



**MUNICIPAL ENGINEERS ASSOCIATION**

**2023 ANNUAL REPORT**

**ANNUAL GENERAL MEETING**

**November 16, 2023**

**11:00 a.m.**

**Sunbridge Hotel & Conference Centre  
1498 Venetian Boulevard  
Point Edward, Sarnia ON**

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7.2.	Nominating Committee Report	Jason Cole 79
	<u>Motion:</u> <i>That the MEA Nominating Committee Report be accepted.</i>	
	<i>Moved by: __</i> <i>Seconded by:</i>	
7.3.	Treasurer's Report	Amanda Froese 74
	<u>Motion</u> <i>That the MEA Treasurer's Report Fiscal Year 2022/2023 be approved.</i>	
	<i>Moved by:</i> <i>Seconded by:</i>	
7.4.	Auditors Report & Motion for Next Year's Auditor	Amanda Froese 175- 179
	<u>Motion:</u> <i>That the Audit of the Financial Statements of Aug. 31, 2023, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA, be accepted.</i>	
	<i>Moved by:</i> <i>Seconded by:</i>	
	<u>Motion:</u> <i>That the firm of Lynne D. Remigio, CPA, be engaged to perform the audit of the MEA Financial Statements for the fiscal year ending August 31, 2024</i>	
	<i>Moved by:</i> <i>Seconded by:</i>	
7.5.	Audit Review Committee Report	Amanda Froese 76
	<u>Motion:</u> <i>That the 2023 MEA Audit Review Committee Report be accepted.</i>	
	<i>Moved by:</i> <i>Seconded by:</i>	
8.	Motion approving the Board of Director's Actions during 2022/2023:	Chris Traini
	<u>Motion:</u> <i>That the actions of the 2022/2023 Board of Directors are endorsed by the MEA membership.</i>	
	<i>Moved by:</i> <i>Seconded by:</i>	

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|-----|--|--------------------------------------|
| 9.  | Reading and/or considering reports of Standing and Special Committees  | <i>Jason Cole</i> <b>83-173</b>      |
|     | <i><b><u>Motion:</u></b><br/>That all the 2023 reports of the Standing and Special Committees be accepted.</i>                       |                                      |
|     | <i>Moved by:</i>   | <i>Seconded by:</i>                  |
| 10. | Reading and/or considering of other resolutions  | <i>Chris Traini</i>                  |
| 11. | General Business: 2024 – 2027 Conference Updates   | <i>Chris Traini</i>                  |
| 12. | Election of Directors for 2023/2024  | <i>Jason Cole</i> <b>11 &amp; 79</b> |
|     | <i><b><u>Motion:</u></b><br/>That the election of the candidates for MEA Board for the 2023/2024 term, be approved as presented.</i> |                                      |
|     | <i>Moved by:</i>   | <i>Seconded by:</i>                  |
| 13. | AGM Adjournment  | <i>Chris Traini</i>                  |
|     | <i><b><u>Motion:</u></b><br/>That the 2023 Annual General Meeting be adjourned.</i>  |                                      |
|     | <i>Moved by:</i>   | <i>Seconded by:</i>                  |

## **PRESIDENT'S MESSAGE**

### **November 2023**

Welcome to the 63<sup>rd</sup> Municipal Engineers Association (MEA) Conference and Annual General Meeting (AGM).

Thank you to the City of Sarnia and Lambton County for their warm welcome to their community and for the hard work of Past President Jason Cole and his team in putting on an event of this size and quality. We certainly have some exciting days ahead to enjoy!

Hot off the presses is the Municipal Class Environmental Assessment User Guide. This document comes after many (many!) months of effort by our MCEA team of staff and volunteers who worked diligently with our partners in the MOECC to amend the regulations and in the creation of this guide. It is full of tips, advice and examples to help you work through the MCEA process for your municipal projects. The user guide is available for order right now through the MEA website. A special thank you to Paul Knowles, our MCEA Coordinator, for all of his work on this project.

The Ontario Provincial Standards (OPS) remain as one of the MEA's key priorities. Maintaining these standards is no small task and I commend our team of volunteers for their ongoing commitment to the many committees that support the OPS. MEA is happy to continue our partnership with the province to provide staff to coordinate all of this valuable work. For the first time ever an in person OPS course will be offered at the Good Roads Guelph Road School in the spring of 2024. This class will supplement the current slate of OPS courses and webinars and provide an intensive all in one multi day experience for our students.

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 almost 1,200 strong representing over 100 municipalities/agencies/consultants, the relevancy of the MEA in engineering and municipal decision-making in Ontario continues to grow.

Volunteers are the heart and soul of the MEA. All of the committees and training would not exist without the continued dedication and experience of our members who donate their time and experience to these activities. I offer my heartfelt thanks to all of you who participate as volunteers with the MEA, and highly encourage those who are interested to sign up for a committee. I can tell you from experience it is well worth the effort!

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. This is, in my opinion, the best way to recruit municipal engineers in Ontario.

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 2022/2023 MEA Boards of Directors included:

- Jason Cole, Past President (County of Lambton)
- Matthew Miedema, Vice-President (City of Thunder Bay)
- Amanda Froese, Secretary-Treasurer (County of Bruce)
- Catharine Taddo, Director (City of Sault Ste. Marie)
- Taylor Crinklaw, Director (City of Stratford)
- Penelope Palmer, Director (City of Toronto)
- Ben de Hann, Director (United Counties of Stormont, Dundas and Glengarry)

Paul Acquah, Director (Region of York)

Scott Hamilton, Director (City of Burlington)

Thank you also, to MEA staff Dan Cozzi - Executive Director, Amin Mneina - Technical Services Coordinator, Kate Crouse – Admin Support Assistant. Our success is built on their hard work to keep our messaging, business affairs, and outreach active and in good order. If you see them around the conference, please share your appreciation with each of them, and especially to Amin who is moving on from the MEA after the event. Thank you for your efforts for the MEA over the past 4.5 years, Amin!

Please enjoy the 2023 MEA Conference and AGM, both the technical sessions and the social events and networking with your municipal engineering friends. I look forward to seeing you all in-person throughout the event.



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**Chris Traini, P.Eng.**  
**County of Middlesex**  
**President, MEA, 2022-2023**



## 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 11:15 a.m. on November 16, 2023. The meeting will be held at the Sunbridge Hotel & Conference Centre (Four Points Sheraton), 1498 Venetian Blvd, Point Edward, 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, 2023;
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: An amendment to the MEA Bylaw is proposed to address:
  - **conformity with the Ontario Not for Profit Corporation Act**
  - **changes to Executive positions within the Board of Directors**
  - **other administrative modifications**
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 17<sup>th</sup> day of October 2023.

**BY ORDER OF THE BOARD OF DIRECTORS**



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**Chris Traini, P. Eng.,  
President – MEA.**

## INFORMATION NOTICE – October 17, 2023.

### 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 17, 2023.

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](mailto:dan.cozzi@municipalengineers.on.ca), by midnight on November 15, 2023 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 by email, 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 15, 2023.

### 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 15, 2023, 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, 2023, will be available to members prior to the AGM in the 2023 MEA AGM Package. The Board will present the financial statements and will be requesting a motion for their receipt.

### Election of Directors to MEA Board

On September 15, 2023, 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 18, 2023. The Executive Director was tasked to place the following candidates for election as Directors for the 2023 - 2024 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, Chris Traini P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Chris Traini, P. Eng.,	County of Middlesex (ex-officio)
Matthew Miedema, P.	City of Thunder Bay (1-yr remaining in
Taylor Crinklaw, P. Eng,	City of Stratford (1-yr term) <b>X</b>
Ben de Haan, P. Eng.	United Counties of SDG (1-yr remaining in
Catherine Taddo, P.	City of Sault Ste. Marie (1-yr remaining in
Penelope Palmer, P.	City of Toronto (1-yr remaining in
Paul Acquaaah, P. Eng.	York Region (1-yr term) <b>X</b>
Scott Hamilton, P. Eng.	City of Burlington (1-yr term) <b>X</b>
Joe de Koning, P. Eng.	County of Wellington (1-yr term) <b>X</b>
Tara Blasioli, P. Eng.,	City of Ottawa (1-yr term) <b>X</b>

**Note: Only candidates marked with an “X” are up for election. The balance will serve out their current previously 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, CPA**, 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

An amendment is proposed to the MEA Bylaw to address:

1. Legislative changes in the Ontario Non-Profit Corporations ACT (ONCA) O. Reg. 295/21
2. Changes to the Executive Officer positions and terms within the MEA Board of Directors
3. Other administrative updates

A summary memo highlighting the proposed amendments to the bylaw is attached from the lawyer retained by the MEA, Sophia E. Dunkley, Partner, Campbells LLP to review ONCA requirements.

Ms. Dunkley will be available during the AGM.

The forthcoming AGM package will include a copy of the proposed amended MEA Bylaw, and updated Articles of Incorporation. The AGM package will be delivered to members fourteen (14) days in advance of the AGM.

## 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](mailto: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 17<sup>th</sup> day of October 2023.

BY ORDER OF THE BOARD OF DIRECTORS



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**Chris Traini, P. Eng.,  
President – MEA.**

**PROXY FORM**  
**ANNUAL GENERAL MEETING OF MEMBERS**  
**November 16, 2023**

All Members of Municipal Engineers Association have the right to vote at the Annual General Meeting of Members either in person (including by digital means) or by proxy.

If a Member is unable to attend, the Member may complete the below Proxy Form, to authorize another member to vote on his behalf.

**THIS PROXY FORM IS SOLICITED ON BEHALF OF MANAGEMENT OF THE CORPORATION**

To: **MUNICIPAL ENGINEERS ASSOCIATION**

The undersigned Member, [Name of member] (the "Undersigned"), of the Municipal Engineers Association (the "Association"), being a member in good standing, hereby appoints **D.M. (Dan) Cozzi, P. Eng**, or, in the alternative, the Undersigned appoints,

[name of alternate proxy]

as the nominee of the Undersigned (the "Proxy") to attend, act, vote for and on behalf of the Undersigned at **the Annual General Members' meeting (the "AGM") to be held on <Date>**, and at any adjournments thereof, with respect to every poll that may take place at that Meeting with the same powers that the Undersigned would have if the Undersigned were present at the AGM or any adjournment thereof.

Without limiting the foregoing appointment, the Proxy is hereby instructed to vote at the AGM as follows (Please write in voting instructions in the box below, reference motion number and "for/against". \*\*[In the case of the election of directors or appointment of auditor, reference the motion number and "for/withheld"].

Members who are not able to attend the AGM in person and wishing to exercise their vote should complete and sign the Proxy form and email to [dan.cozzi@municipalengineers.on.ca.](mailto:dan.cozzi@municipalengineers.on.ca.), **by midnight on Wednesday November 15, 2023** 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 AGM at least fourteen (14) days in advance of the AGM. The agenda package will include all proposed Motions to be considered at the AGM.

The undersigned hereby revokes any **Proxy** previously given to attend and vote at the AGM.

**Dated:**

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**Signature of Member:**

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**Name of Member (Please Print):**

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**2023/2024 BOARD OF DIRECTORS**

**CANDIDATES BACKGROUND INFORMATION**

**Christopher A Traini, P.Eng.**

**Serving at Past President (Ex-Officio)**

**Email: [ctraini@middlesex.ca](mailto: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.**

**1--Year Remaining in Term**

**Email:** [matthew.miedema@thunderbay.ca](mailto: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

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

**Election of 1-Year Term**

**Email: [tcrinklaw@stratford.ca](mailto: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.**

**1--Year Remaining in Term**

**[bdehaan@sdgcounties.ca](mailto: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)

**Catherine Jean Taddo, P.Eng.**

**1-Year Remaining in Term**

Email: [c.taddo@cityssm.on.ca](mailto: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

**Penelope Palmer, P. Eng.**

**1-Year Remaining in Term**

**Email: [Penelope.Palmer@toronto.ca](mailto: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](mailto:paul.acquaah@york.ca)**

**Education and Affiliations**

- 1998: Bachelor of Engineering, Civil Engineering, Ryerson Polytechnic University
- Association of Professional Engineers of Ontario (PEO)
- Association of 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](mailto:scott.hamilton@burlington.ca)

**Education and Affiliations**

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

**Joe de Koning, P. Eng.**

**Election for 1-year Term**

Email: [joedk@wellington.ca](mailto:joedk@wellington.ca)

**Education and Affiliations**

- 1995: Bachelor of Engineering Science, Civil Engineering University of Western Ontario
- 1998: Licensed by PEO
- 2020: Chair – OPWA West Central Branch

**Employment History**

**2021 - Present**

Manager of Roads, Engineering Services,  
County of Wellington

Management and planning of all aspects of the capital construction, rehabilitation, operations and maintenance activities related to the County Road System, including fleet management and roads facilities.

**2019 - 2021**

Construction Manager, Engineering Services,  
County of Wellington

**2018 - 2019**

Acting Manger Design and Construction, Engineering & Transportation Services,  
City of Guelph

**2015 - 2018**

Manager Technical Services, Engineering & Transportation Services,  
City of Guelph

**2006-2015**

Project Manager/Estimator,  
Prior Construction Corporation, Guelph Ontario

**1995 - 2006**

Project Manager/Estimator,  
E &E Seegmiller Limited, Kitchener Ontario

**Tara Blasioli, P. Eng.**

**Election for 1-year Term**

Email: [tara.blasioli@ottawa.ca](mailto:tara.blasioli@ottawa.ca)

**Education and Affiliations**

- 2001: McGill University, Bachelor of Engineering, Dept. of Civil Engineering/Applied Mechanics
- 2007: Licensed by PEO

**Employment History**

**2022 – Present**

Manager, Ādisōke Library, [www.adisoke.ca](http://www.adisoke.ca)  
Infrastructure and Water Services Branch  
City of Ottawa

Currently leading the City's largest single investment project, a new Central Library called Ādisōke. Project has a unique scope, with a partnership between Library and Archives Canada and the Ottawa Public Library. It is being built to achieve a new-zero carbon standard and will be the first municipal facility connected to the Federal Energy Services Acquisition Program. This project touches many engineering disciplines but also has tremendous outreach with the community, Host Nations, widespread stakeholders and elected officials.

**2021 – 2022**

Manager, Lansdowne Park Project, Infrastructure and Water Services Branch  
City of Ottawa

**2017 – 2021**

Program Manager, Municipal Design and Construction, Infrastructure and Water Services Branch  
City of Ottawa

**2012 – 2017**

Senior Engineer, Infrastructure Projects, Design & Construction Municipal West  
City of Ottawa

**2007 – 2012**

Engineer, Infrastructure Projects, Design & Construction Municipal West  
City of Ottawa

**2005 - 2007**

Coordinator, Rehabilitation Planning/Policy (1-year term) & Research & Technical Assistance Officer  
Infrastructure Management Division March 2005 – June 2007  
City of Ottawa

**2003 - 2005**

Project / Policy Officer , Right-of-Way (ROW) Management  
City of Ottawa

**2001 – 2003**

Junior Structural Engineer, Transportation Division  
Morrison Hershfield Limited

## 2022 MEA AGM DRAFT MINUTES

**MINUTES (DRAFT)**  
**2022 MEA ANNUAL GENERAL MEETING**  
**Thursday, Nov. 17, 2022, 11:00 a.m.**  
**Mountbatten Room, Chelsea Hotel Toronto**

*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 17<sup>th</sup>, 2022, by MEA President, Jason Cole. The AGM was held in the Mountbatten Room of the Chelsea Hotel Toronto. Attendance was estimated to be in the range of 80 members.*

1. **President's Message:** Jason Cole provided an overview of his President's Message included in the 2022 Annual Report package.
  - Jason thanked the Toronto Organizing Committee for all their efforts in planning and delivering the 2022 Conference & AGM event and noted this was a MEA record for attendance.
  - MEA membership has grown considerably since the 2021 AGM; the MEA hit the 1,000-member threshold earlier this year and expects to reach 1,100 soon.
  - 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 MEA members carry out daily creates the foundation of a safe, functioning society
  - Jason thanked the MEA volunteers who support over 40 committees and groups.
  - The Municipal Class Environmental Assessment (MCEA) and the Ontario Provincial Standards (OPS) remain as the MEA's key priorities. The overshadowing needs 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. The revenue from this business enterprise helps sustain the MEA overall business operations.
  - Jason thanked the outgoing MEA Board of Directors, and MEA staff Dan Cozzi and Amin Mneina.
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 2022 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. He also noted that 1 Proxy was submitted to him in accordance with the Notice and that he was instructed by the Proxy to vote in favour of every motion at today's AGM.
3. **Reading and/or Consideration of Previous AGM Minutes (2021 AGM via ZOOM, November 25, 2021):**
  - There were no questions raised regarding the 2021 AGM Draft Minutes

**Motion 2022-01:**

***THAT the minutes of the 2021 Annual General Meeting of the Municipal Engineers Association held November 25<sup>th</sup>, 2021, be approved.***

***Moved by: Alan Korell***

***Seconded by: Lee Robinson***

***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**

Jason Cole , MEA President, provided an overview of the MEA Board of Directors Report that was attached to the AGM Report package.

**Motion 2022-02:**

***That the MEA 2022 Board of Directors Report be accepted.***

***Moved by: Roslyn Lusk***

***Seconded by: Steve Lund***

***CARRIED***

**7.2. Nominating Committee Report**

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

**Motion 2022-03:**

***That the 2022 MEA Nominating Committee Report be accepted.***

***Moved by: Reg Russwurm***

***Seconded by: David Mhango***

***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, 2022. He noted that MEA's financial position remained in a good during the fiscal year, the 2021 Conference was held as a virtual event and the MEA training platforms were held as webinars.

Revenues and expenditures were up from last year, returning closer to pre-pandemic levels. MEA realized increases in revenue from hosting the President's Banquet in-person last year and employment service ads continue to be one of MEA's main sources

of revenue. These increases were 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 MEA will repay half (\$20,000) of the Canada Emergency Business Account (CEBA) non-interest loan that it received before the end of 2022; the balance (\$20,000) will be repaid by the final due date of December 2023. MEA also continued to receive wage subsidies in the amount for the first part of the fiscal year 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.

