

MUNICIPAL ENGINEERS ASSOCIATION
2022 ANNUAL REPORT
ANNUAL GENERAL MEETING

November 17, 2022

11:00 a.m.

Cheslea Hotel
33 Gerard Street West
Toronto

AGENDA 2022 MEA AGM Thursday, Nov. 17, 2022, 11:00 a.m.

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2.3. Board Member Candidates – Bios	20-30
3. Reading and/or consideration of Previous AGM Minutes (2021 AGM via ZOOM, Nov. 25, 2021) <i>Jason Cole</i>	15-19

Motion:

THAT the minutes of the 2021 Annual General Meeting of the Municipal Engineers Association held November 25th, 2021, be approved.

Moved by:

Seconded by:

4. Business arising out of the minutes <i>Jason Cole</i>	
5. Amendments to the Constitution and Letters Patent	
• None	
6. Reading and/or considering correspondence: <i>Jason Cole</i>	
• None	
7. Reading and/or considering of Administrative Reports:	
7.1. Board of Directors Report <i>Jason Cole</i>	49

Motion:

That the MEA 2022 Board of Directors Report be accepted.

Moved by:

Seconded by:

7.2. Nominating Committee Report <i>Salim Alibhai</i>	56
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Motion:

That the MEA Nominating Committee Report be accepted.

Moved by: .

Seconded by:



7.3. Treasurer's Report

Matthew Miedema

8

Motion:

That the MEA Treasurer's Report Fiscal Year 2021/2022 be approved.

Moved by:

Seconded by:

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

Matthew Miedema

31-42

Motion:

That the Audit of the Financial Statements of Aug. 31, 2022, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by:

Seconded by:

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, 2023

Moved by:

Seconded by:

7.5. Audit Review Committee Report

Matthew Miedema

54

Motion:

That the 2022 MEA Audit Review Committee Report be accepted.

Moved by:

Seconded by:

8. Motion approving the Board of Director's Actions during 2021/2022:

Jason Cole

Motion:

That the actions of the 2021/2022 Board of Directors are endorsed by the MEA membership.

Moved by:

Seconded by:

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

Salim Alibhai

48-131

Motion:

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

Moved by:

Seconded by:

- | | | | |
|-----|---|---------------|----|
| 10. | Reading and/or considering of other resolutions | Jason Cole | |
| 11. | General Business. 2023/2024/2025 Conference Updates | Jason Cole | |
| 12. | Election of Directors for 2022/2023 | Salim Alibhai | 56 |

Motion:

That the election of the candidates for MEA Board for the 2022/2023 term, be approved as presented.

Moved by:

Seconded by:

- | | | |
|-----|-----------------|------------|
| 13. | AGM Adjournment | Jason Cole |
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Motion:

That the 2022 Annual General Meeting be adjourned.

Moved by:

Seconded by:

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President's Message

November 2022

Welcome to the 63rd Municipal Engineers Association (MEA) Conference and Annual General Meeting (AGM)!

Thank you to the City of Toronto and their organizing team for hosting our Conference this year and bringing us back to meet in-person again – this is our first in-person conference since 2019. This Conference is poised to be the largest in MEA history. Its return as a 'real-life' event is vital for our organization to facilitate connection and a continued culture of shared knowledge among our membership.

This year saw the MEA take a large, outward facing step by issuing a letter to remind municipal leaders of the role engineers play in the development and operation of their communities. The engineering planning, design, construction, and processes that we carry out daily creates the foundation of a safe, functioning society. Be proud of your accomplishments, take lessons away from your mistakes, and engage in policy development and leadership in your municipalities.

Engagement is not new to our membership. The MEA supports over 40 committees and groups staffed by over 90 member volunteers. Many more of our members sit on external boards and agencies. With a membership that is now over 1,000 strong representing over 100 municipalities/agencies/consultants, the relevancy of the MEA in engineering and municipal decision-making cannot be denied.

Even with expanding areas of influence, the Municipal Class Environmental Assessment (MCEA) and the Ontario Provincial Standards (OPS) remain as the MEA's key priorities. The overshadowing need this past year has been the continued push toward adoption of the MCEA amendment – now three years after its formal initiation with the province. Finalizing the amendment with changes that will best position municipalities to complete critical infrastructure projects moving forward has been the unyielding task of our MCEA Coordinator, Paul Knowles, and the team of volunteers supporting the review. We are focused on encouraging the Ministry of Environment, Conservation and Parks to reconcile their outstanding issues and move forward to complete the amendment in a form that the MEA can support.

The MEA's online employment advertisement platform service continues to grow and it has become widely accepted as the platform of choice by employers wishing to recruit municipal engineers. If you are not already using our services for your organization or personal employment needs, it is easily accessed through our website at www.municipalengineers.on.ca.

I want to thank all our member volunteers in the important work that they conduct. It is your dedication that makes the MEA a truly great organization. There are always openings for those looking for opportunities to become part of something bigger. In addition, we want to hear from our membership to identify areas where the MEA can serve a greater presence. We are a member led organization and want to be guided by your voice.

It has been my honour to serve as your MEA President over the past year. It is a pleasure to work alongside the group of professional and giving individuals that make up your Board. The 2021/2022 MEA Boards of Directors included:

- Salim Alibhai, Past President (Region of York)
- Chris Traini, Vice-President (County of Middlesex)
- Matthew Miedema, Secretary-Treasurer (City of Thunder Bay)
- Nick Colucci, Director (Town of Erin)
- Catharine Taddo, Director (City of Sault Ste. Marie)
- Amanda Froese, Director (Town of Saugeen Shores)
- Taylor Crinklaw, Director (City of Stratford)
- Penelope Palmer, Director (City of Toronto)
- Ben de Hann, Director (United Counties of Stormont, Dundas and Glengarry)

Thank you also, to Dan Cozzi, Executive Director, and Amin Mneina, Member Services Coordinator. Our success is built on their hard work to keep our messaging, business affairs, and outreach active and in good order. Please share in my sentiment with them throughout the Conference.

Enjoy the technical and social aspects of this 2022 MEA Conference and AGM. I look forward to seeing you all in-person throughout the event.



Jason Cole, P.Eng.

President, MEA, 2021-2022



October 28, 2022

TREASURER'S REPORT FOR FISCAL YEAR 2021-2022

As the Treasurer for the Municipal Engineers Association (MEA) this past year, it is my responsibility to report to the membership on the MEA's financial position. This report covers the fiscal year from September 1, 2021 to August 31, 2022. The Financial Statements for the Association, prepared by the MEA's auditor, Lynne D. Remigio, CPA, are enclosed.

The year-end audited financials show there was a net operating income of approx. \$26,221. This exceeded our budget expectations of an operating loss of \$19,200. (Reference: Statement of Revenue and Expenditures, Year End August 31, 2022).

Revenues and expenditures were up from last year, returning closer to pre-pandemic levels. We saw increases in revenue from hosting the President's Banquet in-person and employment service ads continue to be one of our main sources of revenue. These increases was partially offset by a decrease in revenue from the Municipal Class Environmental Assessment (MCEA) training and lower return on investments due to low interest rates.

The increase in expenditures can be attributed to the return of in-person events and increased involvement from staff. Once the restrictions from the pandemic were lifted, we were able to return to in-person events for the Presidents Banquet and Board meetings. The involvement of staff increased last year due to the on-going MCEA amendments, and planning of the annual conference. Offsetting these expenditures were the deferral of a planned expense for upgrades to the Ontario Provincial Standards (OPS) website and re-payment of the Canada Emergency Business Account (CEBA) loan.

Work on the proposed amendments to the MCEA and streamlined Environmental Assessment regulation continued through the year. While we await approval of these changes, this process requires significant amount of staff time and investment from the MEA. We remain committed in working Ministry of Environment Conservation and Parks (MECP) to see these amendments through.

Our expenses and account balance continue to be offset by financial aid from the Government of Canada. The re-payment of the CEBA loan of \$60,000 was extended to December 31, 2023. This loan is non-interest bearing with \$20,000 eligible for forgiveness if re-paid before the deadline. In addition, we received subsidies under the Canada Emergency Wage Subsidy (CEWS) program early on in the fiscal year. These funds helped provide the needed cash flow assistance for the Association during periods where revenue drops were experienced. Our eligibility for the CEWS program has since ended.

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 Salim Alibhai, President Jason Cole, Vice President Chris Traini, 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.

I am pleased to report, the MEA remains in a good financial position with reserves healthy for future years to come. We expect to see deficits in future years as expenditures for staff, MCEA and OPS initiatives increase. As always, the Board continues to look at ways to grow revenues through membership fees, employment service ads and training opportunities.

It has been a pleasure to serve as your Treasurer this past year. Thank you to the MEA Board of Directors for your support and contributions helping keep the MEA in good financial shape. A special thank you to our financial assistants at Good Roads, Rayna Gillis, Lesley McCauley and Lingling Liu. We appreciate all of your hard work managing our books.

Sincerely,



**Matthew Miedema, P.Eng.,
MEA Treasurer, 2021-2022**



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 17, 2022. The meeting will be held at the Chelsea Hotel, 33 Gerard Street West, Toronto Ontario.

At the meeting, the members of the MEA will consider the following:

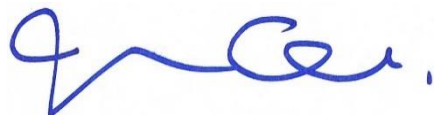
1. To receive, consider and accept the financial statements of the MEA for the fiscal year ended August 31, 2022;
2. To elect the Directors of the MEA;
3. To appoint the Auditor of the MEA;
4. To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed by the Board,
5. To receive reports from various MEA, External and OPS Committees;
6. 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 MEA members at least fourteen (14) days prior to the meeting.

Any member who is unable to attend the meeting in person may complete, date, sign, and send a letter of proxy (attached) assigning a representative to the MEA's Executive Director before the start of the meeting if they wish their representation to be included at the meeting.

DATED this 18th day of October 2022.

BY ORDER OF THE BOARD OF DIRECTORS



**Jason Cole, P. Eng.,
President – MEA.**

INFORMATION NOTICE – October 18, 2022.

Solicitation of Proxies

This Notice is furnished in connection with the solicitation of proxies by the Board of Directors of the Municipal Engineers Association ("MEA") to be used at the Annual and General Meeting ("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. Unless otherwise indicated, information in this Notice is provided as of October 18, 2022.

Members who are not able to attend the AGM in person and wishing to exercise their vote should complete and sign a letter of proxy and email to dan.cozzi@municipalengineers.on.ca, by midnight on November 16, 2022 or have someone bring and present it to the Executive Director at the start of the AGM.

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 Proxy

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 16, 2022.

Voting by Proxy

The Executive Director will vote on behalf of the member submitting the Proxy. Unless specific instructions are provided by midnight on November 16, 2022, the Executive Director shall vote in favour of all motions put forth during the AGM.

Member Voting Eligibility

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 are not eligible to vote but may attend the AGM.

ANNUAL GENERAL MEETING BUSINESS

Acceptance of Financial Statements

The audited financial statements of the MEA for the fiscal year ended August 31, 2022, will be available to members prior to the AGM in the 2022 MEA AGM Package. The Board will present the financial statements and will be requesting a motion for their acceptance.

Election of Directors to MEA Board

On September 17, 2022, a report from the 2022 MEA Nominating & Constitution Review Committee was circulated to the MEA Board of Directors; this report was accepted by the Board on September 26, 2022. The Executive Director was tasked to place the following candidates for election as Directors for the 2022-2023 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, Jason Cole, P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Jason Cole , P. Eng.,	County of Lambton (ex-officio)
Chris Traini, P. Eng.	County of Middlesex (1-year remaining in term)
Matthew Miedema, P. Eng.	City of Thunder Bay (2-year term) X
Catherine Taddo, P. Eng.	City of Sault Ste-Marie (2-year term) X
Amanda Froese, P. Eng.,	Bruce County (1-year remaining in term)
Taylor Crinklaw, P. Eng.,	City of Stratford (1-year remaining in term)
Ben de Haan, P. Eng.	United Counties of SDG (2-year term) X
Penelope Palmer, P. Eng.	City of Toronto (2-year term) X
Paul Acquaah, P. Eng.	York Region (1-year term) X
Scott Hamilton, P. Eng.	City of Burlington (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 Auditor

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 Auditor 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 AGM 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, only limited hard copies of the AGM Report package be available during the AGM. A digital version of the full AGM Report 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 MEA have been approved by the Board of Directors of the Corporation.

DATED this 18th day of October 2022.

BY ORDER OF THE BOARD OF DIRECTORS



**Jason Cole, P. Eng.,
President – MEA.**

PROXY

MEA ANNUAL GENERAL MEETING

November 17, 2022

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

I _____ (the "**Undersigned**") being a member in good standing with the MEA 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 AGM of the members of the MEA to be held on the **17^h day of November, 2022 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 _____,
2022.

Signature of Member

MINUTES (DRAFT)
2021 MEA ANNUAL GENERAL MEETING
Thursday, Nov. 25, 2021, 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 25th, 2021, by MEA President, Salim Alibhai. The AGM was held using the MEA's ZOOM webinar platform. Links to the AGM were emailed to all members. Attendance ranged between 40-50 members throughout the AGM webinar.

- 1. President's Message:** Salim Alibhai provided an overview of his message included in the 2021 Annual Report package.

 - Salim acknowledged that both the MEA and its members have adapted to the various restrictions and new ways of doing things both at home and at work, Municipal engineers are at the forefront of critical service providers of essential work, and we have risen to the challenge last year in the initial stages of the pandemic and are continuing to deliver services in our respective areas of expertise.
 - The MEA continues to focus on its 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 and the MEA is hopeful the Minister will be approving them soon.
 - 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 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.
 - He expressed his appreciation that the 2021 Virtual Conference was a success and thanked the Conference Advisory Committee for its efforts in planning the virtual conference.
 - Salim also expressed appreciation for the contribution of MEA volunteers on the MEA's thirty-eight (38) committees.
 - MEA membership is approaching the 1,000-member mark and is currently at 992 members representing 102 Ontario municipalities.

- 2. Notice of Meeting:** 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 2021 AGM Report Package. 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.

3. Reading and/or consideration of Previous AGM Minutes (2020 AGM via ZOOM, November 26, 2021)

- There were no questions raised regarding the 2020 AGM Draft Minutes

Motion 2021-01:

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

CARRIED

4. Business arising out of the minutes

- None

5. Amendments to the Constitution and Letters Patent

- None

6. Reading and/or considering correspondence:

- None

7. Reading and/or considering of Administrative Reports:

7.1. Board of Directors Report

Salim Alibhai, MEA President, provided an overview of the MEA Board of Directors Report. He highlighted that the current Board only met once in person in 2020 (September) and the balance of meetings were held virtually using ZOOM. The Board focused on financial contingency planning, webinar-based training, MCEA reform and amendments, and keeping the membership informed via e-blasts, quarterly newsletters, e-blasts, and social media. The MEA launched 5 new committees in 2020. MEA membership continues to grow, despite the pandemic.

Motion 2021-02:

That the MEA 2021 Board of Directors Report be accepted.

Moved by: Reg Russwurm

Seconded by: David Mhango

CARRIED

7.2. Nominating Committee Report

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

Motion 2021-03:

That the MEA Nominating Committee Report be accepted.

Moved by: John Thompson

Seconded by: Steve Lund

CARRIED

7.3. Treasurer's Report

Matthew Miedema, MEA Secretary-Treasurer, outlined the Treasurer's Report for the MEA's finances for the year ending August 31, 2021. He noted that MEA's financial position remained good during the fiscal year, while the 2020 Conference was cancelled and impacted cash-flows, these were mainly offset by the success of the MEA online training platforms. Expenses were also offset with financial aid from the Government of Canada. The MEA applied to the Federal government and received an additional \$20,000 under the Canada Emergency Business Account (CEBA) loan. To date, the MEA has 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. MEA also received subsidies in the amount of \$11,307 under the Canada Emergency Wage Subsidy (CEWS) program for the MEA's Executive Director and MCEA Advisor. The Association's reserves continue to remain healthy. The Board continues to look at ways to increase revenues through membership fees, employment service ads and training opportunities. Overall, the MEA's financial position in good.

Motion 2021-04:

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

Moved by: Matthew Miedema

Seconded by: Salim Alibhai

CARRIED

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

Matthew Miedema, MEA Secretary-Treasurer, provided an overview of the Auditor's Report (fiscal year ending August 31, 2021) as prepared by Lynne Remigio, CPA CA, Licensed Public Accountant, and proposed to use the same auditor for the fiscal year ending August 31, 2022.

