 2021.

In 2021, they will review and continue to implement their “long term strategic plan” based on the Board’s vision for the alliance.

ORCGA will also 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 2021, the ORCGA will continue to enhance their annual Dig Safe program by converting their Damage Prevention Technician Program to webinar training sessions.

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	MECP Operator Certification Working Group
CHAIRPERSON(S):	MECP
REPORTING EXEC:	Catherine Taddo

MANDATE:

To facilitate the development of operator skills, knowledge and competence through the establishment of professional standards
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MEMBERS:

Community Colleges	Ontario Clean Water Agency	Ontario First Nations
MECP	OWWA (4 members)	Walkerton Clean Water Centre
WEAO (4 members)	Ontario Municipal Benchmarking Initiative	Ontario Water/Wastewater Cert. Office
Ontario Municipal Water Association	MEA (Phil Wood, City of Brockville)	

ACTIVITIES IN 2019:

A report was not filed on behalf of this committee in 2020.

FUTURE GOALS OF THE COMMITTEE

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FUTURE OF COMMITTEE:

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

2020 MEA COMMITTEE REPORT

Committee:	The Road Authority (Products Management Committee)
Chairperson(s):	Doug Culbert (ESA)
Reporting Executive:	Dan Cozzi, Executive Director - MEA

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:

Doug Culbert (Chair) - ESA	Paul McShane - OGRA	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/MEA
Steve Desrocher (Optional) – TRA	Scott Butler (Optional) - TRA	Peter Henderson - TRA

ACTIVITIES IN 2020:

The Committee met six times from November 2019 to October 2020. All of the meetings were conducted by teleconference. The committee reviewed a total of 40 products and classified them as follows: 38 accepted for use,

0 were conditionally accepted, 0 were under evaluation and 2 required additional information.

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

- Developing a Dispute Resolution process (complete);
- PMC's Mission Statement & Vision (complete);
- Developing a Badges Classification process with defined expiry/renewal dates, and a communication plan for existing and new products (ongoing);
- Determining an improved method for Product Performance Tracking (ongoing);
- Developing an outline for a standard procedure to address product performance complaints (ongoing);
- Developing an Experts List divided into categories (complete);
- Updating the PMC procedures document (ongoing);
- Working on moving to TRA from OPS and make AODA compliant (ongoing); and,
- New PMC App (complete).

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;
- Completing the Classification of existing products;
- Creating a Communication Plan (for existing and new products);
- Developing an improved method for Product Performance Tracking (de-rating if required); and,
- Finalizing the Workbench Interface; and,
- Finalizing the PMC procedure document update.

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.

2020 MEA COMMITTEE REPORT

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

MANDATE:

The OPS Advisory Board oversees the general operation of 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/Tony Tuinstra - MTO Co-Chair	Duncan King – MTO OPS Coord.	Amin Mneina - MEA
Alan Korell – MEA SMC	Joe Tiernay/ Scott Butler - OGRA	Bryan Hocking - ORBA	Bruce Mathews - ACEC Ontario
Penelope Palmer City of Toronto	Patrick McManus OSWCA	Mike Pearsal OPS Admin	Fahad Shuja – OGRA
Anne Allore – MTO OPS Coord.			

ACTIVITIES IN 2020:

The Board met quarterly; however due to COVID, meetings 2-4 were held via video conference. Meeting dates were February 18, April, June 23 and October 27.

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

Non-voting member staff who attend meetings:

- Alan Korell (retired MEA member) Standards Mgmt Committee chair.
- OPS Coordinators - Duncan King (MTO) and Anne Allore (MTO) & Fahad Shuja (OGRA)
- Amin Mneina of MEA (Member Services Coordinator)

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

MEA outreach and promotion have primarily been the responsibility of the MEA. However, in 2020, MEA, OGRA, OSWCA, ACEC-Ontario and ORBA met to discuss how it can work together and collaborate collectively to achieve this. The result was an agreement to develop an OPS Promotions/Outreach Strategy document which is currently in process.

The MEA has finally launched its long-anticipated *OPS 101 Course* - which will be delivered in a webinar format. The inaugural session is scheduled for November 16 – 17, 2020 and has received a favourable response from both MEA members as well as non-members.

MTO continues to administer the OPS MUNI program and was able to fill all the OPS staffing vacancies in 2020, most notably the role of OPS Committee Coordinator was filled by Anne Allore. The MTO also made an organizational change in the summer of 2020, most notably resulting in the MTO having new MTO rep/co-chair (Tony Tuinstra) who joined the Advisory Board and attended first meeting in October 2020, replacing Dan Remillino.

With COVID-19, all OPS Committees meetings are now being held virtually. The Advisory Board notes that virtual meetings have resulted in significant savings (travel, hotel, meals) and that this model should be continued to be used going forward. However, the Board also acknowledged that some meetings should be held in-person (when safe) once or twice yearly. This will be considered further once the Pandemic has been resolved. .

2020 also saw the retirement of Joe Tiernay of the OGRA. Joe left OGRA at the end of July and was replaced by Scott Butler (new ED) and he started attending meetings in June of 2020.

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.