**Motion 2022-04:**

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

***Moved by: Sandra Lawson***

***Seconded by: Ben de Haan***

**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 2022-05:**

***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: David Di Pietro***

***Seconded by: Paul Acquah***

**CARRIED**

**Motion 2022-06::**

***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, 2023***

***Moved by: Nick Colarusso***

***Seconded by: Sarah McDonald***

**CARRIED**

**7.5 Audit Review Committee Report**

Matthew Miedema, MEA Secretary-Treasurer, outlined the 2022 Audit Committee Report.

**Motion 2022-07:**

***That the 2022 MEA Audit Review Committee Report be accepted.***

***Moved by: David Mhango***

***Seconded by: Syed Rizvi***

**CARRIED**

**8. Motion approving Executive Committee's Actions during 2021/2022**

Jason Cole, MEA President, outlined the following motion

**Motion 2022-08:**

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

***Moved by: Steve Lund***

***Seconded by: Reg Russwurm***

**CARRIED**

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

Jason Cole, MEA President, referred the audience to the standing and specialty committee reports which were included within the AGM Report.

**Motion 2022-09:**

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

***Moved by: David Di Pietro***

***Seconded by: Saidur Rahman***

**CARRIED**

**10. Reading and/or considering of other resolutions**

- None

**11. General Business. 2023-2025 Conference Updates:**

Jason Cole, MEA President announced that the 2023 Conference will be held in Sarnia. In addition, Jason announced that the 2024 Conference will be held in Ottawa and the 2025 Conference will be held on London.

**12. Election of Directors for 2022/2023**

Salim Alibhai, MEA Past-President announced there are ten (10) candidates to serve on the MEA Board for the 2022/2023 term. There will be two (2) vacancies on the board with the departure of the current Past-President (Salim Alibhai) and the resignation of a Director (Nick Colucci). 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 2022/2023 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 outlined below:

Under the MEA's Bylaw, the current President, Jason Cole, becomes the Past President.

The following Directors will serve out the balance of the 2-year terms they were elected to at last year's AGM and are not subject to election at this AGM:

- Chris Traini Middlesex County
- Amanda Froese Bruce County

- Taylor Crinklaw City of Stratford

The following Directors are subject to re-election for 2-year terms:

- Matthew Miedema City of Thunder Bay
- Catherine Taddo City of Sault Ste. Marie
- Ben de Hann United Counties of SDG
- Penelope Palmer City of Toronto

The MEA's Nominating Committee, after a thorough search, has recommended that the following MEA members stand for election for 1-year terms at this AGM:

- Paul Acquaaah York Region
- Scott Hamilton City of Burlington

**Motion 2022-10:**

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

***Moved by: Carlos Reyes***

***Seconded by: David Atkins***

***CARRIED***

**13. AGM Adjournment:**

- Prior to adjourning, Jason Cole thanked Matthew Miedema for serving as the MEA's Secretary-Treasure over the past 2-years
- Jason also thanked Salim Alibhai for serving on the Board of Directors for 10 years.

**Motion 2022-11:**

***That the 2022 Annual General Meeting be adjourned.***

***Moved by: Salim Alibhai***

***Seconded by: David Mhango***

***CARRIED***

**Minutes Prepared by:**



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

**MEA BY-LAW**

**SUMMARY OF PROPOSED AMENDMENTS  
& ARTICLES OF INCORPORATION**



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**Sophia E. Dunkley**  
[Sophia@oakville.law](mailto:Sophia@oakville.law)

## MEMO

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**DATE:** Sept 2, 2023

**TO:** Municipal Engineers Association (“MEA”)

**Our File:** C220822 – Municipal Engineers Association – By-Law Review (ONCA) – Corporate (NPO)

**RE:** Proposed By-Law Changes and Articles of Amendment (previously called the Letters Patent) Changes

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### Proposed By-Law Changes, Summary Highlights

**Recitals** – (A) to (E) to provide background and context for the revision of the by-laws as it relates to the continuance under the *Not-for-Profit Corporations Act* (the “NFP Act” or “ONCA”)

**Section 1.01** – Definitions –added terms for greater clarity and understanding **Section 1.01 (h)** – adding defined term “Digital Means” to allow manner of digital and electronic communication and meetings

- Other references to “Digital Means” in the following sections of the ByLaw:
  - **Section 2.01** - in regards to membership applications
  - **Section 4.07**- in regards to members voting by Digital Means and to be included in quorum
  - **Section 4.08** – in regards to members participating in a meeting by Digital Means
  - **Section 4.10** – in regards to the delivery of a proxy form by Digital Means

- **Section 4.11** – in regards to members voting by Digital Means
- **Section 7.11** – in regards to directors attending a meeting by Digital Means

**Section 1.02** – Head office specifically references the municipal address in the Town of Oakville.

**Section 2.01 (a)** – Members admitted by resolution of the Board

**Section 2.01 (c)** – Membership qualification to demonstrate interest in furthering the objects of the Association and to keep membership in good standing

**Section 2.02** – Membership classes specify that there are two classes of members, voting and non-voting members, and the specific sub-classes within each class [e.g. Voting Members = Standard Member and Life Member; and Non-Voting Members = EIT Member, Provincial/Federal Member, Contract Member, Named Engineer Member, Retired Member, and Honorary Member]

**Section 2.03** – Rights of Members, moved up from its previous location for greater understanding and consistency with Section 2.02

**Section 2.06** – Termination of Membership – added paragraphs (d), (e), (f), to further detail that members can be expelled/removed, must maintain good standing (e.g., acting in the best interest of the association) and that membership terminates on the liquidation / dissolution of the association.

**Section 4.07** – 25 Members shall constitute quorum, and quorum to be maintained throughout the meeting of Members

**Section 4.08** – Change heading and subject from “Meeting by Telephone to “Video Meetings”

**Section 5.02 (a)** – Composition of Board –To be a fixed number but which can be modified by special resolution of the Members to give effect to the Director elections in Section 5.03; Directors to be elected by the Voting Members, except for 1 ex-officio Director who shall be the Past President

**Section 5.02 (b)** – Composition of Board—added further clarification that of 10 board positions, a minimum of 4 Directors will concurrently hold executive positions as President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary and Treasurer (or SecretaryTreasurer in lieu of a Secretary and a Treasurer), a maximum of 5 Directors will be directors-at-large who do not hold any executive positions, and 1 Director will be exofficio as the Past President; added the further qualification of only 1 director per municipal representation, with added flexibility of exceptional situations (e.g., where a director transfers from one municipality to another during his/her term and upon seeking re-election)

**Section 5.03**—Election and Term of Office (Directors) – further details provided as to how the staggered elections and corresponding appointments to specific officer positions will work (e.g. 1 director will have a term of 3 years and hold in year 1 position as 2<sup>nd</sup> VP, 2<sup>nd</sup> year as 1<sup>st</sup> VP and 3<sup>rd</sup> year as President); confirming that one director is exofficio and is not subject to re-appointment or re-election; confirming that a director who concurrently serves as President and whose term has expired shall be eligible for reelection as a Director after a 5-year waiting period

**Section 5.04**—Qualification of Directors—confirming that to serve on the board, Directors must be Voting Members (excluding Life Members) in good standing and who meet the qualifications of Directors set out in the NFP Act

**Section 7.01** – Quorum—A majority of the Directors shall constitute quorum, and quorum should be maintained throughout the meeting

**Section 7.10** – Scheduled Regular Meetings –there shall be (8) scheduled regular meetings of the Board, which does not include special meetings or other meetings not otherwise scheduled, which has an impact on the notice requirements in Section 7.04 and minimum board attendance requirement in Section 7.12

**Section 7.12**—Board Meeting Attendance Requirement – confirming that there is a minimum required board attendance (e.g. a Director must attend  $\frac{3}{4}$  of scheduled regular meetings in a given Board term year; and confirming that a Director may be deemed to have vacated his/her office pursuant to Section 5.05(e), without further action unless there are extenuating circumstances that require the board’s discretion to either waive the non-compliance or to refer to the members for a formal removal by special resolution— these provisions were added for efficiency and flexibility, while still complying with the NFP Act.

**Section 8.01**—General (Powers of Directors) – added for greater clarity and to distinguish from officer duties/ delegated powers

**Section 8.05**—Policies / Procedures – general provisions included and the list of specific policies and procedures removed, as the board has discretion to make, amend or rescind, and such changes are much easier to deal with outside of the by-laws; further policies will be posted on the association’s website

**Section 9.01**—Officer Positions – described and distinguished from Director positions, though there is a correlation, which will assist the association in its compliance and understanding of the NFP Act; Secretary- Treasurer identified as a jointly held position, in lieu of having a Secretary and a Treasurer as a separately held positions

**Section 9.02(a)** – Appointment of Officers—The Board shall appoint a President, Secretary, Treasurer (or a Secretary-Treasurer), and may appoint such other vice president positions to be known as 1<sup>st</sup> VP, 2<sup>nd</sup> VP

**Section 9.02(b)**—at the first meeting of the Board after the AGM, the Board shall appoint the President (who will have served as the 1<sup>st</sup> VP from the previous term) for a 1year term; the Board shall appoint a 1<sup>st</sup> VP, who will have served as 2<sup>nd</sup> VP from the previous term for a 1-year term

**Section 9.02(c)** – in alternating years, at the first meeting of the Board after the AGM, the Board shall have the discretion to make the following appointments as may be appropriate for the circumstances: Secretary or Secretary – Treasurer (who will have served as a Director from the previous term) for a 2-year term; 2<sup>nd</sup> VP (who will have served as a Director from the previous term) for a 3-year term (year 1-2<sup>nd</sup> VP, year 2—1<sup>st</sup> VP, year3 – President)

**Section 9.03** —Duties of President and Vice Presidents – the duty of Chair of the Board added to the position of President to comply with the NFP Act

**Section 9.04** —Duties of Secretary – has been separately described from the duties of Treasurer, with the understanding that in a jointly held position it would apply to the Secretary-Treasurer

**Section 9.05** —Duties of Treasurer—has been separately described from the duties of Secretary, with the understanding that in a jointly held position it would apply to the Secretary-Treasurer

**Section 9.06**—Past President—duties described in full for greater clarity, and to be consistent with other officer positions

**Section 10.01**—Executive Director – confirming the reporting structure to the Board **Section 10.02** – Other Employees / Agents – confirming the reporting of employees / agents to the Executive Director

**Section 16.02**—Disclosure of Interest—added paragraph to provide further details to direct the association about circumstances where disclosure of interest is required, and the recusing from voting of such Director/Officer who has an interest in the vote/matter

**Section 17.01**—Discipline of Members – added paragraph to provide guidance on who Members can be expelled, suspended or removed, and to create a procedure that is based on procedural fairness

**Section 17.02** —Mediation and Arbitration—added paragraph to provide guidance on dispute resolution between Members, Directors, Officers, Committee members, employees or volunteers of the Association

**Section 17.03** —Dispute Resolution Mechanism – added paragraph to provide the dispute resolution process to be followed in the event of a dispute instead of seeking a legal remedy through the courts, which will be less costly in terms of time and money

**Section 18.01** – Number and Gender – removed ambiguous term “neuter” and added the term “person”

**Section 19.01**—Amendments to the By-Laws – effective from the date of passage by the Board until the next meeting of Members where it can be confirmed, rejected or amended by the Voting Members, pursuant to the Act

**Global Change (Various Sections of the By-Law) —all references to Secretary will include “or Secretary-Treasurer”**

**See Next Page re Articles of Incorporation**

## Proposed Articles of Amendment (previously called the Letters Patent) Changes

### a. objects of the Association (Article 4) – As Currently drafted:

4. The objects for which the corporation is incorporated are:  
*Objets pour lesquels la personne morale est constituée:*

The establishment and operation of a municipal engineers professional association for the purposes of:

- (a) uniting members of the engineering profession employed by or associated with Ontario's municipalities and promoting their interests and conserving their rights;
- (b) to advocate for and promote proficient municipal engineering;
- (c) sharing 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.

### No revisions proposed.

### b. membership classes (add to Paragraph 5 – The Special Provisions) – as per the NFP Act, the different classes of members will need to be set out in the letters patent / articles (see s.48(3) of the NFP Act)

#### Proposed language:

The corporation has two (2) classes of membership, which are described as follows:

- (1) Voting Members—entitled to receive notice of, to attend all meetings of Members, and to vote at each meeting of Members; also, Voting Members are those who shall be entitled to participate in any distribution of the property of upon the dissolution of the corporation; and the sub-class of members of the Voting Member class will be as further described in the by-laws of the corporation from time to time.
  - (2) Non-Voting Members-- entitled to notice of and to attend general meetings of the Members but shall not be entitled to vote at any meeting of Members; also, Non-Voting Members shall not be entitled to participate in any distribution of the property upon the dissolution of the corporation; and the sub-class of members of the Non-Voting Member class will be as further described in the by-laws of the corporation from time to time.
- c. dissolution clause (add to Paragraph 5 – The Special Provisions) – as per the NFP Act, the manner in which the Association will distribute the assets of the Association upon its dissolution and after paying debts should be set out rather than to leave it to the default statutory provision (e.g. if the articles do not provide how the assets are to be distributed, then it must distributed to the members in a way that reflects their interests and rights in the corporation), which takes precedence if no provision is provided (see s.150 of the NFP Act)

Proposed language:

Any property remaining on liquidation or dissolution of the corporation, after discharge of liabilities, shall be distributed rateably among the Voting Members of the corporation.

- d. Number of directors (add to Articles of Amendment) – as per the NFP Act, you must either indicate a fixed number of directors or a minimum and maximum number of directors:

Proposed:

Fixed Number of Directors shall be 10.

\*\*You can by resolution of the members fix the number of directors within the minimum and maximum number of directors, or a special resolution can be passed by the members permitting the directors to have the authority to fix the number of directors\*\*

**See Next Page re Annual Procedures (Notice of Change)**

**Annual Procedures re Notice of Change of Directors / Change of Officers /Address Information**

- A Notice of Change is to be filed within 15 days of any change in the directors, officers (e.g., 5 most senior officers), or address of the corporation –see the attached sample form 5284e (Initial Return and Notice of Change), which can be filed online through Service Ontario’s One-Key account or which can be mailed to: Ministry of Government and Consumer Services Central Production and Verification Services Branch 393 University Avenue, Suite 200 Toronto, Ontario M5G 2M2
- A change of the registered office address within a municipality can be changed by resolution of the directors; a change of registered office address in another municipality requires the special resolution of the members [if it is urgent, have the directors pass the resolution and then request that the members approve and confirm the acts of the directors at a later date]

Should you have any questions or concerns, do not hesitate to contact the undersigned. Yours truly,

Campbells LLP

Per:

Sophia Dunkley, Partner Encloures:

- (1) Proposed MEA By-Laws and Constitution v2023\_August 25, 2023
- (2) Draft Articles of Amendment

## PROPOSED MEA BY-LAW

**AMENDED AND RESTATED**

**BY-LAW NUMBER 1**

**being a by-law relating generally to the transaction of the affairs of the  
MUNICIPAL ENGINEERS ASSOCIATION (“MEA” or the “Association”)**

**To be amended by Motion at the 2023 AGM**

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## RECITALS

- A. The Municipal Engineers Association ("MEA") was incorporated as a corporation without share capital by Letters Patent dated and issued under the seal of office of the Minister of Consumer and Business Services on January 15, 2007.
- B. The MEA is automatically deemed to be under the jurisdiction and application of the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c.15, without any further formality or application for Articles of Continuance.
- C. The MEA is required to be in conformity with the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, c.15, in respect of its governing documents, which includes the by-laws of the Association.
- D. Consequently, the Association deems it necessary to repeal By-Law Number 1 as amended on November 20, 2014, and any and all previous by-laws of the Association.
- E. The MEA is committed to serving its Members in accordance with the not-for profit purposes of the as set out in the Articles of the Association.

## SECTION ONE - DEFINITIONS AND BUSINESS OF THE ASSOCIATION

### 1.01 Definitions.

In the By-Law and all other By-laws and Resolutions of the Association, unless the context otherwise requires, the following definitions shall apply:

- (a) "**Act**" means the Ontario *Not for Profit Corporations Act 2010*, S.O.2010, c. 15, as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the By-law of the Association to the provisions of this Act shall be read as references to the substituted provisions thereof in the new statute or statutes;
- (b) "**AGM**" means Annual General Meeting of the Members of the MEA.
- (c) "**Articles**" means the original or restated Articles of incorporation or Articles of amendment, amalgamation, continuance, reorganization, arrangement, or revival of the Association;
- (d) "**Association**" means the Municipal Engineers Association, a corporation which is continued under the Act and as may from time to time be amended and supplemented by amended Articles;
- (e) "**Auditor**" means the Auditor of the Association;
- (f) "**Board**" or "Board of Directors" means the Board of Directors of the Association;
- (g) "**By-Law**" or "**By-Laws**" means this By-Law and all other By-laws of the Association from time to time in force and effect;

- (h) **"Digital Means"** means email, teleconference, video meetings or other such electronic means to transmit information or data;
- (i) **"Engineer-In-Training (EIT)"** – means someone who is a holder of an undergraduate (Bachelor's level) degree in engineering from a recognized Canadian university program accredited by the Canadian Engineering Accreditation Board of the Canadian Council of Professional Engineers or equivalent, and who is eligible to apply for licensure with Professional Engineers Ontario, or who has previously registered as an EIT and is undergoing a four (4) year licensure process.
- (j) **"Extraordinary Resolution"** means a resolution passed by at least 80 per cent of the votes cast on that resolution, or consented to by all Members in the Association who are entitled to vote;
- (k) **"Fundamental Changes"** means those matters relating to or affecting fundamental changes in the Association, and including such other fundamental matters defined in Part XI of the Act, which requires a special resolution of the Members who are entitled to vote;
- (l) **"License"** – means a license to engage in the practice of professional engineering issued under the PE Act;
- (m) **"Member" or "Members"** – means individually a member of the Association or collectively the members of the Association approved for membership within the Association as described in Section 2.01 of these By-Laws under one of the classes of membership as outlined in Section 2.02;
- (n) **"Officers"** – means the President, one or more Vice-Presidents, a Secretary, a Treasurer or, in lieu of a Secretary and a Treasurer, a Secretary-Treasurer of the Association and such other officials as the Board may determine from time to time; and
- (o) **"Ordinary Resolution"** means a resolution passed by a majority of not less than 50% plus one of the votes cast on that resolution;
- (p) **"PE Act"** – means the *Professional Engineers Act* (Ontario), R.S.O. 1990, C.P. 28, as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the By-law of the Association to the provisions of this Act shall be read as references to the substituted provisions thereof in the new statutes or statutes; and
- (q) **"Special Resolution"** means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

## 1.02 Head Office.

Subject to change by special resolution, the head office of the Association shall be situated in the municipality of the Town of Oakville at:

1525 Cornwall Road, Unit 22

**Oakville ON****L6J 0B2**

or at such place therein as the Board shall from time to time by resolution determine. The Board may establish such other offices as the affairs of the Association may require.