Motion 2021-05:

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

CARRIED

Motion 2021-06::

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, 2022

Moved by: Matthew Miedema

Seconded by: Salim Alibhai

CARRIED

7.5. Audit Review Committee Report

Matthew Miedema, MEA Secretary-Treasurer, outlined the 2021 Audit Committee Report.

Motion:

That the 2021 MEA Audit Review Committee Report be accepted.

Moved by: Matthew Miedema

Seconded by: Salim Alibhai

CARRIED

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

Salim Alibhai, MEA President, outlined the following motion

Motion:

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

Moved by: Rick Harms

Seconded by: Gary Carroll

CARRIED

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

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

Motion:

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

Moved by: Steve Lund

Seconded by: Enrico Scalera

CARRIED

10. Reading and/or considering of other resolutions

- None

11. General Business. 2022 Conference Update:

Salim Alibhai, MEA President, and Dan Cozzi, MEA Executive Director, outlined other general MEA business and announced that the 2022 Conference will be held in Toronto and that the MEA will begin working with the organizing committee in the very near future to start planning the event. The MEA also has a commitment from the County of Lambton/City of Sarnia to co-host the 2023 Conference.

12. Election of Directors for 2021/2022

Roslyn Lusk, MEA Past-President announced there are ten (10) candidates to serve on the MEA Board for the 2021/2022 term. The current President, Salim Alibhai, becomes the past president. There will be two (2) vacancies on the board with the departure of the current Past-President (Roslyn Lusk) and the resignation of a Director (Christine Adams) due to her scheduled retirement at the end of 2021. 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 2021/2022 term.

The MEA's Nominating Committee, after a thorough search, has recommended that MEA members Benjamin de Haan (United Counties of Stormont, Dundas and Glengarry), and Penelope Palmer (City of Toronto) as the two (2) candidates to fill the vacancies on MEA Board for the 2021/2022 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2021/2022 term are:

- | | |
|----------------------------------|--------------------------|
| • Salim Alibhai (Past-President) | York Region |
| • Jason Cole | Lambton County |
| • Chris Traini | Middlesex County |
| • Matthew Miedema | City of Thunder Bay |
| • Catherine Taddo | City of Sault Ste. Marie |
| • Nick Colucci | Town of Erin |
| • Amanda Froese | Town of Saugeen Shores |
| • Taylor Crinklaw | City of Stratford |
| • Ben de Haan | United Counties of SDG |
| • Penelope Palmer | City of Toronto |

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

CARRIED

13. AGM Adjournment

Motion:

That the 2021 Annual General Meeting be adjourned.

Moved by: David Mhango

Seconded by: Alan Korell

CARRIED

Minutes Prepared by:



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

2022/2023 BOARD OF DIRECTOR CANDIDATE INFORMATION

Jason Daniel Cole, P.Eng.

Serving at Past President (Ex-Officio)

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

Christopher A Traini, P.Eng.

Serving Year 2 of 2-Year Term

Email: ctraini@middlesex.ca

Education & Affiliations:

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

Employment History:

2005-Present

County Engineer
Roads Department
County of Middlesex, ON

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

2001-2005

Transportation Engineer
Roads Department
County of Middlesex ON

1998-2001

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

1997-1998

Project Manager
Parks Planning & Development Department
City of Hamilton ON

Matthew Nicholas Miedema, P.Eng.

Election for 2-Year Term

Email: matthew.miedema@thunderbay.ca

Education & Affiliations:

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

Employment History:

2012-Present

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

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

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

2005-2012

Project Engineer
TBT Engineering Ltd
Thunder Bay ON

Catherine Jean Taddo, P.Eng.

Election for 2-Year Term

Email: c.taddo@cityssm.on.ca

Education & Affiliations:

- 1997: Lakehead University, Thunder Bay, ON – Bachelor of Engineering
- 1994: Lakehead University, Thunder Bay ON – Diploma Engineering Technology
- Professional Engineers of Ontario – License – 2001
- WEAO and OSPE member
- 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:

2022-Present

Manager, Development and Environmental
Engineering

(Land Development and Environmental Engineer)
City of Sault Ste. Marie

Provide leadership and oversight of municipal, environmental, landfill, land development, and asset management initiatives. Directly responsible for oversight of the City's operations contract for sanitary infrastructure inclusive of budgeting and annual and multi-year long-range operations and capital programs.

2011- 2022

Land Development and Environmental Engineer

2006-2011

Municipal Services Engineer
City of Sault Ste. Marie

1998-2006

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

1992-1997

Research Assistant, Ministry of Natural Resources Centre for Northern Forest Ecosystem
Laboratory Technician – Lakehead University

CNA Technical Services – Technician

MTO – Design Technician

Quebec City– Transportation Technician

Amanda J. Froese, P.Eng., FEC

Serving Year 2 of 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:

2022-Present

Director
Transportation & Environmental Services
Corporation of the County of Bruce

As a member of the County's Senior Leadership Team, administers the planning, design, construction, maintenance, and administration requirements of the County road system, develop a Climate Change Action Plan, update the Waste Management Master Plan, and plan for Public Transit for the County. Leads the Transportation & Environmental Services team in constructing/maintaining approximately 650 km of Bruce County roads and 148 bridges maintain the trail network, including 80 km of bike trails, manage forestry initiatives, including 4,850 hectares of forest, guide waste diversion and disposal initiatives.

2017- 2022

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

2000 – 2017

MERITECH Engineering, Cambridge, Ontario
Design Group Manager
Project Manager
Project Engineer

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

Serving Year 2 of 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 administering, the Infrastructure and Development Services department. Municipal services provided are conducted through Building, Planning, Engineering, Environmental, Public Works and Climate 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 2-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 2-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

Paul Martin Acquaah, P.Eng.

Election for 1-year Term

Email: paul.acquaah@york.ca

Education and Affiliations

- 1998: Bachelor of Engineering, Civil Engineering, Ryerson Polytechnic University
- Association of Professional Engineers of Ontario (PEO)
- Association Prof. Engineers & Geoscientists of New Brunswick (APEGNB) – Past Member
- Municipal Engineers Association (MEA)
- Ontario Public Works Association (OPWA)
- Canadian Armed Forces Regimental Association (GGHG)

Employment History

June 2014 – Present

Manager of Engineering, Capital Planning & Delivery,
Public Works Department
Regional Municipality of York

Facilitate delivery of major capital projects. Provide oversight and direction for capital emergency response in support of the Asset Management and Road Operations Branches. Manage the roads capital and operating program budgets.. Responsibility for carrying out or facilitating activities required to support the operation of the Branch and the delivery of the capital program such as: capital and operating budget preparation, updating of Service Level Agreements with Conservation Authorities, and other program level agreements with outside agencies, process improvement initiatives , participation in committees and initiatives, acting on behalf of the Director and attending Regional Council and Committee of the Whole when required.

April 2013 – June 2014

Manager, Capital Planning & Engineering, Transportation Services:
Regional Municipality of York

2006-2010

Office Manager
Dillon Consulting Limited

2002-2013

Project Manager
Dillon Consulting Limited

1998-2002

Project Engineer,
Delcan Corporation

1994-2007

Canadian Armed Forces

Scott W. Hamilton, P. Eng.

Election for 1-year Term

Email: scott.hamilton@burlington.ca

Education and Affiliations

- 2000: Bachelor of Applied Science, Civil Engineering University of Waterloo
- 2012: City of Burlington Leadership Program, McMaster/DeGroote School of Business
- 2014: Masters Public Management/Administration, York/Schulich School of Business

Employment History

2019-Present

City Engineer/Director of Engineering Services
City of Burlington

Manage and oversee the day-to-day operations of the Parks and Opens Spaces, Development and Stormwater Engineering, Infrastructure and Data Management and Design & Construction Sections of the Department. Participates as a member of the Senior Leadership and Emergency Operations teams at the City. Represents the Department Services when interacting with Council and the Public. Collaborates with External Agencies and Stakeholders on items/issues related to Engineering and Capital Works matters within the City and Province.

2010-2019

Manager of Design & Construction
City of Burlington

2009-2010

Senior Engineer
City of Burlington

2002-2009

Design Engineer,
Philips Engineering Ltd

2000-2002

Technical Staff,
Halsall Associates Ltd

1999

Construction Inspector
Stantec Consulting Ltd

1999

Design Assistant (Water)
Regional Municipality of Hamilton Wentworth

MUNICIPAL ENGINEERS ASSOCIATION
FINANCIAL STATEMENTS
AUGUST 31, 2022

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, 2022, 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, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Basis for Opinion

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

I also:

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

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

Etobicoke, Ontario
October 25, 2022

L Remigio

Lynne D. Remigio, CPA CA
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2022**

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT		
Cash	\$ 280,001	\$ 123,993
Short term investments (note 3)	287,955	362,463
Accounts receivable	5,291	15,140
Prepaid expenses	<u>16,039</u>	<u>19,903</u>
	<u>\$ 589,286</u>	<u>\$ 521,499</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 22,489	\$ 22,717
Government remittances payable	5,805	2,821
Deferred revenue (note 4)	<u>65,290</u>	<u>26,480</u>
	93,584	52,018
LONG-TERM DEBT		
Canada Emergency Business Account loan (note 5)	<u>60,000</u>	<u>60,000</u>
	153,584	112,018
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>296,892</u>	<u>270,671</u>
	<u>435,702</u>	<u>409,481</u>
	<u>\$ 589,286</u>	<u>\$ 521,499</u>

Approved on behalf of the Board:


 _____ Director

 _____ Director

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED AUGUST 31, 2022**

	<u>2022</u>	<u>2021</u>
UNRESTRICTED FUNDS:		
Operating Fund:		
Net Assets, beginning of the year	\$ 270,671	\$ 218,029
Excess (shortfall) of revenue over expenditures for the year	<u>26,221</u>	<u>52,642</u>
Operating Fund Net Assets, end of the year	<u>\$ 296,892</u>	<u>\$ 270,671</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

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2022**

	<u>2022</u>	<u>2021</u>
REVENUE		
Membership fees	\$ 66,360	\$ 66,292
Annual meeting and fall conference revenue	70,595	-
Class EA books	3,830	3,860
Class EA training	23,900	83,500
OPS training	25,150	24,050
Employment advertisement service revenue	149,328	88,852
Interest	3,200	4,338
Canada Emergency Wage Subsidy	2,315	11,307
Miscellaneous revenue	<u>400</u>	<u>2,475</u>
	345,078	284,674
EXPENDITURES		
Administration fees	18,856	18,402
Annual meeting and fall conference	39,933	-
Audit	5,550	4,800
Bank and credit card charges	10,039	9,240
Class EA books	765	1,037
Class EA training	4,680	7,780
Donations, financial assistance	-	2,000
Employment advertisement service expense	1,200	1,200
Executive Director wages and benefits	76,937	66,264
Executive Director expenses	1,537	423
Honorariums	1,650	500
Insurance	5,452	4,806
MCEA Advisor wages and benefits	29,761	40,435
Meeting expense	26,486	-
Office and miscellaneous expense	6,128	6,294
OPS expenses	8,828	8,450
Printing	40	-
Postage and courier	471	917
Staff Salary and benefits	57,073	38,938
Staff expenses	1,872	336
Student bursaries	16,000	14,500
Telephone	254	275
Website, DNA and IT support	<u>5,345</u>	<u>5,435</u>
	<u>318,857</u>	<u>232,032</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>\$ 26,221</u>	<u>\$ 52,642</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2022**

	<u>2022</u>	<u>2021</u>
Cash provided by (used in) operating activities		
Excess (shortfall) of Revenues over Expenditures	\$ 26,221	\$ 52,642
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	2,756	(11,513)
Deferred revenue increase (decrease)	38,810	26,480
Prepaid expense decrease (increase)	3,864	(13,989)
Accounts receivable decrease (increase)	<u>9,849</u>	<u>9,733</u>
	<u>81,500</u>	<u>63,353</u>
Cash provided by (used in) investment activities		
Proceeds (reinvestments) on GIC maturities, net	<u>74,508</u>	<u>(4,158)</u>
Cash provided by (used in) financing activities		
Canada Emergency Business Account loan advance	-	20,000
Increase (decrease) in RPWCO funds held in trust	<u>-</u>	<u>(58,976)</u>
	<u>-</u>	<u>(38,976)</u>
Increase (decrease) in cash position	156,008	20,219
Cash position, beginning of year	<u>123,993</u>	<u>103,774</u>
Cash position, end of year	<u>\$ 280,001</u>	<u>\$ 123,993</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2022**

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Revenue Recognition

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

(b) Restricted Funds

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

(c) Contributed Services

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

(d) Fixed Assets

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

(e) Cash and Cash Equivalents

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

(f) Financial Instruments Measurement

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

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

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2022**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Use of Estimates

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

2. NATURE OF ASSOCIATION AND BASIS OF PRESENTATION

Nature of Association

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

The objects of the association are:

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

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2022**

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 two years and bearing interest at rates ranging from 0.98% to 1.40%

	<u>2022</u>	<u>2021</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 126,292	\$ 200,125
Plus accrued interest to August 31	<u>475</u>	<u>2,038</u>
	126,767	202,163
 Money Market Funds	 <u>161,188</u>	 <u>160,300</u>
	<u>\$ 287,955</u>	<u>\$ 362,463</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>2022</u>	<u>2021</u>
Fall conference sponsorships and registrations	\$ 45,790	\$ 20,130
Webinar course registrations	<u>19,500</u>	<u>6,350</u>
	<u>\$ 65,290</u>	<u>\$ 26,480</u>

5 CANADA EMERGENCY BUSINESS ACCOUNT LOAN PAYABLE

In the two prior years the association received advance on a loan totaling \$60,000 from the Government of Canada called the Canada Emergency Business Account. The \$60,000 interest-free loan requires no principal repayments until December 31, 2023. If the association repays \$40,000 of the loan on or before December 31, 2023 then the remaining \$20,000 is eligible for complete forgiveness. If the \$40,000 cannot be, or is not, repaid by December 31, 2023 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, 2024.

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.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2022**

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 2022 \$16,000, (2021, \$14,500) in scholarships was approved and funded from operations. No additional transfers to the fund were made in 2022.

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 2022. 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. Over the 2020 and 2021 fiscal years the association's cash flows were affected mainly in regards to the cancellation of in person training and the cancellation of the fall 2020 annual conference. This negative impact has been largely offset by a very successful move to online platforms for the delivery of its ongoing training programs and a successful move to a virtual conference in the fall of 2021. In the coming year the association is poised to return to an in person fall 2022 annual conference.

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 received the Canada Emergency Wage Subsidy (CEWS) for selected periods where revenue drops were experienced. Both these programs provided cash flow assistance for the association to weather the period of pandemic uncertainty. The association has made very limited use of the Wage Subsidy program in fiscal 2022 and appears to be in a position to be able to repay the required portion of the CEBA loan by the required deadline for partial loan forgiveness.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2022**

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 and increasingly most registrations are paid by credit card at the time of online registration. The association regularly monitors receivables, has the ability to suspend members for non payment and virtually never has had any bad debts.