2020 MEA COMMITTEE REPORT

Committee:	OPS Standards Management Committee
Chairperson:	Alan Korell
Reporting:	
Executive:	Nick Colucci, MEA Director

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 2020:

The committee met 5 times between January and October 2020.	
The following details the update of standards scheduled for the 2020 publication cycle:	
Published:	OPSS.MUNI – 21
	OPSD – 102
Cancelled:	OPSS.MUNI – 0
	OPSD – 2

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	OPS Drainage Committee
CHAIRPERSON(S):	Eva Pulnicki, MEA
REPORTING EXEC:	Matthew Miedema, MEA Director

MANDATE:

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

Eva Pulnicki MEA, Chair	Mike Baldesarra OSWCA, Vice-Chair	Fahad Shuja OPS, Coordinator
Sharon Berg MTO	Riaz Haq MECP	Anthony Parente MEA
Boris Uriev ACEC-Ontario	Aaron Ward MEA	

ACTIVITIES IN 2020:

<p>It is expected that a total of 8 Committee meetings has taken place in 2020 by December 3, 2020. This year, due to Covid-19, all meetings were held remotely, using GoToMeeting and Microsoft Teams.</p> <p>The Committee has forwarded the following 16 drawings to SMC for publication in November this year:</p> <ol style="list-style-type: none"> 1. OPSD 802.020 - Flexible Pipe Arch Embedment and Backfill Earth Excavation 2. OPSD 802.023 - Flexible Pipe Arch Embedment and Backfill Rock Excavation 3. OPSD 802.024 - Flexible Pipe Arch Embedment in Embankment Original Ground: Earth or Rock 4. OPSD 802.030 - Rigid Pipe Bedding, Cover, and Backfill Type 1 or 2 Soil - Earth Excavation 5. OPSD 802.031 - Rigid Pipe Bedding, Cover, and Backfill Type 3 Soil - Earth Excavation 6. OPSD 802.032 - Rigid Pipe Bedding, Cover, and Backfill Type 4 Soil - Earth Excavation 7. OPSD 802.033 - Rigid Pipe Bedding, Cover, and Backfill Rock Excavation 8. OPSD 802.034 - Rigid Pipe Bedding and Cover in Embankment Original Ground: Earth or Rock 9. OPSD 802.050 - Horizontal Elliptical Rigid Pipe Bedding, Cover, and Backfill, Type 1 or 2 Soil - Earth Excavation 10. OPSD 802.051 - Horizontal Elliptical Rigid Pipe Bedding, Cover, and Backfill, Type 3 Soil - Earth Excavation 11. OPSD 802.052 - Horizontal Elliptical Rigid Pipe Bedding, Cover, and Backfill, Type 4 Soil - Earth Excavation 12. OPSD 802.053 - Horizontal Elliptical Rigid Pipe Bedding, Cover, and Backfill, Rock Excavation 13. OPSD 802.054 - Horizontal Elliptical Rigid Pipe Bedding and Cover in Embankment, Original Ground: Earth or Rock 14. OPSD 803.010 - Backfill and Cover for Concrete Culverts

- 15. OPSD 803.030 - Frost Treatment Pipe Culverts Frost Penetration Line Below Bedding Grade
- 16. OPSD 803.031 - Frost Treatment Pipe Culverts Frost Penetration Line Between Top of Pipe and Bedding Grade

The Committee worked on the following new specifications:

- 1. OPSS 430.MUNI - General Post-Installation Inspections
- 2. OPSS 433.MUNI - Visual Observation Inspections

These specifications are on hold for publication this year. The Committee is waiting for feedback from MTO on next steps in relation to the new category of "Inspection" standards.

Custody of the OPSS 1802.MUNI - Smooth Walled Steel Pipe, upon discussion, was moved to the OPS Watermain Committee for review.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2021:

- 1. OPSD 708.010 - Catch Basin Connection for Rigid Main Pipe Sewer
- 2. OPSD 708.020 - Support for Pipe at Catch Basin or Maintenance Hole
- 3. OPSD 708.030 - Catch Basin Connection, Flexible Pipe Sewer Catch Basin
- 4. OPSD 802.095 - Clay Seal for Pipe Trenches
- 5. OPSD 1003.010 - Cast-In-Place Maintenance Hole Drop Structure Tee
- 6. OPSD 1003.020 - Cast-In-Place Maintenance Hole Drop Structure Wye
- 7. OPSD 1003.030 - Internal Drop Structure for Existing Maintenance Hole
- 8. OPSD 1003.031 - Internal Drop Structure for New Maintenance Hole
- 9. OPSD 1006.010 - Sewer Service Connections for Rigid Main Pipe Sewer
- 10. OPSS.MUNI 411 - The Cleaning and Flushing of Pipe Sewers, Catchbasins, Maintenance Holes, Ditch Inlets, and Oil-Grit Separators

In addition, Drainage Committee will be working to introduce watertight systems into OPS to address growing demand for construction of sewer systems that limit Inflow and Infiltration (I&I).

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.

2020 MEA COMMITTEE REPORT

Committee:	OPS Electrical Committee
Chairperson:	Paul Nause
Reporting Executive:	Steve Lund, MEA Immediate Past President

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
Mike Chan MTO	Joe Hendrix IMSA	Ken Nepaul ECAO/ORBA
Bruce Cowley ESA	David Wong MEA	Kenter Zhang MEA

ACTIVITIES IN 2020:

The following standards have been updated and scheduled to be published in November 2020:

- 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
- OPSD 2104.010 Ducts Surface Mounted on Structures
- OPSD 2514.010 Controller Cabinet on Pad
- OPSD 2514.020 Concrete Pad for Controller Cabinet
- OPSD 2516.102 Traffic Data Collection, Data Station, Traffic Counting Station Type 2
- OPSD 2518.101 Prefabricated Detector Loop
- OPSD 2518.102 Traffic Data Collection, Detector Loops, Heavy Duty Rubber
- OPSD 2520.010 Loop Detector Installation Details I
- OPSD 2520.02 Loop Detector Installation Details II
- OPSD 2526.01 Traffic Signal Bracket for Mounting Pedestrian Instruction Sign on Pole