**1.03 Fiscal Year.**

The fiscal year of the Association shall terminate on August 31<sup>st</sup> in each year or on such day as the Board may from time to time by resolution determine.

**1.04 Banking Arrangements.**

The banking business of the Association, or any part thereof, shall be transacted with such bank or banks or trust company or trust companies as the Board may by resolution from time to time determine. All such banking business, or any part thereof, shall be transacted on the Association's behalf by such officer(s) and/or other person(s) as the Board may by resolution from time to time determine.

**1.05 Execution of Instruments.**

Contracts, documents, or instruments in writing requiring the signature of the Association shall be signed by any two (2) officers of the Association and all contracts, documents and instruments in writing so signed shall be binding upon the Association. The Board shall have power from time to time by resolution to appoint any officer or officers or any other person or persons to sign and deliver on behalf of the Association specific contracts, documents, and instruments in writing.

The term "contracts, documents and instruments in writing" as used in this By-Law shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debenture or other securities and all paper writings.

**SECTION TWO - MEMBERSHIP****2.01 Members.**

- (a) Subject to Section 2.01(b) hereof, applications for membership for those who qualify for the various membership classes to the Association (as set out in 2.02 of these by-laws) are to be submitted to the Board for review and approval. Applications shall be submitted in writing or by Digital Means and shall be approved by resolution of the Board.
- (b) Upon approval of these By-laws, each existing Member as of that date shall continue as a Member of the Association according to the class and /or sub-class description of membership held prior to the by-law amendment or continuance of the Association under the Act; and
- (c) Upon admission to membership, Members shall demonstrate interest in furthering the objects of the Association and shall maintain their membership in good standing with the Association.

## 2.02 Membership Classes.

There shall be two (2) classes of Members:

- (a) **Voting Members:** Are entitled to receive notice of, to attend all meetings of Members of the Association, and to vote at each meeting of Members; also, Voting Members are those who shall be entitled to participate in any distribution of the property of the Association upon the dissolution of the Association.

There are two sub-classes of Voting members:

- Standard Member: individual who is a holder of a license under the PE Act and has full-time employment with an Ontario Municipality.
  - Life Member: individual who is a former Voting Member of the Association, has retired from the municipality from active municipal employment, and who is approved as a Life Member by a resolution of the Board. Criteria for Life Members shall include, but not be limited to, the individual's extensive service to the Association through its Board or committees of the Association and extensive service to the individual's municipality.
- (b) **Non-Voting Members:** Are entitled to notice of and to attend general meetings of the Members of the Association but shall not be entitled to vote at any meeting of Members; also, Non-Voting Members shall not be entitled to participate in any distribution of the property of the Association upon the dissolution of the Association.

There are six (6) sub-classes of Non-Voting members:

- EIT Member: an individual who holds an engineering degree and is an engineering pre-licensure applicant or intern, and who is in full-time employment with an Ontario municipality. Upon receiving a license under the PE Act and notifying the Association, the Pre-Licensure or Intern Members will become Voting Members (Standard Member).
- Provincial/Federal Members: an individual who is a holder of any of the licenses under the P.E. Act and, is in full-time employment with a branch or agency of the Federal, Provincial or Municipal Governments or related municipal organizations representing interests of Ontario municipalities.
- Contract Member: an individual who is a holder of any of the licenses under the P.E. Act and is in full-time employment as a direct contract employee of an Ontario municipality.
- Named Engineer Members: an individual who is a holder of any of the licenses under the P.E. Act, is employed by a consulting engineering firm and is designated as the "named engineer" for an Ontario municipality.
- Retired Member: an individual who is a former Voting Member (Standard) of the Association and has notified the Association that he has retired from the municipality from active municipal employment and who would like to remain as a Retired Member.

- Honorary Member: individual who is approved for Honorary Membership by a resolution of the Board. Criteria for Honorary Members is based on where the individual, in the opinion of the Board, has made an outstanding contribution to the practice of Municipal engineering. All resolutions with respect to Honorary members will not be effective until confirmed by a vote of the Members at a forthcoming general meeting of the Association.

### **2.03 Rights of Members**

The rights of the membership shall be as follows:

- (a) Voting Members shall be entitled to notice of and to attend all meetings of Members of the Association and to have one (1) vote in accordance with Section 4.11 on all matters required to be put to the membership; and
- (b) Non-Voting Members shall be entitled to notice of and to attend general meetings of the Members of the Association but shall not be entitled to vote at such meetings.

### **2.04 Non-Transferability of Membership.**

Membership in the Association is not transferable or assignable.

### **2.05 Resignation.**

Any Member may withdraw from the Association at any time by giving written notice to the Secretary or Secretary-Treasurer of the Association. The resignation shall be effective on the date of receipt of the notice. Any member who resigns will be required to re-apply for membership.

### **2.06 Termination of Membership.**

Membership in the Association is automatically terminated if:

- (a) the Member (any membership class) neglects or fails to pay any dues or fees payable by him within ninety (90) days after the date that the Secretary or Secretary-Treasurer sends a final notice of dues owing in accordance with the provisions of Section 3.01.
- (b) if a Voting Member ceases to be employed by an Ontario Municipality, after twelve (12) months of continual unemployment as a Municipal Engineer in Ontario.
- (c) If a Non-Voting Member ceases to be in the full-time employment with a branch or agency of the Canadian Federal, Provincial or Municipal Governments or related municipal organizations and consulting firms representing interests of Ontario municipalities.
- (d) If the Member is expelled or his or her membership is otherwise terminated in accordance with the Articles or By-Laws;
- (e) If the Member fails to maintain any qualification or condition of membership described in Section 2.01 and Section 2.02 of these By-Laws;
- (f) If the Association is liquidated and dissolved under the Act.

Any member terminated under Section 2.06 (a) through Section 2.06 (e) inclusive, and who are eligible to be members, will be required to re-apply for membership.

### **2.07 Removal of Member.**

Any Member may be removed at any time by resolution, or a vote passed by Extraordinary Resolution for conduct which, in the sole opinion of the Board, is harmful to or not in the best interests of the Association. Subject to the membership qualifications, any such Member may reapply for Membership of the Association.

## **SECTION THREE - MEMBERSHIP DUES**

### **3.01 Annual or Special Dues.**

The Board may from time-to-time fix schedules of annual or special dues or fees payable by the Active Members, Associate Members and Retired Members. The Treasurer or the Secretary-Treasurer of the Association from time to time shall notify or cause to be notified the Members of the dues or fees at any time payable by them.

### **3.02 Notice of Failure to Pay Annual or Special Dues**

If any Member at any time neglects or fails to pay their annual or special dues after ninety (90) days after receiving a Final Notice of Dues Payable, the Members in default shall thereupon automatically cease to be Members of the Association. Such members may upon payment of all unpaid dues or fees be reinstated if approved by the Board.

### **3.03 Termination of Membership shall not Relieve Obligation to Pay Dues.**

Termination of membership for any reason shall not relieve any Member of his obligations to pay any annual or special dues or fees then due or accruing due. However, the member may request the Association to refund/credit the pro-rated balance of the dues.

## **SECTION FOUR - MEMBERSHIP MEETINGS**

### **4.01 Place and Time of Meetings.**

Meetings of Members shall be held at the head office of the Association or at such other place on such day and at such time and day as the Board may determine.

### **4.02 Annual General Meeting.**

There shall be an Annual General Meeting (AGM) of the Members of the Association and at every AGM, in addition to any other business that may be transacted, the report of the Directors, the financial statements and the report of the auditors shall be presented to the Members, the Directors shall be elected and auditors shall be appointed for the ensuing year and the remuneration of the auditors shall be fixed by the Members. If the Members do not appoint the auditors, the Board shall make such appointment and fix such auditors remuneration. Voting Members may request a copy of the financial statements, and the Board shall provide it no later than fourteen (14) days in advance of the AGM.

### **4.03 General Membership Meetings.**

The Board shall have the power to call at any time a general meeting of the Members of the Association.

#### **4.04 Notice of Meeting.**

No public notice or advertisement of meetings of Members shall be required, but notice of the time and place of every such meeting and the general nature of business to be transacted at such meeting, shall be given to each Member in the manner provided in Section Fifteen of this By-Law not less than fourteen (14) days before the time fixed for holding such meeting; provided that any such meeting of Members may be held at any time and place without such notice if all the Members entitled to vote at such meeting of the Association are present or represented thereat or if those absent waive notice thereof or signify their consent in writing to such meeting being held.

The auditors of the Association are entitled to receive all communications relating to any meeting of Members.

#### **4.05 Errors in Notice, Waivers.**

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Members shall invalidate such meeting or make void any proceedings taken there, and any Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

#### **4.06 Chair.**

The President shall be chair of any meeting of Members. In the event the President is not present within fifteen (15) minutes from the time fixed for holding the meeting, or if the President is unable or unwilling to act, the following individual in order of precedence shall chair the meeting:

1. 1<sup>st</sup> or 2<sup>nd</sup> Vice-President;
2. Secretary
3. Treasurer;
4. In lieu of a Secretary and a Treasurer, Secretary-Treasurer
5. Past President; or
6. Director.

In the event none of the above are in attendance, Members present at the meeting shall choose one of their number to be chair of the meeting.

#### **4.07 Quorum.**

A quorum for the transaction of business at any meeting of Members of the Association shall consist of 25 Members entitled to vote at such meeting as represented in person or by proxy or vote by Digital Means. Quorum, once established, shall be maintained throughout the meeting. If a quorum is not present at the time appointed for a meeting of Members, or if quorum is not maintained throughout the meeting, then, within such reasonable time thereafter as the Members present and entitled to vote may determine, such Members may adjourn the meeting of Members to a fixed time and place, subject to the notice requirements in Section 4.04 of this By-Law.

#### **4.08 Video Meetings.**

When necessary, Members may participate in any meeting of Members via a video meeting platform or such other Digital Means as to permit all Members participating in the meeting to communicate with each other simultaneously and instantaneously, and a Member participating in such meeting by such means is deemed to be present at the meetings. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Members and of committees of the Members held while a Member holds office.

Votes shall be taken by recording the verbal assent or dissent of the Members. The establishment of quorum at meetings held pursuant to this section and appropriate security with respect to such meetings shall be achieved by emailing a link to the video meeting to those wishing to attend and providing a password without which the relevant participant will not be able to participate in the meeting for the purposes of quorum and in order to maintain appropriate security.

#### **4.09 Calculation of Number of Votes of Members.**

At any meeting of Members each Voting Member shall have one (1) vote.

#### **4.10 Proxies.**

At any meeting of Members, a proxy duly and sufficiently appointed by a Voting Member shall be entitled to exercise, subject to any restrictions expressed in the instrument, the same voting rights that the Voting Member appointing him would be entitled to exercise if present at the meeting. An instrument appointing a proxy shall be in writing or delivered by Digital Means, shall be compliant with the Act and the regulations under the Act, and shall be acted on only if, prior to the commencement of the meeting, it is deposited with the Secretary or Secretary-Treasurer of the Association or as may be directed in the notice calling the meeting.

#### **4.11 Voting.**

At all meetings of Members, every question shall be decided by a majority of the votes of the Voting Members present in person or represented by proxy or vote by Digital Means unless otherwise required by the by-laws of the Association, or by law. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any Voting Member. Upon a show of hands, every Voting Member shall have one (1) vote, and unless a poll be demanded a declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the Voting Members present in person or by proxy, and such poll shall be taken in such manner as the Chair of the meeting shall direct and the result of such poll shall be deemed the decision of the Association in general meeting upon the matter in question. In the event of an equality of votes at any general meeting of the Members, whether upon a show of hands or at a poll, the Chair shall not be entitled to a second or casting vote.

#### **4.12 Adjournment.**

Any meeting of Members may be adjourned at any time or from time to time and no notice of such adjourned meeting need be given to Members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

## **SECTION FIVE - QUALIFICATION AND ELECTION OF DIRECTORS AND OFFICERS**

### **5.01 Management of the Association**

The activities and affairs of the Association shall be managed by the Board.

### **5.02 Board Composition.**

- (a) The Board shall consist of ten (10) Directors or such other number of Directors to be determined by special resolution of the Members from time to time to give effect to the Director elections in Section 5.03 of this By-Law. The Past President shall be a director ex officio. The remaining nine (9) Directors shall be elected as required by Voting Members of the Association.
- (b) Within this composition of ten (10) Directors, the following applies:
  - (i) A minimum of four (4) Directors will concurrently hold executive positions as President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President, Secretary (or in lieu of Secretary, a Secretary-Treasurer),

and Treasurer (or in lieu of Treasurer, a Secretary-Treasurer);

(ii) A maximum of five (5) Directors will be directors-at-large who will not hold any executive positions in the Association; and

(iii) One (1) Director shall hold the ex-officio office as Past President.

(c) Board make-up shall be further qualified by municipal representation, to the best extent as possible, provided that no more than one municipality is represented on the Board at any time except in the following circumstances:

(i) Except in the case where an existing Board member transfers from one municipality to another municipality during their Board tenure.

(ii) Except in the case where an existing Board member having transferred to another municipality is seeking re-election.

### **5.03 Election and Term of Office.**

(a) Election of Directors of the Board shall occur at each AGM of the Members of the Association from a list of candidates put forth by the Nominating Committee as per Section 6.03. Directors may be elected to serve terms of either one (1) year, two (2) year, or three (3) year terms depending on their respective roles on the Board, as either Directors with concurrent executive positions as President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President, Secretary (or in lieu of Secretary, a Secretary-Treasurer), Treasurer (or in lieu of Treasurer, a Secretary-Treasurer) or as Directors-at-large who will not hold any executive positions in the Association.

(b) At the AGM,

(i) one (1) Director will be elected to a three (3) year term. Upon being elected, this Director may be appointed by the Board to serve concurrently as an Officer of the Association as follows:

- as the 2<sup>nd</sup> Vice President (year 1 of Director term),
- as the 1<sup>st</sup> Vice President (year 2 of Director term); and
- as the President (year 3 of the Director term).

(ii) Five (5) Directors will be elected to one (1) year terms.

(c) In alternating years, at the AGM,

(i) one (1) Director will be elected to a two (2) year term. Upon being elected, this Director may be appointed by the Board to serve as an Officer of the Association as follows:

- as the Secretary or Secretary-Treasurer (year 1 of Director term; and year 2 of Director term).

(ii) Five (5) Directors will be elected to one (1) year terms;

(d) One Director will serve as ex-officio (e.g., the Past President) for a one (1) year term and is not subject to re-appointment or re-election;

(e) In the event a Director serving concurrently as an Officer and a Director on a two (2) or three (3)

year term is unable to serve out his/her entire term, election terms for new Directors will be adjusted accordingly to ensure a Director will be elected and appointed by the Board to be able to serve out to the role of President.

- (f) Each Director shall hold office from the date of the meeting at which he is elected until the close of the next AGM, the close of second AGM, the close of the third AGM or until his successor is elected, depending on the term of his/her tenure. At the AGM, each Director will either continue to serve his term, or be subject to re-election.
- (g) A Director who concurrently serves as President, and whose term has expired shall be eligible for re-election as a Director after a 5-year waiting period from the date his term expired.

#### **5.04 Qualifications of Directors**

Subject to being screened by the Nominating Committee and subject to meeting the qualifications of Directors as set out in the Act, in order to serve on the Board, Directors must be a Voting Member (excluding Life Members) of the Association in good standing.

#### **5.05 Vacancy of Office of Director.**

A Director shall cease to be a Director if such person:

- (a) Has served out his term and is not re-elected;
- (b) delivers a written resignation to the Secretary or Secretary-Treasurer of the Association;
- (c) is no longer a Voting Member of the Association;
- (d) is terminated (Section 2.06) or removed (Section 2.07) as a member of the Association pursuant to Section 2.07;
- (e) fails to attend the minimum requisite Board meetings as per Section 7.12;
- (f) fails to meet the qualifications of Director and is removed by Extraordinary Resolution;
- (g) in the case of a Director ex officio:
  - (i) If he resigns during his ex-officio term
  - (ii) If the sitting President is terminated (Section 2.06) or removed (Section 2.07) during his term and will not be eligible to serve as Past President.
  - (iii) Fails to meet the qualifications of Director ex-officio and is removed by resolution of the Board.
- (h) is removed by resolution passed by at least two-thirds of the votes cast at a meeting of the Members of which notice specifying the intention to pass such resolution has been given, and may, by majority of the votes cast at that meeting, elect any qualified person in the stead of such

Director for the remainder of the term.

- (i) Dies.

#### **5.06 Vacancies, Board of Directors.**

Vacancies on the Board, however caused, may, so long as a quorum of Directors remains in office, be filled by the Board from among the Voting Members listed on the slate of candidates last put forth by the Nominating Committee, but if there be not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancies.