(b) Interest Rate Risk

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

(c) Liquidity Risk

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

COMMITTEE LISTING

MEA BOARD OF DIRECTORS & ADMINISTRATIVE COMMITTEES

MEA EXECUTIVE COMMITTEE

All MEA Board Members

MEA/OPWA LIAISON COMMITTEE

All MEA Board Members

MEA/ACEC-ONTARIO LIAISON COMMITTEE

All MEA Board Members

MEA/GOOD ROADS LIAISON COMMITTEE

All MEA Board Members

MEA AUDIT REVIEW COMMITTEE

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

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

Chair	Salim Alibhai	York Region
Member	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

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

MEA MUNICIPAL CLASS EA MONITORING

Chair	Paul Knowles	MCEA Advisor
Member	Ashley Rammeloo	City of London
Member	Dave Thompson	Loyalist Township
Member	Dan Foong	York Region
Member	Reg Russwurm	City of Guelph
VACANT		
VACANT		

MEA DEVELOPMENT ENGINEERING COMMITTEE

Chair	Mike Pincivero	Town of Wasaga Beach
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MEA BURSARY COMMITTEE

Chair	Jason Cole	(Pres.)	County of Lambton
Member	Salim Alibhai	(P-Pres.)	York Region
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

MEA AWARDS COMMITTEE

Chair	Anna Godo	(P-Pres)	City of Windsor
Member	John Thompson	(P-Pres)	Retired Member
Member	Salim Alibhai	(P-Pres.)	York Region
Member	Reg Russwurm	(P-Pres.)	City of Guelph
Member	Roslyn Lusk	(P-Pres.)	City of Kitchener
Member	Dan Cozzi	(P-Pres/ED)	MEA Executive Director

MEA-MECP LIAISON COMMITTEE

Chair	Salim Alibhai	York Region
Member	Dave Thompson	Loyalist Township
Member	John Thompson	Retired Member
Member	Ashley Rammeloo	City of London
Member	Andy Lee	City of Vaughan
Member	Melissa Ryan	City of Kitchener
Member	Birgit Piberhoffer	Loyalist Township
Member	Jeffrey Lee	Town of Oakville
Member	Tracy Annett	Region of Waterloo

MEA YOUNG PROFESSIONALS COMMITTEE

Chair	Evan Cassidy	City of Belleville
Member	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
Member	Elena Martellacci	Grenville City of Toronto
Member	Michelle Pinto	Town of Stratford
Member	Amin Mneina	MEA – Member Services Coordinator

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

MEA SMART CITY COMMITTEE

Chair	Mark Siu	City of Markham
Member	Eric Pulnicki	City of Brampton
Member	Jean Hao	City of Kitchener
Member	Terry Gayman	City of Guelph

MEA ACTIVE TRANSPORTATION COMMITTEE

Chair	Arif Khan	York Region
Co-Chair	David Unrau	Town of Petawawa
Member	Markandu Rooban	York Region
Member	Jenna Campbell	Loyalist Township
Member	Matthew Kasunic	City of Kitchener
Member	Andrew Miller	City of Guelph

MEA CLIMATE CHANGE COMMITTEE

Chair	Kelly Murphy	Region of Durham
Member	Ralph Scheunemann	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

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

MEA MUNICIPAL PROFESSIONAL ENGINEERS ADVOCACY COMMITTEE

Co-Chair	Roslyn Lusk	City of Kitchener
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	Kelly Walsh	Town of Fort Erie
Member	Melissa Ryan	City of Kitchener
Member	Jeffrey Lee	Town of Oakville
Member	Dave Thompson	Loyalist Township
Member	Tina Sha	City of Hamilton

MINIMUM MAINTENANCE STANDARDS (MMS) REVIEW COMMITTEE

Chair	Chris Traini	County of Middlesex
Member	Alan Korell	Retired Member
Member	Rob Burlie	City of Pickering
Member	Enrico Scalera	City of Burlington
Member	Mark Covert	Town of Halton-Hills
Member	Roslyn Lusk	City of Kitchener

MEA EXCESS SOILS MONITORING COMMITTEE

Chair	Jeffrey Lee	Town of Oakville
Member	Katrina MacDonald	City of Mississauga
Member	Kyle VanderMeer	City of Guelph
Member	Tracy Annett	Region of Waterloo
Member	Rami Maassarani	Loyalist Township

MEA EXTERNAL COMMITTEES

MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT

Member Steve Lund County of Huron

OGRA EDUCATION & TRAINING COMMITTEE

Member Salim Alibhai York Region

Member Chris Traini Middlesex County

OGRA PUBLIC AFFAIRS COMMITTEE

Member Salim Alibhai York Region

Member Chris Traini Middlesex County

OGRA EQUITY, DIVERSITY & INCLUSION COMMITTEE

Member Salim Alibhai York Region

Member Chris Traini Middlesex County

OGRA RESEARCH & PRODUCT DEVELOPMENT COMMITTEE

Member Salim Alibhai York Region

Member Chris Traini Middlesex County

TAC Monitoring Representative

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 Peter Raabe City of Brockville

MECP WASTE PRACTITIONERS GROUP

Member Tracy Annett Region of Waterloo

THE ROAD AUTHORITY (Product Management Committee)

Member Arif Khan York Region

Member Sam Inchasi Town of Oakville

OPS COMMITTEES

OPS ADVISORY BOARD

Chair	Dan Cozzi	MEA Executive Director
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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	Prasoon Adhikari	City of Guelph

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
Member	Jackson Lee	City of Toronto
Member	VACANT	

OPS TRAFFIC SAFETY COMMITTEE

Chair	Robert Fazio	City of Toronto
Member	Edward Chiu	York Region
Member	Reuben Shanthikumar	City of Toronto

OPS WATERMAINS COMMITTEE

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

ADMINISTRATIVE/EXECUTIVE COMMITTEE REPORTS

2022 MEA COMMITTEE REPORT

Committee:	MEA BOARD OF DIRECTORS REPORT
Chairperson(s):	Jason Cole, MEA President
Reporting Executive:	Jason Cole, MEA President

MANDATE:

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

MEMBERS:

Jason Cole, President	Salim Alibhai, Past President	Chris Traini, Vice President
Matthew Miedema, Treasurer	Nick Colucci, Director	Catherine Taddo, Director
Taylor Crinklaw, Director	Amanda Froese, Director	Ben de Hann, Director
Penelope Palmer, Director	Dan Cozzi, Executive Director	

ACTIVITIES IN 2021:

The MEA Board of Directors met eight times in 2021/2022. In addition, the Board also conducted a Strategic Planning session to address progress on the existing plan and to develop a new plan for 2022/2023. With the lifting of COVID 19 pandemic restrictions, the Board returned to an in-person meeting format, with the following adjustments: accommodation measures for virtual attendance of Board members when needed; and select meetings continued to be held virtually when deemed appropriate by the Board.

The major activities of the MEA over the past year included:

1. Financial planning remained a key priority to address concern that the COVID 19 pandemic would continue to impact MEA's operations and revenues. These impacts were largely mitigated through employment advertising revenues, which reached an all-time high, and the timely renewal membership dues in 2022.
2. Budgetary items, revenues and expenses were monitored against the approved Budget at each Board meeting. The Board deliberated on the budget prepared by the Treasurer, which is approved for the upcoming 2022/2023 term.
3. MEA reconfirmed the prior commitment from the City of Toronto to host the AGM and Conference, now scheduled for 2022. The City of Toronto's Conference Organizing Committee worked diligently over the past year to organize, what promises to be, a monumentous return to this in-person event and revenue generator.
4. The MEA's MCEA Advisor as well as the Board were engaged with the MECP regarding the MCEA reform and amendments. A significant amount of work has been undertaken to reconcile fundamental differences between the MEA's position, as custodian of the the MCEA, and the interpretation of MECP staff regarding critical changes in the proposed amendments. Despite strong advocacy to the MCEA and the Minister to resolve outstanding issues and grant approval, the work on amendments remains ongoing. The updated MCEA manual is prepared in draft form in anticipation of the approval.
5. Training programs also returned to in-person format in 2022. However, the value of virtual training was recognized for its ability reach our entire membership on an equitable basis. A mixture of programming formats are proposed moving forward.

6. Free webinar series continued to be offered and fee-based courses/webinars were delivered related to the core MEA areas of MCEA and OPS. Work continues on developing content and secure facilitators for webinar/courses on topics of interest, such as new regulations related to excess soils.
7. The MEA YP Committee continues to play an important role to support and connect the Association's younger members. Meetings continued virtually and the committee launched the MEA Mentorship Program which connects MEA YP members to seasoned MEA members. The committee is also managing the Bridge Building Challenge at this year's conference
8. The MEA Municipal Professional Engineers Advocacy Committee (renamed) continued to promote the value of engineers working in and for municipalities. Communication was sent out to all 444 Ontario municipalities stressing the important role engineers play in their corporation and maintaining public safety.
9. The MEA added 2 new committees over the past year. The MEA Excess Soils Working Group was formed to address member concerns with the new legislation. The MEA Minimum Maintenance Standards (MMS) Committee was formed to support the work associated with updating MMS every 5 years.
10. All of our OPS Committees continued to meet virtually throughout the last term.
11. The Board approved an annual budget to support the annual maintenance of the forthcoming redesigned OPS website.
12. The MEA continued to support many external Committees and Groups.
13. The MEA reached out to the membership to seek volunteers to staff the various MEA and OPS committees.
14. Several e-Blasts were issued to members to advise of a number of issues in a timely manner.
15. MEA's social media platforms (Twitter and LinkedIn) continue to grow. All MEA news is posted on the website and social media to help get our messages out to members and the industry.
16. The MEA continues to demonstrate increases to its membership, surpassing a milestone 1000 members in 2022 and we are closing in on 1100 members!

FUTURE GOALS OF THE COMMITTEE

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

2022 MEA COMMITTEE REPORT

Committee:	2022 MEA/OPWA Liaison Committee
Chairperson(s):	Jason Cole - MEA President; Don Kudo - 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 2022:

The MEA-OPWA Liaison meeting is typically held annually to discuss items of mutual interest and opportunities to collaborate. This year, the liaison meeting was held in person at the Sheraton Parkway North Hotel on May 4, 2022 at the Items of discussion included:

1. Activities of both organizations over the past 12 months.
2. The Municipal Class Environmental Assessment (MCEA) amendment work with MECP:
3. The MEA's and OPWA's respective strategic plans and key achievements.
4. Update on the MEA/MTO'S plan to redevelop a more user-friendly website for OPS Standards.
5. MEA and OPWA 2022 Events:
6. MEA's Municipal Professional Engineers Advocacy Committee and communication to all Ontario municipalities on the benefits of retaining professional engineers.
7. Collaboration opportunities between MEA and OPWA:

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.

2022 MEA COMMITTEE REPORT

Committee:	2022 MEA/ACEC-Ontario Liaison Committee
Chairperson(s):	Jason Cole - President MEA; Joe Sframeli, WSP Canada Inc.
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:

This meeting is held annually to discuss items of mutual interest and collaboration opportunities. This year, the meeting was held on June 8, 2022 at the Sheraton Parkway North Hotel. Discussions included:

1. Both organizations outlined activities over the last 12 months.
2. The Municipal Class Environmental Assessment (MCEA) amendment work with MECP and the challenges the MEA has experienced.
3. The strategic plans of both organizations and achievements:
4. Updates on the MEA's and MTO's plan to redevelop a more user-friendly website for OPS Standards.
5. ACEC-Ontario and MEA events for 2022.
6. Ontario Not for Profit Corporations Act (ONCA) Changes.
7. MEA/ACEC-Ontario Standard Engineering Agreement Update:
8. MEA's Municipal Professional Engineers Advocacy Committee and communication to all Ontario municipalities regarding the retention of professional engineers.
9. Collaboration opportunities for MEA and ACEC-Ontario

FUTURE GOALS OF THE COMMITTEE

The MEA and ACEC-Ontario 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.

2022 MEA COMMITTEE REPORT

Committee:	2022 MEA/GOOD ROADS Liaison Committee
Chairperson(s):	Jason Cole - MEA President; Paul Schoppmann – Good Roads President
Reporting Executive:	Dan Cozzi - MEA/Scott Butler – Good Roads

MANDATE:

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

MEMBERS:

MEA Board of Directors	Good Roads Board of Directors	
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ACTIVITIES IN 2022:

The MEA-OPWA Liaison meeting is typically held annually to discuss items of mutual interest and opportunities to collaborate. This year, the liaison meeting was held in person at the Sheraton Parkway North Hotel on May 4, 2022 at the Items of discussion included:

1. Activities of both organizations over the past 12 months.
2. The Municipal Class Environmental Assessment (MCEA) amendment work with MECP:
3. The MEA's and Good Roads 's respective strategic plans and key achievements.
4. Update on the MEA/MTO'S plan to redevelop a more user-friendly website for OPS Standards.
5. MEA and Good Roads 2022 Events.
6. MEA and Good Roads Training Program – potential opportunity to consolidate MEA in-class courses at University of Guelph
7. MEA's Municipal Professional Engineers Advocacy Committee and communication to all Ontario municipalities on the benefits of retaining professional engineers.
8. MEA Administarion Agreement with Good Roads
9. Collaboration opportunities between MEA and Good Roads:

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.

2022 MEA COMMITTEE REPORT

Committee:	MEA Audit Review Committee
Chairperson 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:

Jason Cole, P.Eng., General Manager, Infrastructure & Development Services, County of Lambton, and MEA President	Salim Alibhai, P.Eng., PMP, Director, Capital Planning and Delivery, Transportation Operations, York Region, and MEA Past President	Dan Cozzi, P.Eng., MEA Executive Director
Lynne Remigio CPA, CA, Auditor	Matthew Miedema, P.Eng., Project Engineer, City of Thunder Bay, and MEA Treasurer	Chris Traini, P.Eng., County Engineer, County of Middlesex, and MEA Vice President

ACTIVITIES IN 2022:

A virtual meeting was held on October 24, 2022 to review the draft audit documents prepared by Ms. Lynne Remigio. Ms. Remigio was named at the 2021 AGM as the MEA's Auditor for the fiscal year September 1, 2021 to August 31, 2022. An electronic copy of the draft audit document was circulated to all members in advance.

The 2022 Audit Approach

General Approach

The Auditor's approach for the audit of MEA's year ending August 31, 2022 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 2021/22 audit was \$6,500.

Preliminary Assessment of Internal Control and Impact on Audit Approach

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

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

Matters Arising from the Audit

The 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:

√	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.

2022 MEA COMMITTEE REPORT

Committee:	2022 MEA Nominating & Constitution Review Committee
Chairperson(s):	Salim Alibhai (Past President)
Reporting Executive:	Salim Alibhai

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:

Salim Alibhai (Chair & P. President)	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 2022:

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 2022 NC members are:

- Salim Alibhai (Chair) - Immediate Past-President (MEA President 2021)
- Roslyn Lusk - 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 Committee meetings and provided minutes/notes.

The 2022 NC met via video conference on 2 occasions via ZOOM:

1. August 3, 2022
2. September 6, 2022.

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 during the 2022 Toronto Conference and is scheduled for Thursday, November 17, 2022. ***The sixty (60) day deadline is September 17, 2022. The next MEA Board Meeting is October 12, 2022; as a result this report will need to be presented to the Board via the MEA's E-Motion Protocol to meet the 60-day requirement.***

A Notice to the MEA membership calling for Board of Director nominations was provided on August 5, 2022 (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 2, 2022. The ED confirmed no nominations were submitted by the deadline.

At the first NC meeting, the Committee discussed the expected vacancies on the Board at the end of this current

term. The Chair of the NC contacted all current executive Board members on their status going forward and a summary is provided in the table below:

Name	Municipality	Current Role	Notes
Jason Cole	Lambton County	President 2-yr. term expiring	Will serve as Past President (ex-officio) for next term
Chris Traini	Middlesex County	Vice President 2 nd yr. of 2-yr. term	Has advised willingness to continue for next term.
Matthew Miedema	City of Thunder Bay	Secretary-Treasurer 2 yr. term expiring	Has advised willingness to continue for next term.
Salim Alibhai	York Region	Past-President	As current Past President will be leaving Board. **VACANCY**
Nick Colucci	Town of Erin	Director 2 nd yr. of 2-yr. term	Will be resigning **VACANCY**
Catherine Taddo	City of Sault Ste. Marie	Director 2 nd yr. term expiring	Has advised willingness to continue for next term.
Amanda Froese	Bruce County	Director 2 nd yr. of 2-yr. term	Has advised willingness to continue for next term.
Taylor Crinklaw	City of Stratford	Director 2 nd yr. of 2-yr. term	Has advised willingness to continue for next term.
Ben de Haan	United Counties of SDG	Director 1-yr. term expiring	Has advised willingness to continue for next term.
Penelope Palmer	City of Toronto	Director 1-yr. term expiring	Has advised willingness to continue for next term.

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

Prospective Candidate Search:

The NC Committee reviewed a prospective candidate list initially compiled by the 2019 NC, updated through the 2020 - 2022 by the NC through their knowledge and familiarity of members throughout the Province. This list was used as a starting point for the 2022 NC.

The Committee reached out to select prospective candidates the NC believed would be suitable Board members for the 2022-2023 term. Ultimately, the Board settled on 2 candidates to fill the existing vacancies:

- Paul Acquaah, P.Eng., Manager, Engineering & Capital Planning and Delivery, York Region

Paul would provide representation from a large upper-tier GTA Municipality.

- Scott Hamilton, P.Eng., City Engineer/Director of Engineering Services, City of Burlington.

