

**MUNICIPAL
ENGINEERS
ASSOCIATION**



**MUNICIPAL ENGINEERS ASSOCIATION
2021 ANNUAL REPORT
ANNUAL GENERAL MEETING**

November 25, 2021

At 11:00 a.m.

VIA

ZOOM Webinar



AGENDA
2021 MEA AGM
Thursday, Nov. 25, 2021, 11:00 a.m.
Via ZOOM Webinar

<u>Annual General Meeting:</u>	<u>Page</u>
1. President's Message <i>Salim Alibhai</i>	7
2. Notice of Meeting, October 25, 2021 <i>Dan Cozzi</i>	9
2.1. Information Notice	10
2.2. Proxies	13
2.3. Board Member Candidates – Bios	14-24
3. Reading and/or consideration of Previous AGM Minutes (2020 AGM via ZOOM, Nov. 26, 20221) <i>Salim Alibhai</i>	25

Motion:

THAT the minutes of the 2020 Annual General Meeting of the Municipal Engineers Association held November 26th, 2020, be approved.

Moved by: Sam Inchasi Seconded by: Alan Korell

4. Business arising out of the minutes <i>Salim Alibhai</i>	
5. Amendments to the Constitution and Letters Patent <i>Salim Alibhai</i>	
• None	
6. Reading and/or considering correspondence: <i>Salim Alibhai</i>	
• None	
7. Reading and/or considering of Administrative Reports:	
7.1. Board of Directors Report <i>Salim Alibhai</i>	36

Motion:

That the MEA 2021 Board of Directors Report be accepted.

Moved by: Reg Russwurm Seconded by: David Mhango

7.2. Nominating Committee Report <i>Roslyn Lusk</i>	38
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Motion:

That the MEA Nominating Committee Report be accepted.

Moved by: John Thompson Seconded by: Steve Lund



7.3. Treasurer's Report

Matthew Miedema

Motion:

That the MEA Treasurer's Report Fiscal Year 2020/2021 be approved.

Moved by: Matthew Miedema Seconded by: Salim Alibhai

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

Matthew Miedema

134- 145

Motion:

That the Audit of the Financial Statements of Aug. 31, 2021, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by: Jason Cole` Seconded by: Roslyn Lusk

Motion:

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, 2022

Moved by: Matthew Miedema Seconded by: Salim Alibhai

7.5. Audit Review Committee Report

Matthew Miedema

44

Motion:

That the 2021 MEA Audit Review Committee Report be accepted.

Moved by: Matthew Miedema Seconded by: Salim Alibhai

8. Motion approving Executive Committee's Actions during 2020/2021:

Salim Alibhai

Motion:

That the actions of the 2020/2021 Executive Board are endorsed by the MEA membership.

Moved by: Rick Harms Seconded by: Gary Carroll

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

Roslyn Lusk

36-133

Motion:

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

Moved by: Steve Lund Seconded by: Enrico Scalera



- | | | | |
|-----|---|----------------------|-----------|
| 10. | Reading and/or considering of other resolutions | <i>Salim Alibhai</i> | |
| 11. | General Business. 2021 Conference Update | <i>Dan Cozzi</i> | |
| 12. | Election of Directors for 2021/2022 | <i>Roslyn Lusk</i> | 38 |

Motion:

That the election of the candidates for MEA Board for the 2021/2022 term, be approved as presented.

Moved by: Paul Knowles Seconded by: John Thompson

- | | | | |
|-----|-----------------|----------------------|--|
| 13. | AGM Adjournment | <i>Salim Alibhai</i> | |
|-----|-----------------|----------------------|--|

Motion:

That the 2021 Annual General Meeting be adjourned.

Moved by: David Mhango Seconded by: Alan Korell



<u>ANNUAL REPORTS OF STANDING & SPECIALTY COMMITTEES</u>	<u>Page</u>
Committees & Volunteers Listing	30
<u>ADMINISTRATIVE & EXECUTIVE COMMITTEE REPORTS</u>	
MEA Board of Directors Report	36
MEA Nominating Committee	38
Treasurer's Report	42
Auditor's Report	134-145
Audit Committee Report	44
MEA/OPWA Liaison Committee	47
MEAC/ACEC-Ontario Liaison Committee	49
<u>MEA COMMITTEES</u>	
MEA/OGRA Training Committee	52
MEA Municipal Class EA Monitoring Committee	53
MEA Development Engineering Committee	55
MEA Bursary Committee	57
MEA Awards Committee	59
MEA/MECP Liaison Committee	63
MEA Young Professionals Committee	65
MEA Conference Advisory Committee	67
MEA Smart City Committee	69
MEA Active Transportation Committee	70
MEA Climate Change Committee	72
MEA Asset Management Committee	74
MEA Municipal Infrastructure Enhancement Committee	76
<u>EXTERNAL/SPECIALTY COMMITTEES</u>	
Multi-Stakeholder Working Group on Road Salt Management	79
OGRA Education & Training Committee	81
OGRA Equity, Diversity & Inclusion Committee	83
OGRA Public Affairs Committee	85
OGRA Research & Product Development Committee	87
TAC Monitoring Committee	89
Canadian Pre-Cast Concrete Quality Assurance Committee	90
CCIL Aggregate Certification Committee	93
CCIL Asphalt Certification Committee	94
Ontario Region Common Ground Alliance (ORCGA) Board of Directors	95
MECP Operator Certification Working Group	98
The Road Authority (Formerly OPS Products Review Committee)	99
<u>OPS Committees:</u>	
OPS Advisory Board	102
OPS Standards Management Committee	104
OPS Drainage Committee	106
OPS Electrical Committee	108
OPS Environmental Committee	111



Page

OPS General Conditions Committee	114
OPS Grading Committee	116
OPS Pavement Management Committee	118
OPS Structures Committee	121
OPS Traffic Safety Committee	124
OPS Watermains Committee	131

President's Message

November 12, 2021

Welcome to our second virtual Annual General Meeting (AGM) of the Municipal Engineers Association. Who knew we would be hosting the AGM in an online format again – hopefully this is the last year?

As we met virtually last year, I received the 'presidential gavel' virtually (the real thing did show up in the mail a week later through courtesy of the Executive Director). Then, we were in the second wave and I think we have just put the fourth wave behind us. Much has not changed since then except that most of us are better equipped now to deal with the virus after being vaccinated.

We all have adapted to the various restrictions and new ways of doing things both at home and in our day jobs, and so has your MEA Board and Committees. Many of us continue to provide services to our communities from a newer normal - working from home, meeting on platforms like Zoom and Teams, masking, social distancing, etc.

Municipal engineers are at the forefront of critical service providers of essential work – remember having to ponder/argue what is 'essential work'? Municipalities and you, as municipal engineers, rose to the challenge last year in the initial stages of the pandemic and are continuing to deliver services in your area of expertise. With the fourth wave behind us, and signs of things opening up, our focus will change from continuing to manage during the pandemic to focusing on the post-pandemic recovery to what the 'new normal' will be. For many, foremost will be 'return to work', what they really mean is returning to our places of work whether it be full time or a hybrid of working from home and the office.

We at the board continued to focus on the MEA's two key priorities, the Municipal Class Environmental Assessment (MCEA) Process and Ontario Provincial Standards (OPS). The MEA has been working with the Ministry of the Environment, Conservation and Parks to address any comments they may have on the various proposed amendments to the MCEA that the MEA has been advocating for. The proposed amendments have been with the ministry for review and approval since September 2019; the MEA together with other organizations that have a mutual interest in seeing the amendments approved and adopted by the Minister, wrote a letter in July 2021, urging the Minister to approve the amendments without further delay. In anticipation of the minister's approval, the MEA has revised the MCEA manual to reflect the proposed amendments and associated guidance.

With regard to OPS, MEA members continue to participate on various OPS committees in an effort to continuously improve OPS and consider new technologies. MEA together with other organizations are looking to revamp the OPS website and are currently deliberating on scope and costs. The new OPS for Roads and Public Works course that we debuted last year has seen good attendance with over 150 persons attending the first 3 sessions the MEA has offered since the autumn of last year.

I would like to take this opportunity to acknowledge the generous support of our members who participate not only on the OPS committees but all MEA's technical and policy-influencing committees. Currently we have 41 MEA Committees comprised of 176 MEA members and staff. On behalf of the MEA Board, I want to thank each member who volunteered their expertise, experience, and most importantly their time, on these committees. Our success as an association is directly related to the work of these committees and volunteer involvement, and it is greatly appreciated.

The MEA continues to be successful despite the ongoing pandemic. Last year, as a result of public health restrictions for in-person meetings, the MEA pivoted to offer on-line training and free webinars on topics of interest. The results have been outstanding as we managed not only to provide the training but also earn revenue that off-set the loss from not being able to hold a conference last year. Our membership number is inching close towards the 1,000-member mark and is currently at 992 members representing 102 Ontario municipalities.

It has been my honour to serve as your MEA President 2020-2021. During this period, I have enjoyed the support of my colleagues on the MEA Board of Directors. The 2020/2021 MEA Boards of Directors included:

- Roslyn Lusk, Past President (City of Kitchener)
- Jason Cole, Vice-President (County of Lambton)
- Matthew Miedema, Secretary-Treasurer (City of Thunder Bay)
- Christine Adams, Director (City of St. Catharines)
- Nick Colucci, Director (Town of Erin)
- Chris Traini, Director (County of Middlesex)
- Catherine Taddo, Director (City of Sault Ste. Marie)
- Amanda Froese (Town of Saugeen Shores)
- Taylor Crinklaw (City of Stratford)

While 2020/2021 continued to have many challenges related to the pandemic, we are finally seeing some glimmer of hope with restrictions slowly being lifted and normalcy, like travel starting to pick up. Encouraged by the trend, the MEA will also hold its President's Banquet for an in-person meeting and dining and I do hope to see many of you attend. At some point next year, we hope to resume traditional in-person meetings of the Board, with Provincial ministries and our sister associations, As we come out of the pandemic and focus on the post pandemic recovery, I am very confident the MEA is well-positioned to continue to support our members and the Ontario municipalities they represent.

Yours sincerely,



**Salim Alibhai, P.Eng., PMP
President, MEA, 2020-2021**



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 at 11:00 a.m. on November 25, 2021. 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:

- a) To receive, consider and accept the financial statements of the Association for the fiscal year ended August 31, 2021;
- b) To elect the directors of the MEA;
- c) To appoint the auditors of the MEA;
- d) To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed by the Board,
- e) To receive reports from various MEA, External and OPS Committees;
- f) 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 23, 2021.

DATED this 25th day of October 2021.

BY ORDER OF THE BOARD OF DIRECTORS



**Salim Alibhai, P. Eng., PMP,
President – MEA.**

INFORMATION NOTICE - October 25, 2021.

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 25, 2021.

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 23, 2021.

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 24, 2021.

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 23, 2021, 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, 2021, will be available to Members prior to the Meeting in the 2021 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 13, 2021, the MEA Board accepted a report from the 2021 MEA Nominating & Constitution Review Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2021-2022 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, Salim Alibhai, P. Eng., PMP. 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., PMP	Region of York (ex-officio)
Jason Cole, P. Eng.	Lambton County (1-year remaining in term)
Matthew Miedema, P. Eng.	City of Thunder Bay (1-year remaining in term)
Nick Colucci, P. Eng.	Town of Erin (2-year term) X
Chris Traini, P. Eng.	County of Middlesex (2-year term) X
Catherine Taddo, P. Eng.	City of Sault Ste-Marie (1-year remaining in term)
Amanda Froese, P. Eng,	Town of Saugeen Shores (2-year term) X
Taylor Crinklaw, P. Eng,	City of Stratford (2-year term) X
Ben deHaan, P. Eng.	United Counties of SDG (1-year term) X
Penelope Palmer, P. Eng.	City of Toronto (1-year term) X

Note: Only candidates marked with an “X” are up for election. The balance will serve out 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 25th day of October 2021.

BY ORDER OF THE BOARD OF DIRECTORS



**Salim Alibhai, P. Eng., PMP,
President – MEA.**

PROXY

MEA ANNUAL GENERAL MEETING

November 25, 2021

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 **25th day of November, 2021 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 _____, 2021.

Signature of Member



2021/2022 BOARD OF DIRECTOR CANDIDATES

INFORMATION

Salim Alibhai, P.Eng.

Serving as Past-President (Ex-Officio)

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.

Serving Year 2 of 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.

Serving Year 2 of 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



Catherine Jean Taddo, P.Eng.

Serving Year 2 of 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

Nick Colucci, P.Eng.

Election for 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
- 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.

Election for 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

Amanda J. Froese, P.Eng., FEC

Election for 2-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.



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

Election for 2-Year Term

Email: tcrinklaw@stratford.ca

Education & Affiliations:

- 2006: Bachelor of Environmental Engineering, University of Guelph
- 2018: Master of Science in Environmental Engineering, Lakehead University,
- Professional Engineers Ontario - Licensed in 2014
- 2017 – Present: Board of Directors, OPWA West Central Branch
- Member of MEA Board of Directors since 2021

Employment History:

2021- Present

Director of Infrastructure and Development Services
City of Stratford

Responsible for leading, directing, and administrating, the Infrastructure and Development Services department. Municipal services provided are conducted through Building, Planning, Engineering, Environmental and Public Works divisions. Ensures these services are inline with strategic priorities and approved Council budgets through consultation with Council, Corporate Leadership Team and divisional managers. Prepares department for short term adjustments, guides long-term planning strategies, and facilitates operations oversight.

2019 - 2021

Director of Public Works
City of Woodstock

2015 - 2019

Project Engineer
City of Stratford

2011 – 2015

True Grit Consulting. Thunder Bay ON

2010:

Lakehead University, Thunder Bay ON

2009:

Soil and Rock Consultants. Auckland NZ

2007 – 2008

Richardson Foster Ltd. Barrie ON

2006:

RPS Water. Edinburgh UK

Benjamin de Haan, P. Eng.

Election for 1-year Term

bdehaan@sdgcounties.ca

Education & Affiliations

- 2003: McGill University, Montreal, Biosystems Engineering
- 2007: Licensed with Professional Engineers Ontario
- 2007 – Present: PEO Upper Canada Chapter, Executive Member
- 2012 – Present: Assistant Course Coordinator, Scott MacKay Soils (OGRA)

Employment History

May 2021 to Present

Director of Transportation,
United Counties of Stormont, Dundas and Glengarry

Provide leadership and direction for the capital expenditures, operation and maintenance of SDG's road and bridge network, facilities, fleet, GIS services and forests. Manage a department of approximately 40 employees, with annual expenditures exceeding \$30 million dollars. Participate as a member of the Senior Management Team for the Counties in the development and administration of County Policies and procedures. Attend and report to County Council. Design and seal road and bridge projects. Oversee infrastructure and maintenance projects within the department. Respond to public inquiries, organize and review technical documents. Review and authorize a variety of departmental permits. Manage the tendering process for all purchasing completed within the Department.

March 2015 – 2021

Director of Transportation and Planning,
United Counties of Stormont, Dundas and Glengarry

Aug. 2009 – Mar. 2015

County Engineer,
United Counties of Stormont, Dundas and Glengarry

May 2003 – Jan. 2009

Municipal Engineer,
Thompson Rosemount Group (Cornwall)

Penelope Palmer, P. Eng.

Election for 1-year Term

Email: Penelope.Palmer@toronto.ca

Education and Affiliations

- 1990: Bachelor of Applied Science, Civil Engineering, Queen's University
- 2015 – Present: Member of OPS Advisory Board
- Professional Engineers Ontario – Licensed in 1992

Employment History

2015 – Present

Manager, Business Improvement & Standards
Engineering & Construction Services
City of Toronto

Leads business sustainment support, business improvement and operational support to the capital delivery, engineering review and other engineering support units within Engineering & Construction Services. Leads the development and implementation and maintenance of new guidelines, standards, specifications, practices and procedures affecting municipal infrastructure. Provides oversight of the Division's information and technology assets and support, including digital and graphical data and leads all divisional technology initiatives. Leads and develops corporate initiatives resulting from legislated changes and related to municipal construction. Manages divisional Health and Safety mandates.

2010 – 2015

Senior Engineer
Engineering & Construction Services
City of Toronto

2006 – 2010

Senior Engineer
Transportation Services
City of Toronto

2000 – 2006

Engineer
Transportation Services
City of Toronto

1994 – 1999

Safety Programmes and Investigations
Regional Municipality of Ottawa-Carleton



**MINUTES (DRAFT)
2020 MEA ANNUAL GENERAL MEETING
Thursday, Nov. 26, 2020, 11:00 a.m.
Via ZOOM Webinar**

There was an adequate number of members present and the Annual General Meeting (AGM) was called to order at approximately 11:05 a.m. on November 26th, 2020 by MEA President, Roslyn Lusk. The AGM was held using the MEA's ZOOM webinar platform. In order to ensure that only MEA members were able to vote during the AGM, members were required to pre-register for the event in order to participate. Links to the AGM were emailed to all pre-registered members. Attendance ranged between approximately 50-60 members throughout the AGM webinar.

1. Ros addressed the audience and provided an overview of her President's Message included in the 2020 Annual Report package. She also expressed regret that the annual Conference was cancelled in 2020 as a result of COVID-19 and acknowledged all the members hard work and dedication during the Pandemic as their work roles have more than likely been impacted. Roslyn also expressed appreciation for the contribution of MEA volunteers on the approximately 34 MEA Committees.
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 no Proxies were submitted by members who could not attend the AGM.

3. **Reading and/or Consideration of the Minutes of the Previous AGM Meeting held at the Blue Mountain resort on November 28, 2019**
 - There were no questions or discussion regarding the previous minutes.

Motion AGM2020-01:

THAT the minutes of the 2019 Annual General Meeting of the Municipal Engineers Association held November 28th, 2019 be approved.

Moved by: Rick Harms

Seconded by: Reg Russwurm

CARRIED

14. Business arising out of the 2019 AGM Minutes

- None

15. Amendments to the Constitution and Letters Patent

- None

16. Reading and/or considering correspondence

- None

17. Reading and/or considering of Administrative Reports:

17.1. Board of Directors Report

- Roslyn Lusk, MEA President, provided an overview of the MEA Board of Directors Report. She highlighted that the Board only met twice in person in 2020 (January and February). Once the Pandemic hit, the Board reverted to ZOOM meetings; overall, the board met eight (8) times in 2020 (total of in-person + ZOOM). Much work was accomplished in spite of the pandemic, particularly in the area of MCEA reform, the Young Professionals Committee, development of committees, transferring MEA training courses from classroom to webinar format, and the development and inaugural OPS 101 webinar course offering in November which was well attended. MEA membership actually grew in 2020; the MEA now has in excess of 970 members.