### **SECTION SIX - NOMINATING COMMITTEE**

**6.01** The Nominating Committee shall be comprised of Voting Members as follows:

- (a) Subject to subsection (b) below, the Past President and a minimum of two (2) previous Past Presidents who served in this role within the preceding five (5) years.
- (b) No member of the Board, with the exception of the current Past President ex-officio, may be a Member of the Nominating Committee. In cases where the Past President is no longer eligible to act, or if it is not convenient to act as Chair of the Nominating Committee for any reason whatsoever, the next preceding available Past President shall act as Chair. If no Past Presidents are available, the Members shall elect the three (3) person Nominating Committee and the Committee will then choose one of their number as Chair.

**6.02** The Executive Director shall request the Chair of the Nominating Committee to activate the Committee and file the Committee's report.

**6.03** The duties of the Nominating Committee shall be:

- (a) To notify the Board, not less than sixty (60) days prior to the election, of the vacancies requiring nominees;
- (b) Candidates considered suitable by the Nominating Committee for each of the vacant positions on the Board shall be selected from the roster of Voting Members (excluding Life Members) after determination by the Nominating Committee of the willingness of the proposed candidate to stand for and accept the particular office;
- (c) The Nominating Committee's report shall be filed with the Board at least sixty (60) days prior to the Annual Meeting of the Members; and
- (d) To conform to the proper election of the Directors as provided in Section 5.03 herein and to conform to the proper qualifications of the Directors as provided in Section 5.04 herein.

**6.04** Additional candidates for the vacant positions on the Board may be nominated but such additional candidates must be Voting Members (excluding Life Members) nominated by their fellow Voting Members. Such nominations shall be submitted in writing to the Executive Director, comprised of the signatures of five (5)

other Voting Members, representing five (5) separate municipalities, at least seventy-five (75) days prior to the Annual Meeting of the Members. Such nomination and sponsorship must be in writing and filed with such officer as the Board shall direct and within the time period therein prescribed. In the event the Nominating person is a Life Member and is retired, the requirement that a Nominator represent a municipality is waived.

- 6.05** A complete list of candidates for the vacant positions on the Board shall be emailed to all Voting Members at least thirty (30) days prior to the date of election with a brief biography of each candidate.

## **SECTION SEVEN - MEETINGS OF DIRECTORS**

### **7.01 Quorum.**

A majority of the Directors (e.g., 6 out 10) shall constitute a quorum for the transaction of business at any meeting of the Board. Quorum, once established, shall be maintained throughout the meeting. If a quorum is not present at the time appointed for a meeting of Directors, or if quorum is not maintained throughout the meeting, then, within such reasonable time thereafter as the Directors present and entitled to vote may determine, such Directors may adjourn the meeting of Directors to a fixed time and place, subject to the notice requirements in Section 7.04 of this By-Law.

### **7.02 Place of Meeting.**

Meetings of the Board shall be held at the head office of the Association or at such other place as the Board may determine.

### **7.03 Convening a Meeting.**

A meeting of the Board may be formally convened by the President, a Vice-President or any two (2) Directors at any time. The Secretary or Secretary-Treasurer, on the direction of the President, the Vice-President or any two (2) Directors, shall convene a meeting of the Board.

### **7.04 Notice of Meeting.**

Notice of any meeting of the Board shall be given to each Director in the manner provided by Section Fifteen of this By-Law, not less than fourteen (14) business days before the time fixed for holding such a meeting. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have waived notice or otherwise signified their consent to the meeting being held in their absence. The Board may consider or transact any business, either special or general, at any meeting of the Board.

### **7.05 Notice of Meeting Required.**

For the first meeting of the Board held immediately following the election of Directors at the AGM of the Members or for a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, no notice of such meeting shall be necessary to the newly elected or appointed Director or Directors in order to legally constitute the meeting, provided that a quorum of the Directors is present.

### **7.06 Waiver of Notice.**

Notice of any meeting of the Board or any irregularity in any meeting, or in the notice thereof may be waived by any Director either before or after such meeting.

### **7.07 Chair.**

The President, and in his absence a Vice-President, shall be the Chair of any meeting of the Board. If neither officer is present, the Directors present shall choose one of their numbers as chair.

### **7.08 Majority.**

Every question arising at any meeting of Directors shall be decided by a majority of the votes cast. Each Director shall have one (1) vote. In the case of an equality of votes, the chair of the meeting shall not have a second or casting vote and the motion shall be considered to be lost.

### **7.09 Vote Recording.**

The number (or proportion) of the votes in favour of or against any resolution shall only be recorded upon the request of a Director. A declaration by the chair of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be prima facie proof of the fact without such proof of the number or proportion of votes accorded in favour of or against such resolution.

### **7.10 Scheduled Regular Meetings.**

The Board may request the Executive Director provide all Directors with a calendar of proposed meeting dates for the Board term, which in each year shall constitute eight (8) scheduled meetings not including special meetings or other meetings not otherwise scheduled, for review as soon as possible following the AGM. Once approved, this calendar will constitute the notice requirements outlined in Section 7.04.

### **7.11 Video Meetings.**

If all of the Directors consent thereto generally or in respect of a particular meeting, one (1) or more Directors may participate in a meeting of the Board or of a committee of the Board by means of a video platform or such other Digital Means as to permit all Directors participating in the meeting to communicate with each other simultaneously and instantaneously, and a Director participating in such meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board of Directors and of committees of the Board held while a Director holds office. Votes shall be recorded by noting the verbal assent or dissent of the Directors.

#### **7.12 Board Meeting Attendance Requirements**

Directors are expected to attend all Board meetings. Should a Director not be able to attend at least three quarters (3/4) of scheduled regular Board meetings, not including special meetings or other unscheduled meetings, in a given Board term year-- this being the requisite minimum number of meetings for a Director to be deemed to be in good standing as a Director-- the following actions may apply:

- (a) Except for extenuating circumstances, the Director will be deemed to have vacated his/her office pursuant to Section 5.05(e);
- (b) The Board, having been advised by the Past-President of extenuating circumstances preventing the Directors' attendance at Board meetings and preventing him to maintain good standing as a Director, may at their absolute discretion determine (1) that the Director's deemed vacancy pursuant to Section 5.05(e) should be waived and the Director to continue to fulfill his term as Director; or (2) that a proposal be presented for the formal removal of the Director by Extraordinary Resolution.

### **SECTION EIGHT - POWERS OF DIRECTORS**

#### **8.01 General.**

The Board shall have full power with respect to all affairs of the Association and no by-law or resolution passed or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the Voting Members in order to become valid or to bind the Association, unless such confirmation or ratification is required by statute.

#### **8.02 Duties of Directors**

The duties of Directors of the Association shall be such as the terms of their engagement call for or the Board requires of them from time to time.

#### **8.03 Cheques, etc.**

Subject to Section 1.05, all cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Association through its bankers, and endorse notes and cheques for deposit with the Association 's bankers for the credit of the Association, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Association by using the Association 's approved form of endorsement for

the purpose. Any one of such officers or agents so appointed may arrange, settle, balance, and certify all books and accounts between the Association and the Association's bankers and may receive all paid cheques and vouchers and sign all bank forms or settlement of balances and release or verification slips.

#### **8.04 Securities**

The securities of the Association shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

#### **8.05 Policies/Procedures:**

The Board may create/approve/rescind policies and procedures, as necessary, to conform with standard business practices. All policies shall be posted on the Association website.

## **SECTION NINE - OFFICERS**

#### **9.01 Officer Positions**

Subject to Section 9.02, the incumbent Directors may be appointed by the Board to hold the following offices:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- In lieu of a Secretary and a Treasurer, Secretary-Treasurer
- Past President

#### **9.02 Appointment of Officers.**

(a) The Board shall appoint a President, a Secretary, and a Treasurer or in lieu of a "Secretary" and a "Treasurer", a jointly held position to be referred to as a "Secretary – Treasurer", and may appoint from time to time such other officers as the Board may determine, including one or more vice-president positions to be known as 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President. The Board may designate the offices of the Association, appoint Officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the affairs of the Association. A Director may be appointed to any office of the Association. Unless this By-law otherwise provides, an Officer may, but need not be, a Director.

(b) At the first meeting of the Board after the AGM of Members:

- i. The President of the previous term ending at such AGM shall become the Past-President (ex-officio) for the new term, beginning a one (1) year term;
  - ii. The Board shall appoint a President of the Association, who will have served as the 1st Vice President from the previous term, beginning a one (1) year term;
  - iii. The Board shall appoint a 1st Vice President, who will have served as the 2nd Vice President from the previous term, beginning a one (1) year term; and
  - iv. The Board shall appoint a 2nd Vice President, who will have served as Director from the previous term, beginning a one (1) year term.
- (c) Subject to Article 9.02(a), in alternating years, at the first meeting of the Board after the AGM of Members of the Association, the Board shall, by resolution approved by a majority of the Directors, have the discretion to make any of the following appointments, as may be appropriate for the circumstance:
- i. appoint a Secretary or Secretary-Treasurer of the Association, who will have served as a Director from the previous term, beginning a two (2) year term; and/or
  - ii. appoint a 2nd Vice-President of the Association, who shall have served as a Secretary or Secretary-Treasurer from the previous term, beginning a 3-year term, (to serve as 2nd Vice-President in the first year, 1st Vice President in the second year, and President in the 3rd year); and/or
- If the office of Vice President is vacant at the time of the AGM or if the persons who acted as Vice President in the term ending at such AGM declines the office of President, the Board shall, by resolution approved by a majority of the Directors, select one Director other than the incumbent President and Vice President, to act as President until the next annual general meeting.
- (d) All Officers other than the Past President shall be appointed by resolution approved by a majority of the Board from time to time.
- (e) In default of election or appointment, the then incumbents (being Members of the Board) shall hold office until their successors are elected or appointed;
- (f) In the absence of written agreement to the contrary the employment of all Officers and officials shall be settled from time to time by the Board.
- (g) Any Officer or official may be removed from office by the Board which may fill any vacancy so occurring for the remainder of the term of such Officer or official.

### **9.03 Duties of President and Vice-Presidents.**

- (a) The President shall be a Director and shall, subject to the authority of the Board, have the general direction and supervision of the affairs and business of the Association, shall be the Chair of the Board, as well as the Chief Executive Officer of the Association and shall have the power to appoint and remove all officials, employees and agents of the Association not appointed by the Board and to settle the terms of their employment and remuneration as approved by the Board. The President shall, when present, preside at all meetings of the Members of the Association and the Board. The President with the Secretary or

Secretary-Treasurer, or other Officer appointed by the Board for the purpose, shall sign all by-laws. The President shall be, ex officio, a Member of all committees. The President shall perform such other duties as may from time to time be determined by the Board.

- (b) During the absence or inability of the President, the President's duties and powers may be exercised by the 1<sup>st</sup> or 2<sup>nd</sup> Vice-President, or such other Director as the Board may, from time to time, appoint for the purpose, and if the said 1<sup>st</sup> or 2<sup>nd</sup> Vice-President, or such other Director shall exercise any such duty or power, the absence or inability of the President shall be presumed with reference thereto.
- (c) The 2<sup>nd</sup> Vice President, as appointed by resolution of a majority of the Board, commences a 3-year term in order to be able to serve out to the role of President (Year 1 – 2<sup>nd</sup> Vice President; Year 2 – 1<sup>st</sup> Vice President; Year 3 – President).

#### **9.04 Duties of Secretary.**

The Secretary shall:

- (a) attend all meetings of the Board and of the Members and record or cause to be recorded all facts and minutes of all proceedings in the books kept for the purpose;
- (b) give all notices required to be given to Members and to Directors;
- (c) be the custodian of all books, papers, records, contracts, and other documents belonging to the Association which shall be delivered up only when authorized by a resolution of the Board and to such person or persons as may be named in the resolution; and
- (d) perform such other duties as may from time to time be determined by the Board.

#### **9.05 Duties of Treasurer.**

The Treasurer shall:

- (a) be the custodian of all books, papers, records, contracts, and other documents belonging to the Association which shall be delivered up only when authorized by a resolution of the Board and to such person or persons as may be named in the resolution; and
- (b) perform such other duties as may from time to time be determined by the Board.
- (c) keep or cause to be kept proper books of account and accounting records with respect to the capital and income of the Association, including but not limited to, receiving all payments due to the Association, certify to the correctness of an pay all accounts when authorized; collect fees, keep correct accounts, prepare financial statements, and administer the employment ad service for Members, and such other related duties as may be required;
- (d) invest the funds of the Association not required for immediate use;
- (e) render to the Board whenever called upon an account of all transactions of the Treasurer or the Secretary-Treasurer and of the financial position of the Association; and

(f) perform such other duties as may from time to time be determined by the Board.

#### **9.06 Past President**

Upon the expiry of the term of office the President, the said retiring President shall become ex-officio the Past President of the Association without election or appointment and shall hold such ex-officio position until such time as the newly appointed President's term expires and he becomes next Past President.

Pursuant to Section 5.03(f), in the case of a Director ex officio, the next incumbent Past President shall become a Director ex officio;

The Past President during his term, shall:

- (a) attend all meetings of the Board and provide guidance to the Board of Directors;
- (b) on an annual basis, and in advance of the Nominating Committee's notice requirements for Board vacancies as per Section 6.03.(a), contact each Board member to determine their status and willingness to continue for the next term;
- (c) advise the Nominating Committee on the number of expected vacancies for the upcoming Board term, prior to the notice requirements in Section 6.03(a);
- (d) chair the Nominating Committee to assist in recruiting new Board Members;
- (e) Advise the Board of Directors about any extenuating circumstances in regard to attendance requirements by Directors as per Section 7.12.

### **9.07 Delegation of Duties**

In the event of the absence or inability of any Officer, or for any other reason that the Board may deem sufficient, the Board may from time-to-time delegate all or any of the powers of such Officer to any other Officer, or any Director.

## **SECTION TEN - EMPLOYEES AND AGENTS**

### **10.01 Executive Director**

The Association may employ an Executive Director, who reports to the Board, and whose duties, terms of employment and remuneration shall be established from time to time by the Board, and as of the date of this By-Law currently includes: the responsibility of the day to day operations of the Association, including formulating policy, services/products, and long-range/strategic planning recommendations; attending Committee meetings as recording secretary and Association events; implementing Board decisions; promoting/marketing the Association; overseeing the publication of Association periodicals; overseeing the hosting and organization of Association events; representing the Association with external agencies and on behalf of the Board as required; liaising with member municipalities/agencies and other levels of government; supervising other Association employees and agents

### **10.02 Other Employees/Agents**

The Board may approve other employees/agents, reporting to the Executive Director, whose terms of employment and remuneration shall be established from time to time by the Board, to assist with the day-to-day operational needs of the Association as it becomes necessary.

## **SECTION ELEVEN - PROTECTION OF DIRECTORS, OFFICERS, EMPLOYEES, AGENTS & OTHERS**

### **11.01 Indemnity.**

All Officers, Directors, Employees, Agents of the Association, and every member delegated to act on behalf of the Association, and the heirs, executors and administrators, and estate and effects of such person, respectively, shall be indemnified and saved harmless out of the funds of the Association, from and against:

- (a) all costs, charges, and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such person in or about the execution of the duties of his office; and
- (b) all other costs, charges, and expenses that such person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by such person's own willful neglect or default.

### **11.02 Insurance.**

The Association shall provide professional liability and errors and omissions insurance for all Officers, Directors, Employees, Agents of the Association, and each Member delegated to act on behalf of the Association, except where the liability relates to the person's failure to act honestly and in good faith with a view to the best interest of the Association.

## SECTION TWELVE - AUDITORS

### 12.01 Appointment of Auditors.

Voting Members shall at each AGM appoint one or more Auditors to audit the accounts of the Association. The Auditors shall hold office until the close of the next annual meeting and if an appointment is not so made, the auditors in office shall continue in office until a successor is appointed. The Voting Members may fill any casual vacancy in the office of auditor.

### 12.02 Removal.

Voting Members, by a resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution was given, may remove any Auditor of the Association before the expiration of his term of office and shall, by two-thirds of the votes cast at that meeting, appoint another Auditor in the stead for the remainder of the term.

### 12.03 Remuneration.

The remuneration of an Auditor appointed by Voting Members shall be fixed by the Voting Members or by the Board, if so authorized by Voting Members.

## SECTION THIRTEEN - COMMITTEES OF THE ASSOCIATION

### 13.01 Committees.

The Board may establish such committees as it, from time to time, considers advisable.

### 13.02 Power of Committees.

No committee shall have the power to act for or on behalf of the Association or otherwise commit or bind the Association to any course of action. Committees shall have the power only to make recommendations to the Board or to the Members of the Association as the Board may from time to time direct.

### 13.03 Committee Membership.

Members of committees shall be appointed by and hold office at the pleasure of the Board. Any member of the Association (all classes) is eligible to serve on an Association committee.

### 13.04 Committee Reports.

The chair of each Association committee shall submit to the Executive Director:

- (a) The minutes of committee meetings;
- (b) Other reports as the Board may from time-to-time request;
- (c) Annual committee report to be included in the AGM Report Package.

### 13.05 Executive Committee

The Board shall establish an Executive of the Board, having such duties as the Board may determine from time to time, which shall be comprised of the individuals holding the following offices:

- President

- 1st Vice-President
- 2nd Vice-President
- Secretary
- Treasurer
- In lieu of a Secretary and a Treasurer, Secretary-Treasurer
- Past President

## **SECTION FOURTEEN - BOOKS AND RECORDS**

**14.01** The Board shall see that all necessary books and records of the Association required by the by-laws of the Association or by all applicable legislation are regularly and properly kept.

## **SECTION FIFTEEN - NOTICES**

**15.01** Any notice (which term includes any communication or document) to be given, sent, delivered, or served pursuant to the Act, the letters patent, the by-laws or otherwise to a Member, Director, Officer, or Auditor shall be sufficiently given if:

- (a) emailed to him at this recorded email address;
- (b) mailed or couriered to him at his recorded business or home address;
- (c) delivered personally to the person to whom it is to be given or if delivered to his recorded business or home address.

A notice so delivered shall be deemed to have been given when it is emailed, deposited in the post office or public letter box, when dispatched or delivered to the appropriate courier company or its representative for dispatch, and delivered personally or at the recorded address as foresaid. The Secretary or Secretary-Treasurer may change or cause to be changed the recorded address of any Member, Director, Officer, or Auditor in accordance with any information believed by him to be reliable.