The City of Burlington, a lower-tier municipality under Halton Region, has not been represented on the Board for many years, Scott is a senior staff member at Burlington and would provide representation from the GH. The NC believes that both the above candidates would be excellent candidates to serve on the MEA Board of Directors commencing the next 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 Paul Acquaah and Scott Hamilton be recommended as candidates for election at the 2022 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 Jason Cole of Lambton County, serve as Past-President (Ex-Officio) for 2022-2023.**
2. **The NC recommends the following three (3) current Board members, elected to 2-year terms at the 2021 AGM, complete their respective terms in 2022-2023:**
 - **Chris Traini** **Middlesex County**
 - **Amanda Froese** **Bruce County**
 - **Taylor Crinklaw** **City of Stratford**
3. **The NC further recommends the following four (4) current Board members as candidates for election at the 2022 AGM as Directors for the 2022-2023 term:**
 - **Matthew Miedema** **City of Thunder Bay** **(2-year term)**
 - **Catherine Taddo** **City of Sault Ste. Marie** **(2-year term)**
 - **Ben de Haan** **United Counties of SDG** **(2-year term)**
 - **Penelope Palmer** **City of Toronto** **(2-year term)**
4. **As there will be two (2) Directors in excess of the 4 required to be elected, the NC recommends the following two (2) new members for election at the AGM for the 2022-2023 term:**
 - **Paul Acquaaah** **York Region** **(1-year term)**
 - **Scott Hamilton** **City of Burlington** **(1-year term)**

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.

MEA COMMITTEE REPORTS

2022 MEA COMMITTEE REPORT

COMMITTEE:	Training Committee
CHAIRPERSON(S):	Reg Russwurm
REPORTING EXEC:	Chris Traini

MANDATE:

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

MEMBERS:

	Karl Grabowski	Reg Russwurm
Marc Clermont		

ACTIVITIES IN 2022:

2022 has seen a return to in-person training. Between January and April, we ran 12 courses - 10 in-person. 2 virtual. Three courses will be held in-person this fall due to winter/spring scheduling issues.

The return to in-person has been met with appreciation from participants and instructors. However, the winter/spring session was impacted by a shut down. We had to change some course dates and some municipalities became hesitant to send employees to training. This caused a reduction in attendance in Jan-March courses.

OGRA has been developing a digital learning program that will incorporate eLearning versions of several courses. The eLearning version of the course will exist in addition to the in-person version. Participants will have the option of in-person or eLearning.

The committee did not convene a formal meeting in 2022.

FUTURE GOALS OF THE COMMITTEE

- Continue with the mandated role, in particular seeking out qualified, volunteer instructors is a continuous challenge.
- Seek out one or two new members in response to the departure of several members.

FUTURE OF COMMITTEE:

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

2022 MEA COMMITTEE REPORT

COMMITTEE:	MEA MUNICIPAL CLASS EA MONITORING
CHAIRPERSON(S):	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:

Chair	Paul Knowles	MCEA Advisor
Member	Ashley Rammeloo	City of London
Member	Dave Thompson	Loyalist Township
Member	Reg Russwurm	City of Guelph
Member	Dan Foong	York Region
Member	Vacant	
Member	Vacant	

ACTIVITIES IN 2022:

Amendment to MCEA

Despite the MEA's two previous requests to the Minister's office (July 22, 2021 & January 21, 2022) to expedite the approval the MEA's Municipal Class Environmental Assessment (MCEA) amendment, the MEA currently cannot support the proposed amendment that the Ministry of the Environment, Conservation and Parks (MECP) has prepared. On March 23, 2022, MEA issued a letter to the Minister requesting he postpone approval of the amendment and direct MECP staff to make this a priority and continue working with the MEA to fully resolve the outstanding amendment issues with a target completion date prior to the end of 2022.

Since 2019, MEA has worked diligently to prepare an amendment to the MCEA. We have consulted with many stakeholders throughout this process. MEA submitted its original amendment in September 2019. After a year and a half of public consultation and MECP review, in May 2021, MEA submitted, what we understood to be, the final amendment version to MECP so their staff could undertake a final review that included addressing Indigenous issues and ensuring AODA compliance.

Between May of 2021 and December 2021, MECP dealt with Indigenous issues and MEA anxiously awaited MECP's final comments on our May submission. MEA started to hear back from MECP beginning in around mid-January of 2022. In mid-March, MECP staff provided MEA with their version of the amendment which they intended to present to the Minister for approval. The version provided by MECP differed significantly from what MEA submitted in May of 2021 and was unsatisfactory to the MEA.

Beginning in late March, MEA had several productive collaborative discussions with MECP staff, which resulted in us agreeing to a 2-phase approach for the approval of the proposed amendment. The first phase would include selected amendments where wording was agreeable and would be recommended for prompt approval. Additional work would be required to further address the amendment and implement meaningful change to the MCEA process and MECP staff had confirmed with MEA their willingness to continue collaborating with us to address a second phase of the MCEA amendment. We expected this second phase of the amendment to be prepared over the summer of 2022. On April 22nd MEA understood we had reached an agreement on the content for the 1st phase of an amendment to the MCEA and we anticipated an announcement by MECP the next week. However, there was no announcement. MEA is prepared to work diligently with MECP to get this right but there has not been any engagement from MECP since April 2022.

3.2 Section 16 Orders (Replaces Part II Order Request Process)

In July 2020, the government adopted the COVID-19 Economic Recovery Act that amended the EA Act to change the Part II Order Request process. Previously there had been significant delays waiting for a Minister's decision on Part II Order Requests. The legislative amendment changed to process such that only issues related to constitutionally protected Aboriginal and treaty rights will be considered by MECP. Requests on other grounds will not be considered by MECP and instead are to be considered by the proponent. During the two years since this system was introduced that have been approximately 180 projects per year and no Orders or Notices issued by MECP.

Companion Guide and Clarification.

MEA continue to develop new Companion Guide sections and Clarifications when issues arise. New sections include;

- Climate Change and Air Quality Impact Assessments

- MCEA is a 'Self Assessment' Process

- Beaches and other Recreational Projects

- Indigenous Peoples - Section A.3.7 Indigenous Peoples as proposed in the amended MCEA is brief and lacks some "how to" advise so MEA's related Companion Guide section will remain important. A sub-committee has been formed and is working to develop some practical advice for proponents.

Training and Outreach

Eblasts – Keeping MEA Members Informed

Training - Introduction to the MCEA course was delivered virtually October 3 – 5, 2022. Further training specific to the amendment of the MCEA will be offered after the amendment is approved.

Ask an Expert - MEA posts answers to common inquiries and clarifications related to the MCEA on the web site.

Specific question may be submitted to MEA using the 'Ask an Expert' function.

FUTURE GOALS OF THE COMMITTEE

The future goals of this committee are to:

EA Reform

- 1) Continued to work with a Sub-Committee that includes representatives from the consulting industry specifically on EA Reform.
- 2) Finalize and produce a new MCEA Manual that incorporates approved amendments and an updated version of the Companion Guide Notes;
- 3) Continue to participate in MECP's process to develop new regulations that will replace the MCEA and then deliver training on this new process
- 4) 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.

Companion Guide/Clarifications

- 5) Finalize guidance for proponents while they engage Indigenous Communities during the MCEA process.
- 6) Incorporate the Companion Guide within the new MCEA Manual that will be prepared after the amendment is approved. 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.
- 7) Respond to inquiries from proponents about the application of the MCEA
- 8) Develop new Companion Guide sections or Clarifications that explain issues raised by proponents.
- 9) Create a new MCEA web site

Training

- 10) Present a webinar in September 2023 to update proponents on the status of issues related to the MCEA.
- 11) Offer the Introduction to the MCEA Process course in the spring and in the fall.
- 12) Provide specific training that explains the detailed changes included in the amendment to the MCEA after amendment is approved.

MCEA Monitoring

- 13) Monitor the success of MECP's new process to resolve concerns raised after the Notice of Completion.
- 14) Submit the required Annual Monitoring Report to MECP prior to the October 4th deadline.

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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.

2022 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 2022:

Virtual meetings held via Zoom in April and October 2022.

During the April meeting, topics included controlling high flows in sanitary sewers, sanitary sewer flow monitoring for new subdivisions, development review resources, cut-fill by-laws, long-term costs to maintain / replace underground SWM storage facilities, how municipalities handle excess soil regulation, and jellyfish OGS filters.

Discussions at the October meeting included private lot level LID structures for SWM control, POTL water distribution systems, method of accounting for greenfield asset values, driveway maintenance in ROWs, standards for utility vaults, engineering review / involvement with lot grading plan reviews, how to deal with premature condo registration requests, advanced (or tertiary) sewage treatment systems for individual lots, and technical reports required for proposed underground parking facilities.

FUTURE GOALS OF THE COMMITTEE

To continue with quarterly meetings and continue to provide all Ontario municipal engineers to collaborate and share experiences on development engineering, and other municipal engineering related matters.

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.

2022 MEA COMMITTEE REPORT

Committee:	2022 Bursary Committee
Chairperson(s):	Jason Cole. MEA President
Reporting Executive:	Jason Cole

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:

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

ACTIVITIES IN 2022

- The Committee met several times throughout the late winter and spring season of 2022
- Established in 2008, 2022 marks the 15th year of the program
- The 2022 Bursary Program was promoted as follows:
 - News item on MEA Website
 - E-Blast to membership
 - Letter to Municipal Clerk of all Ontario municipalities
- 10 applications were received by the Committee in 2022 by the posted deadline
- Quality of submissions for 2022 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 Matthew Robinson
 - William Robinson Memorial Bursary (\$2,000) awarded to Quinn Leschuk
 - Eight (8) additional bursaries valued at \$1,500 awarded to:

<i>Emma He</i>	<i>Ryan Monfardshad</i>	<i>Shireef Zekry</i>	<i>Connor Pullen</i>
<i>Andrew Giles</i>	<i>Phillip Gauthier</i>	<i>Michele Adams</i>	

- Each municipal council (where parents/guardian work), were informed through their respective Clerk about the award winner
- All recipients received their awards in August 2022.
- News item posted on website.
- 1 bursary winners have been invited to attend (complimentary) the 2022 MEA President's Banquet & Awards Gala on Nov. 17/22.

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.

2022 MEA COMMITTEE REPORT

Committee:	2022 MEA Awards Committee
Chairperson(s):	Anna Godo
Reporting Executive:	Salim Alibhai

MANDATE:

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

MEMBERS:

Anna Godo (P-President)	Salim Alibhai (Treasurer)	Reg Russwurm (P-President)
Roslyn Lusk (P-President)	John Thompson (P-President)	Dan Cozzi (ED & P-President)

ACTIVITIES IN 2021:

Committee Activities in 2021:

In 2022, the Committee met via 4 ZOOM video conferences as well as through several email communications to initiate the nomination window, review candidates and to recommend the 2022 awards winners 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. 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 2021 acknowledge the 2021 winners.
4. Six (6) nominations were received from the membership for the MEA Award by the nomination deadline. The Awards Committee has also included its own nomination recognizing other MEA members.

Committee Recommendations for 2022 Awards:

MEA Award:

➤ **Don Kudo, P. Eng., Wellington County (nomination attached).**

Don has been nominated by his peers as a candidate to receive the MEA Award acknowledging his successful career over 34 years at Wellington County, Halton-Hills and City of Guelph where he provided outstanding community service, enhanced municipal engineering through participation with MEA, Good Roads and OPWA, managed numerous successful engineering projects, provided outstanding senior leadership.

➤ **Kathleen Llewellyn-Thomas Kenneally, P.Eng., (Posthumous - nomination attached):**

Kathleen Llewellyn-Thomas Kenneally was a uniquely gifted, versatile, innovative engineer whose commitment to public service, community and making communities better is why her peers nominated her posthumously.

Kathleen was an active member of the Municipal Engineers Association sitting on the Board of Directors from 1991 to 1999. While part of the Board she was also the Chair of the MEA MCEA Committee for that period and oversaw the complete re-writing of the two separate roads and water/wastewater Class EAs and combining them into one document, the document being the Municipal Class EA that we still use today.

➤ **Marc Clermont, P. Eng., (Posthumous – nomination attached)**

Marc was nominated posthumously by his peers acknowledging a successful career for the past 32 years, Marc has dedicated his working career to the field of Municipal Engineering. Marc started working as a Municipal Engineer in 1990 at the City of Rockland, moving into the role of County Engineer / Public Works Director at the United Counties of Prescott and Russell in 1995. During much of that time, Marc was a proud member of the MEA. Marc always made it a priority to attend the annual workshop. Marc was known as a County Engineer who promoted the concept of collaborating with local municipalities. He keenly understood the fiscal challenges they faced and was always willing to help where and when he could. Marc supported local municipalities before this was considered 'normal' – the attitude back when he started at the County was often one of conflict rather than collaboration. Marc did not believe in that approach and was regularly asked by his local municipalities to write tenders and RFP's and assist in the interview processes to hire local public works managers, supervisors and directors. Marc devoted many hours sharing his engineering knowledge with local municipal staff, either by providing guidance for which engineering manual to use or promoting the MEA Training program. Marc helped review engineering studies with local municipal staff and made them more knowledgeable in municipal engineering as a whole. Marc also provided support for all types of construction projects – he helped with estimates, offered solutions, undertook inspections, and authored professional opinions. As one of the few Municipal Engineers in the region, Marc also served as a mentor for E.I.T's and was a project advisor for college students.

➤ **Justyna Teper, M.Eng., PhD, P. Eng, City of Toronto (nomination attached):**

Justyna is being nominated by her peers for her work on the new Outfall at Ashbridges Bay Treatment Plant. This is a \$300 million dollar project that involves the construction of a 7 metre diameter tunnel 3.5 km into Lake Ontario. A major milestone was reached this year with the completion of the mining of the tunnel. The main tunneling shaft is 85 m deep. A photo of the shaft received an award from the Tunnel Association of Canada as Photo of the Year, 2021. Justyna has provided strong leadership and representation of the City of Toronto throughout the detailed design and construction phases of the project. She has worked closely and collaboratively with the lead consultant Hatch to ensure the successful delivery of the project. The construction is being undertaken by Southland Astaldi Joint Venture.

➤ **Pritish Roy P. Eng., City of Toronto (nomination attached):**

Pritish is being nominated by his peers for his work on the project to construct new Fluidized Bed Incinerators at the Highland Creek Treatment Plant. Pritish was a Senior Engineer and lead during the Class Environmental Assessment for this project. The Class EA was completed in 2016.

Following approval of the Class EA Pritish lead the development of the RFP and award of the assignment to Jacobs. Pritish provided the leadership and direction of this key project throughout the detailed design phase and became Manager of the Wastewater Treatment Plant Unit in 2020. Pritish led the pre-purchase of the incinerators from SUEZ with a value of \$42 million. The project has been successfully awarded to Maple Reinders and the award value is \$270 million and construction will commence this fall

➤ **Ronald Trewin, P. Eng., Durham Region (nomination attached):**

Ronald was nominated by his peers for his work/project related achievements as well as his long-term service to municipal engineering, Ron was the design Project Manager for the Victoria Street reconstruction and widening through the Lynde Shores Wetland complex and Conservation Area. Without Ron's dedication, knowledge and experience, this complex project would not be the award winning success it is today. Ron drove the project through complex environmental and geotechnical challenges, working with multiple agencies to achieve benefits for the environment, active transportation, and roads users in the sensitive Lynde Shores Wetland complex and Conservation Area. This project won the TAC Environmental Achievement award in 2022. This project also won the OPWA Project of the Year in the \$10M-\$50M Environmental Category. Throughout Ron's 40 year career (the last 25 with Durham Region), Ron has held positions in both the transportation design and construction divisions in addition to working as a Senior Project Manager on transportation projects Ron contributes to the development and modernization of Regional standards along with implementing best practices and procedures to guide the Region through emerging trends and legislation related to the design and construction of Regional roads. Ron's wealth and breadth of knowledge means he acts as a mentor for young and experienced engineers alike on topics from constructability and staging, asset management, geotechnical, landscaping, transportation design, environmental, etc. He is extremely generous with his time and has helped shape the upcoming generation of engineers at the Region.

MEA Order of Merit

➤ **Salim Alibhai, P. Eng., PMP, York Region**

This is consensus nomination of the Awards Committee (Salim was excluded from the discussions about this nomination). Salim is the longest serving MEA Board member in its history. Salim joined the Board in 2012 and has served for 10 years. Salim was Secretary-Treasurer for 4 years (also the longest term ever) and served as President starting in November 2020. Salim is currently serving as Past-President and is set to leave the Board at the end of November 2022. Salim's dedication and attention to detail has served the MEA well over his 10 years. He has provided critical leadership and his sense of practicality was always well received. He assisted MEA on numerous occasions through his resources at York Region. Many times, Salim has gone the "extra mile" for MEA and the Awards Committee believe he is worthy of being awarded the MEA Order of Merit for his contributions to the MEA over the years.

MEA Life Membership:

➤ **David Thompson, P. Eng., Loyalist Township**

David has served the MEA well over the years. He has participated in the MEA/MECP Liaison Committee and the MCEA Monitoring Committee for several years and also served on the Board. David is retiring from Loyalist Township effective in December of 2022.