Motion AGM2020-02:

That the MEA Board of Directors Report be accepted.

Moved by: Dave Thompson

Seconded by: Taylor Crinklaw

CARRIED

17.2. Nominating Committee Report

- Steve Lund, MEA Past-President, outlined the Nominating Committee Report and the list of candidates for the next term.

Motion AGM2010-03:

That the MEA Nominating Committee Report be accepted.

Moved by: John Thompson

Seconded by: Paul Knowles

CARRIED

17.3. Treasurer's Report

- Salim Alibhai, MEA Secretary-Treasurer, outlined the Treasurer's Report for the MEA's finances for the year ending August 31, 2020. He noted that while the MEA's financial position remained good during the fiscal year, cash-flows were impacted by the pandemic and were mostly related to the cancellation of in-class training sessions in the spring and slower than expected employment ad revenue. The MEA applied for and was successful in obtaining the federal wage subsidy (CEWS) and the business loan (CEBA). After year-end, the MEA revenues improved with the launch of both MCEA/OPS webinar training courses.

Motion AGM2020-04:

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

Moved by: Anna Godo

Seconded by: Vince Musacchio

CARRIED



17.4. Auditors Report & Motion for Next Year's 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 AGM2020-50:

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: Enrico Scalera Seconded by: Benjamin deHaan

CARRIED

Motion AGM2020-06:

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, 2021.

Moved by: John Thompson Seconded by: George Elliott

CARRIED

17.5. Audit Review Committee Report

- Salim Alibhai, MEA Secretary-Treasurer, outlined the 2020 Audit Committee Report.

Motion AGM2020-07:

That the MEA Audit Review Committee Report be accepted.

Moved by: Nick Colarusso Seconded by: Arup Mukherjee

CARRIED

18. Motion approving the MEA Board of Directors Actions during 2019/2020

- Roslyn Lusk, MEA President, requested a Motion from the floor.

Motion AGM2020-08:

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

Moved by: Reg Russwurm Seconded by: Gary Carroll

CARRIED

19. Reading and/or considering reports of Standing and Specialty Committees

- Roslyn Lusk, MEA President, referred the audience to the standing and specialty committee reports which were presented on pages 46-103 of the AGM Report.

Motion AGM2020-09:

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

Moved by: John Stephenson Seconded by: Alan Korell

CARRIED

20. Reading and/or considering of other resolutions

- None

21. General Business. 2021 Conference Update

- Dan Cozzi, MEA Executive Director, provided the audience an update regarding the 2021 MEA Conference and AGM. The MEA Board of Directors, regrettably as a result of the pandemic, made the decision to cancel the 2020 Conference which was to be hosted by the City of Toronto. The MEA will be connecting with the City of Toronto organizing committee shortly to discuss their ability to host the conference for 2021 in late November. However, with the pandemic still impacting the Province, it is not clear whether MEA members would feel safe attending an in-person conference next autumn. Further, it is not clear if municipalities will approve their staff to attend an in-person conference. For this reason, the MEA will be reaching out to the membership with a survey regarding their thoughts on the form of the 2021 Conference, potential professional development budget limitations and/or travel restrictions by their employers. In any event, the MEA will be hosting a 2021 Conference, with either an in-person, virtual or hybrid event. More details will be provided to the membership in the coming months.

22. Election of Directors for 2020/2021:

- Steve Lund, MEA Past-President announced there are 10 candidates to serve on the MEA Board for the 2020/2021 term. The current President, Roslyn Lusk, becomes the past-president. There will be 2 vacancies on the board with the departure of the current Past-President (Steve Lund) and the resignation of a Director (George Elliott) due to workload pressures. 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 2020/2021 term.

The Nominating Committee, after a thorough search, has recommended that MEA members Amanda Froese (Town of Suageen Shores), and Taylor Crinklaw (City of Woodstock) as the two (2) candidates to fill the vacancies on MEA Board for the 2020/2021 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2020/2021 term are:

Roslyn Lusk (Past-President)	City of Kitchener
Salim Alibhai	York Region
Jason Cole	County of Lambton



Matthew Miedema	City of Thunder Bay
Christine Adams	City of St. Catharines
Nick Colucci	Township of Brant
Chris Traini	County of Middlesex
Catherine Taddo	City of Sault Ste. Marie
Amanda Froese	Town of Saugeen Shores
Taylor Crinklaw	City of Woodstock

Motion AGM2020-10:

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

Moved by: Sandra Lawson Seconded by: Rick Kester

CARRIED

23. AGM Adjournment

Motion AGM2020-11:

That the 2020 Annual General Meeting be adjourned.

Moved by: Sam Inchasi Seconded by: Amanda Froese

CARRIED

The MEA's 2021 Annual General Meeting will be held in November 2021; details will be provided at a future date.

Minutes of meeting prepared by:

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

MEA COMMITTEE LISTING As of November 1, 2021

Committee

Executive Oversight

MEA EXECUTIVE/ADMINISTRATIVE COMMITTEES

MEA EXECUTIVE COMMITTEE
All MEA Board Members

President
(2021 – S. Alibhai)

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

Treasurer

Chair	Matthew Miedema	(Treasurer)	City of Thunder Bay
Member	Salim Alibhai	(Pres)	York Region
Member	Jason Cole	(V-Pres)	County of Lambton
Member	Roslyn Lusk	(P-Pres.)	City of Kitchener
Member	Dan Cozzi	(ED)	MEA Executive Director

(2021 – M. Miedema)

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

Chair	Roslyn Lusk	City of Kitchener
Member	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
(2021 – Roslyn Lusk)

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	Colin Wong	York Region
Member	Reg Russwurm	City of Guelph
VACANT		
VACANT		

Amanda Froese

MEA DEVELOPMENT ENGINEERING COMMITTEE

Chair	Mike Pincivero	Town of Wasaga Beach
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Matthew Miedema

Committee

MEA BURSARY COMMITTEE

Chair	Salim Alibhai	(Pres.)	York Region
Member	Roslyn Lusk	(P-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
(2021 – Roslyn Lusk)**

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		Retired
Member	Dan Cozzi	(P-Pres/ED)	MEA Executive Director

Salim Alibhai

MEA-MECP LIAISON COMMITTEE

Chair	David Thompson		Loyalist Township
Member	Salim Alibhai		York Region
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	Birgit Piberhoffer		Loyalist Township
Member	Linda Churchill		Region of Waterloo
Member	Jeffrey Lee		Town of Oakville

Roslyn Lusk

MEA YOUNG PROFESSIONALS COMMITTEE

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

Taylor Crinklaw

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

Matthew Miedema

MEA SMART CITY COMMITTEE

Chair	Mark Siu		City of Markham
Member	Eric Pulnicki		City of Brampton
Member	Jean Hao		City of Kitchener
Member	Fahad Shuja		OGRA

Taylor Crinklaw



Committee

Executive Oversight

MEA ACTIVE TRANSPORTATION COMMITTEE

Chair	Arif Khan	York Region
Co-Chair	Petr Emelianov	City of Vaughan
Member	Markandu Rooban	York Region
Member	Jenna Campbell	Loyalist Township
Member	David Unrau	Town of Petawawa
Member	Matthew Kasunic	City of Kitchener

Roslyn Lusk

MEA CLIMATE CHANGE COMMITTEE

Chair	Kelly Murphy	Region of Durham
Member	Angela MacLean	City of Barrie
Member	Garfield Dales	City of London
Member	Hazel Breton	City of Toronto
Member	Jeffrey Lee	Town of Oakville
Member	Saidur Rahman	City of Toronto
Member	Lisa Babel	Ontario Clean Water Agency

Jason Cole

MEA ASSET MANAGEMENT COMMITTEE

Member	Kelly Walsh	Town of Fort Erie
Member	Saidur Rahman	City of Toronto
Member	David Unrau	Town of Petawawa
Member	Reg Russwurm	City of Guelph
Member	Abe Mouaket	City of Toronto
Member	Kevin Graham	City of London

Amanda Froese

MEA MUNICIPAL INFRASTRUCTURE ENHANCEMENT COMMITTEE

Co-Chair	Roslyn Lusk	City of Kitchener
Co-Chair	John Thompson	Retired
Member	Steve Lund	County of Huron
Member	Matthew Miedema	City of Thunder Bay
Member	Nick Colucci	Town of Erin
Member	Amanda Froese	Town of Saugeen Shores
Member	Carlos Reyes	Town of Tillsonburg
Member	Sunil Sharma	City of Brampton
Member	Edward Soldo	City of Hamilton
Member	Sarah Doherty	Loyalist Township
Member	Kelly Walsh	Town of Fort Erie
Member	Melissa Ryan	City of Kitchener

Salim Alibhai

MEA EXTERNAL COMMITTEES

MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT

Member	Steve Lund	County of Huron
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Taylor Crinklaw

OGRA MEMBER SERVICES COMMITTEE

Member	Salim Alibhai	York Region
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Salim Alibhai

OGRA POLICY COMMITTEE

Member	Salim Alibhai	York Region
Member	Chris Traini	Middlesex County

Chris Traini

Committee

TAC Monitoring Committee

Member Steve Kemp Region of Durham

CANADIAN PRE-CAST CONCRETE QUALITY ASSURANCE COMMITTEE

Member Mike Rabeau York Region

Member Nick Colarusso York Region

CCIL-AGGREGATE- CERTIFICATION COMMITTEE

Member Vince Musacchio City of Vaughan

CCIL-ASPHALT- CERTIFICATION COMMITTEE

Member Vince Musacchio City of Vaughan

ORCGA BOARD OF DIRECTORS

Member Richard Noehammer City of Toronto

MECP OPERATOR CERTIFICATION WORKING GROUP

Member Phil Wood City of Brockville

MECP WASTE PRACTITIONERS GROUP

VACANT

THE ROAD AUTHORITY (Product Management Committee)

Member Arif Khan York Region

Member Samer Inchasi Town of Oakville

OPS COMMITTEES

OPS ADVISORY BOARD

Chair Dan Cozzi MEA Executive Director

OPS STANDARDS MANAGEMENT COMMITTEE

Chair Alan Korell Retired Member

Vice Chair Shailesh Shah City of Kitchener

Member Samer Inchasi Town of Oakville

OPS DRAINAGE COMMITTEE

Chair Eva Pulnicki York Region

Member Aaron Ward City of Thunder Bay

Member Andrea Pitura Region of Peel

OPS ELECTRICAL COMMITTEE

Chair Paul Nause York Region

Member David Wong Town of Oakville

Member Kenter Zhang York Region

OPS ENVIRONMENTAL COMMITTEE

Chair Don Kudo County of Wellington

Member Daniel McCreery City of Toronto

Member Miguel Pelletier County of Bruce

Executive Oversight

Amanda Froese

Jason Cole

Matthew Miedema

Matthew Miedema

Catherine Taddo

Catherine Taddo

Executive Director

Executive Director

Nick Colucci

Matthew Miedema

Taylor Crinklaw

Christine Adams



Committee

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	Omo Ajayi	City of Hamilton
Vice Chair	John Stephenson	Region of Waterloo
Member	Jackson Lee	City of Toronto

OPS TRAFFIC SAFETY COMMITTEE

Chair	Robert Fazio	City of Toronto
Member	Edward Chiu	York Region
VACANT		

OPS WATERMAINS COMMITTEE

Chair	Tim Marotta	Town of Fort Erie
Member	Darrin Dodds	Region of Peel
Member	Nick Verhoeven	Lambton Shores

Executive Oversight

Amanda Froese

Jason Cole

Roslyn Lusk

Nick Colucci

Roslyn Lusk

Christine Adams

ADMINISTRATIVE COMMITTEE REPORTS

2021 MEA COMMITTEE REPORT

Committee:	MEA BOARD OF DIRECTORS REPORT
Chairperson(s):	Salim Alibhai, MEA President
Reporting Executive:	Salim Alibhai, MEA President

MANDATE:

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

MEMBERS:

Salim Alibhai, President	Roslyn Lusk, Past President	Jason Cole , Vice President
Matthew Miedema, Treasurer	Nick Colucci, Director	Chris Traini, Director
Christine Adams, Director	Catherine Taddo, Director	Taylor Crinklaw, Director
Amanda Froese, Director	Dan Cozzi, Executive Director	

ACTIVITIES IN 2021:

The MEA Board of Directors met eight times in 2020/2021. In addition, the Board also conducted a Strategic Planning session to address progress on the existing plan and to develop a new plan for 2021/2022. With the impact of the COVID 19 Pandemic continuing, the Board only met in person once in September. All the remaining meetings were conducting using virtual conferencing. Despite the pandemic, your members kept the business of the MEA moving. 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 steady and membership renewals came in slower than normal. Cash-flow was closely monitored to ensure the association could pay its bills. The Board also deliberated on the budget prepared by the Treasurer and approved a budget for the upcoming 2021/2022 term.
2. Webinar-Based Training – again as a result of the continuing pandemic, the MEA could not host its typical classroom style training program. Free webinar series were offered on topics of interest and fee-based courses/webinars were offered related to the MCEA and OPS
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 webinar material – work continues on developing content and secure facilitators for webinar/courses on topics of interest such as new regulations related to excess solis
5. The MEA YP Committee continues to operate, however, due to the pandemic the committee could not meet in person.
6. 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.
7. The MEA Board directed that several e-Blasts be sent to members to advise of a number of issues in a timely manner.
8. The MEA has reached out to the membership to seek volunteers to staff the various MEA and OPS committees.
9. New MEA Committees were started in 2021 in the areas of Active Transportation, Asset Management, Climate Change and Smart Cities .
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. 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 992 members strong, representing 102 Ontario municipalities!

FUTURE GOALS OF THE COMMITTEE

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



2021 MEA COMMITTEE REPORT

COMMITTEE:	2021 MEA Nominating & Constitution Review Committee
CHAIRPERSON:	Roslyn Lusk (Past President)
REPORTING EXEC:	Roslyn Lusk

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 for which changes may be recommended.

MEMBERS:

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

ACTIVITIES IN 2021:

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 2021 NC members are:

Roslyn Lusk (Chair) - Immediate Past-President (MEA President 2020)
 Steve Lund - 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 NC meetings and provided minutes/notes.

The 2021 NC met via video conference on 2 occasions via ZOOM on August 25 and September 24, 2021.

The MEA Bylaw/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 25, 2021. The sixty (60) day deadline was September 28, 2021. Since there were no Board meetings planned until October 13, 2021, NC report was presented to the Board via the MEA's E-Motion Protocol to meet the 60-day requirement, and the report was received by the Board.

A Notice to the MEA membership calling for Board Director nominations was provided on August 20, 2021 (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 10, 2021. The ED confirmed to the NC that two (2) nominations were received by the deadline.

Ben deHaan, United Counties of Dundas, Stormont & Glengarry.
Paul Acquaaah, York Region

Both nominations met all the requirements as per the MEA Bylaw. One nomination (Paul Acquaaah) was later withdrawn by the applicant.

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

Name	Municipality	Current Role	Notes
Salim Alibhai	York Region	President 1 st yr. of 2-yr. term	Will serve as Past-President Next term (ex-officio)
Jason Cole	Lambton County	Vice President 1 st yr. of 2-yr. term	Has advised willingness to continue for next term.
Matthew Miedema	City of Thunder Bay	Secretary-Treasurer 1 st yr. of 2-yr. term	Has advised willingness to continue for next term.
Roslyn Lusk	City of Kitchener	Past-President	As Past-President, will be leaving Board at end of term. *VACANCY*
Christine Adams	St. Catharines	Director 2 nd yr. term expiring	Will be stepping down due to retirement later this year. *VACANCY*
Nick Colucci	Town of Erin	Director 2 nd yr. term expiring	Has advised willingness to continue for next term.
Chris Traini	Middlesex County	Director 2 nd yr. term expiring	Has advised willingness to continue for next term.
Catherine Taddo	City of Sault Ste. Marie	Director 1 st yr. of 2-yr. term	Has advised willingness to continue for next term.
Amanda Froese	Town of Saugeen Shores	Director 1-yr. term expiring	Has advised willingness to continue for next term.
Taylor Crinklaw	City of Stratford	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. It is additionally noted that both vacancies were previously held by women.

Prospective Candidate Search:

The NC Committee reviewed a prospective candidate list initially compiled by the 2019 NC, updated through the 2020 and 2021 by the NC through their knowledge and familiarity of members throughout the Province. This list was used as a starting point for the 2021 NC.

Roslyn Lusk reached out to select prospective candidates the NC believed would be suitable Board members for the 2021-2022 term. Ultimately, the Board settled on 2 candidates to fill the existing vacancies:

- Ben deHaan, P.Eng., County Engineer, United Counties of Stormont, Dundas & Glengarry.

Ben would provide representation on the Board from an underrepresented area of the Province (northeast). He was also nominated by his peers.

- Penelope Palmer, P.Eng., Manager, Business Improvement & Standards – City of Toronto.

Penelope would provide the Board with representation from the City of Toronto (who has the most members in the MEA) and would also help increase female representation with two female Board members leaving the Board at the end of the current term.

NC New Board Candidates Recommendations:

The NC agreed that it would recommend moving forward with the 2 candidates listed above.

The NC is recommending that Ben deHaan and Penelope Palmer be recommended as candidates for election at the 2021 AGM to fill the two (2) Board 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 Salim Alibhai serve as Past-President (Ex-Officio) for 2021-2022.***
2. ***The NC recommends the following three (3) Board members, who were elected to 2-year terms at the 2020 AGM, to complete their respective terms in 2021-2022:***
 - ***Jason Cole*** ***Lambton County***
 - ***Matthew Miedema*** ***City of Thunder Bay***
 - ***Catherine Taddo*** ***City of Sault Ste. Marie***



3. The NC further recommends the following Board members as candidates for election at the 2021 AGM as Directors for the next term:

- **Nick Colucci** **Town of Erin** **(2-year term)**
- **Chris Traini** **Middlesex County** **(2-year term)**
- **Amanda Froese** **Town of Saugeen Shores** **(2-year term)**
- **Taylor Crinklaw** **City of Stratford** **(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:

- **Ben deHaan** **United Counties of SDG** **(1-year term)**
- **Penelope Palmer** **City of Toronto** **(1-year term)**

Additional Discussion:

The NC suggested that there is merit in reviewing Section 5.01 (Election and Term of Office) of the MEA By-law to determine whether edits are required to be clearer on which Directors may be up for re-election where a vote is necessary. For example, should only new candidates filling vacancies stand for election or should new candidates and existing Board members whose terms are expiring be up for election where voting is necessary? The NC feels the wording can be interpreted either way. There is some concern that requiring existing Board members whose terms are expiring to undergo a vote could potentially leave the Board with less experienced Board members.