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2021:

- OPSS.MUNI 2423 Steel Poles, Base Mounted
- OPSD 2415.011 Steel Pole, Base Mounted
- OPSD 2416.011 Steel Pole, Concrete Barrier Mounted

- OPSD 2529.010 Signal Wiring for Pedestrian Facilities
- OPSD 2529.020 Signal Wiring Using 4/C Cable Connected Radially, 2 To 8 Phase
- OPSD 2529.030 Signal Wiring Using 12/C Cable Tapped, 2 To 8 Phase
- OPSD 2529.040 Signal Wiring Using 4/C And 12/C Cable Tapped, 2 To 8 Phase
- OPSD 2529.050 Signal Wiring Using 4/C Cable Connected Radially, 2 To 8 Phase
- OPSD 2529.060 Signal Wiring Using 4/C Cable Connected Radially & 12/C Cable Tapped, 2-8 Phase
- OPSD 2529.070 Signal Wiring Using 19/C Cable Tapped, 2 To 8 Phase
- OPSD 2529.080 Signal Wiring Using 7/C Cable Connected Radially, T-Intersection, 2 To 3 Phase
- OPSD 2529.090 Signal Wiring Using 4/C Cable Connected Radially, T-Intersection, 2 Phase
- OPSD 2530.01 Splices for Traffic Signal Cable and Extra Low Voltage Cable
- OPSD 2547.010 Controller Cabinet Grounding System

- OPSD 2536.010 Flasher Beacons for Roadway Sign and Downlight and Wiring Diagram
- OPSD 2536.030 Solar Powered Flasher Beacons and Wiring Diagram for Roadway Sign
- OPSD 2536.032 Solar Powered LED Flasher Beacon and Wiring Diagram for Roadway Sign

- OPSD 2540.01 Aerial Traffic Signal Installation
- OPSD 2540.02 Aerial Flasher Beacon Installation
- OPSD 2540.030 Aerial Suspension Mounting Details for Signal Heads and Flashing Beacons
- OPSD 2540.100 Aerial Suspension Mounting Bracket, Pre-Emption Unit
- OPSD 2545.01 PVC Junction Box for Signal Cable Splicing

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	Environmental Committee
CHAIRPERSON(S):	Don Kudo
REPORTING EXEC:	Christine Adams, MEA Director

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	Miguel Pelletier - MEA
Barbara Brownlee - MTO	Mark Armstrong - CEO	Douglas Clark - ORBA
Derrick Mularchuk - OSWCA	Anne Allore – OPS, Coordinator	

ACTIVITIES IN 2020:

The previous Environmental Committee Standards Coordinator, Thomas Lewis, began a new position in July of 2019 and was not replaced until April 2020 with a new Coordinator. For this reason, the Committee did not have as many meetings in 2020 as they would have otherwise. However, good progress was made all fronts.

After some turnover in MTO, the Committee's new representative from MTO is Barbara Brownlee. Miguel Pelletier also joined the Committee, filling the MEA vacancy.

The Environmental Committee took responsibility of OPSS.MUNI 517, Construction Specification For Dewatering For Excavations, from the Watermains Committee, as there was significant overlap between OPSS.MUNI 517 and OPSS.MUNI 518, Construction Specification For Control Of Water From Dewatering Operations. The change was made in order to bring together 518 and 517, which also affect OPSS.MUNI 182, General Specification for Environmental Protection for Construction in Waterbodies and On Waterbody Banks.

The following specifications were reviewed and published in November 2019:

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

FUTURE GOALS OF THE COMMITTEE

The following specifications are scheduled to be reviewed for the April 2021 publication cycle:	
• OPSS.MUNI 182	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
• OPSD 517.MUNI	DEWATERING FOR EXCAVATIONS
• OPSD 518.MUNI	CONTROL OF WATER FROM DEWATERING OPERATIONS
• OPSS.MUNI 180	MANAGEMENT OF EXCESS MATERIAL
• OPSS.MUNI 1005	AGGREGATES STREAMBED MATERIAL
The following specifications are scheduled to be reviewed for the November 2021 publication cycle:	
• 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.MUNI 181	MANAGEMENT OF EXCESS LIQUID 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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	OPS Speciality Committee on General Conditions of Contract
CHAIRPERSON(S):	Mohan Toor (MEA)
REPORTING EXEC:	George Elliott, MEA Director

MANDATE:

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

MEMBERS:

Mohan Toor, Chairperson (MEA)	Charlyne Elep (MEA)	Amin Mneina (MEA/OGRA) - Coord.
Noris Bot, Vice Chair (CEO)	Curtis Breklemans (OSWCA)	Finlay Buchanan (MTO)
Michael Becke (MEA)	Steve Landry (ORBA)	

ACTIVITIES IN 2020:

The committee had its 2020 annual meeting on June 19th, 2020

Prepared a workplan for the coming 4 years to prepare the Committee for an efficient and comprehensive review of Nov 19 MUNI.100

FUTURE GOALS OF THE COMMITTEE

Continue meeting schedule of once/year until the next review in 2024

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.