➤ **Les Shepherd, P.Eng., MTO (retired).**

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 retired from MTO in 2022. He is being recognized for a life membership as a result of 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.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of

October 12, 2022. 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 17, 2022, at the Cheslea Hotel in downtown 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.

FUTURE GOALS OF THE COMMITTEE

Work for 2023

For 2023, 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	MEA-MECP Liaison Committee
CHAIRPERSON(S):	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Operations, Public Works, York Region
REPORTING EXEC:	Salim Alibhai

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.

MEA MEMBERS ON THE COMMITTEE:

Andy Lee (Vaughan)	Ashley Rammeloo (London)	Birgit Piberhoffer (Loyalist)
Jeff Hachey (London)	Jeffery Lee (Oakville)	John Thompson (Retired)
Melissa Ryan (Kitchener)	Rob Muir (Markham)	Roslyn Lusk (Kitchener)
Tracy Annett (Waterloo)		

ACTIVITIES IN 2022:

Since the last report, the Committee met once in Q4 of 2021, and three times in 2022 thus far, using a virtual format hosted by MEA (Salim Alibhai). The MEA-MECP meetings were co-chaired with Holly Buchanan, Manager of Education and Outreach, Client Services and Permissions Branch, Environmental Assessment and Permissions Division and organized in coordination with, Jessica Watts, Senior Program Advisor, Education and Outreach, Client Services and Permissions Branch with MECP.

Some of the issues discussed were:

The committee received a detailed update from Ministry staff on the new Excess Soils regulation and implementation date deferrals. There was a good discussion on specific impacts municipalities were facing due to the new regulation requirements. Implementation of Phase 2 provisions of the regulation is currently paused until January 1, 2023.

In September 2019, the MEA submitted to the MECP, proposed amendments to the MCEA. Even with ongoing discussion and follow-up, the MECP is yet to approve the amendments.

MECP is currently working toward Environmental Assessment Modernization. There have been ongoing liaison meetings since early March 2022 to work through comments and recommendations to create consistency. The MECP is looking to move away from Class EA's, toward a 'Streamlined EA' process across different sectors. The Streamlined process when finalized would result in a single EA process for all types of projects and the elimination of Class EAs such as the MCEA. EA requirements would be based on project type and expected impacts.

At the June meeting, MECP reported new Sewage Exemptions coming into effect July 1, 2022. New exemptions apply to Low Impact Development infrastructure (LIDs) on residential property, single and multi-unit buildings, foundation drainage, construction site dewatering, and UV treatment to control invasive species. It is the responsibility of the municipality to have an ECA or bylaw in place to ensure they meet the water balance criteria.

Ministry staff outlined new Low Impact Development (LID) guidelines. In January 2022, a draft LID Stormwater Management guidance manual was posted for comments. More than 50 sets of comments were reported back. Stormwater monitoring guidance will soon be distributed to a technical working group for initial comments and feedback to ensure the scope is accurate ahead of distribution for comments. There will be a significant transition period between the finalization of document and implementation.

Multiple updates have been brought forward from Ministry staff regarding Consolidated Linear Infrastructure (CLI) and Environmental Compliance Approval (ECA). CLI-ECA for Municipal Sewage Collection and Storm Water Works, is in its fourth year of implementation. The MECP continues to receive applications for review and approval.

Indigenous consultation is a standing topic on the committee agenda. Topics discussed include expectations for indigenous consultation during Class EA studies and when obtaining specific permits that are subject to Environmental Bill of Rights (EBR) postings such as a Species at Risk permit.

In October 2022, the Committee requested MECP to consider removing the requirement to sample within plumbing that services private residences as related to testing for lead in drinking water inside buildings, as part of Schedule 15.1 of O. Reg 170/03. This is a long-term initiative, and no status or timeline are available. Regulatory relief could be available when alternative proposals for collecting information are more resource efficient or more effective. The Ministry is open to applications of this nature for relief of strict compliance.

During this past year, David Thompson, Loyalist Township, after many years of service as co-chair, resigned from the Committee. Linda Churchill, Waterloo Region and Peter Raabe, City of Brock also resigned from the Committee. The MEA thanks all of the resigning members for their service. Also this past year, Tracy Annett, Waterloo Region has joined this Committee.

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 a 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	MEA Young Professional (YP) Committee
CHAIRPERSON(S):	Evan Cassidy
REPORTING EXEC:	Taylor Crinklaw

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 2022:

Social Media Presence

The committee has supported the MEA's social media presence in 2022 through maintenance of the MEA Discussion Group LinkedIn page. Social media posts have expanded to include notification for the upcoming Bridge-breaking competition.

Mentorship Program

The committee successfully continued implementation of the mentorship program established in 2021. The program is designed to connect experienced professional engineers who work for a municipality with an engineer or EIT looking to further their career within the municipal environment. The committee has compiled an associated mentorship guide that outlines the program timeline, expectations, outcomes, and recommended meeting themes and potential questions. The 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 program.

Currently there are three (3) Mentor-Mentee pairs that have been added as a part of the program. Committee plans to continue to grow the program, recruiting new Mentors and Mentees and make new revisions as required.

Networking Events

Networking events were paused for 2022 due to pandemic restrictions. Virtual tours and webinars were offered in place to keep young professionals engaged. A virtual tour of the Third Crossing in Kingston will be offered in November, 2022.

Conference Participation

The YP Committee will be hosting the annual bridge building challenge and networking event at the 2022 MEA Conference in Toronto. The YP Committee will also be soliciting for young professionals to become involved in the committee and MEA during the conference.

Monthly Conference Call Meetings

The YP committee has a conference call approximately once a month to plan, review, and discuss upcoming events and initiatives.

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FUTURE GOALS OF THE COMMITTEE

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| <ul style="list-style-type: none">• Continue to build on the established MEA mentorship program• Recruit additional Mentors and Mentees for the Mentorship program in hopes of growing the program• Continue to increase YP exposure and membership in MEA• Host at least one event in 2023• Continue social media presence and increase MEA LinkedIn group membership |
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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.

2022 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

Dan Cozzi (MEA)	Amin Mneina (MEA)	Reg Russwurm (City of Guelph)
Amanda Froese (MEA Director)	M. Miedema (MEA Treasurer)	David Mhango, (York Region)

ACTIVITIES IN 2022:

The committee met several times throughout 2022 to provide oversight for the planning of the 2022 Conference/AGM. In addition, the committee met to plan the agenda for the 2022 President's Banquet & Awards Gala.

The Committee also took on the responsibility to assist in seeking sponsorships for the 2022 Conference..

Also, the committee reached out to some municipalities as potential conference hosts for 2024 and 2025. Hosts have been secured for both 2024 and 2025 and an announcement will be made during the 2022 Conference/AGM event.

FUTURE GOALS OF THE COMMITTEE

Work for 2023

- The Committee plans to meet quarterly and commence working on a Conference Value Proposition document, and assisting the Toronto Organizing Committee in updating the Conference Planning Manual
- The committee will assist the 2023 organizing committee (Sarnia) as it begins to plan for the 2023 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Smart Cities Technologies
CHAIRPERSON(S):	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	Terry Gayman, City of Guelph	
Jean Hao, City of Kitchener		

ACTIVITIES IN 2022:

- Completion of the MEA user survey. Results suggested that the current state for Municipalities in adopting smart technologies is in its infancy. Pilot projects are being implemented throughout organizations.
- ongoing member recruitment efforts by all committee members
- Organize speakers/presenters for meetings to discuss and understand new technologies, consider its suitability in the municipal framework, and encourage municipal interest within the MEA community where applicable (LiveRoad Analytics, Miovision, University of Waterloo, Frontdesk)

FUTURE GOALS OF THE COMMITTEE

- Annual MEA user survey to check municipal pulse on smart technology.
- Continue to organize speakers/ presenters for new technologies.
- Where suitable, organize webinars to connect speakers / presenters with the MEA community.
- To engage other similar smart technology working groups across GTA to form focus niche for this committee

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	MEA Active Transportation Committee
CHAIRPERSON(S):	Chair: Arif Khan, Region of York
REPORTING EXEC:	Ben deHann, Stormont, Dudoas and Glengary United Counties

MANDATE:

The Active Transportation Committee will be a resource in terms of Active Transportation (AT) related issues and will educate stakeholders and members of the community on AT matters. Some specific scope items are:

- Sharing of knowledge and responding to rising questions regarding active transportation planning, design, construction, and maintenance
- Monitoring local and international state of the practice and new practice developments with regards to matters related to active transportation
- Developing guidelines and best practices.

MEMBERS:

Arif Khan	Region of York	
David Unrau	Town of Petawawa	
Rooban Markandu	City of Toronto	
Jenna Campbell	Loyalist Township	
Marko Kusunic	City of Kitchener	
Andrew Miller	City of Guelph	

ACTIVITIES IN 2022:

Met seven (7) times in this year.
Creation of Getting Started Active Transportation Guide

FUTURE GOALS OF THE COMMITTEE

1. Increase membership
2. Collect success stories
3. Participation in conferences (MEA, OGRA, Etc)
4. Publish an article in MEA quarterly newsletter
5. Do a presentation on AT committee at MEA Annual Workshop

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	MEA CLIMATE CHANGE COMMITTEE
CHAIRPERSON(S):	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:

Ralph Scheunemann 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 2022:

The Committee met on January 12, February 16, March 25, April 28, June 2, and September 14, 2022. The Committee will be meeting October 13, November 15 and December 14 to finish off 2022.

This was the second year of the Climate Change Committee and the main focus of the our group was to continue with focus of our mandate and using this 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 developed a resources spreadsheet to be linked on the MEA website. We are hoping to have this resource posted to the website in the next month. Our team will collectively update every three months and will welcome feedback from members and new input.

We hosted the committee's first webinar by the Climate Risk Institute on April 21, 2022 which was very well received by many members and the feedback was very positive. We are hoping to have another one before the end of this year for Envision.

Additional webinars are being planned this year for next year noting how long it takes to set up and organize. These will include other associations and committees, municipalities (large and

small) that have developed and are working through Climate Action plans and consultants that support GHG reduction programs.

A representative from the Committee is still participating 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

Continuing with the survey results from Year One, this Committee identified possible action items which may address the survey results. These concepts 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. This resource is to be posted before November 2022 for the members and updated every three months by our committee team.
- 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. The webinars take a considerable time to develop. We have had one done in April and it was very well received and one more will be done before the end of the year. We are currently working on 2023 webinars.
- 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. Our forward focus will be the incorporation of mitigation, adaptation and resilience in a practical application to the Class EA process.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Asset Management Committee
CHAIRPERSON(S):	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:

Advocation/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, City of Toronto	Kelly Walsh, Town of Fort Erie	
Saidur Rahman, City of Toronto	vacant	
Reg Russworm, City of Guelph		

Inrau, Town of Petawawa		
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ACTIVITIES IN 2022:

Attendance at Asset Management Ontario on line workshop
 Development of AM survey for MEA members
 Throughout the year, held 4 virtual meetings, 2 to be held to end of year

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.)
- Completion and review of the survey with a goal of further refining the mandate

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Municipal Professional Engineers Advocacy
CHAIRPERSON(S):	Roslyn Lusk, City of Kitchener Co-Chair - Vacancy
REPORTING EXEC:	Salim Alibhai, MEA Past President

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, Bruce County	Carlos Reyes, City of Kitchener	Sunil Sharma, City of Brampton
Melissa Ryan, City of Kitchener	Kelly Walsh, Town of Fort Erie	Vacancy
Vacancy		

ACTIVITIES IN 2022:

The MPEA Committee had a successful and productive 2022. The committee's Terms of Reference (TOR) was finalized early in 2022 and received by the MEA Board of Directors at their Board Meeting on April 10, 2022. The TOR establishes our mandate, committee composition and retention requirements, annual schedule of meetings and quorum required.

The MPEA Committee met on February 17 (Virtual), April 11 (In Person), April 21 (Virtual), June 16 (Virtual) and September 15 (Virtual). The next meeting will be in November in conjunction with the MEA Annual Conference.

On April 11th, the MPEA conducted the first strategic planning session to discuss priorities. On April 21, 2022, a consensus method of facilitation helped establish short term and long-term priorities including actions to take.

On June 13, 2022, MEA's President, Jason Cole, sent a letter developed by the MPEA Committee and approved by the MEA Board of Directors, to all municipal Clerks in the Province informing of the creation of the MPEA Committee and stressing the importance of the retention of Professional Engineers for Ontario municipalities. The distribution of this letter sets the stage for the MPEA Committee to continue with the work set out in our strategic plan.

FUTURE GOALS OF THE COMMITTEE

The MPEA will seek to fill vacancies on the committee and facilitate the election process for chairperson(s).

The committee will continue to elaborate and fine-tune details related to the following areas of strategic focus as identified in our Strategic Plan:

- 1- Plan the Plan; 2 – Research & Background; 3- Advocacy/Diplomacy; 4 – Promotion; 5 – Plan of Attack

The committee is currently developing key messages and gathering data to support our Strategic Plan.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Minimum Maintenance Standards (MMS) Review Committee
CHAIRPERSON(S):	Chris Traini, County Engineer, County of Middlesex
REPORTING EXEC:	Chris Traini, County Engineer, County of Middlesex

MANDATE:

This committee provides advice and represents the interests of the MEA on the Ontario Good Roads Association Five-Year Minimum Maintenance Standards (MMS) Committee.

MEMBERS:

Chris Traini, County of Middlesex	Roslyn Lusk, City of Kitchener	Rob Burlie, Ministry of Transportaion
Enrico Scalera, City of Burlington	Mark Covert, Town of Halton Hills	Allan Korell, Retired

ACTIVITIES IN 2022:

The minimum maintenance standards committee did not meet in 2022.

FUTURE GOALS OF THE COMMITTEE:

This committee will be very active next year as the OGRA's five-year MMS review committee will be launched in early 2023.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Excess Soil Working Group
CHAIRPERSON(S):	Jeffrey Lee, Town of Oakville & Kyle VanderMeer, City of Guelph
REPORTING EXEC:	N/A

MANDATE:

- Act as a forum/platform for information exchange and discussion between MEA members
 - Share best practices and implementation strategies
 - Build a lesson learned registry/document
 - Provide practical tools, guides and resources
- Monitoring the development of how excess soil regulation is affecting implementation
- Raise municipal concerns with excess soils regulation to the MECP
- Build communication with municipalities and MECP with regards to excess soils

MEMBERS:

Tracy Annett Region of Waterloo	Jeffrey Lee Town of Oakville	Rami Maassarani Loyalist Township
Katrina Macdonald City of Mississauga	Kyle VanderMeer City of Guelph	

ACTIVITIES IN 2022:

The working group met on March 4, April 1, May 6, Jun 2, July 9, August 12 and September 1, 2022.

This was the first year of the working group, the main focus was to learn how the On-Site and Excess Soil Management Reg. 406/19 (Excess Soil Regulation) affects the municipalities from various aspects and to determine how the group can benefit other MEA members.

Working group members had wholesome discussions on variety of topics and have been sharing their understanding of the regulation, implementation strategies, tools, and changes incorporated into their day-to-day operations to comply with the regulation.

In April, the working group provided comments to the MEA regarding the Excess Soil Regulation amendment (Implementation Pause of Excess Soil Requirements in Effect January 1, 2022) posted at the Environmental Registry of Ontario.

The working group is drafting a survey that will be issued to members in September. The goal of this survey is to identify relevant topics and areas which the working group should focus on in the future, as well as, any barriers/concerns of the regulation which can be communicated back to the MECP from a municipal perspective.

FUTURE GOALS OF THE COMMITTEE

Based on the survey results, the working group will identify possible action items which may address the needs of other municipalities. One of the potential items is to organize a workshop to educate interested parties on the regulation and allow for discussions between members.

In addition, the working group will advocate for further supports from the MECP in matters that have municipal focus regarding the implementation of the regulation, e.g. stormwater management pond sediment management.

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.

EXTERNAL COMMITTEE REPORTS

2022 MEA COMMITTEE REPORT

Committee:	Multi-Stakeholder Working Group on Road Salt Management
Chairperson:	Marie France-Roussel –Env. Canada
Reporting:	Steve Lund
Executive:	Steve Lund

MANDATE

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

MEMBERS:

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

There were no meetings held in 2022 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- 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Education and Training Committee
CHAIRPERSON(S):	Kelly Elliott, Deputy Mayor, Municipality of Thames Centre
REPORTING EXEC:	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

MANDATE:

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

MEMBERS:

Chris Angelo, Director of Public Works and Environmental Services, Municipality of Quinte West	Chris Traini, County Engineer, County of Middlesex, representing MEA	David Armstrong, Manger of Public Works, Town of Ganonoque
Nazzareno Capano, Manger, Transportation Policy and Innovation, City of Toronto	Cheryl Fort, Mayor, Township of Hornepayne	John Parsons, Division Manger, Road Operations and Forestry, City of London
Paul Schoppmann, Mayor, Municipality of St. Charles	Dave Burton, Mayor, Municipality of Highlands East	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Operations, Public Works, York Region, representing MEA

ACTIVITIES IN 2022:

The committee met in January, April, June and September, 2022.