The NC agreed that it will discuss this starting in 2022.

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.

**Office of the Treasurer
1525 Cornwall Road, Unit 22
Oakville, ON., L6J 0B2**

November 7, 2021

TREASURER'S REPORT FOR FISCAL YEAR 2020-2021

This report covers the Municipal Engineers Association (MEA) fiscal year September 1, 2020 to August 31, 2021. The Financial Statements for the Association, prepared by the MEA's auditor, Lynne D. Remigio, Chartered Accountant, are attached.

Each year the MEA Treasurer is responsible to report to the full membership on MEA's financial health. I am pleased to report that, as of our fiscal year end date of August 31, 2021, despite the impacts due to the COVID-19 pandemic, we continue to remain in a reasonably good financial position.

The 2020-2021 MEA Board of Directors had approved a budget with the anticipation of a \$60,150 operating loss at the end of the fiscal reporting year. Our 2020-2021 audited year-end financial report indicates that there was a net operating income of approximately \$52,642 (See: Statement of Revenue and Expenditures, Year Ended August 31, 2021). This variance from the budget to actuals can be attributed to the uncertainties of the COVID-19 pandemic, government relief programs, success of online training, and savings in operating expenses.

The COVID-19 pandemic continued to provide challenges to us financially, and we had to shift our usual revenue streams to accommodate new virtual practices. The newly developed Ontario Provincial Standards (OPS) 101 training course and Municipal Class Environmental Assessment (MCEA) training course were revamped and moved to online platforms. This move proved to be successful, with revenue exceeding budget expectations. The revenue from these training initiatives helped offset the lost revenue from the cancellation of the November 2020 Annual Conference.

Our expenses were also offset with financial aid from the Government of Canada. The Association applied to the Federal government and received an additional \$20,000 under the Canada Emergency Business Account (CEBA) loan. To date, the Association received a total of \$60,000 loan under the CEBA program. This loan is non-interest bearing with \$40,000 of principal due by December 21, 2022 and the remaining \$20,000 eligible for complete forgiveness if repaid by then.

We also received subsidies in the amount of \$11,307 under the Canada Emergency Wage Subsidy (CEWS) program during periods where revenue drops were experienced. These funds helped provide the needed cash flow assistance for the Association to weather the period of pandemic uncertainty.

Over the course of the year, the Association continued to work closely with the staff at the Ministry of Environment Conservation and Parks (MECP) regarding the proposed amendments to the MCEA as well as the proposed streamlined Environmental Assessment regulation. While we await approval of these changes, this process continues to involve a significant amount of time and investment from the Association.

The Association's reserves continue to remain healthy, but we expect 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 at ways to increase revenues through membership fees, employment service ads and training opportunities.

As supported by the MEA Board of Directors, the MEA Executive Committee met by video conference 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 myself as the current MEA Treasurer. The committee also included Auditor Lynne D. Remigio, Past President Roslyn Lusk, President Salim Alibhai, and MEA Executive Director Dan Cozzi. The MEA Board of Directors will continue to convene a formal Audit Committee to ensure prudent management of the Association's financial assets.

It has been a pleasure to serve as your Treasurer. I would like to take this opportunity to thank Dan Cozzi and Salim Alibhai, for their support and assistance during my first term as Treasurer. I would also like to extend a special thank you to our financials assistants at OGRA, Rayna Gillis, Lesley McCauley and Lingling Liu as well as the other members of the MEA Board of Directors.

Yours sincerely,



**Matthew Miedema, P.Eng.,
MEA Treasurer, 2020-2021**



2021 MEA COMMITTEE REPORT

Committee:	MEA Audit Review Committee
Chairperson and Reporting:	Matthew Miedema, P.Eng., Project Engineer City of Thunder Bay, and MEA Treasurer

MANDATE:

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

MEMBERS:

Matthew Miedema, P.Eng., Project Engineer City of Thunder Bay; MEA Treasurer	Salim Alibhai, P.Eng., PMP, Director, Capital Planning & Delivery, Transportation Serv, York Region: MEA President	Jason Cole, P.Eng. General Manager, Infrastructure & Development Services, Lambton County: MEA Vice President.
Roslyn Lusk, P. Eng., Director Operations – Roads & Traffic, Infrastructure Serv., City of Kitchener: MEA P. President	Dan Cozzi, P.Eng., MEA Executive Director & MEA P. President	Lynne Remigio CPA, CA, Auditor

ACTIVITIES IN 2021:

A virtual meeting was held on November 5, 2021 to review the draft audit documents prepared by Ms. Lynne Remigio. Ms. Remigio was named at the 2020 AGM as the MEA’s Auditor for the fiscal year September 1, 2020 to August 31, 2021. An electronic copy of the draft audit document was circulated to all members in advance.

The 2021 Audit Approach

General Approach

The Auditor’s approach for the audit of MEA’s year ending August 31, 2021 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 \$6,900.

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

2021 MEA COMMITTEE REPORT

Committee:	2021 MEA/OPWA Liaison Committee
Chairperson(s):	Salim Alibhai - MEA President; Enrico Stradiotto - OPWA President
Reporting Executive:	Dan Cozzi - MEA/Brian Barber - OPWA

MANDATE:

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

MEMBERS:

MEA Board of Directors	OPWA Board of Directors	
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ACTIVITIES IN 2019:

The MEA-OPWA Liaison meeting is typically held annually in April. There was no meeting held in 2020 due to the early stages of the COVID-19 pandemic. However, a liaison meeting was held on April 6, 2021. Items of discussion included:

- Both MEA and OPWA highlighted the impacts of the pandemic on its organizations:
 - Both organizations cancelled in-person events in 2020
 - Both began utilizing video conferences for its meetings
 - Both reverted to webinars for its respective training programs
- MEA provided highlights of the 2021 MEA's Strategic Plan:
 - Developing a Conference Contingency Plan
 - Develop a Succession Plan for its MCEA Advisor
 - Finalize a Volunteer Appreciation Policy
 - Develop a broader range of webinar based training programs
 - Implement "P.Eng. Committee"
 - Ensure leading status on MCEA
- OPWA provided highlights of the OPWA's Strategic Plan:
 - Update of the plan was underway
 - Many actions in the plan were stalled as a result of COVID and are being reviewed
 - Key objectives are on Education, Membership and Communications
 - Feasibility of establishing a northern OPWA branch.
- 2021 MEA and OPWA Events were highlighted:
 - 2021 MEA Conference & AGM will be held virtually week of Nov. 22; optional plan to host in-person President's Banquet if health regulations permit
 - MEA plans to return to an in-person conference in 2022.
 - MEA holding a series of free and fee based webinars throughout 2021

- OPWA AGM and Awards Gala was held virtually on January 21/21
- OPWA Education Committee hosting monthly on-line webinars
- OPWA planning on celebrating National Public Works Week (May 16 -22) with a series of webinars each day
- APWA PWX is being held in St. Luis (Aug. 29 – Sept 1) but it is not expected OPWA will attend
- The Right-of-Way Management Committee will host their annual conference in October
- MCEA Amendment Update
- Ontario Provincial Standards (OPS) Update:
- MEA P.Eng. Committee
- Collaboration between MEA and OPWA
 - Both organizations agreed can work more closely together on a number of items to provide more of a collective voice by:
 - Co-signing letters to Ministers/Agencies
 - Coordinating Young Professionals events
 - Promoting each other's events.

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.



2021 MEA COMMITTEE REPORT

Committee:	2021 MEA/ACEC-Ontario Liaison Committee
Chairperson(s):	Salim Alibhai - President MEA; B. Allison - Chair of ACEC-Ontario Board
Reporting Executive:	Dan Cozzi – MEA/Bruce Mathews – AEC-Ontario

MANDATE:

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

MEMBERS:

MEA Board Members	ACEC-Ontario Board Members	
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ACTIVITIES IN 2021:

Note – CEO formally changed its name in September of 2020 to the Association of Consulting Engineering Companies of Ontario (ACEC-Ontario).

This meeting is typically held annually in January. In 2021, this meeting was held on January 12 via video conference as a result of the pandemic.

Discussions included:

- How COVID19 has impacted both organizations and the employers of its respective Board members
- the MEA-ACEC Agreement requires some housekeeping revisions as a result of CEO rebranding to ACEC-Ontario as well as for some other minor items; both associations will work together to release a new version in 2021.
 - ACEC interested in knowing how much this agreement is being used throughout Ontario; MEA agreed to survey its members and report back
 - Free webinar planned by MEA/ACEC regarding the Agreement and to assist in promoting its use
 - Marketing plan
- MEA/ACEC agreed that they will offer a free joint webinar offering on Excess Soils later in 2021
 - Both agreed they expect there will be significant management issues with the new regulation.
- CCDC-31
- Update on MCEA reform and amendments
- OPS Update and training program
- Promotion of MEA Associate level memberships for ACEC members
- MEA P.Eng. Committee

FUTURE GOALS OF THE COMMITTEE

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

FUTURE OF COMMITTEE:

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



MEA COMMITTEE REPORTS



2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA Training Committee
CHAIRPERSON(S):	Les Shepherd
REPORTING EXEC:	Chris Traini

MANDATE:

<p>To identify the training needs of the municipal engineering community</p> <p>To develop training programs to meet those needs</p> <p>To ensure the quality control of course content and the delivery of MEA's Education program</p> <p>To seek out qualified instructors to deliver the education program</p> <p>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</p>
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MEMBERS:

Les Shepherd	Karl Grabowski	Reg Russwurm	Marc Clermont
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ACTIVITIES IN 2021:

<p>2021 has seen a continuation of the scaled back training program delivered in 2020 with courses delivered remotely/on-line where feasible and in some cases postponed. Several of the deferred sessions are scheduled for “make-up” editions this fall, now that in-person learning is possible again. Regular winter/spring dates are also planned for 2022. The committee did not convene a formal meeting in 2021. An informal session was convened with new staff at OGRA to acquaint them with the committee structure and mandate.</p>

FUTURE GOALS OF THE COMMITTEE

<p>Continue with the mandated role, in particular seeking out qualified, volunteer instructors is a continuous challenge.</p> <p>Seek out one or two new members in response to the departure of Damon Wells in 2019 and Les Shepherd in 2021.</p>
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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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Municipal Class EA Monitoring Committee
CHAIRPERSON:	Paul Knowles
REPORTING EXEC:	Amanda Froese

MANDATE:

To prepare the required Class EA monitoring report annually
To pursue improvements to the MCEA and represent MEA on issues related to the Class EA

MEMBERS:

Colin Wong	York Region
David Thompson	Loyalist Township
Paul Knowles	Retired/Life Member
Reg Russwurm	City of Guelph
Ashley Rammeloo	City of Long

ACTIVITIES IN 2021:

<p>Accomplishments/Activities</p> <ul style="list-style-type: none"> ✓ Established a Sub-Committee that includes representatives from the consulting industry specifically to work on EA Reform. ✓ Prepared a response to each of the 250+ comments that were submitted on the amendment to the MCEA. MEA has participated in MECP’s consultation with Indigenous Communities and worked with MECP to finalize wording for a new MCEA Manual. The new MCEA Manual will include all amendments and incorporate the Companion Guide within the document. 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. ✓ Submitted comments to MECP related to their announced plans for a new regulation that will replace the MCEA. MEA will continue to participate in MECP’s process to develop new regulations that will replace the MCEA and then deliver training on this new process ✓ Presented a webinar on September 15, 2021 to update proponents on the status of issues related to the MCEA and also presented at the AMO and OGRA conference. The Introduction to the MCEA Process webinar was delivered in June 2021 and October 2021. Specific training
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- that explains the detailed changes included in the amendment to the MCEA will be delivered after amendment is approved.
- ✓ Monitored the success of MECP’s new process to resolve concerns raised after the Notice of Completion and submitted the required Annual Monitoring Report to MECP prior to the October 4, 2021 deadline.
 - ✓ Developed new Companion Guide section related to Air Quality Impact Assessments.

FUTURE GOALS:

- The future goals of this committee are to:
1. Continue to prepare the annual monitoring report and represent MEA’s interests related to the MCEA;
 2. Create a new MCEA web site;
 3. Continue to answer questions from practitioners about application of the MCEA;
 4. Finalize and produce a new MCEA Manual that incorporates the 2021 amendments and an updated version of the Companion Guide Notes;
 5. Deliver the following webinars:
 6. Approval of Roads & Water/Wastewater through the Planning Act
 - a. 2021 Amendments to MCEA Appendix 1 – Roads
 - b. 2021 Amendments to MCEA Appendix 1 – Water/Wastewater
 - c. 2021 Amendments to MCEA Transit
 - d. 2021 Amendments to MCEA Part A
 - e. Introduction to the MCEA Process
 7. MECP advises that work to develop a new regulation(s) to replace Class EAs (including the MCEA) will proceed fall 2021. MEA will continue to participate in this reform process and will then offer training related to use of this new regulated process.
 8. 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.
 9. 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.
 10. There seems to be a fundamental flaw with the MCEA Schedule B process. 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.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA DEVELOPMENT ENGINEERING COMMITTEE
CHAIRPERSON(S):	Mike Pincivero, Town of Wasaga Beach
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 2021:

Virtual meetings held via Zoom in March and June 2021, with plans for quarterly meetings including September and December.

During the March 2021 meeting, the meeting topics included subdivision bonds, software used to track developments, review fees, clean fill requirements, O.Reg. 406/19, AODA tactile plate design, general administrative practices for managing development application files including handling of revisions to approved plans, securities for Site Plans, and general topic discussions including how to manage development at the rock face of a quarry.

Discussions during the June 2021 meeting included a reminder of the November 2021 (virtual) annual MEA conference, whether or not municipalities require pre-condition surveys and/or vibration monitoring through construction, timing for assumption of infrastructure, affordable housing criteria, processes for new geodetic monuments to be installed by developers, interim water flushing programs through development, and general topics including private forcemains in public right-of-ways, sump pump discharge issues, and quality standards for consultant reports.

FUTURE GOALS OF THE COMMITTEE

To continue with quarterly meetings. It is yet to be discussed if these meetings will resume to be held in person, or if the DEC will continue to meet virtually. (There are pros and cons with each model, to be discussed amongst the group.)

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	2021 Bursary Committee
CHAIRPERSON	Salim Alibhai
REPORTING EXEC:	Roslyn Lusk

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:

Salim Alibhai (Chair)	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 2021:

- The Committee met several times throughout the late winter and spring season of 2021
- Established in 2008, 2021 marks the 14th year of the program
- The 2021 Bursary Program was promoted as follows:
 - News item on MEA Website
 - E-Blast to membership
 - Letter to Municipal Clerk of all Ontario municipalities
- 15 applications were received by the Committee in 2021
- Quality of submissions for 2021 was very good
- All submissions were reviewed for eligibility and were scored based on the awards criteria
- Committee recommended the following Bursary awards to the MEA Board of Directors
 - John Hammer Memorial Bursary (\$2,000) awarded to Rebecca Brydon
 - William Robinson Memorial Bursary (\$2,000) awarded to Sydney Beatty
 - Eight (8) additional bursaries valued at \$1,500 awarded to:

Matthew Stranges	Nathan Cox	Tameem Hossain	Tyler Ruttle
Charlotte Arkell	David Farrelly	Will Davey	Andy Liu

- Over the summer months, Andy Liu advised the MEA he would be switching his major and not be entering an engineering program - he was therefore no longer eligible to receive the award.
- Each municipal council (where parents/guardian work), were informed through their respective Clerk about the award winner
- All recipients received their awards in August 2021.
- News item posted on website.
- The winners of the John Hammer and Willian Robinson Memorial Bursaries have both accepted complimentary invitations to the 2021 MEA President's Banquet & Awards Gala on Nov. 26/21.

As this year is the first offering of the *William Robinson Memorial Bursary*, the MEA has provided a complimentary invitation to William's widow and daughter – they have both accepted the invitation.

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.

2021 MEA COMMITTEE REPORT

Committee:	2021 MEA Awards Committee
CHAIRPERSON:	Anna Godo
REPORTING EXEC:	Salim Alibhai

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2021:

Committee Activities in 2021:

In 2021, the Committee met via 2 ZOOM video conferences as well as through several email communications to initiate the nomination window, review candidates and to recommend the 2021 awards program to the MEA Executive Board

1. 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 (see attached TOR)
 - b. MEA Order of Merit – Candidates are recommended by the Awards Committee or the MEA Board (see attached TOR)
 - c. MEA Life Membership – recommended by Awards Committee or the MEA Board (see attached TOR)
2. The MEA membership was solicited for award nominees in the MEA's Quarterly Newsletter and through an e-blast and via a news item on the MEA website in May of 2021. In addition, a letter was sent to all Ontario Municipal Clerks on May 17, 2021. Notices were also posted on MEA social media platforms (Twitter, LinkedIn) announcing the awards nomination period. Deadline for nominations this year was September 17, 2021. This was also the first year that nominations could be submitted electronically through the MEA's website.
3. The MEA website provides a listing of all past awards winners. The list was updated in late 2020 acknowledge the 2020 winners.

4. Two nominations were received from the membership for the MEA Award by the nomination deadline. The Awards Committee has also included its own nominations recognizing other MEA members.

Committee Recommendations:

• **MEA Award:**

➤ **Mike Rabeau, P. Eng., York Region (Via Nomination)**

Mike was nominated by his peers as a candidate to receive the MEA Award as an outstanding employee and asset at the Region of York for the last 17 years. Since joining York Region, he has taken progressively greater responsibility and leadership roles within the Corporation. Currently serving as Director, Capital Planning and Delivery of Environmental Services, Mike manages a large branch of dedicated professional and technical staff that are responsible for expanding and sustaining a \$7.7 billion in water and wastewater infrastructure. He spearheads high-profile large capital projects, like the recently completed \$850 million rehabilitation and expansion of the Duffin Creek Water Pollution Control Plant (2019). Successful completion of this work required navigating through complex provincial approvals, a high degree of leadership to ensure effective execution throughout each stage of the project and a collaborative approach with counterparts in Durham Region. The York Durham Sewer System Forcemain Twinning project was successfully commissioned this year within budget and six months ahead of schedule, despite the impacts of COVID-19. This record-breaking, complex project was a success due to innovative engineering design and collaboration with the Town of Newmarket, the Lake Simcoe Region Conservation Authority, and the contractor.