2020 MEA COMMITTEE REPORT

Committee	OPS Grading Committee
Chairs:	David Shelsted & Robert Fazio
Reporting Executive	Jason Cole, MEA Director

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 2020

We typically meet 7 to 8 times a year to review standards captured in the 2020 work plan as part of the 5-year rotation review program of existing standards. This year all OPS meetings were canceled for the month of January and February, except SMC and the Advisory Board. At the same time, we did not meet in 2020 as Thomas Lewis was promoted to a new role and his position as a coordinator has not been filled to date.

Updated standards that received approval are typically published in April and November 2020 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 2021.

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	OPS Pavement Committee
CHAIRPERSON(S):	Adam Kiley, MEA
REPORTING EXEC:	Roslyn Lusk, MEA President

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 2020:

During the 2020 work cycle, the Committee met five (5) times between March and September of 2020. The committee will meet an additional four (4) times before the end of the year.

As part of the 2020 work plan the committee reviewed and completed six (6) Ontario Provincial Standard drawings as well as the review and completion of six (6) Ontario Provincial Standard Specifications which were submitted to SMC for review ahead of publication during the November publication cycle.

The committee continued an extensive review of OPSS 350, Concrete Pavement and Concrete base. This specification took up the majority of the committee's meeting time this year. It is almost completed and will be -completed as part of the 2020-2021 work plan.

The time spent on OPSS 350 also resulted in deferring the review of six (6) OPSS specifications which will be reviewed as part of the 2020-2021 work plan. The committee aims to complete the carry over and its 2020-2021 work plan.

FUTURE GOALS OF THE COMMITTEE

The committee will be reviewing the following during the 2020-2021 work cycle:

- 1) OPSS 350 – Concrete Pavement and Concrete Base (Carry over from 2020)
- 2) OPSS 1001 – Aggregates – General (Carry over from 2020)
- 3) OPSS 1002 – Aggregates – Concrete (Carry over from 2020)
- 4) OPSS 1003 – Aggregates – Hot Mix Asphalt (Carry over from 2020)

- 5) OPSS 1004 – Aggregates - Miscellaneous (Carry over from 2020)
- 6) OPSS 1006 – Aggregates – Surface Treatment (Carry over from 2020)
- 7) OPSS 1010 - Aggregates - Base, Subbase Select Subgrade, and Backfill Material (Carry over from 2020)
- 8) OPSD 207.010 – Concrete Pavement on Open Graded Drainage Layer, Divided Highway
- 9) OPSD 207.020 – Composite Pavement on Open Graded Drainage Layer, Divided Highway
- 10) OPSD 207.030 – Concrete and Composite Pavement on Open Graded Drainage Layer Urban Section
- 11) OPSD 207.041 – Sub drainpipe open Graded Drainage Layer, Hot mix asphalt, Concrete, or composite Pavement
- 12) OPSD 207.044 – Sub-drainpipe connection and Outlet for Open Graded Drainage Layer
- 13) OPSD 214.010 – Single Lane Ramp, Grading, for asphalt Pavement with Granular Base and Shoulder
- 14) OPSD 214.020 – Single Lane Ramp Grading for Asphalt Pavement with Granular Base and Shoulder
- 15) OPSD 214.020 – Single Lane Ramp Grading for Asphalt Pavement with Granular Base and Asphalt Shoulder
- 16) OPSD 214.030 – Single Lane Ramp Grading for Asphalt Pavement with Granular Base, Asphalt Shoulder, and Curb and Gutter
- 17) OPSD 215.010 – Two Lane Ramp, Grading for Asphalt Pavement with Granular Base and Asphalt Shoulder
- 18) OPSD 215.020 – Two Lane Ramp Grading for Asphalt Pavement with Granular Base, Asphalt Shoulder, and Curb and Gutter for Tangent Section
- 19) OPSD 215.030 - Two Lane Ramp Grading for Asphalt Pavement with Granular Base, Asphalt Shoulder, and Curb and Gutter for super elevated Section
- 20) OPSD 508.010 – Routing and Sealing Cracks in Asphalt Pavement
- 21) OPSS 302- Priming Granular Base
- 22) OPSS 304 – Single and Double surface Treatment
- 23) OPSS 309 – Cold mix, cold laid, Open and Dense Graded Bituminous layer
- 24) OPSS 331 – Full Depth Reclamation with Expanded Asphalt Stabilization
- 25) OPSS 332 – Hot in Place Recycling and Hot in Place Recycling with Integral Overlay
- 26) OPSS 333 – Cold In place recycled Mix
- 27) OPSS 335 – Cold in Place Recycled Expanded Asphalt mix
- 28) OPSS 341 – Routing and sealing cracks in Hot mix Asphalt Pavement
- 29) OPSS 360 – Full Depth Repair of Concrete Pavement or Concrete base
- 30) OPSS 362 – Fast Track Full depth repairs to Concrete Pavement
- 31) OPSS 364 – Partial Depth Repairs in Concrete Pavement
- 32) OPSS 1101 – Performance Graded Asphalt Cement
- 33) OPSS 1102 – Liquid Asphalt used in Spraying, Sealing and Priming Applications
- 34) OPSS 1152 – SC-9800 Patching Material
- 35) OPSS 1153 – Emulsified Asphalt Patching Material
- 36) OPSS 1359 – Unshrinkable Fill

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	OPS Structures Committee
CHAIRPERSON(S):	John Stephenson
REPORTING EXEC:	Nick Colucci, MEA Director

MANDATE:

The OPS Structures Committee is responsible for the development and revision of standard drawings and specifications that are related to the design and construction of structures. Applicable structures includes, but are not limited to: concrete structures, earth retaining structures, structural steel, pre-stressed concrete, structure rehabilitation, sign support structures, temporary modular bridges, anchorage systems for foundations, structural wood systems, and precast concrete box culverts.