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 2022:

- 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 2022 was the overview and management of the OGRA educational offerings.

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

2022 MEA COMMITTEE REPORT
OGRA Education and Training Committee

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 education trends, course offerings, development of training materials and management of trainers.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Public Affairs Committee
CHAIRPERSON(S):	Aakash Desai, Deputy Mayor, Municipality of Grey Highlands and OGRA Director
REPORTING EXEC:	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

MANDATE:

The Public Affairs Committee shall provide the OGRA 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	David Armstrong, Manager of Public Works, Town of Gananoque
Cheryl Fort, Mayor, Township of Hornepayne	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	Donna Jebb, Councillor, Town of New Tecumseth	Paul Schoppmann, Mayor, Municipality of St-Charles
Salim Alibhai, Director, Capital Planning and Delivery, Transportation Operations, Public Works, York Region, representing MEA		

ACTIVITIES IN 2022:

The committee met in January, April, June and September, 2022.

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 2022:

- 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 in 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

A number of issues of interest to MEA members discussed by this committee included delays in utility locates, long haul truck parking shortages, and several pieces of legislation including Bill 71

2022 MEA COMMITTEE REPORT
OGRA Public Affairs Committee

(Keeping Students Safe on School Buses Act, 2021), Bill 62 (Fairness for Road Users Act, 2021) and Bill 59 (Making Northern Ontario Highways Safer Act, 2021).

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:

√	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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Equity, Diversity and Inclusion Committee
CHAIRPERSON(S):	Kelly Elliott, Deputy Mayor, Municipality of Thames Centre
REPORTING EXEC:	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

MANDATE:

The Equity, Diversity and Inclusion Committee shall provide the OGRA 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:

Donna Jebb, Councillor, Town of New Tecumseth	Chris Traini, County Engineer, County of Middlesex, representing MEA	Kristen Murray, Councillor, City of Timmins
Melissa Abercrombie, Manager of Engineering Services, County of Oxford	Paul Ainslie, Councillor, City of Toronto	Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris Travis
	Aakash Deasi, Deputy Mayor, Municipality of Grey Highlands	Paul Schoppmann, Mayor, Municipality of St-Charles

ACTIVITIES IN 2022:

The committee met in January, April, June and September, 2022.

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 2022:

- 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.

2022 MEA COMMITTEE REPORT
OGRA Equity, Diversity and Inclusion Committee

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Good Roads Association (OGRA) Research and Product Development Committee
CHAIRPERSON(S):	Melissa Abercrombie, Manager of Engineering Services, County of Oxford
REPORTING EXEC:	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

MANDATE:

The Research and Product Development Committee shall 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.

MEMBERS:

Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris	Chris Traini, County Engineer, County of Middlesex, representing MEA	Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West
Brian Lewis, Councillor, Town of Halton Hills	John Parsons, Division Manager, Roads Operations, City of London	Paul Schoppmann, Mayor, Municipality of St. Charles
Kristen Murray, Councillor, City of Timmins	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Operations, Public Works, York Region, representing MEA	Dave Burton, Mayor, Municipality of Highlands East

ACTIVITIES IN 2022:

The committee met in January, April, June and September, 2022.

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 2022:

- 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 LED ringed stop signs and one-window permitting for oversize and overweight loads. This committee also oversees awards including the municipal paving award and the John Niedra Better Practices competition.

2022 MEA COMMITTEE REPORT
OGRA Research and Project Development Committee

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 (OPS) 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 whose 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:

√	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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	TAC Monitoring Representative
CHAIRPERSON(S):	
REPORTING EXEC:	Steven Kemp

MANDATE:

To monitor Transportation Association of Canada (TAC) activities and report back to other MEA members. TAC is a not for profit, national technical association that focusses on road and highway infrastructure and urban transportation. The TAC vision statement is ***Transportation that Makes Canada Safe, Healthy and Prosperous***

MEMBERS:

ACTIVITIES IN 2022:

The full TAC 2021/2022 fiscal year in review report is available online at https://tac-atc.ca/sites/default/files/site/doc/about-us/yir_forweb_e.pdf

TAC consists of 491 member organizations and over 800 individual volunteers serving on various committees and councils to produce TAC's many technical publications, webinars and other training programs for members. The three cornerstone documents created and owned by TAC are the Canadian Geometric Design Guide, the Manual of Uniform Traffic Control Devices for Canada (MUTCD) and the upcoming Road Safety Guide for Canada.

TAC volunteers are organized into six main councils; Environment & Climate Change, Infrastructure & Asset Management, Mobility, Safety Design & Operations, Technology and Workforce Development with many committees reporting into each council.

The annual conference was held in person for the first time in 3 years in Edmonton, Alberta from October 2-5, 2022. The theme of this year's conference was Changing Ways for our Changing Climate with many presentations and sessions making linking specific topic areas (Road Safety, Automated Vehicles, Bridge Design etc. etc.) to managing our changing climate. Over 1000 delegates attended the conference (15% of which identified themselves as Young Professionals). The exhibit hall was impressive with 62 exhibitors representing a broad scope of services in Transportation from signs, signals, line marking, structures, Geotech, stormwater, technology, maintenance and others.

The TAC strategic plan was released defining five focus areas of Collaboration & Communication; Building Knowledge; Disseminating Information; Developing our People; and Managing Effectively Now and Into The Future.

The 2023 TAC Conference and Exhibition is planned for Ottawa, Ontario.

FUTURE GOALS OF THE COMMITTEE

TAC continues to expand opportunities to provide high quality services and opportunities for members. The new Council and Committee structure has taken shape and is expected to streamline committee functions and increase collaboration across committees. Conferences are expected to continue to be provided in person while leveraging some lessons learned through COVID-19 to provide more virtual and hybrid opportunities for members to participate in TAC programs.

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.

2022 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
James	Lockwood	Rapid Span Precast	Producer	BC
Matt	MacArthur	NB DOTI	MOT	NB
Gerrie	Doyle	RAIC	Architect	ON
Mark	Sokolowski	Knelsen – Precast Div	Producer	AB
Paul	Imm	Forterra	Chair	ON

ACTIVITIES IN 2022:

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.

Four Quality Advisory Council (QAC) meetings were held in 2022:

- February 25, 2022
- April 12, 2022
- June 17, 2022
- October 28, 2022

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.
- A special meeting of the QAC was held in April to decide what action should be taken to deal with a plant that was consciously not abiding by the CPCQA program requirements. The QAC recommended the plant be de-certified and the CPCQA Board agreed with that decision. In accordance with CPCQA policy the plant (located in Alberta) was de-certified and removed from the program in June of 2022.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Aggregate – Certification Committee
CHAIRPERSON(S):	Gilbert McIntee
REPORTING EXEC:	Vince Musacchio Matthew Miedema

MANDATE:

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

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

MEMBERS:

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

ACTIVITIES IN 2022:

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

FUTURE GOALS OF THE COMMITTEE

Maintain standards of certification and reviewing certification applicants.

FUTURE OF COMMITTEE:

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

2022 MEA COMMITTEE REPORT

COMMITTEE:	CCIL – Asphalt – Certification Committee
CHAIRPERSON(S):	Gilbert McIntee
REPORTING EXEC:	Vince Musacchio Matthew Miedema

MANDATE:

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

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

MEMBERS:

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

ACTIVITIES IN 2022:

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

FUTURE GOALS OF THE COMMITTEE

Maintain standards of certification and reviewing certification applicants.

FUTURE OF COMMITTEE:

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

2022 MEA COMMITTEE REPORT

COMMITTEE:	Ontario Regional Common Ground Alliance (ORCGA) (An external committee which invites representation from MEA)
CHAIRPERSON(S):	Enzo Garritano (of IHSA)
REPORTING EXEC:	Catherine Taddo (MEA Executive)

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.

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	JD Barnes Ltd (AOLS)	Land Surveying
Mike McGiverty	Enbridge Gas Inc	Gas/Oil Distribution
Ben Hamilton	Ontario One Call	One Call
Jason Meyer	G - Tel	Locator
Rob Simpson	TC Energy	Transmission Pipelines
Doug Gale	Tbay Tel	Telecommunications
Dave Martins	Toronto Hydro	Electrical Distribution
Enzo Garritano - Chair	Infrastructure Health & Safety (IHSA)	Safety
Bill Barbosa	LiUNA	Labour Organization
James Vis	AVERTEX Utility Solutions	Specialty Excavator
Bav Mistry - Treasurer	Hydro One Networks	Electrical Transmission
Rupree Dhillon	Powell Contracting (ORBA)	Road Builders
Sat Virdi	TSSA	Regulator
Brice Brown	Hetek Solutions Inc.	Equipment Mfg. & Suppliers
Terry Murphy	Landscape Ontario	Landscaping/Fencing
Raffaello Taurino	Clearway Construction	Deep Excavator
Eric Boere - Vice Chair	Regional Municipality of Halton	Municipal & Public Works
VACANT		Railway
Alan Asselstine	Rogers Communications Canada	Member at Large
Nansy Hanna	ESA	Member at Large
Richard Noehammer	City of Toronto (MEA)	Member at Large
VACANT	(OSWCA)	Member at Large
VACANT		Member at Large

ACTIVITIES IN 2022:

The ORCGA Board of Directors met in February, May & September of 2022 to review business initiatives. Planning is underway for the 20th anniversary of the ORCGA which has been in operation since 2003. ORCGA staff have developed a 20th Anniversary logo which will be used for branding leading up to and during 2023.

Events. The 2022 Virtual Damage Prevention Symposium was held on February 8-10 and 15-16, 2022, the 15 Annual Golf Tournament was held at The Club at Bond Head on June 15, 2022, the Locate Rodeo and Excavator Challenge scheduled for August 18 and 19, 2022 at Georgian College was cancelled due to the situation in the construction industry and challenges with providing timely locates. Planning for the 2023 Damage Prevention Symposium to be held at Caesars Windsor on February 7-9, 2023 is well underway and re-registration opened on October 5, 2022.

Education. The Damage Prevention Technician (DPT) Programs were held throughout the summer across the province. Currently working with Ontario One Call's Dedicated Locator Working Group and the Enbridge-Hydro-One LAC group to merge the DPT program with the LSP training materials. The rollout of Safe Excavator Training (SET) has slowed due to the busy construction season coming out of the Pandemic, however, initiatives with Enbridge, City of Toronto, TARBA and OSWCA and LiUNA are underway. Four additional Tailboard Talks (TbT) have been developed and will be uploaded to the members only section of the ORCGA website once final formatting is completed. The target is to have 10 TbT completed by year-end.

Advocacy. ORCGA continues to participate in the Dedicated Locator Working Group (DLWG), an initiative developed by Locate Solutions Working Group under the Operations Committee of Ontario One Call. This group is developing the processes and documentation for the implementation of Dedicated Locators for project work, specifically the Bill 257, Supporting Broadband and Infrastructure Expansion Act, 2021 and projects addressed in Bill 93, Getting Ontario Connected Act, 2022. ORCGA is focusing primarily on Locator Training & Certification.

Membership. The ORCGA's current membership is approximately 500. The membership fee for Government agencies is only \$500 per year and there is no limit to the number of employees included. Municipalities that are not already members are encouraged to learn more about the benefits and consider becoming members.

<https://orcg.com/membership>

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 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 2023.

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	External Waste Practitioner's Group (WPG)
CHAIRPERSON(S):	Tracy Annett, Region of Waterloo, Waste Management
REPORTING EXEC:	N/A

MANDATE:

In consultation with key sector stakeholder groups, the Ministry of the Environment, Conservation and Parks (MECP) has established a Waste Practitioner's Group (WPG) to create a forum for discussions on waste sector permissions. Through regular quarterly meetings starting autumn 2020, the working group will identify opportunities for improvements in the permissions and approvals process and its operational practices & flexibility for waste facilities.

MEMBERS:

Tracy Annett Region of Waterloo	Mohsen Keyvani, MECP (External Co-Chair)	Peter Hargreave, Ontario Waste Management Association
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ACTIVITIES IN 2022:

The external working group met on January 26, 2022.

MEA called for applications within the membership to sit on this external Waste Practitioner's Group and selected Tracy Annett, Region of Waterloo, Waste Management in February 2022.

At the time of preparing this report, another meeting had not occurred. A more fulsome update will be provided next reporting cycle.

FUTURE GOALS OF THE COMMITTEE

To be determined once regular attendance in this external group has commenced.

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.

2022 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

Doug Culbert (Chair) - ESA	Erik Merlos (Vice Chair) - OGRA	Paul McShane - OGRA
Enrico Stradiotto - OSWCA	Arif Khan - MEA	Joseph Reid - OGRA
Bruce James – OWWA	Samer Inchasi - MEA	John King - OGRA
Darren Bauman - ORBA	Jesse Hopkins - OSWCA	Amin Mneina (Coordinator) - OGRA
Vacant – MTO	Scott Butler (Guest) - OGRA	Peter Henderson - TRA

ACTIVITIES IN 2022:

The Committee met eight times from November 2021 to October 2022. All of the meetings were conducted by teleconference. The committee reviewed a total of 24 products and classified them as follows: 17 accepted for use, 0 were conditionally accepted, 0 were under evaluation and 7 required additional information.

The Committee also undertook a review of its activities. Additionally, the Committee issued a formal communication on X-Lite Guiderail End Treatment product revoking the Accepted for Use status.

Currently, the Committee is working on the **Product Evaluation Criteria** which includes the following activities/assessments:

- Compiled a draft document with infrastructure products categories and their respected requirements for review and approval.
- The draft document would serve a starting point for committee members to review the existing criteria in the document and provide their comments and edits based on their expertise.
- Finalized review criteria for each products category for approval by the committee and adoption as the standard practice for accepting products going forward.

FUTURE GOALS OF THE COMMITTEE

Continue review of products.

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

- Finalizing the Product Evaluation Criteria;
- Finalizing a Communication Plan (for existing and new products); and,
- Continue developing an improved method for Product Performance Tracking (de-rating if required).

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.

OPS COMMITTEE REPORTS

2022 MEA COMMITTEE REPORT

Committee:	OPS Advisory Board
Chairperson:	Dan Cozzi – Executive Director MEA
Reporting Executive:	MEA Board of Directors

MANDATE:

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

MEMBERS:

Dan Cozzi - MEA Co-Chair	Alain Beaulieu - MTO Co-Chair	Mike Pearsal OPS Admin	Anne Allore – MTO Standards Mgmt
Alan Korell – MEA SMC	Scott Bulter - OGRA	Bryan Hocking - ORBA	Bruce Mathews - ACEC Ontario
Penelope Palmer City of Toronto	Patrick McManus OSWCA	Amin Mneina - MEA	Susanne Chan – MTO Standards Mgmt

ACTIVITIES IN 2022:

The Advisory Board meets 4 times per year. In 2022, all meetings were held via video conference. Meeting dates were January 19, March 16, June 20, and September 12.

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, Anne Allore, Susanne Chan and Amin Mneina)

Alain Beaulieu from the MTO became the MTO co-chair of the Advisory Board in late 2021, replacing Tony Tuinstra who retired late in 2021. MTO staff Anne Allore and Susanne Chan joined the committee in 2022.

Fahad Shuja left OGRA in early 2022; OGRA is in the process of recruiting a replacement. As a result, OPS was down 1 committee coordinator for most of 2022.

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

The MEA hosted 2 OPS 101 courses in 2022 (virtual) with 114 total attendees. The course continues to be popular and assists in promoting OPS. MEA has initiated development of an OPS 201 Course, with a focus on general conditions on contract. Expectation is to launch the course in late 2023 or early 2024.

OPS 127 Rates were updated and released in the spring of 2022.

MTO and MEA approved a supplemental annual “maintenance” budget for the update/revamp of the OPS website. The new website development has been delayed by the pandemic and also by the departure of Fahad Shuja in early 2022. As soon as Fahad’s replacement is hired, OGRA will move to retain a website developer to get on with the new website work.

A new OPS User Guide is in development and is expected to be launched in late 2022 or early 2023. The Advisory Board is also currently reviewing “Governance” language for the Advisory Board and this will be updated in the new User Guide.

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.