➤ **Brian Lima, P. Eng., Elgin County (Via Nomination)**

Brian was nominated by his peers as a candidate to receive the MEA Award based on a career engaging in many projects and his substantial contributions to the improvement of municipal engineering, especially in the area of community development and engagement. This includes the high-profile and complex work in the Township of Malahide. The collapse of the Port Bruce Bridge not only garnered national media attention but had significant impacts on the community. Brian went above and beyond to keep the community engaged and informed of bridge work and expertly handled a highly emotional and contentious municipal undertaking. Over the past two years, Brian's commitment to extensively communicating project milestones and working closely with the Township of Malahide has not wavered. His personal and professional service to the community has been outstanding and valued by the residents of the Township of Malahide. Brian ensured the seamless integration of all project components, including the removal of the temporary bridge and opening of the permanent bridge, exceeding everyone's expectations for this project.

➤ **David Mhango, P. Eng., York Region:**

This award is a consensus recommendation from the 2021 Awards Committee. David was instrumental in developing a strong corporate sponsorship model/template during the 2019 MEA Conference at the South Georgian Bay Conference in The Blue Mountains – the most successful one to date – and he was responsible for bringing on more sponsors to the annual conference than ever. More recently, David, as a member of the MEA Conference Advisory Committee, has again worked very hard towards another successful corporate sponsorship

program for the 2021 Conference, and tirelessly reaching out to secure potential sponsors. David's effort has changed the way the MEA approaches sponsorships and has assisted the MEA to be more self sustaining, especially during the current environment. MEA will follow David's model going forward.

➤ **Mark Winterton, P. Eng, City of Windsor (retired):**

This award is a consensus recommendation from the 2021 Awards Committee. Mark retired in 2021 as the City Engineer for the City of Windsor. He served in progressive roles for 4 mayors and 6 CAOs in his 30-year career. He was the front and most prolific face of engineering of the last six years in the City of Windsor. He offered a substantial and authoritative professionalism to the community in the carrying out of his duties. He successfully advocated for major strategic improvements in the City's management of its environmental and transportation assets. He managed the response to 2 of the City's largest floods, record high lake levels, and the 2016 tornado. He successfully spearheaded the completion of the City's Sewer Master Plan which set the roadmap for sewer work for the next 50 to 100 years. He leaves a legacy of hundreds of projects, including residential developments, grade separations, replacements of bridges, fire halls and libraries, and road improvements. Mark was also a former Chair of RPWCO. He is a frequent community volunteer, donor and attendee at community charitable events, communicating with the public that engineers are considerate and conscious of our social environment. He served on the Workplace Excellence Committee of Hotel Dieu-Grace Healthcare.

➤ **Les Shepherd, P. Eng., MTO:** This award is a consensus recommendation from the 2021 Awards Committee. Les was the T.J. Mahony Road School Director from 2004 to 2017, the MIT-TM33 Course Coordinator and instructor from 1997 to 2017, and chair of MEA's Training Committee for many years. He is being recognized for his tremendous dedication/service to the MEA over the years in helping to educate and train many within the municipal engineering field. Prior to joining MTO in 2017, Les was the Director of Public Works for the United Counties of Leeds and Grenville from 2000 to 2017.

● **MEA Order of Merit**

➤ There are no candidates recommended for this award in 2021.

● **MEA Life Membership:**

➤ Arup Mukherjee, P.Eng., United County of Leeds-Grenville (retired). Arup retired as the Director of Public Works at Leeds-Grenville in 2020. He has had a 30+ year career working in both local and regional governments in Toronto, Markham, York Region and Bradford. Arup has been a very active member of the MEA over the years; also involved with the OPWA – including being the Chair of the Ottawa Valley Branch for the OPWA. More recently, Arup was significantly involved/responsible for developing the MEA's OPS 101 Course (course material, presentation slides) over an approximately 18-month period, and successfully launching/implementing the course in the autumn of 2020. He also took on the responsibility as the Course Facilitator for each of the course offerings to date and will continue in this capacity for the foreseeable future. The course has been a successful offering by the MEA this course may morph into additional training programs related to OPS, and we expect Arup's support role to continue.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of October 13, 2021. The Executive Director notified each recipient. Award recipients will be acknowledged at the **MEA's President's Banquet & Awards Gala** which will be held on November 26, 2021, at the Sheraton Parkway Toronto. The Committee also recommended that each recipient be provided complimentary tickets (including guest/spouse) to the event. Should the award recipient be travelling a significant distance, the ED will arrange to a complimentary hotel room. Travel arrangements will be at the award winner's expense. There was also a commitment in 2020 that 2020 award winners would be provided complimentary invitations to the 2021 President's Banquet & Awards Gala.

Note: award recipients must meet all COVID entry requirements to attend the gala.

FUTURE GOALS OF THE COMMITTEE

Work for 2022

For 2022, 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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA-MECP Liaison Committee
CHAIRPERSON:	David Thompson
REPORTING EXEC:	Roslyn Lusk (Kitchener)

MANDATE:

The mandate of the MEA MECP (Ministry of Environment Conservation and Parks) Liaison Committee is to have constructive dialogue concerning regulations, activities and initiatives under the purview of MECP.

MEMBERS:

John Thompson (Emeritus)	Scott Mathers (London)	Andy Lee (Vaughan)
Peter Raabe (Brockville)	Melissa Ryan (Kitchener)	Linda Curchill (Waterloo Reg.)
David Thompson(Loyalist)	Birgit Piberhoffer (Loyalist)	Jeffery Lee (Oakville)

ACTIVITIES IN 2021:

The Committee met twice in 2021 using a virtual format hosted by MECP.

The MECP amended their procedures by introducing two staff members Holly Buchanan and Eugenia Chalambalacis from the MECP’s outreach group who will now assist in the coordination of meetings. This task until recently was undertaken by Aziz Ahmed as MECP Co-Chair and the Committee thanks Aziz for his dedication to the Committee over many years. Eugenia recently changed positions and will be replaced by Cora Shepherd.

At the January meeting MECP announced that Heather Malcolmson would take over as Co-Chair on behalf of MECP and she would be assisted by Holly and Eugenia as well as Aziz Ahmed and Fariha Pannu both of whom have acted as co- Chairs in the past. Heather is the Director, Client Services and permissions Branch.

The committee received a detailed update from Ministry staff on changes to the Record of Site Condition related regulations and also an update on the new Excess Soils regulation and recent implementation date deferrals. There was a good discussion on specific impacts municipalities were facing due to the new regulation requirements

Scott Mathers expressed concerns to the Ministry concerning the revoking of Ontario Reg.70/20 which had added some flexibility regarding the certification requirements of water/wastewater operators should the work force be impacted by Covid – 19.

At the May meeting Ministry staff outlined the new Permissions Enterprise Platform (PEP) which had just gone into operation. The system administers the electronic submission of application documentations and manages the process through to approval stage. Municipalities are required to have an administrator established and are able to establish user rights to multiple staff and consultants.

After several requests the MECP provided staff at the May meeting to discuss the sensitive topic of the future role of Conservation Authorities (CA). The Committee heard that the roles of CA’s was being cut back to a basic mandate that includes identification of natural hazards, assess and manage risks and promote public awareness, flooding and erosion monitoring, ice management and low water monitoring. Future involvement by CA’s with respect to OP and development applications will not be mandatory and will require specific agreements with municipalities. It is expected that updated or new regulations will be issued to address the proposed changes.

Aziz Ahmed and Sanjay Coelho provided brief updates on two key initiatives -consolidated lineal infrastructure ECA’s and Excess Soils.

At the time of preparation of this report a third meeting is being planned for mid November early December period.

FUTURE GOALS OF THE COMMITTEE

The Committee should continue to 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. The Committee also provides municipal specialists as volunteers to various technical MECP organized policy development round tables thereby providing a voice to municipal engineers. Membership of the committee ideally includes members from urban and rural, and big and small municipalities to develop broad perspective.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA Young Professional (YP) Committee
CHAIRPERSON:	David Moyle
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 Marellacci	Dane Reynolds	Michelle Pinto
Evan Cassidy	Tony Tsui	Amin Mneina

ACTIVITIES IN 2021:

Social Media Presence

The committee continued to increase its social media presence in 2021. The LinkedIn group page members have increased from 63 members to 66. 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.

Mentorship Program

The committee successfully finalized the framework and implanted the programs pilot mentorship program. The pilot currently has connected an experienced professional engineer, who works for a municipality, with an engineer looking to further their career within the municipal environment. The initial Mentor/Mentee meeting has been set take place in October 2021, with introduction of the Mentor and Mentee already taken place. The committee has also identified 2 other willing Mentees to enrol in the program and is currently reaching out to additional potential Mentors for enrollment who has expressed interest in the program. The committee has compiled an associated mentorship guide that outlines the program timeline, expectations, outcomes, and recommended meeting themes and potential questions. The committee is scheduled to check in with all parties involved periodically to ensure the program is running as planned and to receive feedback on how to improve the programme. The committee plans that the Pilot is successful and based on feedback received from

the participants, look to make revisions to the Mentorship program, as well as continue to grow the programme and recruiting new Mentors and Mentees.

YP Committee Recruitment

The committee has successfully recruited 2 new members to the YP committee. Tony Tsui of the Region of York and Evan Cassidy of the City of Belleville have joined the YP committee, who will help fill the positions left by current YP members who no longer meet YP criteria. The committee is continually looking to add members to help widen the committee’s knowledge base and for succession planning purposes.

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 refine the MEA mentorship program based on the pilot program
- Recruit additional Mentors and Mentees for the Mentorship program in hopes of growing the program
- Continue to increase YP membership in MEA
- Increase YP network
- Host at least one event in 2022
- Continue social media presence and increase MEA LinkedIn group membership
- Continue to engage MEA members on LinkedIn with monthly posts

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA Conference Advisory Committee
CHAIRPERSON:	Dan Cozzi – Executive Director, MEA.
REPORTING EXEC:	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 and update the MEA Conference Planning Manual.

MEMBERS:

Dan Cozzi (MEA)	Amin Mneina (MEA)	Reg Russwurm (Guelph)
Amanda Froese (MEA Director)	Matthew Miedema (MEA Director)	David Mhango, (York Region)
Saidur Rahman (Toronto)		

ACTIVITIES IN 2021:

As a result of the MEA hosting a virtual Conference/AGM in 2021, and the lack of a host city, this committee became the local organizing committee for the 2021 Conference/AGM. The primary focus of the committee in 2021 was to plan for both the Conference/AGM and the President’s Banquet & Awards Gala. Saidur Rahman (Toronto) was added as committee member in 2021.

The committee met numerous times throughout 2021 for the purposes of planning the 2021 Conference/AGM, including:

- Developing technical program and soliciting for presentations
- Resolving a webinar platform (Cvent)
- Establishing fees for the conference
- Developing a corporate sponsorship program, virtual trade floor, and soliciting sponsors
- Resolving gifts for conference speakers
- Promotion of the event for better participation (virtual and in-person)

The committee also took on the responsibility of planning for the 2021 President’s Banquet & Awards Gala, including:

- Negotiating a contract with a host hotel
- Establishing a program for the event
- Searching for a keynote speaker

- Establish fees for the event
- Develop COVID-19 protocols for entry
- Marketing/promotion of the event.

The committee reached out to the City of Toronto to confirm it will be hosting a conference in 2022 (announcement expected at 2021 AGM). In addition, another municipality is likely ready to be confirmed as the conference host in 2023. There are a couple of other municipalities in line to host 2024 and 2025.

As a result of the committee's focus on planning for the 2021 conference, no work was done on developing a Value Proposition Document that will be used as a basis to promote why a municipality should consider hosting the conference. Efforts on this will recommence in 2022.

FUTURE GOALS OF THE COMMITTEE

Work for 2022

- The Committee plans to meet quarterly and commence working on the value proposition document.
- The committee will assist the 2022 Conference host city organizing committee as it begins to plan for the 2022 conference.

FUTURE OF COMMITTEE:

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



2021 MEA COMMITTEE REPORT

COMMITTEE:	Smart Cities Technologies
CHAIRPERSON:	Mark Siu – Chair
REPORTING EXEC:	Taylor Crinklaw, Town of Stratford

MANDATE:

To amass and share knowledge in relation to the topic of Smart Cities Technologies from Municipal perspective.

MEMBERS:

Mark Siu, City of Markham	Phillip Franze, City of Brampton	
Eric Pulnicki, City of Brampton	Jean Hao, City of Kitchener	

ACTIVITIES IN 2021:

- Development of existing and pilot project database currently conducted by municipalities to create a data repository for MEA members.
- ongoing member recruitment efforts by all committee members
- MEA user survey in progress to canvas the types of smart cities technologies that are of municipal interest to hone-in committee mandate. The survey will also help self identify MEA members that are working in the field of smart technologies, thus enhancing the data repository and create opportunities to increase committee membership.
- Discuss methods and practices for implementation of 5G technology in Municipalities

FUTURE GOALS OF THE COMMITTEE

- Create guidance / procedures / document best practices to engage in smart technologies for municipalities (ex procurement, municipal agreements, pilot projects)
- Provide MEA members access to existing and pilot project database to assist in the development of smart technologies in their work.
- To engage other similar smart technology working groups across GTA to form focus niche for this committee

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	Active Transportation Committee
CHAIRPERSON:	Arif Khan (Chair)
REPORTING EXEC:	Roslyn Lusk

MANDATE:

The Active Transportation Committee will be a resource in terms of Active Transportation (AT) related issues and will educate stakeholders and members of public on Active Transportation matters.

MEMBERS:

Arif Khan (Chair)	Petr Emelianov (Co Chair)	David Unrau
Jenna Campbell	Rooban Markandu	Marko Kasunic
Roslyn Lusk		

ACTIVITIES IN 2021:

The committee met eight (8) times so far this year online through TEAMS.

The committee undertook the following activities;

1. Created and updated Terms of Reference
2. Created a framework of a guide to the guidelines on Active Transportation ; This guide will provide information about available resources about Active Transportation.
3. Drafted an article to MEA quarterly newsletter.

FUTURE GOALS OF THE COMMITTEE

1. Create the guide to the guidelines on Active Transportation by obtaining information / feedback from the stakeholders.
2. Publish an article to MEA quarterly newsletter.
3. Funding advocacy for AT projects.
4. Publish Frequently Asked Questions (with answers) on AT at the MEA website and answer further questions from the community on AT.
5. Do a presentation on AT committee at MEA annual workshop.
6. Partner with others to deliver a single online location that provides available AT facilities in Ontario including winter maintenance, accessibility and other information.
7. Contribute to the industry on common AT issues such as AT crossings at freeway ramps.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA CLIMATE CHANGE COMMITTEE
CHAIRPERSON:	Kelly Murphy
REPORTING EXEC:	Jason Cole

MANDATE:

The Climate Change Committee shall share and consolidate knowledge and respond to rising questions regarding Mitigation, Adaptation and Resiliency with respect to climate change and the municipal perspective.

MEMBERS:

Angela MacLean City of Barrie	Garfield Dales City of London	Hazel Breton City of Toronto
Jeffrey Lee Town of Oakville	Kelly Murphy Region of Durham	Saidur Rahman City of Toronto
Lisa Babel Ontario Clean Water Agency		

ACTIVITIES IN 2021:

The Committee met on January 18, February 22, March 22, May 25, July 21 and September 14, 2021

Given that this was the first year of the Climate Change Committee, the main focus of the our group was to define the mandate and determine how to provide a benefit to MEA members.

The Committee focused on three different areas of Climate Change as defined:

- Mitigation: The reduction, removal or avoidance of GHG emissions
- Adaptation: Actions/measures reducing negative impacts of climate change, while taking advantage of potential new opportunities
- Resilience: Capacity of a community to anticipate, prevent, withstand, respond to, and recover from a climate change related disruption or impact

The Committee drafted a survey that was issued to the members to identify focus areas for the Climate Change Committee. The survey was distributed in April and remained open until the end of June. In total, 41 member municipalities completed the Survey. The results of the survey were analyzed by each committee member and key takeaways were shared among the group.

Key themes of the survey responses included:

- One of the main barriers to incorporating climate change is lack of data and information
- A need has been identified for guidance regarding how to assess climate change impacts
- The issues and how to address them are complex and tend to be overwhelming, particularly for smaller municipalities.
- Lack of supports and resources (both in human and monetary terms) to carry out necessary work related in Climate Change.

A representative from the Committee participated in the Provincial Climate Change Impact Assessment and as a representative of the Municipal Engineers Association and completed a survey to provide feedback.

FUTURE GOALS OF THE COMMITTEE

Based on the survey results, this Committee identified possible action items which may address the survey results. These concepts are under review and will help to formulate a prioritized plan for future action by the Committee. They include:

- Development of an electronic resource portal that members can access and utilize for language in policy and documentation with respect to guidance and education for Climate Change. Having the information in one place would be useful.
- Education – This could include a series of webinars with subject matter experts that focuses on practical approaches/actions that municipalities could take to cover the three areas equally of mitigation, resiliency and adaptation.
- Consideration of the manner by which Climate Change can be addressed as part of the MEA Class EA process and the MCEA guidance document, this could include recommendations to the MEA on how to add some practical actions to the Class EA process to address climate change impacts in a sustainable manner.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	Asset Management Committee
CHAIRPERSON:	Kelly Walsh
REPORTING EXEC:	Amanda Froese

MANDATE:

Vision:

Assist municipalities to effectively manage their assets.

Mission/Scope of Committee

Our mission revolves around Asset Management related advocacy, education and advice:

Advocacy/Promotion

To identify and promote the use of best practises in AM in particular as it relates to O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure and successors:

- Promote and advocate asset management to member municipalities to help them realize the value of their assets and provide guidelines to assist them in maintaining their assets;
- Promote AM to non-MEA members, as the need arises;
- Represent the MEA on other AM forums.

Education

To expand understanding of and desire to learn more about asset management practices:

- Consolidate a compendium of resources for municipalities to gain knowledge in AM (websites, groups, documents);
- Identify and inform members of AM related conferences, seminars, workshops, and other training opportunities;
- Assist rural municipalities in adapting best practices in the creation and maintenance of their asset management plans.