MEMBERS:

John Stephenson - MEA, Chair	Christopher Loader - MEA, Vice-Chair	Omo Ajayi - MEA
Erum Mohsin - MTO	Mike Doupe - ORBA	Bart Kanter - OCA
Mark Torrie - ACECO	Anne Allore - OPS, Coordinator	

ACTIVITIES IN 2020:

Subsequent to the final Structures Committee meeting of 2019 (November 21), the previous Standards Coordinator, Thomas Lewis, accepted a new position with the MTO. Additionally, the COVID-19 pandemic commenced, and meetings were postponed pending hiring of a new Standards Coordinator and establishment of suitable means of meeting virtually. The Structures Committee welcomed Anne Allore in April 2020 and the Structures Committee began to meet again virtually starting on May 1, 2020.

Given the above challenges, there were no standards available for publication in April 2020.

The following standards have now been updated and scheduled to be published in November 2020:

- OPSS.MUNI 903 Construction Specification for Deep Foundations
- OPSD 3101.200 Walls, Abutment, Backfill, Rock
- OPSD 3940.150 Figures in Concrete, Warning Message, Layout
- OPSD 3940.151 Figures in Concrete, Warning Message, Letters
- OPSD 3941.200 Figures in Concrete, Site Number and Date, Layout
- OPSD 3390.100 Deck, Drip Channel

FUTURE GOALS OF THE COMMITTEE

The following standards are currently being reviewed, or are scheduled to be reviewed by the Structures Committee, with a target completion for the next publication cycle in 2021:

- OPSS.MUNI 915 Construction Specification for Sign Support Structures

- | | |
|------------------|---|
| • OPSS.MUNI 1821 | Material Specification for Precast Reinforced Concrete Box Culverts |
| • OPSS.MUNI 422 | Construction Specification for Precast Reinforced Concrete Box Culverts in Open Cut |
| • OPSP 3920.100 | Precast Reinforced Concrete Box Culvert with Height of Fill \geq 0.6m |
| • OPSP 3920.110 | Precast Reinforced Concrete Box Culvert with Height of Fill $<$ 0.6m |
| • OPSS.MUNI 539 | Construction Specification for Temporary Protection Systems |
| • OPSS.MUNI 906 | Construction Specification for Structural Steel for Bridges |
| • OPSS.MUNI 911 | Construction Specification for Coating Structural Steel Systems |
| • OPSP 3340.150 | Deck, Drains with Transverse Bar Openings |
| • OPSP 3340.153 | Deck, Drains, Median with Transverse Bar Openings |
| • OPSP 3340.200 | Deck, Drains with Downspout, Modification for Addition Of... |
| • OPSP 3340.201 | Deck, Drains with Sloped Downspout, Modification for Addition... |
| • OPSP 3340.250 | Deck, Drains with Transverse or Longitudinal Bar Openings... |
| • OPSP 3311.900 | Deck, Girders, Steel Box, Access Hatch |
| • OPSP 3339.100 | Deck, Voids, Access Hatch for Concrete Bridges, Assembly |
| • OPSP 3349.100 | Deck, Drains, Drainage of New Deck Below Asphalt. |
| • OPSP 3349.101 | Deck, Drains, Drainage of Existing Deck Below Asphalt. |
| • OPSS.MUNI 1304 | Packaged Silica Fume Dry Grout Mixture for Post Tensioning |
| • OPSP 3090.100 | Foundation, Frost Penetration Depths for Northern Ontario |
| • OPSP 3090.101 | Foundation, Frost Penetration Depths for Southern Ontario |
| • OPSS.MUNI 1601 | Wood - Materials, Preservative Treatment and Shop Fabrication |
| • OPSS.MUNI 1212 | Hot-Poured Rubberized Asphalt Joint Sealing Compound |
| • OPSS.MUNI 1204 | Polyvinyl Chloride Waterstops |
| • OPSS.MUNI 1312 | Latex Modifiers for Use in Concrete |

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.

2020 MEA COMMITTEE REPORT

Committee:	OPS Traffic Safety Committee
Chairperson:	Robert Fazio
Reporting Executive:	Roslyn Lusk, MEA President

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:

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

ACTIVITIES IN 2020:

The following standards have been updated and scheduled to be published in November 2020:

- OPSS.MUNI 741 Temporary Concrete Barrier
- 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 – Three 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 911.190 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
- OPSD 911.232 Guide Rail System, Concrete Barrier, Precast Temporary End Treatment, Installation
- OPSD 911.430 Guide Rail System, Concrete Barrier, Temporary Connection Installation, Temporary Concrete Barrier to Structure Walls
- OPSD 911.610 Guide Rail System, Concrete Barrier, QuickChange Movable, Installation - Temporary
- OPSD 924.130 Energy Attenuator, Crash Cushion, ABSORB 350 System, Movable Temporary Concrete Barrier, Installation
- 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 911.340 Guide Rail System, Concrete Barrier, Temporary Concrete Barrier Transition, Installation – Temporary
- 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

The following standards have been reviewed and scheduled to be cancelled in Nov. 2020:

- OPSD 911.140 Guide Rail System, Concrete Barrier, Precast I-Lock Connection Installation - Temporary and Permanent
- OPSD 911.330 Guide Rail System, Concrete Barrier, Temporary Transition Installation - Rail Method Concrete Barrier to Temporary Concrete Barrier

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2021:

- OPSD 911.130 Guide Rail System, Concrete Barrier, Temporary Transition Installation-Rail Method, Concrete Barrier to Temporary Concrete Barrier
- OPSD 911.131 Guide Rail System, Concrete Barrier, Cast-In-Place, Type C, Installation
- OPSD 911.132 Guide Rail System, Concrete Barrier, Cast-In-Place, Tall Wall, Installation
- OPSD 911.134 Guide Rail System, Reinforced Concrete Barrier, Installation - Bridge Median
- OPSD 911.135 Concrete Roadside Barrier, Cast-In-Place or Slipformed, Installation
- OPSD 911.230 Guide Rail System, Concrete Barrier, Median End Treatment Installation

OPSD 911.380	Guide Rail System, Concrete Barrier, Permanent Transition Installation, At Piers and Poles
OPSD 911.381	Guide Rail System, Concrete Barrier, Permanent Transition Installation, Concrete Barrier to Structure Wingwall
OPSD 911.382	Guide Rail System, Concrete Barrier, Dowel Connection Detail
OPSD 911.383	Concrete Barrier, Permanent Transition Installation at Poles and Sign Lighting Support Footing
OPSD 925.010	Guide Rail System, Three Beam, Component – Rail
OPSD 925.030	Guide Rail System, Three Beam, Component – Terminal Connector
OPSS 710	Pavement Marking
OPSS 1712	Material Specification for Organic Solvent Based Traffic Paint
OPSS 1713	Material Specification for Thermoplastic Pavement Marking Materials
OPSS 1714	Material Specification for Field Reacted Polymeric Pavement Marking Materials
OPSS 1715	Material Specification for Preformed Plastic Pavement Marking Tape
OPSS 1716	Material Specification for Water-Borne Traffic Paint
OPSS 1750	Material Specification for Traffic Paint Reflectorizing Glass Beads
OPSS 704	Delineator Posts
OPSD 984.101	Post, Delineator, Installation
OPSS 705	Flexible Delineator Posts
OPSD 984.105	Flexible Delineator Post, installation – Temporary and Permanent
OPSS 791	Expanded Metal Anti-Glare Screen
OPSD 991.130	Expanded Metal Anti-Glare Screen, Installation-Concrete Barrier
OPSD 991.131	Expanded Metal Anti-Glare Screen, Installation-Concrete Barrier
OPSD 991.132	Expanded Metal Anti-Glare Screen, Installation-Chain Link Fence
OPSD 923.530	Energy Attenuator, Crash Cushion, Box Beam Bursting Energy Absorbing Terminal, Installation - Layout
OPSD 923.531	Energy Attenuator, Crash Cushion, Box Beam Bursting Energy Absorbing Terminal, Installation – Impact Head and Post

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.

2020 MEA COMMITTEE REPORT

COMMITTEE:	OPS – Watermains Committee
CHAIRPERSON:	Tim Marotta
REPORTING EXEC:	Christine Adams, MEA Director

MANDATE:

The committee is 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:

Tim Marotta MEA, Chair	Jason Johnson CEO, Vice Chair	Fahad Shuja OGRA, Coordinator
John-Paul Cautillo MEA	Darrin Dodds MEA	Muhammad Naeem MTO
Ray Miller OWWA	Riaz Haq MECP	Nik Marinov OSWCA
Randy Davis ORBA		

ACTIVITIES IN 2020:

The committee had a successful 2020, reviewing a total 13 Standard Specifications and Drawings. This, despite the sudden cancellation of two meetings to allow the MTO some time to address internal staffing issues and the disruptive, and unprecedented challenges presented by a global pandemic. Challenges which forced people to work remotely and avoid in person meetings.

Fortunately, during our March 10th meeting we decided to hold the April and October meetings virtually. This was done in response to a request to improve efficiency, decrease costs and remove barriers to meeting attendance. However, shortly after this decision was made, the effects of COVID-19 grew more serious. Addressing this, we converted all our meetings to a virtual platform until the pandemic is brought under control.

There were some changes in committee membership and responsibility this year. Paolo Masaro resigned and was replaced by MEA member Darrin Dodds from Peel Region. Paolo was the Chair at the time. Tim Marotta became Chair after his departure.

We spent some time this year coordinating with the Environmental and Drainage Committees. Through conversation and mutual agreement, we worked together to ensure any overlapping specifications and drawings received a suitable review and were under the stewardship of the appropriate committee.

In terms of technical work, the Committee is moving forward on a few new specifications. A draft specification for Typical Mechanical Thrust Restraint for PVC Pipe is before the committee for review. Additionally, two new specifications were developed by the Centre for Advancement Trenchless Technologies (CATT). The Centre provided us with drafts for Sewage Forcemain Rehabilitation by CIPP

and Watermain Rehabilitation by CIPP. The Committee intends to publish these three new specifications in November 2021.

The following have been updated and sent to the SMC for publishing in November 2020:

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 442 - CORROSION PROTECTION OF NEW AND EXISTING WATERMAINS

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

OPSS.MUNI 490 - SITE PREPARATION FOR PIPELINES, UTILITIES, AND ASSOCIATED STRUCTURES

OPSS.MUNI 1842 - PRESSURE POLYETHYLENE PLASTIC PIPE PRODUCTS

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

FUTURE GOALS OF THE COMMITTEE

The following standards are in the 2020 work plan and were intended for publication this year. The review is underway but could not be completed before the publishing deadline. The updates will be published in November 2021. Completing the review of these specifications is a priority of the Committee.