2022 MEA COMMITTEE REPORT

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

MANDATES:

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

MEMBERS:

Alan Korell MEA, Chair	Shailesh Shah MEA, Vice-Chair	Duncan Kung OPS, Coordinator	Susanne Chan OPS
Samer Inchasi MEA	Tim Murphy OGRA	Magdy Samaan ACEC-Ontario	Scott Taylor ORBA
Vacant MTO			

ACTIVITIES IN 2022:

The committee met six times from January to September 2022.
The following details the update of standards scheduled for the 2022 publication cycle:
Published: OPSS.MUNI – 23 OPSD – 85

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	OPS Drainage Committee
CHAIRPERSON(S):	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	Erik Kirchhof MTO, Temporary Coordinator (March-August 2022)
Sharon Berg MTO	Riaz Haq MECP	Don McBayne ACEC-Ontario
Andrea Pitura MEA	Aaron Ward MEA	Steven D'Orazio ORBA

ACTIVITIES IN 2022:

A total of 4 Drainage Committee meetings took place in 2022 between March and June when temporary coordinator was available. All meetings were held remotely, using Microsoft Teams. Drainage Committee is suspended as of September 2022 until permanent coordinator is hired.

The Committee worked on the following drawings and specifications:

403.010 - Galvanized Steel, Honey Comb Grating for Ditch Inlet
 403.011 - Raised Ditch Inlet Drawing
 800.010 - Concrete Pipe Culvert and Sewer Extensions Using Corrugated Steel Pipe
 800.011 - Concrete Rigid Frame Box and Open Culvert Extensions Using Corrugated Steel Pipe
 801.010 - Cut End Finish Corrugated Steel Pipe
 801.020 - End Section Details Corrugated Steel Pipe
 801.030 - Bevel Details for Structural Plate Pipe and Pipe-Arch - Corrugated Steel Pipe
 801.040 - Culvert and Sewer Safety Slope End Treatment, Notes and Tables
 801.041 - Culvert and Sewer Safety Slope End Treatment, Assembly Details
 801.042 - Culvert and Sewer Safety Slope End Treatment, Connection Details
 801.043 - Culvert and Sewer Safety Slope End Treatment, Installation Details
 OPSS.MUNI 409 - Closed-Circuit Television (CCTV) Inspection of Pipelines
 OPSS.MUNI 512 - Installation of Gabions
 OPSS.MUNI 1430 - Gabion Baskets and Mats
 OPSS.MUNI 1820 - Circular and Elliptical Concrete

Drainage Committee worked also on proposed new 9 OPSDs in 1000-Series for maintenance hole watertight system to address growing demand for construction and rehabilitation of sanitary manitance holes that limit Inflow and Infiltration (I&I). Proposed new OPSDs were circulated to MEA members for feedback in July 2022. Unfortunately due to Drainage Committee suspension proposed new OPSDs are still in works and will be published when completed.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2023, subject to Drainage Committee resumption of meetings:

400.001 - Hoisting Hook Rib for Cast Iron Frames for Catch Basins, Maintenance Holes, and Valve Chambers
 400.010 - Cast Iron, Square Frame with Square Overflow Type Dished Grate for Catch Basins, Herring Bone Openings
 400.020 - Cast Iron, Square Frame with Square Flat Grate for Catch Basins, Herring Bone Openings
 400.021 - Cast Iron, Square Frame for Curb Inlet Overflow
 400.030 - Cast Iron, Square Frame with Square V Grate for Catch Basins, Herring Bone Openings
 400.040 - Cast Iron, One-Piece Frame and Flat Square Grate for Temporary Installation, Herring Bone Openings
 400.070 - Cast Iron, Raised Square Frame with Circular Flat Grate for Catch Basins, Herring Bone Openings
 400.080 - Cast Iron, Side Inlet for Catch Basins
 400.081 - Cast Iron, Curb Inlet Frame with Two-Piece Raised Cover for Catch Basins
 400.090 - Cast Iron, Curb Inlet Overflow for Catch Basins
 400.100 - Cast Iron, Square Frame with Square Flat Grate for Catch Basins, Perforated Openings
 400.110 - Cast Iron, Square Frame with Square Overflow Type Flat Grate for Catch Basins, Perforated Openings
 400.120 - Cast Iron, Square Frame with Birdcage Grate for Catch Basins
 401.010 - Cast Iron, Square Frame with Circular Closed or Open Cover for Maintenance Holes
 401.020 - Cast Iron, Circular Frame with Circular 745 Mm Cover for Maintenance Holes
 401.030 - Cast Iron, Square Frame with Circular Watertight Cover for Maintenance Holes
 401.040 - Cast Iron, Raised Square Frame with Circular Closed or Open Cover for Maintenance Holes
 401.050 - Cast Iron, Raised Square Frame with Circular Watertight Cover for Maintenance Holes
 401.060 - Cast Iron, Circular Locking Cover for Maintenance Holes
 404.020 - Aluminum Safety Platform for Circular Maintenance Hole
 404.021 - Aluminum Safety Platform for 1500Mm Diameter Circular Maintenance Hole with Drop Pipe
 404.022 - Aluminum Safety Platform for 1800Mm Diameter Circular Maintenance Hole with Drop Pipe
 405.010 - Maintenance Hole Steps, Hollow
 405.020 - Maintenance Hole Steps, Solid
 406.010 - Aluminum Ladder
 805.010 - Height of Fill Table - Corrugated Steel Pipe and Structural Plate Corrugated Steel Pipe
 805.020 - Height of Fill Table - Corrugated Steel Pipe Arch and Structural Plate Corrugated Pipe Arch
 805.030 - Height of Fill Table, Spiral Rib Round Pipe
 805.040 - Height of Fill Table, Spiral Rib Pipe Arch
 806.020 - Height of Fill Table, Dual Wall Corrugated Polyethylene Gravity Sewer Pipe - 210 and 320 Kpa
 806.021 - Height of Fill Table, Closed Profile Wall Polyethylene Pipe Rsc 160 and Rsc 250
 806.022 - Height of Fill Table, Dual Wall Corrugated Polyethylene Gravity Sewer Pipe Rsc 100 and Rsc 160
 806.030 - Height of Fill Table Dual and Triple Wall Corrugated Polypropylene Gravity Sewer Pipe 320 Kpa
 806.040 - Height of Fill Table, Polyvinyl Chloride Gravity Sewer Pipe, 210, 320, and 625 Kpa
 807.010 - Height of Fill Table - Reinforced Concrete Pipe - Confined Trench, Class: 50-D; 65-D; 100-D; 140-D
 807.030 - Height of Fill Table - Reinforced Concrete Pipe - Embankment, Class: 50-D; 100-D; 140-D
 807.040 - Height of Fill Table - Non-Reinforced Concrete Pipe, Class 3
 807.050 - Elliptical Concrete Pipe, Class He-A, He-I, He-II, He-III, and He-IV
 809.010 - Perforated Pipe Sub-Drain In Granular Trench Main Storm Sewer Connection To Drainage Structure
 810.010 - Rip-Rap Treatment for Sewer and Culvert Outlets
 810.020 - Rip-Rap Treatment for Ditch Inlets
 OPSS.MUNI 410 - Pipe Sewer Installation In Open Cut
 OPSS.MUNI 415 - Pipeline Installation by Tunnelling
 OPSS.MUNI 416 - Pipeline and Utility Installation by Jacking and Boring
 OPSS.MUNI 421 - Pipe Culvert Installation In Open Cut
 OPSS.MUNI 465 - Sewer Pipeline and Culvert Rehabilitation by PVC Fold and form Liner
 OPSS.MUNI 1850 - Frames, Grates, Covers and Gratings

Drainage Committee will continue to work on proposed new 9 OPSDs in 1000-Series for maintenance hole watertight system.

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.

2022 MEA COMMITTEE REPORT

Committee:	OPS Electrical Committee
Chairperson:	Paul Nause
Reporting Executive:	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 2022:

The following standards have been reviewed and scheduled to be published in 2022:

OPSS.MUNI 615	Installation Of Poles
OPSS.MUNI 2422	Heavy Class Steel And Sectional Steel Poles, Base Mounted
OPSS.MUNI 2423	Steel Poles, Base Mounted
OPSD 2111.020	Electrical Maintenance Hole-Precast Concrete-600 mm X 1450 mm
OPSD 2111.030	Electrical Maintenance Hole-Precast Concrete-1200 Dia.
OPSD 2111.040	Electrical Maintenance Hole-Precast Concrete-1200 mm X 1650 mm
OPSD 2111.050	Electrical Maintenance Hole-Precast Concrete-1800 mm X 2400 mm
OPSD 2116.010	Drainage Facilities For Electrical Maintenance Holes
OPSD 2116.020	Electrical Maintenance Hole Drains To Drainage Pockets, Embankment Outlets And Ditches
OPSD 2116.030	Electrical Maintenance Hole Drains To Storm Sewer Systems
OPSD 2123.010	Electrical Maintenance Holes Entry Of Direct Buried Ducts
OPSD 2123.020	Electrical Maintenance Holes Entry Of Encased Ducts
OPSD 2130.010	Supply Control Cabinet Installation, Overhead And Underground Services
OPSD 2130.011	Supply Control Cabinet Installation, Underground Services, Bottom Entry Metering
OPSD 2130.012	Supply Control Cabinet Installation, Overhead Services, Bottom Entry Metering
OPSD 2130.013	Supply Control Cabinet Installation, Underground Services, Top Entry Metering
OPSD 2200.060	Precast Pedestal For Metering Or Street Lighting
OPSD 2220.010	Pole Handhole Locations
OPSD 2242.010	Wooden Pole With Neutral Supported Cable
OPSD 2305.020	Underpass Luminaires Wall Mounted Installation
OPSD 2310.040	Wedge Mounting Bracket For Underpass Luminaire
OPSD 2420.010	1.8 m Or 2.4 m Aluminum Tapered Elliptical Bracket
OPSD 2540.010	Aerial Traffic Signal Installation
OPSD 2540.020	Aerial Flasher Beacon Installation

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2023:

OPSS.MUNI 2434	Underpass Lighting Luminaires
OPSD 2101.01	Duct Installation In Trenches
OPSD 2101.020	Extension Of Existing Rigid Ducts Encased In Concrete
OPSD 2102.010	Underground Rigid Duct Connection At Concrete Structure
OPSD 2235.01	Pole Guying Details
OPSD 2242.020	Wooden Poles With Aerial Signal Cables Lashed On Messenger
OPSD 2245.010	Installation Of Aerial Cable Systems
OPSD 2255.010	Pole Wiring Diagram - 120V System
OPSD 2255.020	Pole Wiring Diagram - 120V/240V System
OPSD 2255.030	Pole Wiring Diagram - 347/600V System
OPSD 2255.040	Pole Wiring Diagram Lighting Pole On Bridge Structure
OPSD 2440.010	Supply Control Cabinet Assembly Type 1, 120/240V, 100A, 1-Phase, 3-Wire
OPSD 2440.020	Supply Control Cabinet Assembly Type 2, 120/208V, 100A, 3-Phase, 4-Wire
OPSD 2440.021	Supply Control Cabinet Assembly Type 2, 600/347V, 100A, 3-Phase, 4-Wire
OPSD 2440.030	Supply Control Cabinet Assembly Type 1 And 2, Enclosure
OPSD 2440.04	Pole Mounting Bracket - For Supply Control Cabinet Assembly
OPSD 2440.050	Supply Control Cabinet Assembly Type 1 And 2, Dead Front Panels
OPSD 2440.051	Supply Control Cabinet, Assembly Type 1 And 2
OPSD 2440.060	Supply Control Cabinet Assembly Type 1 And 2, 3-Point Door Latch
OPSD 2440.061	Supply Control Cabinet Assembly Type 1, 2, and 3, 3-Point Stainless Steel Door Handle
OPSD 2441.000	Supply Control Cabinet Assembly Type 3, 120/240V, 100A, 1-Phase, 3-Wire
OPSD 2441.010	Supply Control Cabinet Assembly Type 3, Enclosure
OPSD 2441.020	Supply Control Cabinet Assembly Type 3, Dead Front Panels
OPSD 2441.030	Supply Control Cabinet Assembly Type 3, 3-Point Door Latch
OPSD 2442.01	Duct Hanger
OPSD 2902.322	ATMS Enclosure Cabinet, Power Supply Assembly Type 3

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Environmental
CHAIRPERSON(S):	Don Kudo
REPORTING EXEC:	Penelope Palmer

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) municipal infrastructure 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	Prasoon Adhikari - MEA
VACANT - MTO	Mark Armstrong – ACEC-Ontario	Douglas Clark - ORBA
Derrick Mularchuk - OSWCA	Anne Allore – OPS, Coordinator	

ACTIVITIES IN 2022:

The Environmental Committee was very busy in 2022. The Committee continued to work on the update of OPSS.MUNI 180, Management of Excess Material, to be in compliance with O.Reg 406/19, which was amended since the November 2021 publication of OPSS.MUNI 180. Further amendments to the Regulation have stalled the review of the specification significantly. The Committee looks forward to continuing to updating the specification to make the management of excess materials requirements clear for Ontario municipalities.

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 welcomed Prasoon Adhikari to the group as an MEA representative, and looks forward to working with Prasoon. Natalie Boyd, MTO representative for the Committee, began a 1-year secondment in July 2022, and therefore the Committee is currently without an MTO representative. The Environmental Policy Office is conducting a search to find an appropriate replacement for Natalie while she is away.

The following standards were reviewed and published in April 2022:

OPSS.MUNI 810	Rootwad Structures for Waterbody Banks
OPSD 222.010	Rootwad Structures for Waterbody Banks

The following standards were reviewed and published in November 2022:

OPSS.MUNI 811	Large Woody Debris For Waterbody Banks
OPSD 222.020	Large Woody Debris for Waterbody Banks
OPSD 219.200	Sandbag Flow Check Dam
OPSS.MUNI 812	LUNKERS
OPSD 222.030	Stone LUNKER
OPSD 222.040	Wood LUNKER
OPSD 219.210	Temporary Rock Flow, Check Dam, V-Ditch
OPSD 219.231	Temporary Berm Barrier
OPSD 219.260	Turbidity Curtain
OPSD 219.261	Turbidity Curtain, Seam Detail

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the April 2023 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

The following standards are scheduled to be reviewed for the November 2023 publication cycle:

OPSS.MUNI 180	Management of Excess Materials
OPSS.MUNI 823	Low Flow Channels
OPSD 222.080	Low Flow Channels
OPSS.MUNI 824	Baffles in a Culvert
OPSD222.090	Baffles in a Culvert
OPSS.MUNI 804	Seed and Cover

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	OPS Specialty Committee on General Conditions of Contract
CHAIRPERSON(S):	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)	Finlay Buchanan (MTO)
Noris Bot, Vice Chair (ACEC-Ontario)	Curtis Breklemans (OSWCA)	Vacancy – (ORBA)
Michael Becke (MEA)	Amin Mneina (MEA/OGRA) – Coord.	

ACTIVITIES IN 2022:

- The Committee had its 2022 annual meeting on July 26th
- Reviewed current developments and questions that would affect the future update of the OPSS.MUNI.100
- Reviewed the input from the OPS GC stakeholders survey
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START	DUE		STATUS
Jun-2020	Jun-2024	All OPS.MUNI.100 questions received to be documented and tabled	ongoing
Jun-2021	Jun-2023	To gauge the exposure to the Muni GCs among stakeholders, prepare and launch a survey to get an understanding of which municipalities use OPS.MUNI.100 and which do apply SPs. In addition to obtaining feedback on MUNI.100 2019 publication	ongoing
Jun-2022	Jun-2023	Prepare jurisdictional scan cancelled as stakeholder's survey would suffice	Cancelled
Jan-2024	Jun-2024	Use data from all previous steps to review and update the OPS.MUNI.100 for the Nov-2024 publication	Upcoming

FUTURE GOALS OF THE COMMITTEE

- Continue meeting on an annual basis until the next publication in 2024
- Maintain full membership for the 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Grading
CHAIRPERSON(S):	David Shelsted, Chair
REPORTING EXEC:	Dan Cozzi

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 2022:

The following standards have been updated and published in April 2022:

OPSS.MUN| 220 Wick Drain Installation

The following standards were reviewed and reaffirmed in April 2022:

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

The following standards have been updated and will be published in November 2022:

OPSS.MUNI 202 Rock Removal by Manual Scaling, Machine Scaling, Trim Blasting, or Controlled Blasting

OPSD 203.040 Embankments Over Swamp At Pipe Culverts ≤ 1500 Mm

The following standards were reviewed and will be reaffirmed in November 2022:

OPSD 209.020 Widening Existing Rock Cut with Grade Rise

OPSD 203.020	Widening Existing Road Cut with Grade Rise
OPSD 203.010	Embankments Over Swamp New Construction

OPSD 203.020 Embankments Over Swamp Existing Slope Excavated to 1H:1V

OPSD 203.030 Embankments Over Swamp Existing Slopes Maintained

The Committee began the review of OPSS.MUNI 305, Granular Sealing, OPSS.MUNI 210.070, Granular Sealing, and OPSS.MUNI 501, Compacting.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed and published in 2023:

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
OPSS.MUNI 506	Dust Suppressants
OPSS.MUNI 2503	Magnesium Chloride Flake and Magnesium Chloride Solution
OPSS.MUNI 1860	Geotextiles
OPSS.MUNI 510	Removal
OPSD 300.010	Side Road Intersection, Fill
OPSD 300.020	Side Road Intersection, Cut

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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	OPS Pavement Committee
CHAIRPERSON(S):	Adam Kiley, MEA
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	Vacant, Coordinator
Michael Becke, MEA	Alen Keri, Concrete Ontario	

ACTIVITIES IN 2022:

During the 2021-2022 work cycle, the Committee met four (4) times between September of 2021 and December 2021. In January 2022, the Committee lost its coordinator and meetings were suspended. The committee was scheduled to meet an addition six (6) times before the end of the review cycle but had to postpone all six (6) meetings.