Advice

To provide advice when needed on matters related to Asset Management:

- The scope of work to focus only on core infrastructure as defined by 588/17 as that is the primary function of the MEA membership;
- Provide advice to MEA in its communicating with Ontario on bill 588/17 and successors;
- Provide the MEA with advice related to issues in managing assets and their well being.

MEMBERS:

Ibrahim Mouaket	Kelly Walsh	Reg Russworm
Saidur Rahman	Kevin Graham (resigned May 2021)	Dave Unrau

ACTIVITIES IN 2021:

2021 was the first year of committee and was formed as a result of a survey of members by the MEA. Through the year, the committee held 4 virtual meetings.

A draft Vision and Mission statement was developed in collaboration with all members of the committee. It is noted at the top of this report.

The chair represented the MEA at a round table-type AMCentral seminar hosted by Marmak

FUTURE GOALS OF THE COMMITTEE:

The topic of asset management in general is a very large topic; too large for a committee such as this to address without narrowing down the scope. The committee members, although knowledgeable in AM, are not subject matter experts and are only able to offer advice to others. The committee would like the membership to validate the mission and vision statements.

Future goals, in addition to the request above include AM capacity building and advocacy for funding for AM staff:

- Training through FCM - identify funding availability to others
- Focus on niches that this committee can fill in for AM for municipalities
- Establish practical steps for municipalities to follow for establishing an AM system
- Advocate for consistent approach to AM
- Advocate for consistent annual reporting template /FCM scorecard to meet O.Reg. 588/17 requirements
- Review of National and international best practices and guidelines (i.e. FCM, IAM and ISO 55000 etc.)

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	MEA’s Municipal Infrastructure Enhancement Committee (Formerly: MEA’s <i>P.Eng. Committee</i> & later <i>Municipal Engineers Advocacy Committee</i>)
CHAIRPERSON(S):	Roslyn Lusk, City of Kitchener John Thompson, Retired Member
REPORTING EXEC:	Salim Alibhai,

MANDATE:

TO IMPROVE MUNICIPAL INFRASTRUCTURE DECISION MAKING, MINIMIZE MUNICIPAL RISK AND ENSURE PUBLIC SAFETY THROUGH THE PROMOTION OF ACCOUNTABLE, SUSTAINABLE, AND PROFESSIONAL ENGINEERING PRACTICES IN ONTARIO.

MEMBERS:

Steve Lund, County of Huron	Matthew Miedema, City of Thunder Bay	Nick Colucci, Town of Erin
Amanda Froese, Town of Saugeen Shores	Carlos Reyes, Town of Tillsonburg	Sunil Sharma, City of Brampton
Edward Soldo, City of Hamilton	Sarah Doherty, Loyalist Township	Kelly Walsh, Town of Fort Erie
Melissa Ryan, City of Kitchener	Amin Mneina MEA Member Services Coordinator, MEA Staff	Salim Alibhai, MEA President, 2021

ACTIVITIES IN 2021:

The Committee, initially “dubbed” the *P.Eng. Committee*, held its first meeting February 26th, 2021 (virtually by Zoom). The volunteer members were welcomed and thanked for their offer to serve and commitment to advance the efforts of the MEA. The considerations, aims and rough purpose of the Committee were discussed along with some potential goals - all as food for thought going forward as the mandate is developed and consensus becomes clear. Several background documents were shared including the recent MEA survey of members related to the committee intentions. An air of enthusiasm was palpable.

The Committee met three more times in 2021 (March 29, May 14 & July 21), all virtually. Co-Chairs for the Committee were appointed, as noted above. Much discussion ensued on the specific description of the Committee’s Mandate – which was finalized on July 21 as:

“To improve municipal infrastructure decision making, minimize municipal risk and ensure public safety through the promotion of accountable, sustainable, and professional engineering practices in Ontario”.

A promotional letter is being prepared to be sent to all Municipalities extolling on the benefits of engaging Professional Municipal Engineers in municipal infrastructure decisions and oversight. Once finalized, the most appropriate time for its distribution will be determined.

Committee members will be liaising with other related organizations to receive their thoughts, reactions and input given our mandate.

Concrete actual examples of the benefits of engaging qualified Professional Municipal Engineers (plus examples of negative outcomes where none were involved) are being detailed and recorded by the members. Thoughts from the general MA membership are encouraged as well.

It is agreed that the details of our intended message must be fully developed, coordinated and matured to ensure the most positive reaction and desired outcomes.

The work of this committee is expected to be ongoing for several years.

FUTURE GOALS OF THE COMMITTEE:

One of the committee’s goals is to gain acceptance that all Municipalities in Ontario will employ at least one qualified Professional Municipal Engineer or have a designated one retained through a contractual arrangement in order to ensure the best results for the municipal funds directed at infrastructure improvements in Ontario.

FUTURE OF COMMITTEE:

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

EXTERNAL/SPECIALTY COMMITTEE REPORTS

2021 MEA COMMITTEE REPORT

COMMITTEE:	Multi-Stakeholder Working Group on Road Salt
CHAIRPERSON:	Steve Lund
REPORTING EXEC:	Taylor Crinklaw

MANDATE

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

MEMBERS:

Steve Lund - MEA	Numerous members representing road authorities, agencies, suppliers, etc. Canada wide
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ACTIVITIES IN 2021:

There were no meetings held in 2021 due to COVID 19.

Last meeting was held on April 3rd, 2019 before COVID 19.

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

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

FYI i- Use of pre-wetted salt or pre- treated salt and pre-wet equipment below national targets.
3. Establish a framework that road organizations can adopt and implement for the protection of salt vulnerable areas
 - a draft guide for management of SVA's and work in ongoing to establish common standards that can be used by road organizations was received in 2018.
4. Revise the Code's annual reporting form to simplify and improve the analysis of data (**The new online reporting system was launched in June 2013**).
5. Schedule another review of the Code (**Planned for 2019**)

6. Collaborate with provinces and territories to explore opportunities to support the Code **(Ongoing)**
7. Obtain information on annual salt use data from small municipalities **(Ongoing)**.
8. The working group is continuing to collect information on road salt use by various municipalities across Canada and will continue to provide input to EC. The impact of chlorides in surface waters is also under review and being monitored.(Ongoing).
9. This is to inform you that the *Overview of Data Reported for Winters 2013-2014, 2014-2015, 2015-2016 and 2016-2017 in the Context of National Targets* has been published. The report is available at <https://www.canada.ca/en/environment-climate-change/services/pollutants/road-salts/environmental-management-summary-2013-2017.html>
10. The ninth Great Lakes agreement has been signed between both Federal and the Ontario governments. The agreement sets out specific actions to protect and restore the Great lakes that includes the reduction of excess of road salts. [Canada and Ontario mark 50th anniversary of Great Lakes Agreement by signing ninth agreement](#)

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Education and Training Committee
CHAIRPERSON:	Chris Traini
REPORTING EXEC:	Chris Traini

MANDATE:

The Education and Training Committee shall provide the Board of Directors with recommendations on a wide range of education and training initiatives.

MEMBERS:

Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris and OGRA Director (CHAIR)	Chris Traini, County Engineer, County of Middlesex, representing MEA	Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West and OGRA Director
Melissa Abercrombie, Manager of Engineering Services, County of Oxford and OGRA Director	Rick Harms, Project Engineer, City of Thunder Bay and OGRA Immediate Past President	John Parsons, Division Manager, Roads Operations, City of London and OGRA 2 nd Vice President
Paul Schoppmann, Mayor, Municipality of St. Charles and OGRA 1 st Vice President	Travis Wilson, Director of Public Works, Township of Minden Hills and OGRA Director	Dave Burton, Mayor, Municipality of Highlands East and OGRA President
Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, Regional Municipality of York representing MEA		

ACTIVITIES IN 2021:

The committee met in April, June and September, 2021.

OGRA has redefined its committee structures as of the 2021 OGRA annual conference. The Education and Training committee was split out of the Member Services committee and was established with the following mandate which guided their activities in 2021:

- Monitor existing education and training offerings
- Provide recommendations on development of new courses
- Provide recommendations on management/engagement of volunteer and paid instructors
- Identify areas of interest to the membership and develop recommendations
- Initiate reports and recommend actions to be taken to the OGRA Board of Directors

The committee’s general focus in 2021 was the gradual transition from a purely virtual training platform to in-person training and other education events.

Of particular interest were reports on OGRA’s training initiatives in Nunavut where they provided education for the operation and maintenance of heavy equipment.

As MEA has taken an expanded roll in educating our members participation in this committee has value as keeping up to date with the latest education trends and opportunities with OGRA training events such as Road School would be of benefit to MEA members.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Equity, Diversity and Inclusion Committee
CHAIRPERSON:	Chris Traini
REPORTING EXEC:	Salim Alibhai

MANDATE:

The Equity, Diversity and Inclusion Committee shall provide the Board of Directors with advice on a wide range of matters related to identifying and removing systematic barriers associated with municipal transportation and infrastructure.

MEMBERS:

Cheryl Fort, Mayor, Township of Hornepayne and OGRA Director	Chris Traini, County Engineer, County of Middlesex, representing MEA	Kelly Elliott, Deputy Mayor, Municipality of Thames Centre and OGRA Director
Melissa Abercrombie, Manager of Engineering Services, County of Oxford and OGRA Director	Paul Ainslie, Councillor, City of Toronto and OGRA Director	Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris Travis and OGRA Director
Nazzareno Capano, Manager, Transportation Policy and Innovation, City of Toronto and OGRA Director	Aakash Deasi, Deputy Mayor, Municipality of Grey Highlands and OGRA Director	Dave Burton, Mayor, Municipality of Highlands East and OGRA President

ACTIVITIES IN 2021:

The committee met in April, June and September, 2021.

OGRA has redefined its committee structures as of the 2021 OGRA annual conference. The Equity, Diversity and Inclusion(EDI) committee was established with the following mandate which guided their activities in 2021:

- Providing recommendations on First Nations engagement
- Monitoring of the implementation of Truth and Reconciliation Calls to Action
- Monitoring and providing recommendations to:
 - Advance EDI objectives as applied to organizational governance

- Ensuring products and services incorporate an EDI lens
- Ensuring policy positions include EDI considerations
- Initiate reports and recommend actions to be taken to the OGRA Board of Directors

The committee received a number of reports on subjects related to the above including active transportation initiatives, status of local and provincial equity related initiatives and policies, and the provision of EDI resources to OGRA member municipalities.

FUTURE GOALS OF THE COMMITTEE:

Continue to review and provide the OGRA Board of Directors with recommendations on identifying and removing systematic barriers associated with municipal transportation and infrastructure.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Public Affairs Committee
CHAIRPERSON:	Chris Traini
REPORTING EXEC:	Salim Alibhai

MANDATE:

The Public Affairs Committee shall provide the Board of Directors with policy advice on a wide range of municipal transportation and infrastructure issues.

MEMBERS:

Aakash Desai, Mayor, Municipality of Grey Highlands and OGRA Director	Chris Traini, County Engineer, County of Middlesex, representing MEA	Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West and OGRA Director
Donna Jebb, Councillor, Town of New Tecumseth and OGRA Director	Paul Ainslie, Councillor, City of Toronto and OGRA Director	Nazzareno Capano, Manager, Transportation Policy & Innovation, City of Toronto and OGRA Director
Brian Lewis, Councillor, Town of Halton Hills and OGRA 3 rd Vice President	Travis Wilson, Director of Public Works, Township of Minden Hills and OGRA Director	Dave Burton, Mayor, Municipality of Highlands East and OGRA President
Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, Regional Municipality of York representing MEA		

ACTIVITIES IN 2021:

The committee met in April, June and September, 2021.

OGRA has redefined its committee structures as of the 2021 OGRA annual conference. The Public Affairs committee was established with the following mandate which guided their activities in 2021:

- Review of policy proposals and government legislation and development of responses as appropriate
- Provide recommendations on marketing and communications initiatives
- Monitor and provide input on various partnerships and alliances of which OGRA takes part
- Identify issues of interest to the membership and develop recommendations
- Initiate reports and recommend actions to be taken to the OGRA Board of Directors

One issue of interest that was discussed regularly in 2021 was the struggle between municipalities and railway companies with drainage issues. Other items discussed included the overhaul of the commercial vehicle inspection program, the Safer School Busses Act and its impacts on municipalities, and a survey of the OGRA membership regarding the impacts of COVID on municipalities and the annual OGRA conference.

This committee has important value to MEA and our members as OGRA is well suited to monitor new and upcoming provincial legislation and have a strong advocacy presence in Ontario. OGRA's influence and support for MEA's ongoing efforts regarding the MCEA and moving the related legislation through Queen's Park is invaluable. There are ongoing and upcoming opportunities for unilateral support by both organizations that are much stronger due to the organizational partnerships between MEA and OGRA that are supported by the activities of this committee.

FUTURE GOALS OF THE COMMITTEE:

Continue to review and provide the OGRA Board of Directors with policy advice on a wide range of municipal transportation and infrastructure issues.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Research and Product Development Committee
CHAIRPERSON:	Chris Traini
REPORTING EXEC:	Chris Traini

MANDATE:

The Research and Product Development Committee shall provide the Board of Directors with recommendations on a wide range of technical products, research and services and infrastructure management services and information services.

MEMBERS:

Melissa Abercrombie, Manager of Engineering Services, County of Oxford and OGRA Director	Chris Traini, County Engineer, County of Middlesex, representing MEA	Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West and OGRA Director
Rick Harms, Project Engineer, City of Thunder Bay and OGRA Immediate Past President	John Parsons, Division Manager, Roads Operations, City of London and OGRA 2 nd Vice President	Paul Schoppmann, Mayor, Municipality of St. Charles and OGRA 1 st Vice President
Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, Regional Municipality of York representing MEA	Travis Wilson, Director of Public Works, Township of Minden Hills and OGRA Director	Dave Burton, Mayor, Municipality of Highlands East and OGRA President

ACTIVITIES IN 2021:

The committee met in April, June and September, 2021.

OGRA has redefined its committee structures as of the 2021 OGRA annual conference. The Research and Product Development committee was split out of the Member Services committee and was established with the following mandate which guided their activities in 2021:

- Provide recommendations and monitor the implementation/performance of various technical products and services

- Monitor and provide recommendations on all technical specifications and standards
- Recommend areas of research that are of interest to the membership
- Initiate reports and recommend actions to be taken to the OGRA Board of Directors

Some recent topics discussed at the Research and Product Development committee included snowmobile crossing of paved roads and trails and one-window permitting for oversize and overweight loads.

The committee reviews and monitors technologies related to transportation and municipal activities such as automated vehicles, asset management software and OGRA's Winter Web App.

This committee also reports on the activities of a number of related committees and task groups including: Concrete Ontario/CAC/OGRA Municipal Concrete Liaison Committee; OAPC/OGRA Municipal HMA Liaison Committee; OAPC Ontario Asphalt Expert Task Group; Gravel Road Liaison Committee; Ontario Road Salt Management Advisory Committee; and a number of other sub-committees with representatives of MEA and TAC.

MEA should have interest in this committee especially in collaboration with our efforts around the Ontario Provincial Standards issue and the future maintenance of these documents which are greatly supported by the actions of our members through their efforts on the OPS committees. OGRA provides technical assistance and actively participates in a number of these OPS committees who's activities are reported back to the Research and Product Development Committee.

FUTURE GOALS OF THE COMMITTEE:

Continue to review and provide the OGRA Board of Directors with recommendations on a wide range of technical products, research and services and infrastructure management services and information services.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	TAC Monitoring Committee
CHAIRPERSON:	Steve Kemp
REPORTING EXEC:	Amanda Froese

MANDATE:

Serves on Road safety Standing Committee (RSSC) of TAC monitoring TAC programs and directions. Provide opportunities for municipal technical/professional feedback on provincial transportation related policies and initiatives.

MEMBERS:

Steve Kemp, Region of Durham		
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ACTIVITIES IN 2021:

Despite several attempts by the MEA’s Executive Director to contact the MEA’s TAC representative, a report was not submitted for 2021.

FUTURE GOALS OF THE COMMITTEE

The MEA Board of Directors will re-establish if the existing chair wishes to continue on this committee, or if a suitable replacement is necessary.

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	Canadian Precast Concrete Quality Assurance Certification Program (CPCQA) Advisory Committee
CHAIRPERSON(S):	Nick Colarusso Mike Rabeau
REPORTING EXEC:	Jason Cole

MANDATE:

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

MEMBERS (QUALITY ASSURANCE COUNCIL) :

Quality Assurance Council				
First Name	Last Name	Company	Role	Province
Muhamed	Arapovic	Lafarge Precast	Producer	MB
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	Precon / OSCO	Producer	ON
Saidur	Rahman	City of Oakville	Municipal	ON
David	Rhead		General Int.	ON
Scott	Kirby	MCon Ayr	Producer	ON
Savio	DeSouza	Bridge Check Canada	General Int.	ON

Danielle-Magda	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
Paul	Imm	Forterra	Chairman	ON

ACTIVITIES IN 2021:

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.

In August of 2021 CPCQA updated and issued its “Program Requirement” and “Quality Advisory” documents for use by its members and auditors.

Three Quality Advisory Council (QAC) meetings were (or will be) held in 2021:

- February 5, 2021
- June 11, 2021
- November 17, 2021

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

The CPCQA program covers products and specifications as follows:

Drainage: Concrete Pipe CSA A257, CSA C14, CSA C507, ASTM C76, AWWA C302; Manholes CSA A257, ASTM C478, OPSS 1351; Box Sections CSA A23.4, OPSS 1821, ASTM C1433, Headwalls OPSS 804.030, CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete.



Architectural and Structural: all product categories in CSA A23.4, including specifications CSA A23.4 - Precast concrete - Materials and construction; PCI MNL 116 - Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products.; CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete; PCI MNL 117 - Manual for Quality Control for Plants and Productions of Architectural Precast Concrete Products; PCI MNL 135 – Tolerance Manual for Precast and Prestressed Concrete Construction.

All elements of precast potentially specified by municipalities fit within the breadth of the CPCQA program, including but not limited to curbs, planter boxes, retaining walls, stairs/steps, reinforced Earth Wall Precast panels, utility boxes/vaults, and water valve chambers. A guide specification is available at:

https://www.precastcertification.ca/downloads/CPCQA_Combined_Precast_Concrete_Manufacturer_Guide_Specification.pdf and any enquiries re. specifications can be made to qacadministrator@precastcertification.ca.