## **SECTION SIXTEEN - DISCLOSURE OF INTEREST**

- 16.01** Every Director, Officer, Official or Member who has, directly or indirectly, any interest in any contract or transaction to which the Association is or is to be a party, other than a contract or transaction limited solely to remuneration as a Director or Officer, shall declare such interest at the next meeting of the Board or the Members after such person became aware of such interest and shall, at that time, disclose the nature and extent of such interest as required by all applicable legislation.
- 16.02** A Director, Officer or other official of the Association shall disclose to the Association, in the manner and to the extent provided by the Act and in respect of any policy of the Association, any interest that such Director, Officer or other official has in a material contract or transaction, whether made or proposed, with the Association, if such Director, Officer or other official is (a) a party to the contract or transaction; (b) a Director or an Officer, or an individual acting in a similar capacity, of a party to the contract or transaction; or (c) has a material interest in a party to the contract or transaction. Such Director, Officer or other official shall not vote on any resolution to approve the same except as provided by the Act.

## **SECTION SEVENTEEN - DISCIPLINE AND DISPUTE RESOLUTION**

### **17.01 Discipline of Members**

The Board shall have authority to suspend or expel any Member from the Association upon confirmation by resolution of the Board for any one or more of the following grounds, excluding termination of membership for non-payment of membership fees as provided in Section 2.06 above:

- (a) Violating any provision of the Articles, By-Laws, or written rules and policies of the Association;
- (b) Carrying out any conduct which may be detrimental to the Association as determined by the board in its sole discretion; and
- (c) For any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Association.

In the event that the Board determines that a Member should be expelled or suspended from membership in the Association, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days' notice of suspension or expulsion to the member, and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President, the President, or such other officer as may be designated by the Board, may proceed to notify the member that the Member is suspended or expelled from membership in the Association. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

### **17.02 Mediation and Arbitration**

Disputes or controversies among Members, Directors, Officers, Committee members, employees or volunteers of the Association are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on dispute resolution mechanism of this By-Law.

### **17.03 Dispute Resolution Mechanism**

In the event that a dispute or controversy among Members, Directors, Officers, Committee members or volunteers of the Association arising out of or related to the Articles or By-Laws, or out of any aspect of the operations of the Association is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the Members, Directors, Officers, committee Members, employees or volunteers of the Association as set out in the Articles, By-Laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- (a) The dispute or controversy shall first be submitted to a qualified mediator selected on the mutual agreement of the parties. The appointed mediator will meet with the parties in question in an attempt to mediate a resolution between the parties.
- (b) The number of mediators may be determined to be one mediator or a panel of two or three mediators upon agreement of the parties.
- (c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators appointed by the parties, and shall be in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Association is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- (d) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrator.

## **SECTION EIGHTEEN - NUMBER AND GENDER**

- 18.01** In the interpretation of this By-Law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust, and unincorporated organization.

## SECTION NINETEEN - AMENDMENTS

### 19.01 Amendments to the By-Laws.

- (a) All proposed amendments to the By-laws of the Association may be submitted:
- (i) to the Association by giving the usually notice of motion at a general meeting of the Members immediately previous to the annual Meeting at which the motion shall be voted upon; or
  - (ii) to the Board at least 60 days before the day of the AGM of the Members of the Association, and if said amendment is approved by the Board, the Board shall, after one 30 days' notice to the Voting Member, submit the recommended amendments to the forthcoming AGM.
- (b) Subject to the articles, the Board may, by resolution, make, amend, or repeal any By-Laws that regulate the activities or affairs of the Association. Any such By-Law, amendment or repeal shall be effective from the date of the resolution of Directors until the next meeting of Members where it may be confirmed, rejected, or amended by the Voting Members entitled to vote by Ordinary Resolution. If the By-Law, amendment, or repeal is confirmed or confirmed as amended by the Voting members it remains effective in the form in which it was confirmed. The By-Law, amendment, or repeal ceases to have effect if it is not submitted to the Voting members at the next meeting of members or if it is rejected by the Voting members at the meeting.

This section does not apply to a By-Law that requires a Special Resolution of the members entitled to vote according to subsection 103(1) (fundamental change) of the Act because such by-law amendments or repeals are only effective when confirmed by such members.

### 19.02 Prior By-Laws.

Effective upon the date this By-Law is confirmed by the members of the Association, all previous versions of By-Law No. 1 shall cease to have any force or effect without any prejudice to the efficacy of any acts taken thereunder.

ENACTED by the Board on the 7<sup>th</sup> day of September, 2023 and confirmed by the Members as Amended and Restated By-Law No. 1 **on the 16<sup>th</sup> day of November 2023.**

**MUNICIPAL ENGINEERS ASSOCIATION**

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President

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Secretary or Secretary-Treasurer

# MEA COMMITTEE LISTING

## November 1, 2023

### ADMINISTRATIVE COMMITTEES

#### **MEA Board of Directors**

All MEA Board Members

#### **MEA Executive Committee**

President

Vice President

Secretary-Treasurer

Past President

#### **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	Amanda Froese	(Treasurer)	Bruce County
Member	Chris Traini	(Pres)	Middlesex County
Member	Matthew Miedema	(V-Pres)	City of Thunder Bay
Member	Jason Cole	(P-Pres.)	County of Lambton
Member	Dan Cozzi	(ED)	MEA Executive Director

#### **MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE**

Chair	Jason Cole	County of Lambton
Member	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	Reg Russwurm	City of Guelph
Member	Karl Grabowski	City of London
Member	Ben de Haan	United Counties of SDG
Member	Arthur Sinclair	City of Toronto
Member	Don Kudo	Wellington County
Member	Amin Mneina	MEA Member Services Coordinator
Member	Arup Mukherjee	MEA OPS Course Facilitator

#### **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

#### **MEA DEVELOPMENT ENGINEERING COMMITTEE**

Chair	Mike Pincivero	Town of Wasaga Beach
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#### **MEA BURSARY COMMITTEE**

Chair	C. Traini	(Pres.)	Middlesex County
Member	Jason Cole	(P-Pres.)	County of Lambton
Member	Steve Lund	(P-Pres)	Huron County
Member	John Thompson	(P-Pres)	Retired Member
Member	Salim Alibhai	(P-Pres)	York Region
Member	Anna Godo	(P-Pres.)	City of Windsor
Member	Roslyn Lusk	(P. Pres.)	City of Kitchener
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	Steve Lund	(P-Pres.)	Huron County
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	Melanie Knowles	United Counties of Leeds and Grenville
Member	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	Elena Martellacci	City of Toronto
Member	Michelle Pinto	Town of Stratford
Member	Amin Mneina	MEA – Technical Services Coordinator

**MEA ANNUAL CONFERENCE ADVISORY COMMITTEE**

Chair	Dan Cozzi	MEA - Executive Director
Co-Chair	Amin Mneina	MEA – Technical 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
Member	Susan Tesluk	City of Timmins

**MEA ACTIVE TRANSPORTATION COMMITTEE**

Chair	Arif Khan	York Region
Co-Chair	David Unrau	Town of Petawawa
Member	Rooban Markandu	York Region
Member	Jenna Campbell	Loyalist Township
Member	Marko 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	Reg Russwurm	City of Guelph
Member	Abe Mouaket	City of Toronto
Member	Kevin Graham	City of London
Member	Michael Cappucci	Town of LaSalle
Member	Filipe Batista	City of Toronto
Member	Reuben Shanthikumar	City of Toronto

**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 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

**MEA EXCESS SOILS WORKING GROUP**

Chair	Jeffrey Lee	Town of Oakville
Member	Katrina MacDonald	City of Mississauga
Member	Kyle VanderMeer	City of Guelph
Member	Rami Maassarani	Loyalist Township
Member	Leas Walter	City of Kitchener
Member	Divya Sassi	TRCA
Member	Frank Kosa	Region of Waterloo
Member	Erin O'Neill	City of Ottawa

**MEA EXTERNAL COMMITTEES**
**MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT**

Member	Steve Lund	County of Huron
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**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	Amin Mneina	MEA – Technical Services Coordinator
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**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
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**CCIL-ASPHALT- CERTIFICATION COMMITTEE**

Member	Vince Musacchio	City of Vaughan
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**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

**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 VACANT

**OPS ELECTRICAL COMMITTEE**

Chair VACANT

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 VACANT

**OPS STRUCTURES COMMITTEE**

Chair Omo Ajayi City of Hamilton

Member Jackson Lee City of Toronto

Member Goby Jeyagobi York Region

**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 Verhoeven	Lambton Shores

# ADMINISTRATIVE COMMITTEE REPORTS

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>MEA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE</b>
<b>Chairperson(s):</b>	Chris Traini, MEA President
<b>Reporting Exec”</b>	Chris Traini, MEA President

### MANDATE:

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

### MEMBERS:

Chris Traini, President	Jason Cole, P-President	Matthew Miedema , Vice President
Amanda Froese, Secretary-Treasurer	Paul Acquaah, Director	Catherine Taddo, Director
Taylor Crinklaw, Director	Scott Hamilton, Director	Ben de Hann, Director
Penelope Palmer, Director	Dan Cozzi, Exec. Director	

### ACTIVITIES IN 2023:

The MEA Board of Directors met eight times in 2022/2023. In addition, the Board also conducted a Strategic Planning session to address progress on the existing plan and to develop a new plan for 2023/2024. The Board continued the practice to alternate in-person meetings and virtual meetings, with accommodation measures for virtual attendance of Board members at in person meetings when needed.

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

1. Establishment of an Executive Committee of the Board of Directors including the President, Vice President, Past President, Treasurer and Executive Director. This committee is able to respond more nimbly to arising issues and provides some oversight to staff and streamlining board meeting agendas.
2. MEA welcomed Kate Crouse who is providing administration assistance to the Executive Director and MEA on a part time basis and bid farewell to Amin who has moved on to a full time position with Good Roads. The search is on for a new technical services advisor who will have an expanded roll with coordinating Ontario Provincial Standards in conjunction with the Ministry of Transportation who are supporting this position with MEA.
3. 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 2023/2024 term.
4. MEA reconfirmed the prior commitment from the City of Toronto to host the AGM and Conference on a regular basis once every five years.
5. Continued commitment to our partners in the municipal field was strengthened through regular networking opportunities with OPWA, ACEC, OSPE and Good Roads.
6. 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 and hard copies are already available for order.

7. 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.
8. 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.
9. In partnership with Good Roads MEA will be delivering a new OPS course as part of the 2024 spring Guelph Road School.
10. The MEA has made a strong commitment to Equity, Diversity and Inclusion and will be undertaking education of the Board and the MEA membership in a meaningful way in 2024.
11. The MEA YP Committee continues to play an important role to support and connect the Association's younger members.
12. The MEA Municipal Professional Engineers Advocacy Committee (renamed) continued to promote the value of engineers working in and for municipalities.
13. All of our OPS Committees continued to meet virtually throughout the last term.
14. The MEA continued to support many external Committees and Groups.
15. The MEA reached out to the membership to seek volunteers to staff the various MEA and OPS committees.
16. Several e-Blasts were issued to members to advise of a number of issues in a timely manner.
17. 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.
18. The MEA continues to demonstrate increases to its membership, surpassing a milestone 1000 members in 2022 and we are now just over 1200 members!

#### **FUTURE GOALS OF THE COMMITTEE:**

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

**October 28, 2023**

## **TREASURER'S REPORT FOR FISCAL YEAR 2022-2023**

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, 2022 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 an operating revenue of approximately \$70,474. This exceeded our budget expectations of an operating loss of \$42,920. (Reference: Statement of Revenue and Expenditures, Year End August 31, 2023).

Revenues and expenditures were up from last year. The Annual Conference was quite profitable, due to the proximity to so many of our members and their ability to come to single days. Employment service ads continue to be one of our main sources of revenue. Investment of more cash assets at a higher interest rate have also contributed to greater revenues. Cash decreased by \$90,000 within the increased investments of \$130,000.

Expenditures were higher, specifically in staff time due to the increase activity in the MCEA amendment activity with the Province. Staff time has also been increasing with greater participation in the administration of the Annual Conference. A new part-time Administrator was added to the staffing compliment, to the benefit of the Board and Association. As well the Technical Advisor role has been adjusted to be a full-time MEA employee, with a subsidy from MTO for administration of OPS. The MCEA Advisor has a back-up in place now, also enabling the Association to do more. Training and general expenses were up as these changes took place in 2023.

Membership revenue is up \$6000, Guelph and Markham Corporate moved up a level, Ottawa moved up two levels. There was a very small increase in individual memberships. The Executive Director has been very successful in increasing membership of the last 2 years and those efforts are reflected in the membership numbers. Consideration of the membership model is contemplated for 2023-2024.

In the fiscal years 2020 and 2021, the association received advances on a loan of \$60,000 from the Canada Emergency Business Account. The \$60,000 interest-free loan required 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. During fiscal 2023, the association repaid \$20,000 of the \$40,000, leaving \$20,000 that shall be repaid by December 31, 2023.

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 (Amanda Froese) as the current MEA Treasurer.

The committee also included Auditor Lynne D. Remigio, Past President Jason Cole, President Chris Traini, Vice-President Matthew Miedema 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. In this meeting it was recommended that the Board review how they report staffing costs as the format of the association's staffing has changed to bring it into a more standard format. It was also discussed that the Association would benefit from reviewing the Reserves under their care and how they are to be used, the value to be held in each and potentially even the format of the reserves (condensed as an option).

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 revenues increase in future years with larger membership numbers and successful conferences as well as training programs including Good Roads courses. With this increased activity, expenditures for staff and associated costs will also continue to rise. 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,**



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**Amanda Froese, P.Eng., FEC**  
**MEA Secretary-Treasurer, 2022-2023**



## 2023 MEA COMMITTEE REPORT

Committee:	<b>MEA Audit Review Committee</b>
Chairperson Reporting:	Amanda Froese, P.Eng., MEA Secretary-Treasurer

### MANDATE:

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

### MEMBERS:

Amanda Froese MEA Secretary-Treasurer	Chris Traini, P.Eng., MEA President	Matthew Miedema, P.Eng., MEA Vice President
Jason Cole, P.Eng., MEA Past President	Lynne Remigio CPA, MEA Auditor	Dan Cozzi, P.Eng., MEA Executive Director

### ACTIVITIES IN 2023:

The Audit Committee met virtually on October 23, 2023 to review the draft audit documents prepared by Ms. Lynne Remigio, CPA. Ms. Remigio was named at the 2022 AGM as the MEA's Auditor for the fiscal year September 1, 2022 to August 31, 2023. An electronic copy of the draft audit documents were circulated to all members in advance.

#### **The 2023 Audit Approach**

##### **General Approach**

The Auditor's approach for the audit of MEA's year ending August 31, 2023 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 2022/2023 audit was \$7,000.

### **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.

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.

One area that was discussed was the potential need to review the MEA's Cheque Limit Signing Policy/Procedure to meet its current business realities. The Audit Committee agreed to have this discussion with the Board during 2024, with support from the Auditor.

Another area that was also discussed was consolidating staff wages/salary into one line within the Income Statement (and breaking down by business area). Currently, salaries and wages are grouped into 2 separate lines with the Income Statement. This is planned to be implemented during the current fiscal cycle.

There are no other 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:**

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

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>2023 MEA Nominating &amp; Constitution Review Committee</b>
<b>Chairperson(s):</b>	Jason Cole (Past President)
<b>Reporting Executive:</b>	Jason Cole

### 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:

Jason Cole (Chair & P-President)	Salim Alibhai (P- President)	Roslyn Lusk (P-President)
Steve Lund (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 2023:

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 2023 Sarnia/Lambton Conference and is scheduled for Thursday, November 16, 2023. ***The sixty (60) day deadline is September 17, 2023. This report was presented to the Board via the MEA's E-Motion Protocol to meet the 60-day requirement as the next scheduled Board meeting was not until October 11, 2023.***

A Notice to the MEA membership calling for Board of Director nominations was provided on August 3, 2023 (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, 2023.

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 (as of the 2023 AGM) is provided in the table below:

Name	Municipality	Current Role	Notes
Chris Traini	Middlesex County	President 2-yr. term expiring	Will serve as Past President (ex-officio) for next term

Matthew Miedema	City of Thunder Bay	Vice President 2 <sup>nd</sup> yr. of 2-yr. term	Has advised willingness to continue for next term.
Amanda Froese		Secretary-Treasurer 2 yr. term expiring	Took position in private sector, will be leaving Board. <b>**VACANCY**</b>
Jason Cole	Lambton County	Past-President	As current Past President will be leaving Board. <b>**VACANCY**</b>
Catherine Taddo	City of Sault Ste. Marie	Director 2 <sup>nd</sup> yr. of 2-yr. term	Has advised willingness to continue for next term.
Taylor Crinklaw	City of Stratford	Director 2 <sup>nd</sup> yr. term expiring	Has advised willingness to continue for next term.
Ben de Haan	United Counties of SDG	Director 2 <sup>nd</sup> yr. of 2-yr. term	Has advised willingness to continue for next term.
Penelope Palmer	City of Toronto	Director 2 <sup>nd</sup> yr. of 2-yr. term	Has advised willingness to continue for next term.
Paul Acquaah	York Region	Director 1-yr. term expiring	Has advised willingness to continue for next term.
Scott Hamilton	City of Burlington	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 & Nomination Received:**

At its second meeting, the NC Committee reviewed a prospective candidate list initially compiled by the 2019 NC through their knowledge and familiarity of members throughout the Province. This listing has been updated annually; the 2023 NC used it to review potential candidates.

The Committee reached out to select prospective candidates the NC believed would be suitable Board members for the 2023-2024 term. Ultimately, the Board settled on 2 candidates to fill the existing vacancies:

The ED confirmed that one nomination was submitted by the deadline, and it met all the requirements as per the Call. The nominee is:

- Joe de Koning, P. Eng., Manager of Roads, Wellington County.

The NC was pleased to receive this nomination and agreed to have Mr. de Koning's name go forward as a candidate to occupy one of the two vacancies.