OPSS.MUNI 461 - WATER MAIN REHABILITATION BY CURED-IN-PLACE PIPE

OPSS.MUNI 463 - PIPELINE AND CONDUIT INSTALLATION BY PIPE BURSTING

The following standards are scheduled to be reviewed for the next publication cycle in 2021:

OPSD.MUNI XXX NEW – TYPICAL MECHANICAL THRUST RESTRAINT FOR PVC PIPE

OPSS.MUNI 401 – TRENCHING, BACKFILLING, AND COMPACTION

OPSS.MUNI 403 – ROCK EXCAVATION FOR PIPELINES, UTILITIES, AND ASSOCIATED STRUCTURES IN OPEN CUT

OPSS.MUNI 441 – WATERMAIN INSTALLATION IN OPEN CUT

OPSS.MUNI 450 – PIPELINE AND UTILITY INSTALLATION IN SOIL BY HORIZONTAL DIRECTIONAL DRILLING
 OPSS.MUNI 467 (Formerly 460) – REHABILITATION OF NON-PRESSURE PIPE BY CURED-IN-PLACE PIPE (CIPP) LINER
 OPSS.MUNI 468 NEW – SEWAGE FORCEMAIN REHABILITATION BY CURED-IN-PLACE PIPE LINER
 OPSS.MUNI 469 NEW – WATERMAIN REHABILITATION BY CURED-IN-PLACE PIPE LINING
 OPSS.MUNI 463 – PIPELINE AND CONDUIT INSTALLATION BY PIPE BURSTING
 OPSS.MUNI 491 – PRESERVATION, PROTECTION, AND RECONSTRUCTION OF EXISTING FACILITIES
 OPSS.MUNI 1802 – SMOOTH WALLED STEEL PIPE

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.

**AUDITORS REPORT
MEA YEAR END AUGUST 31, 2020**

MUNICIPAL ENGINEERS ASSOCIATION

FINANCIAL STATEMENTS

AUGUST 31, 2020

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, 2020, 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, 2020, 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.

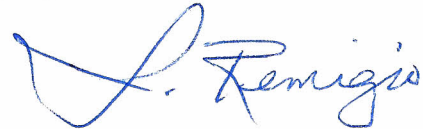
Auditor's Responsibilities for the Audit of the Financial Statements (cont.)

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
October 29, 2020



Lynne D. Remigio, CPA CA
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2020**

	<u>2020</u>	<u>2019</u>
ASSETS		
CURRENT		
Cash	\$ 103,774	\$ 245,703
Short term investments (note 3)	358,305	295,550
Accounts receivable	24,873	7,821
Prepaid expenses	<u>5,914</u>	<u>18,612</u>
	<u>\$ 492,866</u>	<u>\$ 567,686</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 32,961	\$ 42,130
Government remittances payable	4,090	3,177
Deferred revenue (note 4)	-	72,177
RPWCO funds held in trust	<u>58,976</u>	<u>65,846</u>
	96,027	183,330
LONG-TERM DEBT		
Canada Emergency Business Account loan (note 5)	<u>40,000</u>	<u>-</u>
	136,027	183,330
NET ASSETS		
Restricted Funds		
Ontario Provincial Standards Reserve (note 6)	15,000	15,000
Class EA Reserve (note 7)	105,810	105,810
Student Education Fund (note 8)	13,000	13,000
Financial Assistance Fund (note 9)	<u>5,000</u>	<u>5,000</u>
	138,810	138,810
Unrestricted, Operating Fund	<u>218,029</u>	<u>245,546</u>
	<u>356,839</u>	<u>384,356</u>
	<u>\$ 492,866</u>	<u>\$ 567,686</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, 2020**

	<u>2020</u>	<u>2019</u>
UNRESTRICTED FUNDS:		
Operating Fund:		
Net Assets, beginning of the year	\$ 245,546	\$ 259,139
Excess (shortfall) of revenue over expenditures for the year	<u>(27,517)</u>	<u>(27,593)</u>
	218,029	231,546
Transfer to Financial Assistance Fund	-	(1,000)
Transfer from from Class EA Reserve	<u>-</u>	<u>15,000</u>
Operating Fund Net Assets, end of the year	<u>\$ 218,029</u>	<u>\$ 245,546</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	\$ 105,810	\$ 120,810
Transfer to Operating Fund	<u>-</u>	<u>(15,000)</u>
Class EA Reserve Net Assets, end of the year	<u>\$ 105,810</u>	<u>\$ 105,810</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	\$ 5,000	\$ 4,000
Transfer from Operating Fund	<u>-</u>	<u>1,000</u>
Financial Assistance Fund Net Assets, end of the year	<u>\$ 5,000</u>	<u>\$ 5,000</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2020**

	<u>2020</u>	<u>2019</u>
REVENUE		
Membership fees	\$ 60,788	\$ 62,555
Annual meeting and fall workshop revenue	192,866	88,290
Class EA books	3,300	9,904
Class EA training	34,975	65,550
Employment advertisement service revenue	76,230	96,030
Interest	6,215	6,431
Canada Emergency Wage Subsidy	23,283	-
Miscellaneous revenue	<u>1,394</u>	<u>419</u>
	399,051	329,179
EXPENDITURES		
Administration fees	18,282	17,866
Annual meeting and fall conference	135,219	54,281
Audit	4,600	4,500
Class EA books	935	2,809
Class EA training	18,497	30,105
Credit card charges	7,605	8,397
Executive Director wages and benefits	60,024	68,655
Executive Director expenses	3,496	5,297
Honorariums	2,200	2,950
Insurance	4,179	4,095
MCEA Advisor wages and benefits	52,805	34,678
MCEA Amendments project	6,799	4,614
Meeting expense	26,420	38,527
Office and miscellaneous expense	5,663	3,979
OPS expenses	2,102	722
Printing	-	330
Postage and courier	657	1,225
Staff Salary and benefits	43,605	32,681
Staff expenses	1,880	3,496
Student bursaries	15,500	17,000
Telephone	288	303
Website, Workbench and IT support	<u>15,812</u>	<u>20,262</u>
	<u>426,568</u>	<u>356,772</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>\$ (27,517)</u>	<u>\$ (27,593)</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2020**