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

FUTURE GOALS OF THE COMMITTEE

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

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

FUTURE OF COMMITTEE:

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Aggregate – Certification Committee
CHAIRPERSON:	Vince Musacchio
REPORTING EXEC:	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) - Chair	John Balinski (AMEC)	Janet Bherer (Dufferin Aggregates)
Geoffrey Uwimana, (Peto MacCallum)	Nabil Kamel (CCIL)	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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Asphalt – Certification Committee
CHAIRPERSON:	Vince Musacchio
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) - Chair	George Chow (AMEC)	Justin Baxter (Miller Paving Limited)
Chad Henderson (King Paving)	Joel Kimmett (Geo-Logic Inc.)	Nabil Kamel (CCIL)
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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Regional Common Ground Alliance (ORCGA) (An external committee which invites representation from MEA)
CHAIRPERSON:	Richard Noehammer
REPORTING EXEC:	Catherine Taddo

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 goals perspective with the CCGA (the Canadian Common Ground Alliance)

MEMBERS:

<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
Jamie Bradburn	T2 Utility Engineers	Engineering
Gary Auer	ACI Survey Consultants (AOLS)	Land Surveying
Karen Santucci	Utilities Kingston	Gas/Oil Distribution
Andrew Stone	Clearway Construction (OSWCA)	Member at Large
Ben Hamilton	Ontario One Call	One Call
Ron Laidman	Oakville Enterprises Corporation	Locator
Rob Simpson	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
Rupee Dhillon	Powell Contracting (ORBA)	Road Builders
Guy Castagne - Vice Chair	TSSA	Regulator
VACANT		Railway
Terry Murphy	Landscape Ontario	Landscaping/Fencing
Nansy Hanna	ESA	Member at Large
Eric Boere	Regional Municipality of Halton	Municipal & Public Works
Enrico Scalera/ Richard Noehammer	City of Burlington/City of Toronto (MEA)	Member at Large
Raffaello Taurino	Clearway Construction	Deep Excavator
Brice Brown	Hetek Solutions Inc.	Equipment Mfg. & Suppliers
Bill Barbosa	LiUNA	Labour Organization

ACTIVITIES IN 2021:

The ORCGA met in February, May & September of 2021 to review business initiatives. The MEA representation on the Board of Directors transitioned from Enrico Scalera to Richard Noehammer prior to the September meeting.

The Finances of the ORCGA were again impacted by COVID-19.

The annual Dig Safe damage prevention symposium was held virtually in February due to the pandemic.

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

The annual fund raising Golf tournament, was held virtually held in September due to the pandemic.

A limited number of Damage Prevention Technician Programs were held in person due to the pandemic. Virtual programs continue to be developed.

The ORCGA 2020 DIRT Report (Damage Information Reporting Tool), was released in the spring of 2021. 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 ORGCA produces a member publication entitled “Ear-to-the-Ground”. Issue 30 Spring/Summer 2021 and Issue Fall/Winter 2021 were both focused on Abandoned Facilities. Also in 2021, the organization produce a monthly newsletter entitled "The Tolerance Zone designed to share Dig Safe information, ORCGA news, upcoming events, announcements and member generated content.

The ORCGA’s current membership is approximately 500.

FUTURE GOALS OF THE COMMITTEE

Continue to implement their “long term strategic plan” based on the Board’s vision for the alliance.

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.

Continue to enhance the annual Dig Safe program by converting their Damage Prevention Technician Program into virtual webinar training sessions. As well as continuing to to develop and promote best practices.

Continue to work with the City of Toronto and other interested municipalities on the roll-out of the Safe Excavation Practices Training Program to their contractors in an effort to reduce damages to underground infrastructure.

Continue to work with Ontario One Call on improving locate timeline performance.

Continue to work on a return to in-person events where possible in 2022.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	MECP Operator Certification Working Group
CHAIRPERSON:	Phil Wood
REPORTING EXEC:	Catherine Taddo

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2021:

Despite several attempts by the MEA's Executive Director to contact the MEA's rep for this committee, a report was not submitted for 2021.

FUTURE GOALS OF THE COMMITTEE

Re-establish if the existing chair wishes to continue on this committee, or is a suitable replacement is necessary.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	The Road Authority (Products Management Committee)
CHAIRPERSON:	Arif Khan
REPORTING EXEC:	Dan Cozzi

MANDATE:

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

MEMBERS:

Arif Khan - MEA	David Culbert (Chair) - OGRA	Erick Merlos (Vice Chair) - OGRA
David Holiday (OGRA)	Enrico Stradiotto - OSWCA	Aimee Rose Tupaz (MTO)
Joseph Reid - OGRA	Samer Inchasi - MEA	Bruce James – OWWA
Paul Mcshane - ORBA	John Trantino- TRA	Amin Mneina (Coordinator) - OGRA
Scott Butler- TRA	Peter Henderson - TRA	Jesse Hopkins- ORSIC

ACTIVITIES IN 2021:

The Committee met eight times from November 2020 to September 2021. All the meetings were conducted by teleconference and Go to Meeting.

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

- Updated Terms of Reference
- Reviewed key points on the path of streamlining submission requirements
- A guest expert member was invited to provide comments on products relating to Transportation Safety with no voting rights.
- A seat was added for a ORSIC to provide a representative in this Committee.
- Updated the standard procedure to address product performance complaints
- Developed an improved method for Product Performance Tracking
- Finalized the Badges Classification process
- Per the Committee decision, the meeting time was extended from 1hr to 1.5hr.

FUTURE GOALS OF THE COMMITTEE:

- | |
|--|
| <ul style="list-style-type: none"> • Continue review of products. • Undertake a thorough review of all PMC policies and activities • Finalizing the PMC Product Review Criteria (Taking it to the next level) as part of the product review streamlining • Summarizing the requirement of different categories of infrastructure product |
|--|

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.



OPS COMMITTEE REPORTS

2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Advisory Board
CHAIRPERSON:	Dan Cozzi – Executive Director MEA
REPORTING EXEC:	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)	Tony Tuinstra MTO (Co-Chair)	Mike Pearsal OPS Admin	L. Maria Vaz MTO Standards Mgmt
Alan Korell MEA SMC	Scott Butler OGRA	Bryan Hocking ORBA	Bruce Mathews ACEC Ontario
Penelope Palmer City of Toronto	Patrick McManus OSWCA	Amin Mneina MEA	Fahad Shuja OGRA

ACTIVITIES IN 2021:

The Advisory Board plans meets 4 times per year. In 2021, due to COVID, all meetings were held via video conference. Meeting dates were January 13, March 23, July 22 and November 18.

Voting members on this committee consist of MEA, MTO, OGRA, CEO, ORBA, OSWCA, City of Toronto.

Non-voting member staff who attend meetings:

- Alan Korell (retired MEA member) Standards Mgmt Committee chair.
- OPS, MEA and OGRA staff (Mike Pearsal, L Maria Vaz, Amin Mneina and Fahad Shuja)

Tony Tuinstra from the MTO became the MTO co-chair of the Advisory Board in late 2020, replacing Dan Remolino. Scott Butler became the Executive Director of OGRA in the summer of 2020, and has been attending Advisory Board meetings since.

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

MEA outreach and promotion has 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 Promotion/Outreach Strategy document which is currently in process. A draft document has been developed but as a result of COVID-19, not much more was accomplished - this will need to move forward in 2022.

The MEA launched its OPS 101 Course in November of 2020 and has offered 2 more courses in 2021. In total, over 150 students have participated in webinar course to date which has exceeded expectations. It is also a good way to promote OPS.

OPS 127 Rates were updated and released in the spring of 2021.

The work on the updating of the OPS website has been moving slowly also as a result of the pandemic – however, a resolution for it is expected in late 2021 or early 2022.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Standards Management Committee
CHAIRPERSON:	Alan Korell
REPORTING EXEC:	Dan Cozzi

MANDATE:

Formulate and recommend policy to the OPS Advisory Board and implement approved policy.
Provide direction and coordinate the activities of the OPS Specialty Committees. Approve standards and direct that 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	Tim Murphy – OGRA	Scott Taylor – ORBA
Shailesh Shah – MEA Vice-Chair	Samer Inchasi – MEA	Aimee Tupaz – MTO	L Maria Vaz - OPS

ACTIVITIES IN 2021:

The committee is scheduled to meet 10 times between January and October 2021.	
The following details the update of standards scheduled for the 2021 publication cycle:	
Published:	OPSS.MUNI – 66 OPSD – 178
Cancelled:	OPSS.MUNI – 0 OPSD – 0

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Drainage Committee
CHAIRPERSON:	Eva Pulnicki, MEA
REPORTING EXEC:	Matthew Miedema

MANDATE:

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

MEMBERS:

Eva Pulnicki MEA, Chair	Mike Baldesarra OSWCA, Vice-Chair	Fahad Shuja OPS, Coordinator
Sharon Berg MTO	Riaz Haq MECP	Boris Uriev ACEC-Ontario
Andrea Pitura MEA	Aaron Ward MEA	Steven D'Orazio ORBA

ACTIVITIES IN 2021:

It is expected that a total of 8 Committee meetings has taken place in 2021 by December 2, 2021. This year, due to Covid-19, all meetings were held remotely, using Microsoft Teams.

The Committee has forwarded the following 12 drawings to SMC for publication in November this year:

1. 708.010 - Catch Basin Connection for Rigid Main Pipe Sewer
2. 708.020 - Support for Pipe at Catch Basin or Maintenance Hole
3. 708.030 - Catch Basin Connection, for Flexible Main Pipe Sewer
4. 802.095 - Trench Plug
5. 804.050 - Grating for Concrete Endwall
6. 1003.010 - Cast-In-Place Maintenance Hole Drop Structure Tee
7. 1003.020 - Cast-In-Place Maintenance Hole Drop Structure Wye
8. 1003.030 - Internal Drop Structure for Existing Maintenance Hole with Optional Side Cleanout
9. 1003.031 - Internal Drop Structure for New Maintenance Holes with Optional Side Cleanout
10. 1003.032 - Internal Drop Structure for Existing Maintenance Holes with Top Cleanout (new OPSD)
11. 1003.033 - Internal Drop Structure for New Maintenance Holes with Top Cleanout (new OPSD)
12. 1006.010 - Sewer Service Connections for Rigid Main Pipe Sewer

The Committee worked on the following new specifications:

1. OPSS.MUNI 411 - General Specification for Cleaning and Flushing

The Drainage Committee started work to introduce new OPSDs in 1001-Series for watertight systems for new installations and in 1002-Series for watertight systems for rehabilitation of existing systems to address growing demand for construction and rehabilitation of sewer systems that limit Inflow and Infiltration (I&I).

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2022:

1. 403.010 - Galvanized Steel, Honey Comb Grating for Ditch Inlet
2. 403.011 - Raised Ditch Inlet Drawing
3. 800.010 - Concrete Pipe Culvert and Sewer Extensions Using Corrugated Steel Pipe
4. 800.011 - Concrete Rigid Frame Box and Open Culvert Extensions Using Corrugated Steel Pipe
5. 801.010 - Cut End Finish Corrugated Steel Pipe
6. 801.020 - End Section Details Corrugated Steel Pipe
7. 801.030 - Bevel Details for Structural Plate Pipe and Pipe-Arch - Corrugated Steel Pipe
8. 801.040 - Culvert and Sewer Safety Slope End Treatment, Notes and Tables
9. 801.041 - Culvert and Sewer Safety Slope End Treatment, Assembly Details
10. 801.042 - Culvert and Sewer Safety Slope End Treatment, Connection Details
11. 801.043 - Culvert and Sewer Safety Slope End Treatment, Installation Details
12. OPSS.MUNI 409 - Closed-Circuit Television (CCTV) Inspection of Pipelines
13. OPSS.MUNI 512 - Installation of Gabions
14. OPSS.MUNI 1351 - Precast Reinforced Concrete Components for Maintenance Holes, Catch Basins, Ditch Inlets, and Valve Chambers
15. OPSS.MUNI 1430 - Gabion Baskets and Mats
16. OPSS.MUNI 1820 - Circular and Elliptical Concrete

In addition, Drainage Committee will continue work on new OPSDs in 1001-Series for watertight systems for new installations and in 1002-Series for watertight systems for rehabilitation of existing systems, and on new MUNIs for watertight systems.

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Electrical Committee
CHAIRPERSON:	Paul Nause
REPORTING EXEC:	Taylor Crinklaw

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 ACEC-ON, Vice-Chair	Duncan Kung OPS, Coordinator
Mike Chan MTO	Joe Hendrix IMSA	Ken Nepaul ECAO/ORBA
Patrick Falzon ESA	David Wong MEA	Kenter Zhang MEA

ACTIVITIES IN 2021:

The following standards have been reviewed and scheduled to be published in 2021:

- OPSS.MUNI 603 Installation of Ducts
- OPSS.MUNI 2421 Spun Concrete Poles
- OPSS.MUNI 2423 Steel Poles, Base Mounted
- OPSS.MUNI 2452 Aluminum Poles, Base Mounted
- OPSD 2102.01 Underground Rigid Duct Connection At Concrete Structure
- OPSD 2300.010 Rigid PVC Junction Box Type P1
- OPSD 2300.020 Rigid PVC Junction Box Type P2
- OPSD 2300.030 Rigid PVC Junction Box Type P4
- OPSD 2302.010 Embedded Work Detail for Rigid PVC Junction Box Type P3-1, for Use In Concrete Barrier Wall
- OPSD 2302.020 Expansion And Deflection Fitting Assembly For 50 mm And 75 mm Rigid Ducts
- OPSD 2302.040 Embedded Work In Structure - New Jersey Type Concrete Barrier Wall
- OPSD 2302.045 Embedded Work In Structure, Parapet Wall
- OPSD 2305.020 Underpass Luminaires Wall Mounted Installation
- OPSD 2310.010 Wall Mounting Installations Of Underpass Luminaires
- OPSD 2310.020 Tee Bracket For Ceiling Mounted Underpass Luminaire
- OPSD 2310.030 Wedge Mounting Bracket For Underpass Luminaire
- OPSD 2310.040 Wedge Mounting Bracket For Underpass Luminaire
- OPSD 2310.050 Telescopic Underpass Luminaire Mounting Bracket

- OPSD 2315.010 Underpass Luminaire Wiring Detail
- OPSD 2415.011 Steel Pole, Base Mounted
- OPSD 2416.011 Steel Pole, Concrete Barrier Mounted
- 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
- OPSD 2547.010 Controller Cabinet Grounding System

The following standards have been reviewed and scheduled to be cancelled in 2021:

- OPSD 2102.020 Underground Rigid Duct Connection At Concrete Structure Without Expansion Joint
- OPSD 2529.010 Signal Wiring for Pedestrian Facilities
- OPSD 2529.020 Signal Wiring Using 4/C Cable Connected Radially, 2 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 And 12/C Cable Tapped, 2 To 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

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2022:

- OPSS.MUNI 611 Installation of Underpass Luminaires
- OPSS.MUNI 2434 Underpass Lighting Luminaires
- OPSD 2100.010 Cable Installation In Trenches
- OPSD 2100.050 Cable And Duct Protection And Marking
- OPSD 2200.02 Concrete Foundation For Direct Buried Lighting Poles Where Rock Is Encountered
- OPSD 2200.03 Concrete Foundation For Base Mounted Lighting Poles Where Rock Is Encountered
- OPSD 2200.070 Pole Footing In Earth For Cast In Place Concrete Barrier
- OPSD 2200.080 Pole Footing In Rock For Cast In Place Concrete Barrier
- OPSD 2210.010 Local Grading At Pole Foundations
- OPSD 2216.010 Anchorage Assembly For Pole Footing In Concrete Barrier
- OPSD 2236.010 Wood Pole And Guy Anchorage Settings In Solid Rock 1
- OPSD 2236.020 Wooden Pole and Anchorage Settings in Solid Rock 2
- OPSD 2239.010 Cribbing For Wood Poles In Muskeg
- OPSD 2239.020 Log Anchor For Guy In Muskeg
- OPSD 2242.01 Wooden Pole With Neutral Supported Cable
- OPSD 2242.02 Wooden Poles With Aerial Signal Cables Lashed On Messenger

FUTURE OF COMMITTEE:

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



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Environmental Committee
CHAIRPERSON:	Don Kudo
REPORTING EXEC:	Christine Adams

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
Natalie Boyd - MTO	Mark Armstrong – ACEC Ontario	Douglas Clark - ORBA
Derrick Mularchuk - OSWCA	Anne Allore – OPS, Coordinator	

ACTIVITIES IN 2021:

The Environmental Committee worked through various contentious issues and specifications this year. Of note, OPSS.MUNI 182, Environmental Protection For Construction In Waterbodies and On Waterbody Banks, a general specification that applies to all contracts, was updated and published, and OPSS.MUNI 180, Management of Excess Material, was updated to be in compliance with the new O.Reg 406/19, which will greatly help municipalities. The Committee will continue to complete a full technical review of OPSS.MUNI 180 in coming months.

Elections were held and Don Kudo was nominated to remain as Chair of the Committee, while Daniel McCreery was nominated to remain Vice-Chair of the Committee. Both members accepted their nominations.

The Committee's MTO representative changed a few times throughout the year due to turnover, and in April 2021 Natalie Boyd, Team Lead in the Environmental Policy Office at MTO, joined the Committee. No other Committee members left or joined the Committee this year.