As part of the 2021-2022 work plan the committee reviewed and completed three (3) Ontario Provincial Standard Specifications which were submitted to SMC for review ahead of publication during the November publication cycle.

In 2021-2022 the committee carried over two (2) OPSS 1000 series specifications. The Committee completed both carry over specifications in the 2021-2022 review.

The remainder of the workplan from 2020-2021 was carried over to the 2022-2023 work plan 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 2022-2023 work cycle (**all are carry over from 2021-2022**):

- 1) OPSD 552.061 Load Transfer Device for Right Angle Expansion Joint, Concrete or Composite Pavement
- 2) OPSD 553.010 - Concrete Pavement, in Gore Areas
- 3) OPSD 553.020 - Composite Pavement, in Gore Areas
- 4) OPSD 554.010 - Concrete Pavement, Shoulder Terminal
- 5) OPSD 554.020 - Composite Pavement, Shoulder Terminal

- 6) OPSD 555.010 - Concrete Pavement, Approach Treatment To Hot Mix and Composite Pavements and Structure Approaches
- 7) OPSD 555.020 - Composite Pavement, Approach Treatment To Hot Mix and Composite Pavements and Structure Approaches
- 8) OPSD 560.025 - Concrete Pavement and Concrete Base Cross-Stitching Longitudinal Cracks
- 9) OPSD 800.010 - Concrete Pipe Culvert and Sewer Extensions Using Corrugated Steel Pipe
- 10) OPSD 800.011 - Concrete Rigid Frame Box and Open Culvert Extensions Using Corrugated Steel Pipe
- 11) OPSD 801.010 - Cut End Finish Corrugated Steel Pipe
- 12) OPSD 801.020 - End Section Details Corrugated Steel Pipe
- 13) OPSD 801.030 - Bevel Details for Structural Plate Pipe and Pipe-Arch - Corrugated Steel Pipe
- 14) OPSD 801.040 - Culvert and Sewer Safety Slope End Treatment, Notes and Tables
- 15) OPSD 801.041 - Culvert and Sewer Safety Slope End Treatment, Assembly Details
- 16) OPSD 801.042 - Culvert and Sewer Safety Slope End Treatment, Connection Details
- 17) OPSD 801.043 - Culvert and Sewer Safety Slope End Treatment, Installation Details
- 18) OPSD 1100.010 - Cast-In-Place Chamber, for Valves Up to 350 mm, Depth 3.0 M Max
- 19) OPSD 1100.011 - Piping Layout for Butterfly and Gate Valves 350 MM Diameter and Smaller in Cast-in-Place Chambers
- 20) OPSD 1101.010 - Precast Valve Chamber, 1200 and 1500 MM Diameter
- 21) OPSD 1101.012 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Components
- 22) OPSD 1101.013 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Riser and Base
- 23) OPSD 1101.014 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Thrust Blocks
- 24) OPSD 1101.015 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 1800 X 2400 mm Chimney and Cap
- 25) OPSD 1101.016 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Components
- 26) OPSD 1101.017 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Riser and Base
- 27) OPSD 1101.018 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Thrust Blocks
- 28) OPSD 1101.019 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 2400 X 3000 mm Chimney and Cap
- 29) OPSD 1101.020 - Valve Operator
- 30) OPSD 1101.030 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Components
- 31) OPSD 1101.031 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Riser and Base
- 32) OPSD 1101.032 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Thrust Blocks
- 33) OPSD 1101.033 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3000 X 3000 mm Chimney and Cap
- 34) OPSD 1101.040 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Components
- 35) OPSD 1101.041 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Riser and Base
- 36) OPSD 1101.042 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Thrust Blocks
- 37) OPSD 1101.043 - Precast Concrete Valve Chamber with Poured-In-Place Thrust Blocks, 3600 X 3000 mm Chimney and Cap
- 38) OPSS.MUNI 302 - Priming Granular Base
- 39) OPSS.MUNI 304 - Single and Double Surface Treatment
- 40) OPSS.MUNI 307 - Stockpiling of Patching Materials and Patching of Asphalt Pavement
- 41) 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.

2022 MEA COMMITTEE REPORT

COMMITTEE:	Structures
CHAIRPERSON(S):	Omozokpia Ajayi
REPORTING EXEC:	Dan Cozzi

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	VACANT - MEA	Jackson Lee - MEA
Erum Mohsin - MTO	Bart Kanters - CO	Mike Doupe - ORBA
Mark Torrie – ACEC Ontario	Anne Allore- OPS, Coordinator	

ACTIVITIES IN 2022:

The Structures Committee had a very busy 2022. The Committee continues to consult with stakeholders and conduct a full technical review of OPSS.MUNI 909, and looks forward to publishing in 2023.

John Stephenson, who had served on the Committee for many years, retired in April and as a result was no longer able to be an MEA representative on the Committee. MEA is currently conducting a search to find an appropriate replacement for John.

The following standards were reviewed and published in April 2022:

OPSD 3339.101 (R)	Deck, Voids, Access Hatch for Concrete Bridges, Installation
OPSD 3290.100	Piers, Cutwater Assembly
OPSD 3340.200	Deck, Drains With Downspout, Modification for Addition of Asphalt to Existing Structure
OPSD 3311.900	Deck, Girders, Steel Box, Access Hatch
OPSD 3419.100	Barriers and Railings, Steel Beam, Guide Rail and Channel Anchorage

The following standards were reviewed and published in November 2022:

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
OPSD 3339.100	Deck, Voids, Access Hatch for Concrete Bridges, Assembly
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
OPSS.MUNI 1212	Hot-Poured Rubberized Asphalt Joint Sealing Compound
OPSS.MUNI 911	Construction Specification for Coating Structural Steel Systems
OPSD 3310.150 (Cancelled)	Deck, Girders, Concrete, Positive Moment Connection at Piers
OPSD 3332.100	Deck, Round Voids, Form Supports and Tie-Downs

FUTURE GOALS OF THE COMMITTEE

The following standards have been scheduled to be reviewed and submitted for publishing for the April 2023 publication:

OPSS.MUNI 915	Sign Support Structures
OPSS.MUNI 942	Prestressed Soil and Rock Anchors
OPSS.MUNI 1312	Latex Modifiers for Use in Concrete

The following standards have been scheduled to be reviewed and submitted for publishing for the November 2023 publication:

OPSS.MUNI 909	Prestressed Concrete – Precast Members
OPSS.MUNI 912 (New)	Precast Concrete Culverts with Spans Greater than 3.0 M
OPSS.MUNI 1315	White Pigmented Curing Compounds for Concrete
OPSS.MUNI 919	Construction Specification for Formwork and Falsework
OPSS.MUNI 907	Structural Wood 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.

2022 MEA COMMITTEE REPORT

Committee:	OPS Traffic Safety Committee
Chairperson:	Robert Fazio
Reporting Executive:	Penelope Palmer

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, handrail and splash guards, and delineation.

MEMBERS:

Robert Fazio MEA, Chair	Brad Porter ACEC-Ontario, Vice-Chair	Duncan Kung OPS	Edward Chiu MEA
Reuben Shanthikumar MEA	Kenneth Shannon MTO	Stanley Qian ORBA	

ACTIVITIES IN 2022:

The following standards have been reviewed and scheduled to be published in 2022:

OPSS.MUNI 771 Highway Fence
 OPSS.MUNI 773 Wildlife Fence
 OPSS.MUNI 1504 Steel Beam Guide Rail
 OPSS.MUNI 1505 Channel Components for Steel Beam Guide Rail
 OPSS.MUNI 1540 Standard Highway Fence Components
 OPSD 213.010 Pavement Widening on Curves, Widening on Both Sides of Curve With or Without Spirals
 OPSD 213.020 Pavement Widening on Curves, Widening on Inside of Curves With or Without Spirals
 OPSD 302.010 Median Crossovers for Services Vehicles
 OPSD 922.165 Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH SoftStop Terminal System, Installation
 OPSD 923.001 Energy Attenuator, Crash Cushion, Narrow Systems, Component - Reinforced Concrete Pad
 OPSD 923.010 Energy Attenuator, Crash Cushion, Narrow Systems, Component - Reinforced Precast Concrete Pad for Permanent Installation
 OPSD 923.011 Energy Attenuator, Crash Cushion, Component - Reinforced Precast Concrete Pad For Modified Temporary Concrete Barrier
 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
OPSD 971.101	Fence, Highway, In Earth, Shale, Loose Rock, or Friable Rock, Installation
OPSD 971.102	Fence, Highway, In Solid Rock, Installation
OPSD 971.103	Fence, Highway, Installation Details
OPSD 973.130	Fence, Steel Beam, Barricade, Installation
OPSD 973.131	Wildlife Fence, Type A, with Apron of Type B Fence Fabric
OPSD 973.132	Wildlife Fence, Type A, Access Gate
OPSD 973.133	Wildlife Fence, Type B, on Steel Posts, Installation
OPSD 973.134	Wildlife Fence, Type B, on Wooden Posts, Installation
OPSD 973.135	Wildlife Fence, Type A, Installation
OPSD 973.140	Wildlife Fence, Steel Post Footing Details
OPSD 973.141	Wildlife Fence, Wooden Post Footing Details
OPSD 973.142	Wildlife Fence, Miscellaneous Details
OPSD 973.143	Wildlife Fence, Tie-In at Culverts or Wildlife Crossing Structures
OPSD 973.144	Wildlife Escape
OPSD 973.145	Wildlife Fence, Type B, Fence End Turnaround
OPSD 992.101	Intermediate Sign Support System, Slip-Safe Supreme Rib-Bak Breakaway System, Components

The following standards have been reviewed and scheduled to be cancelled in 2022:

OPSD 922.161	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, SoftStop Terminal System, Installation
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FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2023:

OPSS.MUNI 721	Steel Beam Guide Rail and Cable Guide Rail
OPSS.MUNI 722	Cable Guide Rail
OPSD 912.133	Guide Rail System, Steel Beam, ACP Sentry Post, Component
OPSD 912.134	Guide Rail System, Steel Beam, EZY-Guard 4 Post, Component
OPSD 912.136	Guide Rail System, Steel Beam, EZY-Guard HC Post, Component
OPSD 912.137	Guide Rail System, Steel Beam, ACP TL-4 Post, Component
OPSD 912.150	Guide Rail System, Steel Beam, ACP Sentry, Double Sided, Installation
OPSD 912.151	Guide Rail System, Steel Beam, ACP Sentry, Single Rail Adjacent To 2H:1V Slope, Installation
OPSD 912.152	Guide Rail System, Steel Beam, ACP TL-4, Shoulder Installation
OPSD 912.154	Guide Rail System, Steel Beam, ACP Sentry, Double Sided, Installation
OPSD 912.160	Guide Rail System, Steel Beam, EZY-Guard 4, Double Sided, Installation
OPSD 912.161	Guide Rail System, Steel Beam, EZY-Guard 4, Single Rail, Installation

OPSD 912.162	Guide Rail System, Steel Beam, EZY-Guard 4, Single Rail Adjacent To 2H:1V Slope, Installation
OPSD 912.163	Guide Rail System, Steel Beam, EZY-Guard HC, Double Sided, Installation
OPSD 912.164	Guide Rail System, Steel Beam, EZY-Guard HC, Adjacent To 3H:1V Slope, Installation – Rail At Shoulder
OPSD 912.165	Guide Rail System, Steel Beam, EZY-Guard HC, Adjacent To 2H:1V Slope, Installation – Rail At Shoulder
OPSD 912.189	Guide Rail System, Steel Beam, Type M30 – Adjacent to Sidewalk, Installation
OPSD 912.350	Guide Rail System, Steel Beam, SBGR Transition, ACP Sentry To MASH Max-Tension Median Terminal
OPSD 912.351	Guide Rail System, Steel Beam, SBGR Transition, EZY-Guard To MASH Max-Tension Median Terminal
OPSD 912.352	Guide Rail System, Steel Beam, Transition From SBGR TL-4 To SBGR TL-3, Installation
OPSD 912.600	Guide Rail System, Steel Beam, Guardian 5 – Roadside Installation – Double Rail, TL-5
OPSD 912.601	Guide Rail System, Steel Beam, Guardian 5 Load Transfer Section – Roadside Installation – Double Rail, TL-5
OPSD 912.602	Guide Rail System, Steel Beam, Guardian 5 Drop Down Section, Roadside Leaving End Installation – Double Rail, TL-5
OPSD 912.603	Guide Rail System, Steel Beam, Guardian 5 Drop Down Section, Roadside Approach End Installation – Double Rail, TL-5
OPSD 912.604	Guide Rail System, Steel Beam, Guardian 5 Thrie Beam Rail, Component
OPSD 912.605	Guide Rail System, Steel Beam, Guardian 5 W-Beam, Component
OPSD 912.606	Guide Rail System, Steel Beam, Guardian 5 Post, Component
OPSD 912.607	Guide Rail System, Steel Beam, Guardian 5 Drop Down Rail, Component
OPSD 912.626	Guide Rail System, Steel Beam, Thrie Beam Rail, Component
OPSD 912.173	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH Max-Tension Median Terminal System, Installation

FUTURE OF COMMITTEE:

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

2022 MEA COMMITTEE REPORT

COMMITTEE:	OPS – Watermains Committee
CHAIRPERSON(S):	Tim Marotta
REPORTING EXEC:	Ben deHaan

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 – ACEC-O, Vice Chair	Vacant - OGRA, Coordinator
Nick Verhoeven - MEA	Darrin Dodds – MEA	Muhammad Naeem - MTO
Cal Reaume - OWWA	Riaz Haq – MECP	Nik Marinov - OSWCA
Randy Davis - ORBA		

ACTIVITIES IN 2022:

During the 2021-2022 work cycle, the Committee met four times between September 2021 and June 2022. At the time of writing this report the Committee is not expected to meet again before the end of the year.

With respect to membership, the Committee is currently short one member, the OGRA Coordinator, after a couple of personnel changes.

In the Fall of 2021, Cal Reaume joined the Committee as the OWWA member, replacing Ray Miller who had stepped down earlier in the year. Cal has been a welcome addition, providing valuable information and insight.

In late January, the Committee Coordinator, Fahad Shuja, resigned from the OGRA. At the time of preparing this report, the position is still vacant and will be advertised soon. Fahad was instrumental in keeping the Committee on a constructive track. The Committee will miss his ability to push the publication of standards while understanding the value of the group's input and balancing the needs of the industry.

After Fahad's departure, the Committee's activities were indefinitely put on hold while the OGRA looked for a successor. As a result of this no standards were sent for publication in 2022.

This was particularly disappointing since the new CIPP standards (MUNI 467, 468, and 469) were originally sent for a 2021 publication but were delayed. Recognizing the industry's urgent desire to have these new specs in place, the Committee had worked to achieve that deadline. Missing this publication and then the April 2022 one as well is unfortunate.

FUTURE GOALS OF THE COMMITTEE

Without a Coordinator it is not possible to effectively build a list of standards to review during the 2022-2023 publication cycle. The committee is focused on standards review and will resume the regular Committee Workplan.

Once a new Coordinator is assigned the Chair will work with them to set a strategy to return to the Workplan. How this looks will depend on the timing of their start in relation to the next publication date. The Committee's priority will be to get the new CIPP standards (MUNI 467, 468, and 469) sent for publication.

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.