	<u>2020</u>	<u>2019</u>
Cash provided by (used in) operating activities		
Excess (shortfall) of Revenues over Expenditures	\$ (27,517)	\$ (27,593)
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	(8,256)	7,781
Deferred revenue increase (decrease)	(72,177)	55,727
Prepaid expense decrease (increase)	12,698	(11,503)
Accounts receivable decrease (increase)	<u>(17,052)</u>	<u>(2,266)</u>
	<u>112,304</u>	<u>22,146</u>
Cash provided by (used in) investment activities		
Proceeds on GIC maturities, net of (reinvestments)	<u>(62,755)</u>	<u>58,260</u>
Cash provided by (used in) financing activities		
Canada Emergency Business Account loan advance	40,000	-
Increase (decrease) in RPWCO funds held in trust	<u>(6,870)</u>	<u>(16,989)</u>
	<u>33,130</u>	<u>(16,989)</u>
Increase (decrease) in cash position	141,929	63,417
Cash position, beginning of year	<u>245,703</u>	<u>182,286</u>
Cash position, end of year	<u>\$103,774</u>	<u>\$245,703</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2020**

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, 2020**

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, 2020**

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 1.25% and 3.15%

	<u>2020</u>	<u>2019</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 195,912	\$ 280,346
Plus accrued interest to August 31	<u>2,420</u>	<u>10,584</u>
	198,332	290,930
 Money Market Funds	 <u>159,973</u>	 <u>4,620</u>
	<u>\$ 358,305</u>	<u>\$ 295,550</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>2020</u>	<u>2019</u>
Fall Conference sponsorships	\$ -	\$ 54,302
Class EA Workshop registrations	<u>-</u>	<u>17,875</u>
	<u>\$ -</u>	<u>\$ 72,177</u>

5. CANADA EMERGENCY BUSINESS ACCOUNT LOAN PAYABLE

During the year, the association received a loan from the Government of Canada called the Canada Emergency Business Account. The \$40,000 interest-free loan requires no principal repayments until December 31, 2022. If the association repays \$30,000 of the loan on or before December 31, 2022 then the remaining \$10,000 is eligible for complete forgiveness. If the \$30,000 cannot be repaid by December 31, 2022 then, the outstanding loan balance at that date will automatically be converted to a three-year term loan, charging a fixed interest rate of 5% per year, payable monthly beginning January, 2023.

6. ONTARIO PROVINCIAL STANDARDS RESERVE

The Ontario Provincial Standards (OPS) reserve is an internally restricted fund. Net assets from operations are appropriated to the OPS 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, 2020.

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7. 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 transfer of \$15,000 was made from the reserve to the operating fund for the previous fiscal year ended August 31, 2019. There have been no further transfers for the current fiscal year ended August 31, 2020.

8. 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 2020 \$15,500, (2019, \$17,000) in scholarships was approved and funded from operations. No additional transfers to the fund were made in 2020.

9. 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. There have been no further transfers to the fund in 2020. Disbursements from the fund will be at the discretion of the board of directors.

10. IMPACT OF THE COVID-19 PANDEMIC

The outbreak of a novel and highly contagious form of coronavirus (“COVID-19”), which the World Health Organization has declared to constitute a pandemic, has adversely impacted the Municipal Engineers Association’s operations. In early March of 2020, virtually all events and group activities were halted to counter the spread of COVID-19. This included all of the training courses run by the association and its major fall conference. In the fiscal 2020 year, the association's cash flows were affected mainly in regards to the cancellation of its spring and summer training courses and from the loss of any early registrations for the cancelled annual conference. For the coming 2021 fiscal year, the association will be negatively impacted by the cancellation of the fall conference. Beginning in fiscal 2021, the association has moved to online platforms for the delivery of its ongoing training programs. While the success of online delivery is yet to be determined, the association is hopeful the training revenue stream will start to recover in fiscal 2021. To a much lesser extent, the association has experienced some reduction in its membership and employment advertising service revenues, primarily due to the disruptions related to the move to work from home for most of its member individuals and municipalities.

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10. IMPACT OF THE COVID-19 PANDEMIC (cont.)

Any public health emergency, including the current outbreak of COVID-19, and the resulting financial and economic market uncertainty could have a significant adverse impact on the future operations of the association. As described in Note 5, the association has applied for and received a \$40,000 Canada Emergency Business Account (CEBA) loan from the federal government and has applied for and been approved for the Canada Emergency Wage Subsidy (CEWS) for the period from March to June, 2020. Both these programs will provide cash flow assistance for the association to weather the period of pandemic uncertainty.

While these uncertainties raise concerns about the association's ability to continue as a going concern, it is the association board's opinion that in the immediate term it will be able to adjust its operations as needed in order to continue as a going concern and, if needed, can draw on its operating reserves to weather this period of uncertainty.

11. 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.