The following standards were reviewed and published in April 2021:
 OPSD 219.150 SANDBAG BARRIER

The following standards were reviewed and published in November 2021:
 OPSS.MUNI 1005 AGGREGATES STREAMBED MATERIAL



OPSS.MUNI 180	MANAGEMENT OF EXCESS MATERIAL (Pending Head Approval)
OPSS.MUNI 182	ENVIRONMENTAL PROTECTION FOR CONSTRUCTION IN WATERBODIES AND ON WATERBODY BANKS (Pending Head Approval)
OPSS.MUNI 517	DEWATERING (Pending Head Approval)
OPSD 219.110	LIGHT DUTY SILT FENCE BARRIER
OPSD 219.120	LIGHT DUTY FIBRE ROLL BARRIER (Pending Head Approval)
OPSD 219.130	HEAVY DUTY SILT FENCE BARRIER
OPSD 219.131	HEAVY DUTY WIRE BACKED SILT FENCE BARRIER
OPSD 219.220	SEDIMENT TRAP IN DITCH
OPSD 219.160	FIBRE ROLL GRADE BREAKS
OPSD 219.191	FIBRE ROLL FLOW CHECK DAM (Pending Head Approval)
OPSD 219.230	TEMPORARY SLOPE DRAIN FOR SEDIMENT TRAP
OPSD 221.030	TEMPORARY FLOW PASSAGE SYSTEM, TEMPORARY CHANNEL OR CULVERT OUTSIDE WATERCOURSE
OPSD 219.100	LIGHT DUTY STRAW BALE BARRIER
OPSD 219.180	STRAW BALE FLOW CHECK DAM
OPSD 221.010	TEMPORARY FLOW PASSAGE SYSTEM, CULVERT IN WATER COURSE
OPSD 221.040	TEMPORARY FLOW PASSAGE SYSTEM, FILL AND CULVERT
OPSD 221.020	TEMPORARY FLOW PASSAGE SYSTEM, PUMPING AND PIPING
OPSD 219.211	TEMPORARY ROCK FLOW CHECK DAM, FLAT BOTTOM DITCH

The following standards were reviewed and were cancelled in November 2021:

OPSS.MUNI 518	CONTROL OF WATER FROM DEWATERING OPERATIONS
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FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the April 2022 publication cycle:

OPSD 219.200	SANDBAG FLOW CHECK DAM
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
OPSS.MUNI 180	MANAGEMENT OF EXCESS MATERIAL (full technical review)

The following standards are scheduled to be reviewed for the November 2022 publication cycle:

OPSS.MUNI 820	RIFFLES ON STREAMBEDS
OPSD 222.050	RIFFLES ON STREAMBEDS
OPSS.MUNI 821	POOLS IN STREAMBEDS
OPSD 222.060	POOLS IN STREAMBEDS
OPSS.MUNI 822	ROCKY RAMPS ON STREAMBEDS
OPSD 222.070	ROCKY RAMPS ON STREAMBEDS

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Speciality Committee on General Conditions of Contract
CHAIRPERSON:	Mohan Toor (MEA)
REPORTING EXEC:	Amanda Froese

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)
Noris Bot, Vice Chair (CEO)	Curtis Breklemans (OSWCA)	Finlay Buchanan (MTO)
Michael Becke (MEA)	Steve Landry (ORBA)	

ACTIVITIES IN 2021:

- The committee had its 2021 annual meeting on June 18th 2021
- Reviewed current developments and questions that affects the future uptade of OPSS.MUNI.100
- Developed questions for OPS GC survey to gauge municipal exposure to OPSS.MUNI.100
- Attended to action items and work plan items
- Committee Workplan:

START	DUE	Action Item	Status
Jun-2020	Jun-2024	All OPS.MUNI.100 questions that come up should be forwarded to AM	ongoing
Jun-2021	Jun-2023	To gauge the exposure to the Muni GCs among the MEA membership, prepare and launch a survey to get an understanding of which municipalities uses OPS.MUNI.100 and which applies Supplemental Conditions to it as well as obtaining feedback on MUNI.100 2019 publication from the 2020/2021 construction season	In progress
Jun-2022	Jun-2023	Prepare and launch a jurisdictional scan	Up coming
Jan-2024	Jun-2024	Use all the data from the above items to review and update the OPS.MUNI.100 for the Nov-2024 publication	Up coming

FUTURE GOALS OF THE COMMITTEE

- Continue meeting on an annual basis until the next publication 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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Grading Committee
CHAIRPERSON	David Shelsted
REPORTING EXEC:	Jason Cole

MANDATE:

The OPS Grading Committee is responsible for standards related to grading such as: earth and rock excavation, removal of boulders, embankments over swamp, borrow material, granular sealant, dust suppressants, compaction, removals, utility location, entrances, and geotextiles.

MEMBERS:

David Shelsted – MEA, Chair	Robert Fazio – MEA, Vice-Chair	Mike Donnelly - MEA
Zhiyong Jiang - MTO	Anne Allore – OPS, Coordinator	James Bot - ORBA
Jason Bettez – ACEC Ontario		

ACTIVITIES IN 2021:

The following standards have been updated and published in November 2021:

OPSS.MUNI 2510 TALL OIL PITCH EMULSION
 OPSS.MUNI 2501 CALCIUM CHLORIDE FLAKE AND CALCIUM CHLORIDE SOLUTION

The following standards have been reaffirmed in November 2021:

OPSD 202.010 SLOPE FLATTENING USING SURPLUS EXCAVATED MATERIAL ON EARTH OR ROCK EMBANKMENT
 OPSD 202.031 ROADWAY WIDENING FOR STEEL BEAM ENERGY ATTENUATING TERMINAL APPROACH END

The following standards have been cancelled in November 2021:

OPSD 202.030 ROADWAY WIDENING FOR GUIDE RAIL END TREATMENTS AND TRANSITIONS

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in April 2022:

OPSS.MUNI 220	WICK DRAIN INSTALLATION
OPSS.MUNI 202	ROCK REMOVAL BY MANUAL SCALING, MACHINE SCALING, TRIM BLASTING, OR CONTROLLED BLASTING
OPSD 205.010	TRANSITION TREATMENT, EARTH CUT TO EARTH FILL
OPSD 205.020	TRANSITION TREATMENT, ROCK CUT TO ROCK FILL
OPSD 205.030	TRANSITION TREATMENT, ROCK CUT TO EARTH FILL
OPSD 205.040	TRANSITION TREATMENT, EARTH FILL TO ROCK FILL AND EARTH FILL TO GRANULAR FILL
OPSD 205.050	TRANSITION TREATMENT, ROCK CUT TO EARTH CUT
OPSD 202.032	ROADWAY WIDENING FOR STEEL BEAM ENERGY ATTENUATING TERMINAL LEAVING END AND CONSTRAINED APPROACH END
OPSD 202.033	ROADWAY WIDENING, SINGLE SIDED ENERGY ATTENUATING TERMINALS, APPROACH END
OPSD 209.020	WIDENING EXISTING ROCK CUT WITH GRADE RISE

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.



2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Pavement Committee
CHAIRPERSON:	Adam Kiley
REPORTING EXEC:	Roslyn Lusk

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2021:

During the 2020-2021 work cycle, the Committee met eight (8) times between September of 2020 and May 2021. The committee will meet an additional three (3) times before the end of this year.

As part of the 2021 work plan the committee reviewed and completed twelve (12) Ontario Provincial Standard drawings as well as the review and completion of twelve (12) Ontario Provincial Standard Specifications which were submitted to SMC for review ahead of publication during the November publication cycle.

As part of the Ontario Provincial Standards Specifications review, the committee did complete the extensive review of OPSS.MUNI 350, Concrete Pavement and Concrete base. This specification took up a good portion of the committees time once again due to the important nature of the specification to municipalities and industry.

In 2020 the committee carried over five (5) OPSS 1000 series specifications. The Committee completed three (3) of the five (5) carry over specifications in the 2020-2021 review. The remainder two (2) carry overs have significant comments which need to be addressed and will be the top priority for the Committee in this upcoming review cycle of 2021-2022.

There was one (1) additional carry over specification, OPSS 309, which requires a review of the proposed MTO changes prior to the committee reviewing. This will be completed during this upcoming review cycle.

FUTURE GOALS OF THE COMMITTEE

Assuming that all the standards currently in process of final review by the OPS Standards Management Committee (SMC) are accepted for publication in November 2021, the committee will be reviewing the following during the 2021-2022 work cycle:

- 1) OPSS 1002 – Aggregates – Concrete (Carry over from 2021)
- 2) OPSS 1003 – Aggregates – Hot Mix Asphalt (Carry over from 2021)
- 3) OPSS 309 - Cold Mixed, Cold Laid, Open and Dense Graded Bituminous Pavement (Carry over from 2021)
- 4) OPSD 552.061 - Load Transfer Device for Right Angle Expansion Joint, Concrete or Composite Pavement
- 5) OPSD 553.010 - Concrete Pavement, in Gore Areas
- 6) OPSD 553.020 - Composite Pavement, in Gore Areas
- 7) OPSD 554.010 - Concrete Pavement, Shoulder Terminal
- 8) OPSD 554.020 - Composite Pavement, Shoulder Terminal
- 9) OPSD 555.010 - Concrete Pavement, Approach Treatment To Hot Mix and Composite Pavements and Structure Approaches
- 10) OPSD 555.020 - Composite Pavement, Approach Treatment To Hot Mix and Composite Pavements and Structure Approaches
- 11) OPSD 560.025 - Concrete Pavement and Concrete Base Cross-Stitching Longitudinal Cracks
- 12) OPSD 800.010 - Concrete Pipe Culvert and Sewer Extensions Using Corrugated Steel Pipe
- 13) OPSD 800.011 - Concrete Rigid Frame Box and Open Culvert Extensions Using Corrugated Steel Pipe
- 14) OPSD 801.010 - Cut End Finish Corrugated Steel Pipe
- 15) OPSD 801.020 - End Section Details Corrugated Steel Pipe
- 16) OPSD 801.030 - Bevel Details for Structural Plate Pipe and Pipe-Arch - Corrugated Steel Pipe
- 17) OPSD 801.040 - Culvert and Sewer Safety Slope End Treatment, Notes and Tables
- 18) OPSD 801.041 - Culvert and Sewer Safety Slope End Treatment, Assembly Details
- 19) OPSD 801.042 - Culvert and Sewer Safety Slope End Treatment, Connection Details
- 20) OPSD 801.043 - Culvert and Sewer Safety Slope End Treatment, Installation Details
- 21) OPSD 1100.010 - Cast-In-Place Chamber, for Valves Up to 350 mm, Depth 3.0 M Max
- 22) OPSD 1100.011 - Piping Layout for Butterfly and Gate Valves 350 MM Diameter and Smaller in Cast-in-Place Chambers
- 23) OPSD 1101.010 - Precast Valve Chamber, 1200 and 1500 MM Diameter
- 24) OPSD 1101.012 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Components
- 25) OPSD 1101.013 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Riser and Base
- 26) OPSD 1101.014 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Thrust Blocks
- 27) OPSD 1101.015 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Chimney and Cap
- 28) OPSD 1101.016 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Components



- 29) OPSD 1101.017 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Riser and Base
- 30) OPSD 1101.018 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Thrust Blocks
- 31) OPSD 1101.019 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Chimney and Cap
- 32) OPSD 1101.020 - Valve Operator
- 33) OPSD 1101.030 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Components
- 34) OPSD 1101.031 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Riser and Base
- 35) OPSD 1101.032 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Thrust Blocks
- 36) OPSD 1101.033 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Chimney and Cap
- 37) OPSD 1101.040 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Components

- 38) OPSD 1101.041 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Riser and Base
- 39) OPSD 1101.042 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Thrust Blocks
- 40) OPSD 1101.043 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Chimney and Cap
- 41) OPSD TBD [NEW] TBD - Mechanical Restraint
- 42) OPSS.MUNI 302 - Priming Granular Base
- 43) OPSS.MUNI 304 - Single and Double Surface Treatment
- 44) OPSS.MUNI 307 - Stockpiling of Patching Materials and Patching of Asphalt Pavement
- 45) OPSS.MUNI 310 - Hot Mix Asphalt

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Structures Committee
CHAIRPERSON:	Omozokpia Ajayi
REPORTING EXEC:	Nick Colucci

MANDATE:

The OPS Structures Committee is responsible for the development and revision of standard drawings and specifications that are related to structures. This includes but is 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:

Omozokpia Ajayi - MEA, Chair	John Stephenson – MEA, Vice-Chair	Jackson Lee - MEA
Erum Mohsin - MTO	Bart Kanters - CO	Mike Doupe - ORBA
Mark Torrie – ACEC Ontario	Anne Allore- OPS, Coordinator	

ACTIVITIES IN 2021:

The Structures Committee had a busy and productive year. Christopher Loader, MEA representative and former Vice-Chair, resigned from his position and left the Committee in early 2021 due to time and responsibility constraints. He recommended Jackson Lee, a colleague at the City of Toronto, to be his replacement on the Committee, and Jackson joined the Committee as MEA representative in May 2021.

Elections were held, and John Stephenson recommended that he step down from his position as Chair and take the position of Vice-Chair, as he will be retiring in coming years and would like to guide the new Chair in their position before he leaves. The Committee accepted the recommendation, and elected John as Vice-Chair of the Committee. Omozokpia Ajayi was nominated and elected as the Committee's new Chair.

The following standards were reviewed and published in November 2020:

OPSD 3940.151 FIGURES IN CONCRETE, WARNING MESSAGE, LETTERS
 OPSD 3940.200 FIGURES IN CONCRETE, SITE NUMBER AND DATE, LAYOUT
 OPSS.MUNI 903 DEEP FOUNDATIONS (splicing issue remedied)

The following standards were reviewed and published in November 2021:

OPSS.MUNI 1601 WOOD – MATERIALS, PRESERVATIVE TREATMENT AND SHOP
 FABRICATION (Pending Head Approval)
 OPSS.MUNI 539 TEMPORARY PROTECTION SYSTEMS

OPSS.MUNI 906	STRUCTURAL STEEL FOR BRIDGES
OPSD 3419.150	BARRIERS AND RAILINGS, STEEL, SINGLE RAILING ANCHORAGE
OPSS.MUNI 1304	PACKAGED SILICA FUME DRY GROUT MIXTURE FOR POST TENSIONING (Pending Head Approval)
OPSD 3419.155	BARRIERS AND RAILINGS, STEEL, DOUBLE RAILING ANCHORAGE
OPSS.MUNI 1204	POLYVINYL CHLORIDE WATERSTOPS
OPSS.MUNI 909	PRESTRESSED CONCRETE – PRECAST MEMBERS (Pending SMC Approval)

The following standards were converted from COMMONs to MUNIs in November 2021:

OPSS.MUNI 422	PRECAST REINFORCED CONCRETE BOX CULVERTS
OPSS.MUNI 907	STRUCTURAL WOOD SYSTEMS
OPSS.MUNI 919	FORMWORK AND FALSEWORK
OPSS.MUNI 1212	HOT-POURED RUBBERIZED ASPHALT JOINT SEALING COMPOUND
OPSS.MUNI 1213	HOT APPLIED RUBBERIZED ASPHALT WATERPROOFING MEMBRANE
OPSS.MUNI 1312	LATEX MODIFIERS FOR USE IN CONCRETE
OPSS.MUNI 1215	PROTECTION BOARD
OPSS.MUNI 1315	WHITE PIGMENTED CURING COMPOUNDS FOR CONCRETE
OPSS.MUNI 1821	PRECAST REINFORCED CONCRETE BOX CULVERTS

FUTURE GOALS OF THE COMMITTEE

The following standards have been scheduled to be reviewed and submitted for publishing for the April 2022 publication:

OPSS.MUNI 911	COATING STRUCTURAL STEEL SYSTEMS
OPSD 3340.153	DECK, DRAINS, MEDIAN WITH TRANSVERSE BAR OPENINGS
OPSD 3340.200	DECK, DRAINS WITH DOWNSPOUT, MODIFICATION FOR ADDITION OF ASPHALT TO EXISTING STRUCTURE
OPSD 3340.201	DECK, DRAINS WITH SLOPED DOWNSPOUT, MODIFICATION FOR ADDITION OF ASPHALT TO EXISTING STRUCTURE
OPSD 3340.250	DECK, DRAINS WITH TRANSVERSE OR LONGITUDINAL BAR OPENINGS, MODIFICATION FOR ADDITION OF ASPHALT TO EXISTING STRUCTURE
OPSD 3349.100	DECK, DRAINS, DRAINAGE OF NEW DECK BELOW ASPHALT WEARING SURFACE
OPSD 3349.101	DECK, DRAINS, DRAINAGE OF EXISTING DECK BELOW ASPHALT WEARING SURFACE
OPSD 3340.150	DECK, DRAINS WITH TRANSVERSE BAR OPENINGS
OPSS.MUNI 915	SIGN SUPPORT STRUCTURES
OPSS.MUNI 942	PRESTRESSED ROCK AND SOIL ANCHORS
OPSD 3419.100	BARRIERS AND RAILINGS, STEEL, DOUBLE RAILING ANCHORAGE

The following standards have been scheduled to be reviewed and submitted for publishing for the November 2022 publication:

OPSS.MUNI 1212	HOT-POURED RUBBERIZED ASPHALT JOINT SEALING COMPOUND
OPSS.MUNI 1204	POLYVINYL CHLORIDE WATERSTOPS
OPSD 3332.100	DECK, ROUND VOIDS, FORM SUPPORTS AND TIE-DOWNS
OPSD 3290.100	PIERS, CUTWATER ASSEMBLY
OPSS.MUNI 1312	LATEX MODIFIERS FOR USE IN CONCRETE
OPSS.MUNI 1821	PRECAST REINFORCED CONCRETE BOX CULVERTS
OPSS.MUNI 422	PRECAST REINFORCED CONCRETE BOX CULVERTS

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.