The NC Chair reached out to 4 of the candidates in the prospective candidate list to discuss their willingness to serve on the Board for the second vacancy. The following candidate agreed to be considered for election as a Board member

- Tara Blasioli, P.Eng., Manager, Ādisōke OPL-LAC Joint Project, , City of Ottawa

Ms. Blasioli would provide representation from the nation's capital which has been underrepresented for several years at the MEA Board. Ottawa is hosting the 2024 MEA Conference and AGM and it would be ideal to have an Ottawa member on the Board in time for the conference. Also, with the departure of Amanda Froese from the Board at the end of the current term, this would maintain the current gender equity balance on the Board.

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 Joe de Koning and Tara Blasioli be recommended as candidates for election at the 2023 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. As a result of the impending amendment to the MEA Bylaw, and the proposed changes to Board terms which will take effect at the 2024 AGM, all Board member terms will need to expire at the end of the 2023/2024 Board term. After the 2024 AGM, all terms will follow the new amended bylaw.*

1. ***The NC recommends Chris Traini of Middlesex County, serve as Past-President (Ex-Officio) for 2023-2024.***
  
2. ***The NC recommends the following three (3) current Board members, elected to 2-year terms at the 2022 AGM, complete their respective terms in 2023-2024:***
  - ***Matthew Miedema***                      ***City of Thunder Bay***
  - ***Catherine Taddo***                      ***City of Sault Ste. Marie***
  - ***Ben de Haan***                              ***United Counties of SDG***
  
3. ***The NC recommends the following four (4) current Board members as candidates for election at the 2023 AGM as Directors for the 2023-2024 term:***
  - ***Taylor Crinklaw***                      ***City of Stratford***                      ***(1-year term)***
  - ***Penelope Palmer***                      ***City of Toronto***                      ***(1-year term)***
  - ***Paul Acquaah***                              ***York Region***                              ***(1-year term)***
  - ***Scott Hamilton***                              ***City of Burlington***                      ***(1-year term)***
  
4. ***The NC recommends the following two (2) new candidates for election at the 2023 AGM as Directors for the 2023-2024 term:***
  - ***Joe de Koning***                              ***County of Wellington***                      ***(1-year term)***
  - ***Tara Blasioli***                              ***City of Ottawa***                              ***(1-year term)***

**Additional Discussion:**

As a result of updated legislation relating to the Ontario Non-Profit Corporations Act (ONCA), the MEA is required to update its bylaw to conform to changes in ONCA. The majority of the amendments are administrative in nature and will be presented to the membership at the 2023 AGM for approval.

The Board also wanted to ensure that Board experience would be better sustained and as a result, also included amendments relating to Board officer positions and terms. While the total number of Board positions remains the same (10), the Secretary-Treasurer would formally serve a 2-year term going

forward, and a second Vice President is being added as an officer position and would serve a 3-year term in order to serve out to the President role.

Pending approval of the amended bylaw at the 2023 AGM. starting at the 2024 AGM, there would be 1- , 2- and 3-year terms for Board members.

A summary memo outlining all the changes in the Bylaw was highlighted to the NC during the second NC meeting.

The NC agreed the changes in the bylaw were appropriate.

**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:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>2023 MEA/OPWA Liaison Committee</b>
<b>Chairperson(s):</b>	Chris Traini - MEA President; Doug Keenie (RJ Burnside) - OPWA President
<b>Reporting Exec:</b>	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 2023:

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 10, 2022 at the Sheraton Parkway North Hotel in Richmond Hill. Items of discussion included:

1. Activities of both organizations over the past 12 months.
2. Update on the recent approval of the Municipal Class Environmental Assessment (MCEA) amendment, and MEA's plans to provide several information webinars, and the development of a new MCEA User Guide.
3. MEA's and OPWA's respective strategic plans - key achievements from previous year and new items for 2023.
4. Update on the MEA/MTO'S plan to redevelop a more user-friendly website for OPS Standards.
5. MEA and OPWA outlined their respective 2023 events.
6. MEA's Municipal Professional Engineers Advocacy Committee and communication to all Ontario municipalities on the benefits of retaining professional engineers.
7. MEA's/OPWA's respective renewals of their existing administration agreements with Good Roads.
8. Association Bylaw updates in respect of ONCA legislation
9. Equity, Diversity and Inclusion.
10. Continued collaboration opportunities between MEA and OPWA:

### FUTURE GOALS OF THE COMMITTEE

To continue to collaborate on various items of common interest.

### FUTURE OF COMMITTEE:

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>2023 MEA/ACEC-Ontario Liaison Committee</b>
<b>Chairperson(s):</b>	Chris Traini - President MEA; K. Freund – Jacobs Solutions.
<b>Reporting Exec:</b>	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 2023:

This meeting is held annually to discuss items of mutual interest and collaboration opportunities. This year, the meeting was held on January 11, 2023 at the Sheraton Parkway North Hotel. Discussins included:

1. Both organizations outlined activites over the last 12 months.
  - a. MEA highlighted the signiticant growth of its association over the past year and the success of the 2022 Conference & AGM event held in Toronto in November 2022. Also, revenues from its employment ad platform continue to exceed expectations.
  - b. ACEC highlighted its “Golf and Post Election Event” as well as “Engineering Means Business Forum”. Also, ACEC advised that they have a new staff person (Doug DeRabbie) in the role Director of Government & Stakeholder Relations. It was also noted that Bruce Mathews will be retiring in 2023 and ACEC will be looking to recruit a new Executive Director.
  - c. Both MEA and ACEC-Ontario are working to redevelop their respective Bylaws to meet the requirements of ONCA.
2. MEA provided updates on:
  - a. Status of the Municipal Class Environmental Assessment (MCEA) amendment work with MECP and the ongoing challenges the MEA has faced at getting the amendment process/approved.
  - b. The MEA’s and MTO’s plan to redevelop a more user-friendly website for OPS Standards.
  - c. The 2023 MEA Conference & AGM will be co-hosted by the City of Sarnia/County of Lambton and held in the Vilage of Point Edward (Sarnia) from Nov. 14 – 17.
3. ACEC provided updates on:
  - a. MTO courses (Highway Construction Inspection and Contract Administration) are back to in-person delivery this year.
  - b. Plans for the 2023 Ontario Engineering Project Awards are in full swing – a May date for the Gala will be announced soon.
4. MEA and ACEC provided brief overviews of their organization’s strategic plans.
5. MEA/ACEC discussed the impacts of PEO’s upcoming and mandatory PEAK/CPD Program.
6. MEA/ACEC-Ontario Standard Engineering Agreement Update

- a. Updated version of the agreement was developed in the summer of 2022.
- b. MEA had a municipal lawyer review the version and provided comments back to ACEC; some of the comments were concerning to ACEC.
- c. A sub-committee of the MEA Board will meet to review the comments and report back to ACEC-Ontario in 2023.
- d. Once final version is ready, MEA/ACEC plan to schedule an information webinar.
- 7. MEA provided an update about its Municipal Professional Engineers Advocacy Committee and communication to all Ontario municipalities regarding the retention of professional engineers.
- 8. Collaboration opportunities for MEA and ACEC-Ontario were also discussed.

**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:**

<b>X</b>	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.

**2023 MEA COMMITTEE REPORT**

<b>Committee:</b>	<b>2023 MEA/GOOD ROADS Liaison Committee</b>
<b>Chairperson(s):</b>	Chris Traini - MEA President; Dave Burton– Good Roads Past-President
<b>Reporting Executive:</b>	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 2023:**

MEA and Good Roads meet once a year to discuss issues of common interest. This year, as has been typical in the past, a liaison meeting was held during the Good Roads Conference. This year, the meeting was held on April 16 at the Royal York Hotel.

Participation by Good Roads Board members was low as most were busy with other conference functions. As a result, going forward for 2024, it was agreed that to promote better participation by Good Roads, the liaison meeting will be scheduled to coincide with Good Roads' February Board meeting (not during their conference).

Items discussed at the 2023 Liaison meeting included:

1. MEA's Strategic Plan
2. MEA's plans to retain additional part time support staff
3. Renewal of MEA admin agreement with Good Roads
4. Approval of the MCEA amendment and the MEA's plans to offer information webinars and the development of a new MCEA User Guide.
5. MEA's 2023 conference event in Sarnia
6. MEA's Municipal Professional Engineers Advocacy Committee
7. MEA's Bylaw update to conform with ONCA legislation
8. Good Roads 2023-2024 Operation Plan
9. MEA potentially offering an OPS General Course during the Roads School in May 2024.

**FUTURE GOALS OF THE COMMITTEE**

To continue to collaborate on various items of common interest.

**FUTURE OF COMMITTEE:**

<b>X</b>	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

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Education and Training Committee</b>
<b>CHAIRPERSON(S):</b>	Reg Russwurm
<b>REPORTING EXEC:</b>	Chris Traini

### MANDATE:

- To identify the training needs of the municipal engineering community
- To oversee, coordinate and promote training programs to meet those needs
- To seek out qualified instructors to develop and deliver the education program
- To ensure the quality of course content and the delivery of MEA's Education program in support of professional development

### MEMBERS:

Reg Russwurm	Karl Grabowski	Arup Mukherjee
Arthur Sinclair	Benjamin De Haan	Don Kudo

### ACTIVITIES IN 2023:

2023 has been a re-building year for the Committee. The key achievement was recruitment of new members and review of the committee's core mandate. A terms of reference has been drafted and is under review to set the future directions of the committee's work related to education and training opportunities provided by the Association.

### FUTURE GOALS OF THE COMMITTEE

Subject to finalization, the goals of the committee are:

- To identify the training needs of the municipal engineering community including, but not limited to, identifying new courses, workshops, educational topics and educational partnership opportunities.
- To function as a resource for the Board as new courses, training programs and opportunities are being developed
- To provide committee-level oversight to the MEA's training program
- To assist in ensuring the quality of course content and the delivery of MEA's training program
- To assist with seeking out qualified instructors to deliver the training program
- To manage continuous professional development credits in relation to MEA courses

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Municipal Class EA Monitoring Committee</b>
<b>CHAIRPERSON(S):</b>	Paul Knowles MCEA Advisor
<b>REPORTING EXEC:</b>	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:

Paul Knowles (Chair)	Dave Thompson	Reg Russwurm
Ashley Ranneloo	Dan Foong	

### ACTIVITIES IN 2023:

- Developed and delivered training to explain the amended 2023 MCEA  
 The following training was provided in 2023;
  - MCEA 2023 Appendix 1 – Roads May 12, 2023
  - MCEA 2023 Appendix 1 – W/WW May 15, 2023
  - Heritage Bridge Checklist May 16, 2023
  - Intro to MCEA Workshop June 19-21 & Oct 17-19, 2023
  - Archeology Screening Process Oct 24, 2023 (scheduled)
  - Collector Road Screening Process Oct 24, 2023 (scheduled)
  - Annual Fall MCEA Update Oct 24, 2023 (scheduled)
  - MCEA 2023 Appendix 1 – Transit Oct 25, 2023 (scheduled)
  - MCEA 2023 User Guide & Part A Oct 25, 2023 (scheduled)
  - Project List and New Regulation TBD after info is provided by MECF
- Continued ongoing training to introduce the MCEA to new practitioners
- Continued to advise proponents through MEA's 'Ask an Expert' tool
- Updated outdated material and developed new clarifications to assist Proponents  
 Some of the material available on the Clarifications tab on the MCEA web page includes copies of;
  - The free webinar on March 27, 2023 that provided a general overview of the 2023 MCEA Amendment approved on March 3, 2023.
  - The MCEA Part A webinar presentation material
  - Amendment/Update status of the MCEA Manual and the MEA User Guide July 2023
  - MEA Clarification June 2023 Administration and Amending the MCEA
  - MEA Clarification March 2023 Air Quality Impact Assessments (AQIA) and AQIA Background information
  - Exhibit A.2 – MCEA Planning and Design Process March 2023
  - MEA Clarification March 2023 Consultation to Match Complexity of Project

- Presentation material from New PIOR process Feb 22, 2021
- Notice of Completion Template March 2023
- Concerns after Notice of Completion Flow Chart March 2023
- MEA Outstanding Concerns Form March 2023
- MEA Clarification March 2023 Municipal Council and MCEA Process
- MEA Clarification March 2023 Enhanced Consultation and Engagement Best Practices
- MEA Clarification March 2023 Appropriate Terminology
- MEA Clarification March 2023 Consultation Methods
- MEA Clarification March 2023 Archaeological Screening and References

#### Appendix 1 - Archeological Screening Process

- ASP presentation material
- MCM's form Criteria for Evaluating Archaeological Potential
- MCM's form Criteria for Evaluating Marine Archaeological Potential

#### Appendix 1 – Collector Roads Screening Process

- CRSP presentation material

#### Appendix 1 – Cost Thresholds for Road Projects

- The latest information related to the Cost Thresholds

#### Appendix 1 – Roads

- The Appendix 1 – Roads May 12, 2023 presentation material
- The Appendix 1, Table A – Roads with notes MEA's advice about issues that relate directly to Tables A (Roads) and B (Water/Wastewater) in Appendix 1

#### MCEA - Heritage Bridges

- The Heritage Bridges May 16, 2023 presentation material
- The Municipal Bridge Checklist

#### Appendix 1 – Water/Wastewater

- The Appendix 1 – Water/Wastewater May 15, 2023 presentation material
- The Appendix 1, Table B – Water/Wastewater with notes
- MEA's advice about issues that relate directly to Tables A (Roads) and B (Water/Wastewater) in Appendix 1

#### Appendix 1 - Transit

- The Municipal Transit presentation material
- 

- Prepared a new User Guide to assist Proponents
- Evaluated the impact and success of the 2023 amendment to the MCEA
- Submitted comments to MECP on their proposed plans for further EA reform
- Completed and submitted the required Annual MCEA Monitoring Report.

#### **Success of EA Reform to Date - Conclusion**

The 2023 amendment to the MCEA has been partially successful. However, further reforms are required and MECP should;

- i) Process a minor amendment to the MCEA to correct the identified issues and avoid confusion.
- ii) Acknowledge that MEA needs to be involved with any discussions that involve application and/or new interpretations of the MCEA so that MEA can;
  - report on the use and/or new interpretations of the MCEA,
  - include the outcome of any discussion into training material
  - represent the interests of all municipalities.
- iii) Amend the MCEA and return the ability for MEA to announce inflation adjustments to the Cost Thresholds in Appendix 1

## FUTURE GOALS OF THE COMMITTEE

- MEA will encourage MECP to;
  - Process a minor amendment to the MCEA to correct the identified issues and avoid confusion.
  - Acknowledge that MEA needs to be involved with any discussions that involve application and/or new interpretations of the MCEA so that MEA can:
    - report on the use and/or new interpretations of the MCEA,
    - include the outcome of any discussion into training material
    - represent the interests of all municipalities.
  - Amend the MCEA and return the ability for MEA to announce inflation adjustments to the Cost Thresholds in Appendix 1
  - Ensure their REACs advise proponents if they are improperly classifying a project (for example elevating a Schedule A+ Exempt project)
- MEA will continue to push for prompt inflation increases to the cost thresholds in Appendix 1
- MEA will work towards ensuring all proponents are aware that Schedule A+ Exempt projects cannot be elevated to Schedule B/C
- MEA will continue to participate in MECP's EA reform process.
- MEA will continue to advise proponents through formal training sessions, MEA's 'Ask an Expert' function and issuing Clarifications as required

## FUTURE OF COMMITTEE:

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>MEA DEVELOPMENT ENGINEERING COMMITTEE</b>
<b>CHAIRPERSON(S):</b>	Mike Pincivero, Town of Wasaga Beach
<b>REPORTING EXEC:</b>	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 2023:

Virtual meetings held via Zoom in March and October 2023.

Discussions at the March meeting included U/G SWM tanks under parking garages – whether or not to secure, cost sharing agreements for infrastructure in ROWs, development engineering review fees (with several sub-category discussions), Bill 23 and 109 implications, encroachments into heritage conservation districts, LED streetlight design standards, vibration monitoring programs, agreements for deferred land dedications through Site Plan Control Agreements, how municipalities deal with contractors working on municipal sewers, approved materials lists in engineering standards, discuss standard site report templates / processes, CLI-ECA contacts, and SWM finance studies. There were 35 attendees at this meeting.

Discussions at the October meeting included Bill 109 timelines and engineering review, Bill 109 – changes to circulation and review processes, how municipalities approve municipal servicing design for subdivisions, an update from Vaughn re: non-conventional SWMF policy, performance metrics for development applications, minimum drainage easement widths, how everyone is handling CLI-ECA design requirements, continuing education, servicing for sites with multiple condominium towers, collecting fees for applications not requiring site plan review, servicing allocation approval timing, digital tracking for applications as well as for inspections, and requirements from CAOs / Councils to deal with public inquiries. There were 37 MEA DEC members that accepted the invitation of the meeting with 7 tentatively accepting at the time of preparing this summary (this summary was prepared September 27<sup>th</sup>, and the meeting is scheduled for October 5<sup>th</sup>, 2023).

### 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:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>2023 Bursary Committee</b>
<b>Chairperson(s):</b>	Chris Traini. MEA President
<b>Reporting Exec.</b>	Chris Traini

### 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:

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

### ACTIVITIES IN 2023:

- The Committee met several times throughout the late winter and spring season of 2023
- Established in 2008, 2023 marks the 16<sup>th</sup> year of the program
- The 2023 Bursary Program was promoted as follows:
  - News item on MEA Website
  - E-Blast to membership
  - Letter to Municipal Clerk of all Ontario municipalities
- 18 applications were received by the Committee in 2023 by the posted deadline
- Quality of submissions for 2023 was 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 Peyton Davey.
  - William Robinson Memorial Bursary (\$2,000) awarded to Lyndsay Dajka.
  - Eight (8) additional bursaries valued at \$1,500 awarded to:

<i>Nolan Lusk</i>	Hayden Kan	Hanna Holtzhauer	Maya Williams
Maxwell Sloan	Carson Love	Tyler Harper	Braden McEachern

- Each municipal council (where parents/guardian work), were informed through their respective Clerk about the award winner
- All recipients received their awards in August 2023.
- News item posted on website.
- 2 bursary winners have been invited to attend (complimentary) the 2023 MEA President's Gala on Nov. 16/23.

### FUTURE GOALS OF THE COMMITTEE

To continue to administer the Bursary Program

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>2023 MEA Awards Committee</b>
<b>Chairperson(s):</b>	Anna Godo
<b>Reporting Executive:</b>	Jason Cole

### 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)	Steve Lund (P-President)
Dan Cozzi (ED & P-President)		

### ACTIVITIES IN 2023:

In 2023, the Committee met via 3 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 2023. In addition, a letter was sent to all Ontario Municipal Clerks on May 29, 2023. Notices were also posted on MEA social media platforms (LinkedIn) announcing the awards nomination period. Deadline for nominations this year was September 15, 2023. 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 2022 acknowledge the 2022 winners.

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

### **Committee Recommendations for 2023 Awards:**

#### **MEA Award:**

➤ **Paul Nause, P. Eng., York Region.**

This nomination was by the Awards Committee. Paul has served on the OPS Electrical Committee for over 28 years, and the committee felt it was appropriate to acknowledge his long-standing commitment to this committee. Paul is retiring in 2023 from York Region.

➤ **Michael D’Andrea, M.E. Sc., P.Eng.,**

This nomination was received through the membership. Michael is retiring from the City of Toronto this year. Over his career at Toronto, he has served as the City’s Chief Engineer & Executive Director in the Engineering & Construction Services (ECS) Division. He has led the ECS Division—a team of more than 600 professional and technical staff providing engineering design and construction services to both internal and external municipal clients. A sample of major projects D’Andrea has led include:

- City of Toronto’s Wet Weather Flow Master Plan, a multi-faceted and industry leading plan to mitigate the impacts of stormwater runoff and combined sewer overflow discharges and improve water quality.
- Gardiner Expressway Strategic Rehabilitation Plan, estimated at \$2.3B, uses an accelerated bridge construction approach to rebuild the elevated expressway section, to reduce the overall construction schedule and traffic impacts.
- Development of the Don River and Central Waterfront Project, estimated at \$2.5B is aimed at “delisting” Toronto as a polluted Area of Concern in the Great Lakes Basin.
- Basement Flooding Protection Program – Toronto’s climate change adaptation plan to address the urban flooding impacts of more frequent extreme storms.

➤ **Project Award: Sarnia-Lambton Oversize Load Corridor Project**

- **Alister Brown, P. Eng.**
- **David Jackson, P. Eng.**
- **Jason Cole, P. Eng.**

This nomination was received through the membership and recognizes three (3) individuals who played key roles related to the Sarnia-Lambton Oversize Load Corridor Project which developed a designated protected route on existing roadways connecting fabricators to the Port of Sarnia for the unimpeded import/export and trans-shipment of oversized product to and from fabricators’ locations and Sarnia-Lambton’s industrial base. Clear passage preserved along this route improves the competitiveness of local fabricators and large industry by reducing shipping costs, creating new jobs, and increasing the potential for the export of valuable locally manufactured vessels, reactors, and modules. The corridor route is 26.7 km in length.

#### **MEA Order of Merit**

- **Anna Godo P. Eng., retired**

This is consensus nomination of the Awards Committee. (as a member of the committee, Anna was excluded from the discussions about this nomination). Anna joined the MEA Board of Directors in 2010 and served in various roles, including President until 2016.

Anna spent considerable time during her tenure on the Board researching the number of registered P. Eng.'s in Ontario who were employed by municipalities but not necessarily MEA members. She also was the MEA "constitutional expert" in all matters relating to the MEA bylaw. She provided leadership during her tenure on the Board and has continues to this day serving the MEA by participating in both the MEA Awards and Bursary Committees as well as the MEA Nominating & Constitution Review Committee.

Anna was employed by the City of Windsor until her retirement this past year. She is now working as a consultant.

The Awards Committee believe Anna is worthy of being awarded the MEA Order of Merit for her many contributions to the MEA over the years.

**MEA Life Membership:**

➤ **Anna Godo, P. Eng., retired**

The committee is also recommending Anna be recognized with a MEA Life Membership for her many contributions to the MEA over the years.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of October 11, 2023. The Executive Director notified each recipient. MEA Award recipients will be acknowledged at the **MEA's Awards Luncheon on November 15, 2023**. MEA Order of Merit and Life Membership will be acknowledged at the **President's Gala which will be held on November 16, 2023**, These events will be hosting during the 2023 MEA Conference & AGM at the Sunbridge Hotel in the Village of Point Edward (Sarnia) The Committee also recommended that each recipient be provided complimentary tickets (including guest/spouse) to these respectiove event. Should the award recipient be travelling a significant distance, the MEA's Executive Director will arrange to a complimentary hotel room for 1 evening. Travel arrangements will be at the award winner's expense.

**FUTURE GOALS OF THE COMMITTEE**

**Work for 2024**

For 2024, the Committee plans to meet quarterly.

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

**2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>MEA-MECP Liaison Committee</b>
<b>CHAIRPERSON(S):</b>	Salim Alibhai, Director, Capital Delivery – Transportation, Capital Infrastructure Services, Public Works, York Region
<b>REPORTING EXEC:</b>	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 Township)
Jeffery Lee (Oakville)	John Thompson (Retired)	Melissa Ryan (Kitchener)
Rob Muir (Markham)	Salim Alibhai (York Region)	Tracy Annett (Waterloo)

**ACTIVITIES IN 2023:**

The Committee met twice in 2023, using a virtual format and 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:

Excess Soils

The committee received a detailed update from Ministry staff on the new O. Reg. 406/19 (Excess Soils) regulation. Implementation of Phase 2 provisions of the regulation began on January 1, 2023. We understand the ministry is currently focusing more on education and not enforcement.

Municipal Class Environmental Assessment

MECP continues to work on Environmental Assessment Modernization. The MECP is looking to move away from Class EA's and 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.

In the interim, on March 3, 2023, the Ministry approved multiple amendments to the MCEA and the Amended MCEA document is available on MECP's and MEA's websites. Reducing Inefficiencies Act, introduced on Feb 27, 2023, provides the Minister the ability to waive the 30-day waiting period after an EA is complete. This will allow projects to proceed 30 days faster once the Class EA process is completed.

In Spring 2023 MECP released information seeking comments on three proposals:

- Updating comprehensive project list (individual vs comprehensive EA process)
- Information on improving timelines on comprehensive EA timelines (currently can take up to 6 years to complete). Sector based Terms of Reference will be introduced to speed up the process.
- Evaluating Class EA requirements for Infrastructure projects

### Consolidated Linear Infrastructure (CLI) and Environmental Compliance Approval (ECA)

MECP provided updates regarding Consolidated Linear Infrastructure (CLI) and Environmental Compliance Approval (ECA). CLI-ECA for Municipal Sewage Collection and Storm Water Works, is in its fifth year of implementation. The MECP continues to receive applications and has made considerable progress in terms of roll out with 493 CLI-ECA approved. Outstanding municipalities are typically larger with more complex systems and smaller ones are slow to apply or have concerns and questions.

### Stormwater Monitoring Guidance

MECP is developing guidelines to outline considerations, key parameters and methods, outlining a scalable approach. The Monitoring Guidance document draft is in development and the document will be posted on the environmental registry for everyone to provide comments.

### Utility Separation Distances

An MECP working group is looking at streamlining requirements for utility separation distances. Separation distance requirements have three key considerations:

- Protective area between the water mains and utility lines
- Safe space for future excess rehab and repair access needs
- Tactics to reduce potential for failure

The working group monitors these requirements and will propose a hierarchy of risk for various utility types based on increase of contamination risk.

### Low Impact Development Manual

Ministry staff were working on a new manual on Low Impact Development (LID) guidelines. In January 2022, a draft LID Stormwater Management guidance manual was posted for comments. MEA had provided comments to the MECP on a draft of the manual. The comments include building exemptions to address constraints for areas with high groundwater or shallow bedrock. MECP has no update or timeline for release of the manual,

### Indigenous Consultation

Indigenous consultation is a standing topic on the committee agenda. MEA is looking to MECP to continue to provide information on expectations for indigenous consultation during Class EA studies. MEA has advised MECP that we are seeing MECP ask for documentation on consultation when obtaining specific permits that are subject to Environmental Bill of Rights (EBR) postings such as a Species at Risk permit.

## FUTURE GOALS OF THE COMMITTEE

The Committee should continue to strive to improve communications between the MECP and MEA regarding MECP initiatives. 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:

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>MEA Young Professional (YP) Committee</b>
<b>CHAIRPERSON(S):</b>	Melanie Knowles
<b>REPORTING EXEC:</b>	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
Evan Cassidy	Erica Tilley	Amin Mneina

### ACTIVITIES IN 2023:

#### Social Media Presence

The committee continued to increase its social media presence in 2023. The LinkedIn group page members have increased from 66 members to 77. Social media posts were also made to increase exposure and awareness of the MEA and YPs, and to help distribute news to general MEA members. Posts were made on Twitter and LinkedIn using the established hashtag #MEAYp and #MEAontario. Posted content included MEA news, relevant articles, and photos from MEA events.

#### Mentorship Program & Events

The committee successfully implemented the programs pilot mentorship program. The pilot connected three pairs of experienced professional engineer, who works for a municipality, with an engineer looking to further their career within the municipal environment. The two-year trial is coming to an end and the committee is collecting feedback from participants for revisions to the Mentorship Guide. A virtual presentation on Kingston's new Third-Crossing Bridge building project was hosted by the YP committee in November of 2022.

#### YP Committee Recruitment

The committee has successfully recruited 1 new member to the YP committee. Erica Tilley of the Town of Essex joined the YP committee, who will help fill the positions left by current YP members who no longer meet YP criteria. The committee is continually looking to add members to help widen the committee's knowledge base and for succession planning purposes.

#### Quarterly Conference Call Meetings

The YP committee moved to quarterly conference call meetings, from monthly, to plan, review, and discuss upcoming events and initiatives.

### **FUTURE GOALS OF THE COMMITTEE**

- Continue to refine the MEA mentorship program based on the pilot program
- Launch the full Mentorship program and recruit new Mentors and Mentees
- Continue to increase YP membership in MEA
- Increase YP network
- Host at least one in-person and one virtual event in 2024
- Continue social media presence and increase MEA LinkedIn group membership
- Continue to engage MEA members on LinkedIn with monthly posts

### **FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>MEA Conference Advisory Committee</b>
<b>Chairperson(s):</b>	Dan Cozzi – Executive Director, MEA.
<b>Reporting Exec.</b>	Matthew Miedema

### MANDATE:

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

### MEMBERS:

Dan Cozzi (MEA)	Amin Mneina (MEA)	Reg Russwurm (Guelph)
Amanda Froese (MEA Treasurer)	M. Miedema (MEA V-Pres.)	David Mhango, (York Region)

### ACTIVITIES IN 2023:

The committee was previously established to provide overall guidance/oversight on planning the annual conference event. There were no significant questions this year from the conference planning committee (Sarnia/Lambton).

The committee did not formally meet in 2023, however the Executive Director was in contact with some members about some planning issues, and these were resolved informally.

### FUTURE GOALS OF THE COMMITTEE

#### Work for 2024

- The Committee will be available to the 2024 Ottawa Planning Committee to support planning activities.

### FUTURE OF COMMITTEE:

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>MEA Smart City Committee</b>
<b>Chairperson(s):</b>	Mark Siu – City of Markham
<b>Reporting Exec:</b>	Taylor Crinklaw

**MANDATE:**

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

**MEMBERS:**

Mark Siu (Markham)	Eric Pulnicki (Brampton)	Jean Hao (Kitchener)
Terry Gayman (Guelph)	Susan Tesluk (Timmins)	

**ACTIVITIES IN 2023:**

**This committee did not submit its annual report to the AGM.**

**FUTURE GOALS OF THE COMMITTEE**

- **Unknown**

**FUTURE OF COMMITTEE:**

	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Active Transportation Committee</b>
<b>CHAIRPERSON(S):</b>	Arif Khan (Chair)
<b>REPORTING EXEC:</b>	Ben De Haan

### MANDATE:

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

#### Mission/Scope:

- 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 (Chair)	David Unrau (Co Chair)	Andrew Miller
Jenna Campbell	Rooban Markandu	Marko Kasunic

### ACTIVITIES IN 2023:

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

The committee undertook the following activities:

- Worked on draft implementation guidelines on Active Transportation; The guide provides information about available resources about Active Transportation.
- During the meetings, topics included Funding Advocacy, contacting politicians to promote AT projects and funding, listing the Guidelines in Resources Page, creating a resource page “Why fund AT” and to reach out to our contacts in various organizations to receive project presentations by various staff from public and private agencies.

### FUTURE GOALS OF THE COMMITTEE

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

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>MEA CLIMATE CHANGE COMMITTEE</b>
<b>CHAIRPERSON(S):</b>	Kelly Murphy
<b>REPORTING EXEC:</b>	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 2023:

The Committee met monthly where available with a summer break on January 11, February 8, March 8, May 4, and September 14, 2022. The Committee will be meeting November 9 to finish off 2023.

This was the third 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 which was linked on the MEA website. Our team will collectively update every three months and will welcome feedback from members and new input. The committee can support members with how to use the resources on this page in their day to day, as needed. <https://municipalengineers.on.ca/resources/climate-change.html>

We hosted several webinars this year with the support of Amin and the team, all of which were well received and we do hope to continue to do more webinars. They included:

- Existing Building Decarbonization Strategies on March 1st

- Low-Impact Development and Climate Resilience on May 17th
- Climate Change Data Collection and Emission Modelling at Municipal Level on May 18th

We are hoping to have another one before the end of this year.

Additional webinars are being planned this year for next year noting how long it takes to set up and organize. The team is getting more fluid with the set up and managing of the webinars. 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 participated in workshops 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 now posted for the members and updated every three months by our committee team.
- Education – This has and will continue to 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 completed two webinars in 2022 and now have three done to date in 2023. We are hoping to have at least one more completed before the end of the year. We are currently working on 2024 webinars as well that will review the recent Climate Report released by the Province and what it means for the members.
- Previously, our team was trying to support the manner by which Climate Change can be addressed as part of the MEA Class EA process and the MCEA guidance document. At this time, several changes have been made and the MECP has now started discussion to remove this process altogether so our team will hold on this at this time.
- Key to the success of our team is to recruit more to the committee, all being members of the MEA, up to 20 members so that we can achieve more for the members.

## **FUTURE OF COMMITTEE:**

<b>x</b>	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.

## **2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>Asset Management</b>
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<b>CHAIRPERSON(S):</b>	Kelly Walsh, Town of Fort Erie
<b>REPORTING EXEC:</b>	Amanda Froese

**MANDATE:**

Vision:

Assist municipalities to effectively manage their assets.

Mission/Scope

Our mission revolves around Asset Management (AM) related advocacy, education and guidance:

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 focuses on core infrastructure as defined by *O. Reg. 588/17*;
- Provide advice to MEA Board in its communications with the province on *Bill 588/17* and successors;
- Provide the MEA membership with advice related to issues in managing assets and their well being.

**MEMBERS:**

Kelly Walsh, Town of Fort Erie	Reg Russwurm, City of Guelph	Michael Jans, United Counties of SDG
Abe Mouket, City of Toronto	Marcy McKillop, Huron-Elgin Water	
Saidur Rahman,	Dave Graham,	

City of Toronto	Lambton County	
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**ACTIVITIES IN 2023:**

<p>Committee resignation – 1</p> <p>Committee additions – 3</p> <p>Pending additions – 3</p> <p>Finalized membership survey on AM Committee goals for distribution</p> <p>Held three virtual meetings of committee</p>
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**FUTURE GOALS OF THE COMMITTEE**

<p>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 guidance to others. The committee will be preparing a Terms of Reference for the MEA Board’s approval.</p> <p>Future goals include:</p> <ul style="list-style-type: none"> <li>- Execute survey to membership on needs</li> <li>- Need for AM capacity building and advocacy for funding for AM staff</li> <li>- Identify funding and training opportunities</li> <li>- Focus on niches that this committee can fill for MEA members involved in AM</li> <li>- Establish practical steps for municipalities to follow for establishing an AM system</li> <li>- Advocate for consistent approach to municipal AM</li> <li>- Advocate for consistent annual reporting template/FCM scorecard to meet O.Reg. 588/17 requirements</li> <li>- Review of national and international best practices and guidelines (i.e. FCM, IAM and ISO 55000 etc.)</li> <li>- Completion and review of the survey with a goal of further refining the mandate</li> </ul>
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**FUTURE OF COMMITTEE:**

<b>X</b>	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.

**2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>Minimum Maintenance Standards (MMS) Review Committee</b>
<b>CHAIRPERSON(S):</b>	Chris Traini, County Engineer, County of Middlesex
<b>REPORTING EXEC:</b>	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 Transportation
Enrico Scalera, City of Burlington	Mark Covert, Town of Halton Hills	Allan Korell, Retired

**ACTIVITIES IN 2023:**

The minimum maintenance standards committee did not meet in 2023.

**FUTURE GOALS OF THE COMMITTEE:**

Good Road's five-year MMS review committee was launched in early 2023. The work of that committee will be circulated sometime in late 2023 or 2024 at which time this committee will provide their input to the proposed revisions to the MMS regulations.

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Municipal Professional Engineers Advocacy (MPEA)</b>
<b>CHAIRPERSON(S):</b>	Roslyn Lusk, City of Kitchener Kelly Walsh, Town of Fort Erie
<b>REPORTING EXEC:</b>	Chris Traini, MEA 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:**

Sarah Austin, City of Cambridge	Nick Colucci (PEO Liaison), Town of Erin	Jeffrey Lee, Town of Oakville
Steve Lund, Huron County	Matthew Miedema, City of Thunder Bay	Carlos Reyes (Secretary) , City of Kitchener
Melissa Ryan, City of Kitchener	Tina Sha, City of Hamilton	Sunil Sharma, City of Brampton

**ACTIVITIES IN 2023:**

The MPEA Committee had a successful and productive 2023. The Terms of Reference (TOR) were reviewed and modified to make some administrative updates related to committee composition, member tenures and meeting dates. Three new members were added to the committee in light of previous committee member departures.