2021 MEA COMMITTEE REPORT

COMMITTEE:	OPS Traffic Safety Committee
CHAIRPERSON:	Robert Fazio
REPORTING EXEC:	Roslyn Lusk

MANDATE:

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

MEMBERS:

Robert Fazio MEA, Chair	Brad Porter ACEC-Ontario, Vice-Chair	Duncan Kung OPS	Edward Chiu MEA
Marko Kasunic MEA	Kenneth Shannon MTO	Blake Purcell ORBA	

ACTIVITIES IN 2021:

The following standards have been reviewed and scheduled to be published in November 2021:

- OPSS.MUNI 704 Delineator Posts
- OPSS.MUNI 705 Flexible Delineator Posts
- OPSS.MUNI 707 Modified Overhead Signboards
- OPSS.MUNI 710 Pavement Marking
- OPSS.MUNI 723 Energy Attenuators
- OPSS.MUNI 740 Concrete Barriers
- OPSS.MUNI 741 Temporary Concrete Barrier
- OPSS.MUNI 753 Connecticut Impact Attenuation System
- OPSS.MUNI 791 Expanded Metal Anti-Glare Screen
- OPSS.MUNI 1352 Precast Concrete Barriers
- OPSS.MUNI 1503 Cable Guide Rail
- OPSS.MUNI 1712 Material Specification for Organic Solvent Based Traffic Paint
- OPSS.MUNI 1713 Material Specification for Thermoplastic Pavement Marking Materials

OPSS.MUNI 1714	Material Specification for Field Reacted Polymeric Pavement Marking Materials
OPSS.MUNI 1715	Material Specification for Preformed Plastic Pavement Marking Tape
OPSS.MUNI 1716	Material Specification for Water-Borne Traffic Paint
OPSS.MUNI 1750	Material Specification for Traffic Paint ReflectORIZING Glass Beads
OPSS.MUNI 2001	Metal Sign Blanks
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 911.136	Guide Rail System, Concrete Barrier, Cast-In-Place, Type M, Installation
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
OPSD 911.162	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Pinned to Asphalt Pavement
OPSD 911.163	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Strapped to Concrete
OPSD 911.164	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Strapped to Concrete With Asphalt Surface
OPSD 911.167	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Bolted Through Concrete
OPSD 911.168	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Bolted Through Concrete With Asphalt Surface
OPSD 911.170	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Pinned TCB
OPSD 911.171	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Strapped TCB
OPSD 911.172	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Bolted TCB
OPSD 911.173	Guide Rail System, Concrete Barrier, Type M Connection, Installation – Temporary Restraint System, Transition to Permanent Concrete Barrier

OPSD 911.174	Guide Rail System, Concrete Barrier, Type M Connection, Component – Thrie Beam Transition
OPSD 911.180	Guide Rail System, Concrete Barrier, Type T Connection, 4.0m Length, Installation – Temporary
OPSD 911.181	Guide Rail System, Concrete Barrier, Type T Connection, 6.0m Length, Installation – Temporary
OPSD 911.190	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 911.230	Guide Rail System, Concrete Barrier, Median End Treatment Installation
OPSD 911.232	Guide Rail System, Concrete Barrier, Precast Temporary End Treatment, Installation
OPSD 911.380	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 911.610	Guide Rail System, Concrete Barrier, QuickChange Movable, Installation – Temporary
OPSD 923.002	Energy Attenuator, Crash Cushion, Component-Anchor Assembly
OPSD 923.004	Energy Attenuator, Crash Cushion, Wide Systems, Component – Reinforced Concrete Pad

OPSD 923.005	Energy Attenuator, Crash Cushion, Extra Wide Systems, Component – Reinforced Concrete Pad
OPSD 923.006	Energy Attenuator, Crash Cushion, Quadguard Super Wide System, Component – Reinforced Concrete Pad
OPSD 923.187	Energy Attenuator, Crash Cushion, Quadguard Wide System, Installation – Permanent, Bidirectional
OPSD 923.188	Energy Attenuator, Crash Cushion, Quadguard Extra Wide System, Installation – Temporary, Bidirectional
OPSD 923.189	Energy Attenuator, Crash Cushion, Quadguard Extra Wide System, Installation – Temporary, Unidirectional
OPSD 923.190	Energy Attenuator, Crash Cushion, Quadguard Extra Wide System, Installation – Permanent, Unidirectional
OPSD 923.191	Energy Attenuator, Crash Cushion, Quadguard Extra Wide System, Installation – Permanent, Bidirectional
OPSD 923.192	Energy Attenuator, Crash Cushion, Quadguard Super Wide System, Installation – Temporary, Unidirectional
OPSD 923.193	Energy Attenuator, Crash Cushion, Quadguard Super Wide System, Installation – Temporary, Bidirectional
OPSD 923.194	Energy Attenuator, Crash Cushion, Quadguard Super Wide System, Installation – Permanent, Unidirectional
OPSD 923.195	Energy Attenuator, Crash Cushion, Quadguard Super Wide System, Installation – Permanent, Bidirectional
OPSD 923.201	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Component - Steel Cylinder
OPSD 923.202	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Component - Polyethylene Lid
OPSD 923.204	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Component - Concrete Backwall
OPSD 923.242	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Installation
OPSD 923.244	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Installation – Long Median Hazard
OPSD 923.245	Energy Attenuator, Crash Cushion, Connecticut Impact Attenuation System, Installation - Short Median Hazard Protection
OPSD 923.384	Energy Attenuator, Crash Cushion, TAU-II Wide System, Installation – Temporary, Unidirectional
OPSD 923.385	Energy Attenuator, Crash Cushion, TAU-II Wide System, Installation – Temporary, Bidirectional



- OPSD 923.386 Energy Attenuator, Crash Cushion, TAU-II Wide System, Installation – Permanent, Unidirectional
- OPSD 923.387 Energy Attenuator, Crash Cushion, TAU-II Wide System, Installation – Permanent, Bidirectional
- OPSD 923.388 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-2, Installation – Temporary, Unidirectional
- OPSD 923.389 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-2, Installation – Temporary, Bidirectional
- OPSD 923.390 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-3, Installation – Temporary, Unidirectional
- OPSD 923.391 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-3, Installation – Temporary, Bidirectional
- OPSD 923.392 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-2, Installation – Permanent, Unidirectional
- OPSD 923.393 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-2, Installation – Permanent, Bidirectional
- OPSD 923.394 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-3, Installation – Permanent, Unidirectional
- OPSD 923.395 Energy Attenuator, Crash Cushion, TAU-II Extra Wide System – TL-3, Installation – Permanent, Bidirectional
- 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
- OPSD 924.130 Energy Attenuator, Crash Cushion, ABSORB 350 System, Movable Temporary Concrete Barrier, Installation
- OPSD 984.101 Post, Delineator, Installation
- OPSD 984.105 Flexible Delineator Post, installation – Temporary And Permanent
- OPSD 984.205 Energy Attenuator, Crash-Cushion, Connecticut Impact Attenuation System, Delineation, Installation – Permanent
- OPSD 991.132 Expanded Metal Anti-Glare Screen, Installation-Chain Link Fence

The following standards have been reviewed and scheduled to be cancelled in November 2021:

- OPSD 923.180 Energy Attenuator, Crash Cushion, Quadguard System, Installation - Temporary, Unidirectional

OPSD 923.181	Energy Attenuator, Crash Cushion, Quadguard System, Installation - Temporary, Bidirectional
OPSD 923.182	Energy Attenuator, Crash Cushion, Quadguard System, Installation - Permanent, Unidirectional
OPSD 923.183	Energy Attenuator, Crash Cushion, Quadguard System, Installation - Permanent, Bidirectional
OPSD 923.184	Energy Attenuator, Crash Cushion, Quadguard Wide System, Installation – Temporary, Unidirectional
OPSD 923.185	Energy Attenuator, Crash Cushion, Quadguard Wide System, Installation - Temporary, Bidirectional
OPSD 923.186	Energy Attenuator, Crash Cushion, Quadguard Wide System, Installation – Permanent, Unidirectional
OPSD 923.280	Energy Attenuator, Crash Cushion, TRACC System, Installation-Temporary, Unidirectional
OPSD 923.281	Energy Attenuator, Crash Cushion, TRACC System, Installation-Temporary, Bidirectional
OPSD 923.282	Energy Attenuator, Crash Cushion, TRACC System, Installation-Permanent, Unidirectional
OPSD 923.283	Energy Attenuator, Crash Cushion, TRACC System, Installation-Permanent, Bidirectional
OPSD 923.380	Energy Attenuator, Crash Cushion, TAU II System, Installation-Temporary, Unidirectional
OPSD 923.381	Energy Attenuator, Crash Cushion, TAU II System, Installation-Temporary, Bidirectional
OPSD 923.382	Energy Attenuator, Crash Cushion, TAU II System, Installation-Permanent, Unidirectional
OPSD 923.383	Energy Attenuator, Crash Cushion, TAU II System, Installation-Permanent, Bidirectional
OPSD 991.130	Expanded Metal Anti-Glare Screen, Installation-Concrete Barrier
OPSD 991.131	Expanded Metal Anti-Glare Screen, Installation-Steel Beam Guide Rail with Wood Post

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2022:

- OPSS.MUNI 732 Guide Rail End Treatment, Steel Beam Energy Attenuating Terminal System
- OPSD 213.01 Pavement Widening on Curves, Widening on Both Sides of Curve With or Without Spirals
- OPSD 213.02 Pavement Widening on Curves, Widening on Inside of Curves With or

	Without Spirals
OPSD 922.161	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, SoftStop Terminal System, Installation
OPSD 922.165	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH SoftStop Terminal System, Installation
OPSD 922.171	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH Max-Tension Terminal System, Installation
OPSD 922.186	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH Sequential Kinking Terminal System, Installation
OPSD 923.480	Energy Attenuator, Crash Cushion, Smart System, Installation – Temporary, Unidirectional
OPSD 923.481	Energy Attenuator, Crash Cushion, Smart System, Installation – Temporary, Bidirectional
OPSD 923.482	Energy Attenuator, Crash Cushion, Smart System, Installation – Permanent, Unidirectional
OPSD 923.483	Energy Attenuator, Crash Cushion, Smart System, Installation – Permanent, Bidirectional
OPSD 924.131	Energy Attenuator, Crash Cushion, ABSORB 350 System, Installation – Temporary Concrete Barrier
OPSD 924.135	Energy Attenuator, Crash Cushion, ACZ 350 System, Installation – Temporary Concrete Barrier
OPSD 924.141	Energy Attenuator, Crash Cushion, SLED System, Installation – Temporary Concrete Barrier

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.



2021 MEA COMMITTEE REPORT

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

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
Nick Verhoeven - MEA	Darrin Dodds - MEA	Muhammad Naeem - MTO
Vacant - OWWA	Riaz Haq - MECP	Nik Marinov - OSWCA
Randy Davis - ORBA		

ACTIVITIES IN 2021:

The OPS Watermains Committee had a very productive year, albeit one with a few changes.

In January, John-Paul Cautillo (City of Toronto) vacated his MEA seat on the Committee. After a successful search for a new candidate, Nick Verhoeven (Municipality of Lambton Shores) joined in April.

Another change to membership occurred in June. Ray Miller stepped down as the OWWA representative. The OPS Head informed the OWWA and they began seeking a replacement. The committee thanks Ray for his efforts. His knowledge and insight will be missed.

The committee had a successful 2021, reviewing a total of 12 Standard Specifications.

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 – 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

Also, the Committee moved two specifications into the 2021 work plan:

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

This was done to coincide with the MTO's 2021 update to PROV 407 and 408. It made sense to the committee to align our cycle with theirs, so any complimentary edits can happen during the same publishing cycle.

With the introduction of the new CIPP standards (MUNI 467, 468, and 469) the Committee cancelled OPS.MUNI 460. These new specifications cover the material in 460. But in a more specific and thorough way. We consulted with the Centre for Advancement of Trenchless Technologies (CATT), who agreed with the cancellation.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2022:

OPSD TBD [NEW] TBD - Mechanical Restraint

OPSD 1100.010 - Cast-In-Place Chamber, for Valves Up to 350mm, Depth 3.0 M Max

OPSD 1100.011 - Piping Layout for Butterfly and Gate Valves 350mm Dia. and Smaller in Cast-in-Place Chambers

OPSD 1101.010 - Precast Valve Chamber, 1200 and 1500 mm Diameter

OPSD 1101.012 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 1800X2400mm Components

OPSD 1101.013 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 1800X2400mm Riser & Base

OPSD 1101.014 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 1800X2400mm Thrust Blocks

OPSD 1101.015 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 1800X2400mm Chimney & Cap

OPSD 1101.016 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Components

- OPSD 1101.017 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Riser & Base
- OPSD 1101.018 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Thrust Blocks
- OPSD 1101.019 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Chimney & Cap
- OPSD 1101.020 - Valve Operator
- OPSD 1101.030 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Components
- OPSD 1101.031 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Riser & Base
- OPSD 1101.032 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Thrust Blocks
- OPSD 1101.033 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000 mm Chimney and Cap
- OPSD 1101.040 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Components
- OPSD 1101.041 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Riser & Base
- OPSD 1101.042 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Thrust Blocks
- OPSD 1101.043 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Chimney & Cap
- OPSS.MUNI 402 - Excavating, Backfilling, and Compacting for Maintenance Holes, Catch Basins, Ditch Inlets, and Valve Chambers
- OPSS.MUNI 1853 - Rubber Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers

The committee is focused on standards review and will continue following the regular Committee Workplan. The Committee is also working with the Drainage Committee as they move forward with creating and updating OPSDs for water-tight systems.

FUTURE OF COMMITTEE:

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

MUNICIPAL ENGINEERS ASSOCIATION

FINANCIAL STATEMENTS

AUGUST 31, 2021

LYNNE D. REMIGIO

CHARTERED ACCOUNTANT

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, 2021, 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, 2021, 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.

L Remigio

Etobicoke, Ontario
November 9, 2021

Lynne D. Remigio, CPA CA
Licensed Public Accountant



**STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT		
Cash	\$ 123,993	\$ 103,774
Short term investments (note 3)	362,463	358,305
Accounts receivable	15,140	24,873
Prepaid expenses	<u>19,903</u>	<u>5,914</u>
	<u>\$ 521,499</u>	<u>\$ 492,866</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 22,717	\$ 32,961
Government remittances payable	2,821	4,090
Deferred revenue (note 4)	26,480	-
RPWCO funds held in trust	<u>-</u>	<u>58,976</u>
	52,018	96,027
LONG-TERM DEBT		
Canada Emergency Business Account loan (note 5)	<u>60,000</u>	<u>40,000</u>
	112,018	136,027
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>270,671</u>	<u>218,029</u>
	<u>409,481</u>	<u>356,839</u>
	<u>\$ 521,499</u>	<u>\$ 492,866</u>

Approved on behalf of the Board:


_____ Director


_____ Director

see accompanying notes to financial statements



STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED AUGUST 31, 2021

	<u>2021</u>	<u>2020</u>
UNRESTRICTED FUNDS:		
Operating Fund:		
Net Assets, beginning of the year	\$ 218,029	\$ 245,546
Excess (shortfall) of revenue over expenditures for the year	<u>52,642</u>	<u>(27,517)</u>
Operating Fund Net Assets, end of the year	<u>\$ 270,671</u>	<u>\$ 218,029</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 and 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 and end of the year	<u>\$ 5,000</u>	<u>\$ 5,000</u>

see accompanying notes to financial statements



**STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
REVENUE		
Membership fees	\$ 66,292	\$ 60,788
Annual meeting and fall workshop revenue	-	192,866
Class EA books	3,860	3,300
Class EA training	83,500	34,975
OPS training	24,050	-
Employment advertisement service revenue	88,852	76,230
Interest	4,338	6,215
Canada Emergency Wage Subsidy	11,307	23,283
Miscellaneous revenue	<u>2,475</u>	<u>1,394</u>
	284,674	399,051
 EXPENDITURES		
Administration fees	18,402	18,282
Annual meeting and fall conference	-	135,219
Audit	4,800	4,600
Class EA books	1,037	935
Class EA training	7,780	18,497
Credit card charges	8,364	7,605
Donations, financial assistance	2,000	-
Employment advertisement service expense	1,200	1,200
Executive Director wages and benefits	67,140	60,024
Executive Director expenses	423	3,496
Honorariums	500	1,000
Insurance	4,806	4,179
MCEA Advisor wages and benefits	40,435	52,805
MCEA Amendments project	-	6,799
Meeting expense	-	26,420
Office and miscellaneous expense	6,294	5,663
OPS expenses	8,450	2,102
Postage and courier	917	657
Staff Salary and benefits	38,938	43,605
Staff expenses	336	1,880
Student bursaries	14,500	15,500
Telephone	275	288
Website, DNA and IT support	<u>5,435</u>	<u>15,812</u>
	<u>232,032</u>	<u>426,568</u>
 EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	 <u>\$ 52,642</u>	 <u>\$(27,517)</u>

see accompanying notes to financial statements



**STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2021**

	<u>2021</u>	<u>2020</u>
Cash provided by (used in) operating activities		
Excess (shortfall) of Revenues over Expenditures	\$ 52,642	\$ (27,517)
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	(11,513)	(8,256)
Deferred revenue increase (decrease)	26,480	(72,177)
Prepaid expense decrease (increase)	(13,989)	12,698
Accounts receivable decrease (increase)	<u>9,733</u>	<u>(17,052)</u>
	<u>63,353</u>	<u>(112,304)</u>
Cash provided by (used in) investment activities		
Proceeds (reinvestments) on GIC maturities, net	<u>(4,158)</u>	<u>(62,755)</u>
Cash provided by (used in) financing activities		
Canada Emergency Business Account loan advance	20,000	40,000
Increase (decrease) in RPWCO funds held in trust	<u>(58,976)</u>	<u>(6,870)</u>
	<u>(38,976)</u>	<u>33,130</u>
Increase (decrease) in cash position	20,219	(141,929)
Cash position, beginning of year	<u>103,774</u>	<u>245,703</u>
Cash position, end of year	<u>\$ 123,993</u>	<u>\$ 103,774</u>

see accompanying notes to financial statements

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2021**

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.

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2021**

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.

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2021**

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 three years and bearing interest at rates ranging from 0.98% to 3.15%

	<u>2021</u>	<u>2020</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 200,125	\$ 195,912
Plus accrued interest to August 31	<u>2,038</u>	<u>2,420</u>
	202,163	198,332
 Money Market Funds	 <u>160,300</u>	 <u>159,973</u>
	<u>\$ 362,463</u>	<u>\$ 358,305</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>2021</u>	<u>2020</u>
Virtual Fall Conference sponsorships	\$ 20,130	\$ -
Webinar course registrations	<u>6,350</u>	<u>-</u>
	<u>\$ 26,480</u>	<u>\$ -</u>

5. CANADA EMERGENCY BUSINESS ACCOUNT LOAN PAYABLE

During the year, the association received a second \$20,000 advance of a loan from the Government of Canada called the Canada Emergency Business Account. The \$60,000 interest-free loan requires no principal repayments until December 31, 2022. If the association repays \$40,000 of the loan on or before December 31, 2022 then the remaining \$20,000 is eligible for complete forgiveness. If the \$40,000 cannot be, or is not, 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 (OP'S) 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 have been made to the reserve in subsequent fiscal years.

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2021**

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. There have been no transfers to or from this reserve for the current and preceding fiscal years.

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 2021 \$14,500, (2020, \$15,500) in scholarships was approved and funded from operations. No additional transfers to the fund were made in 2021.

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 2021. 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 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 2021 fiscal year, the association was negatively impacted by the cancellation of the fall conference. This negative impact has been largely offset by a very successful move to online platforms for the delivery of its ongoing training programs. Both the association's membership revenues and employment advertising service revenues have increased in 2021, as municipalities have adapted to the disruptions related to the move to work from home for most of its members.

**NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2021**

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

As described in Note 5, the association has applied for and has received a \$60,000 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 selected periods where revenue drops were experienced. Both these programs have provided cash flow assistance for the association to weather the period of pandemic 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 nonpayment 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.