The MPEA Committee met on February 15 (Virtual), April 18 (Hybrid), June 15 (Virtual) and September 21 (Virtual). The next committee meeting will be in November. Throughout 2023, the main group subdivided into subgroups to tackle different priorities in order to make progress towards our mandate. The subgroups met on at least 2 occasions and reported back to the larger group at the next available committee meeting. Subgroups were established to identify key messages to be communicated with general public, CAOs, Municipal Staff, Elected Officials (Municipal and Provincial), Peer Groups and Allies.

On April 18<sup>th</sup>, the MPEA conducted its second strategic planning session to review and validate priorities established with the original plan. This was also helpful as there were new members that joined and by reviewing priorities and generating additional ideas, the group was able to come to a consensus and focus on one of our core objectives: Planning the Plan; and involved the creation of key messages to be used to pitch support from allies and stakeholders.

A shared file location was established to minimize email, provide version control and access to all committee members.

**FUTURE GOALS OF THE COMMITTEE**

The MPEA will seek to fill vacancy and facilitate the election process for position at end of tenure. The MPEA Committee is being intentional about seeking a committee member from a smaller community to help provide a more fulsome perspective. The committee will continue to move through a 5 step Strategic Plan : 1 - Plan the Plan; 2 – Research & Background; 3- Advocacy/Diplomacy; 4 – Promotion; 5 – Plan of Attack.

MEA-MPEA is currently developing key messages and will establish connections with stakeholders. We will learn about the process required to amend the Municipal Act as well as evaluate recent legislative changes in context of this committee's mandate. (i.e., Strong Mayor Powers, Bill 23, etc.).

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Excess Soil Working Group</b>
<b>CHAIRPERSON(S):</b>	Jeffrey Lee, Town of Oakville & Kyle VanderMeer, City of Guelph
<b>REPORTING EXEC:</b>	Scott Hamilton

### 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 of municipal projects
- Raise municipal concerns with excess soils regulation to the MECP
- Build communication with municipalities and MECP with regards to excess soils

### MEMBERS:

Frank Kosa Region of Waterloo	Rami Maassarani Loyalist Township	Katrina Macdonald City of Mississauga
Erin O'Neill City of Ottawa	Divya Sasi Toronto and Region Conservation Authority	Leah Walter City of Kitchener
Vicky Wei City of Toronto	Monisa Nandi City of Toronto (SME)	Brodie Richmond City of Kingston (SME)

### ACTIVITIES IN 2022/23:

The working group met on October 6, November 17, December 14 in 2022 and January 12, February 9, March 9, April 13, May 11, June 8, July 13 and September 14 in 2023.

This was the second year of the working group. Our main focus was on the preparation for, and the early implementation of, the On-Site and Excess Soil Management Reg. 406/19 (Excess Soil Regulation) for municipal projects and operations and to determine how the group can benefit other MEA members in general.

Working group members had wholesome discussions on a 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. On July 13, the working group met and toured the excess soil processing and storage facility planned and built by the City of Kingston.

In Fall 2022, the working group circulated a survey to identify relevant topics and areas which the working group should focus on in the future, as well as barriers/concerns of the regulation which will be communicated back to the MECP from a municipal perspective.

Working group members have also attended multiple industry events including ONEIA's Environment and Cleantech Business + Policy Forum and Environment Journal's Excess Soil Symposium. The insights gained at these events will help provide valuable perspectives and best practices that will ultimately be shared to the larger MEA membership.

## **FUTURE GOALS OF THE COMMITTEE**

With the survey results, the working group identified some action items. These will help to formulate a prioritized plan for future action, which include:

- Development of a resource section/library at the MEA webpage that MEA members can access and utilize for language in guidelines, templates and other documents related to various aspects of Excess Soil Regulation
- Hosting of webinars with subject matter experts that focus on practical approaches/actions for municipalities, as well as with municipal staff who will share their lessons learned after the regulation came into effect are in the planning stage. The first one is aimed in January/February 2024.
- The working group is planning to meet with the MECP in Fall / Winter 2023 to communicate the barriers/concerns faced with municipalities and advocate improvements to the regulation, rules and guidelines with the MECP from a municipal perspective.

## **FUTURE OF COMMITTEE:**

<b>X</b>	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.

# **EXTERNAL COMMITTEE REPORTS**

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>Multi-Stakeholder Working Group on Road Salt Mgmt</b>
<b>Chairperson:</b>	Marie France-Roussel –Env. Canada
<b>Reporting: Exec</b>	Steve Lund Taylor Crinklaw

### 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 2023:

There was one meeting held on April 28<sup>th</sup>,2023. A meeting maybe scheduled in the fall (tbd). The final report "Five-year Review of Progress 2014-2019: Code of Practice for the Environmental Management of Road Salts" was released in April 2023 and noted 6 actions for consideration.

**1. Continue to manage the environmental risks of road salts through the Code of Practice and to promote its adoption.**

- 1.1. The Code has been effective. Over time, progress has plateaued and areas for improvement remain.
- 1.2. Work with the working group to encourage its adoption by all road organizations.
- 1.3. Emphasis on promotion of the Code to medium sized municipalities and inconsistent reporters.

**2. Encourage improved adoption of BMPs by Road Organizations.**

- 2.1. Road organizations have a responsibility to ensure they continue to meet the requirements of the Code. They should focus effort in certain areas which are lacking including salt management plans (Target 2); training for outside staff, coverage of abrasive storage (Target 4) and runoff control at salt storage and maintenance yards.

**3. Continue to use National Targets to evaluate effectiveness of the Code and further investigate targets that pose challenges.**

- 3.1. Uncertainties remain in 2 target areas.
- 3.2. Target 7: Developing plain language guidance for identification of SVA has been a challenge. ECCC will consider studying a sample of road organizations experience with identifying SVAs to better understand how this has been incorporated into their SMP and if it is effective in protecting SVAs. ECCC will

work with the RSWG to determine if the target and target date are still appropriate.

- 3.3.** Targets 6a and b: The uptake for the use of technologies of prewetting and pretreatment has been slow and not met the targets. ECCC will consider investigating the barriers to adoption of these techniques and work with the RSWG to develop recommendations.

**4. Investigate other uses of Road Salt beyond the Code of Practice**

- 4.1.** Salt used for private roads, parking lots, sidewalks and personal driveways also contribute to environmental loading and use quantities are unknown.
- 4.2.** ECCC will consider mandatory data gathering on road salt use beyond organizations subject to the code to determine the relative impact of these sectors and whether management of salts should be expanded.

**5. Renew discussions with provinces and territories to explore opportunities for implementing the actions identified in this review.**

- 5.1.** Continued contact is needed with partner organizations to maintain awareness of the need for support and engagement with the Code.
- 5.2.** Meetings with Provinces/Territories should be undertaken to explore options to enhance collaboration on the management of the Code on 1) Code promotion within their jurisdiction and 2) potential for environmental monitoring near salt storage and application zones.

**6. Schedule a third review of the Code.**

ECCC will plan a review of the Code 5 years after publication of this review to determine if the recommended actions have improved implementation.

Eight (8) elements of Roads salt have been looked in terms of Key performance results as follows:

- 1. Level of Adoption –** Reporting is falling by organizations.
- 2. Salt Management Plans –** Study notes a reduction in organizations filing and reporting on their plans.
- 3. Training –** has remained consistent.
- 4. Implementation of BMP’s and national targets -**
  - a. Progress has been made and maintained by many road organizations in areas such as coverage of salt storage, salt application and snow disposal since publication of the Code.
  - b. •Some areas such as coverage of treated abrasives, prewetting and pretreated salts are below national targets and use of runoff collections systems are low.
  - c. •The National Targets are effective at measuring the progress of the Code.
- 5. Identification of salt vulnerable areas (SVA’s)**
  - a. As of 2019, fewer than half of organizations inventoried their SVAs and only 35% prepared an action.
  - b. plan. Efforts are still needed to achieve the target of 95% set for 2024.
  - c. Some stakeholders have expressed need for further guidance while others have suggested the concept of SVA should be revisited because the identification of SVA may encourage organizations to focus.
  - d. BMPs on SVAs at the expense of other areas.
- 6. Salt Use**
  - a. Salt use reported under the Code does not reflect all the salt entering the environment from road salt use in Canada.

- b. Factors influencing salt use, such as winter severity, expanding road networks, number of report, do not allow for any conclusions to be drawn from annual salt use under the Code.
- c. The quantities under the Code do not reflect all salt entering the environment in Canada. Salt use quantities for domestic, private and institutional uses are not available in Canada.

## **7. Road Safety**

Long term road safety data suggest that the implementation of the Code has had no observable negative effects on roadway safety.

## **8. Chloride in the Environment**

- a. There is insufficient data to correlate changes in environmental concentrations with the implementation of the Code.
- b. There are no comprehensive studies on chloride concentration across Canada, but studies in certain ecosystems are showing increasing chloride concentrations linked to de-icing.

## **Proposed Work Plan First Steps**

### **1. To promote adoption of the Code:**

ECCC will:

- 1. conduct more follow up with larger salt using organizations that don't submit a report (started in 2022).
- 2. expand compliance promotion efforts to medium sized organizations that may be subject to Code (started in 2022).
- 3. update/modernize the Road Salt Website (target end of 2023).
- 4. publish a reporting user guide to facilitate reporting (target end of 2023).
- 5. attend and present at appropriate industry forums (ongoing)

### **2. To encourage improved adoption of best management practices by Road Organizations:**

- ECCC will share the results of this review and will be available to assist road organizations who have questions on these best management practices.

### **3. To improve effectiveness of the Code and investigate targets that pose challenges:**

ECCC will:

- 1. continue to publish annual overview report analyzing progress in meeting national targets (ongoing).
- 2. track the number of organizations reporting having an SMP and publish results in the annual overview report.
- 3. initiate investigation of SVAs
  - a. study a sample of organizations (10) that have inventoried SVA and developed an action plan,
  - b. work with RSWG to develop recommendations,
  - c. put on hold work to advance SVA guidance until this project is complete.

### **4. To investigate other uses of Road Salt ECCC will:**

ECCC will:

- design and consult on a mandatory survey notice to capture quantities of road salt and cyanides not subject to the Code including private contractors, parking lots, sidewalks, etc. (targeting data collection in 2024).

**FUTURE GOALS:**

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

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Good Roads Education and Training Committee</b>
<b>CHAIRPERSON(S):</b>	Nazzareno Capano, Manager, Transportation Policy & Innovation, City of Toronto
<b>REPORTING EXEC:</b>	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

### MANDATE:

The Education and Training Committee shall provide the 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 Gananoque
Terry McKay, Deputy Mayor, Township of Chatsworth	Cheryl Fort, Mayor, Township of Hornepayne	John Parsons, Division Manger, Road Operations and Forestry, City of London
Paul Schoppmann, Mayor, Municipality of St. Charles	Justin Towndale, Mayor, City of Cornwall	

### ACTIVITIES IN 2023:

The committee met in January, March, June and September, 2023.

Good Roads has redefined its committee structures as of the 2021 Good Roads 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 2023:

- 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 Good Roads Board of Directors

The committee's general focus in 2023 was the overview and management of the Good Roads' educational offerings.

Of particular interest were reports on Good Roads' continuing development of online training courses and the implementation of eastern and northern in person training at those respective Road Schools.

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 Good Roads training events such as Road School would be of benefit to MEA members.

**FUTURE GOALS OF THE COMMITTEE:**

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

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Good Roads Public Affairs Committee</b>
<b>CHAIRPERSON(S):</b>	Aakash Desai, Deputy Mayor, Municipality of Grey Highlands
<b>REPORTING EXEC:</b>	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

### MANDATE:

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

### MEMBERS:

Cathy Burghardt-Jesson, Warden, County of Middlesex	Chris Traini, County Engineer, County of Middlesex, representing MEA	Robert Hazra, Manager, Operations Office, Ministry of Transportation, MTO Advisor
Cheryl Fort, Mayor, Township of Hornepayne	Paul Ainslie, Councillor, City of Toronto and OGRA Director	Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris
Kristin Murray, Councillor, City of Timmins	John Parsons, Division Manager, Roads Operations, City of London	Salim Alibhai, Director, Capital Planning and Delivery, Transportation Services, Regional Municipality of York

### ACTIVITIES IN 2023:

The committee met in January, March, June and September, 2023.

Good Roads has redefined its committee structures as of the 2021 Good Roads annual conference. The Public Affairs committee was established with the following mandate which guided their activities in 2023:

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

A number of issues of interest to MEA members discussed by this committee included delays in utility locates and school bus arm cameras; and advocacy on issues including supports for building safer roads and modernization of asset management.

This committee has important value to MEA and our members as Good Roads is well suited to monitor new and upcoming provincial legislation and have a strong advocacy presence in Ontario. Good Roads' 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 Good Roads that are supported by the activities of this committee.

**FUTURE GOALS OF THE COMMITTEE:**

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

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Good Roads Equity, Diversity and Inclusion Committee</b>
<b>CHAIRPERSON(S):</b>	Kristin Murray, Councillor, City of Timmins
<b>REPORTING EXEC:</b>	Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association

### MANDATE:

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

### MEMBERS:

Cathy Burghardt-Jesson, Warden, County of Middlesex	Chris Traini, County Engineer, County of Middlesex, representing MEA	Nazzareno Capano, Manager, Transportation Policy & Innovation, City of Toronto
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
	John Parsons, Division Manager, Roads Operations, City of London	Paul Schoppmann, Mayor, Municipality of St-Charles

### ACTIVITIES IN 2023:

The committee met in January, March, June and September, 2023.

Good Roads has redefined its committee structures as of the 2021 Good Roads annual conference. The Equity, Diversity and Inclusion(EDI) committee was established with the following manadate which guided their activies in 2023:

- Providing recommendations on First Nations engagement
- Monitoring of the implementation of Truth and Reconciliation Calls to Action
- Moninoring 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 Good Roads 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 Good Roads member municipalities.

**FUTURE GOALS OF THE COMMITTEE:**

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

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Good Roads Research and Product Development Committee</b>
<b>CHAIRPERSON(S):</b>	Melissa Abercrombie, Manager of Engineering Services, Oxford County
<b>REPORTING EXEC:</b>	Chris Traini, County Engineer, County of Middlesex & MEA

### MANDATE:

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

### MEMBERS:

David Armstrong, Manager of Public Works, Town of Gananoque	Chris Traini, County Engineer, County of Middlesex, representing MEA	Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West
Aakash Desai, Asset Co-ordinator and Financial Analyst, Township of Southgate	John Parsons, Division Manager, Roads Operations, City of London	Paul Schoppmann, Mayor, Municipality of St. Charles
Terry McKay, Deputy Mayor, Township of Chatsworth	Salim Alibhai, Capital Planning and Delivery, Transportation Operations, Public Works, Regional Municipality of York	

### ACTIVITIES IN 2023:

The committee met in January, March, June and September, 2023.

Good Roads has redefined its committee structures as of the 2021 Good Roads 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 2023:

- 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 Good Roads Board of Directors

Some recent topics discussed at the Research and Product Development committee included use of recycled asphalt products and waste water management standards. This committee also oversees awards including the municipal paving award and the John Niedra Better Practices competition.

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

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

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

**FUTURE GOALS OF THE COMMITTEE:**

Continue to review and provide the Good Roads 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:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>TAC Monitoring Rep.</b>
<b>CHAIRPERSON(S):</b>	n/a
<b>REPORTING EXEC:</b>	Amanda Froese

### 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:

Amin Mneina - MEA		
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### ACTIVITIES IN 2023:

The 2023 TAC Conference was held in the City of Ottawa from September 24<sup>th</sup> to 27<sup>th</sup>. The conference program featured **Over 300 presenters** from businesses, municipalities, government transportation departments, associations and academia. Including a number of presentations by current MEA members. The conference also included Panel Discussions & Workshop sessions that are organized by TAC Council & Committee volunteers.

MEA TAC Monitoring Rep. coordinated and moderated the session: **Prime Coat Materials, Application Methods, and Specifications for Flexible Pavements** on behalf of the TAC Soils & Materials Committee. The session was well attended and brought a very good discussion on the use of prime coats in road building in different jurisdictions. Speakers were:

- Selena Lovarato (GIPI)
- Marta Juhasz (Gov of AB)
- Tony Kucharek (McAshpalt)
- Ania Anthony (Gov of SK)

MEA TAC Monitoring Rep. participated in the meetings of the Climate Change Committee, Soils & Materials Committee and the Pavements Committee.

Committee highlights:

- Incorporating carbon footprint into decision process / tendering of construction projects (Environmental Products Declarations)

- RAP Cold Plant Mix trial used by MTO showed promising potential of using 100% RAP mixes in providing durable pavements.
  - o Trails completed on Highway 3 in Cayuga Sep 2023.
  - o Emulsions – Foam Asphalt – Gel Asphalt
- Topics of Concern for Infrastructure Owners **S&M COMMITTEE**
  - o Increased weight (ESAL) of electric vehicles and pavement design
  - o Access to price indices (fuel, AC, steel, materials, etc.)
  - o Geometric design and increasing crown slope to account for increased storm intensities.
- Proposed Pooled Fund Projects from **CLIMATE CHANGE COMMITTEE**
  - o Enhancing prediction of future climatic conditions for infrastructure design purposes in times of climate change
  - o Compiling Resources for Climate Change Considerations for Infrastructure Owners (**NOTE:** MEA Climate Change Committee completed a similar exercise)

The MEA TAC Monitoring Rep. was not able to attend the Education Committee due to time conflict. The minutes of the TAC Education Committee has been requested from the Chair:

[Jonathan.Regehr@umanitoba.ca](mailto:Jonathan.Regehr@umanitoba.ca)

Recommended Committees for MEA participation include:

- Education Committee
- Professional Development Committee
- Construction Committee
- Soils & Materials Committee
- Active Transportation Committee
- Climate Change Committee
- Road Safety Committee

### **FUTURE GOALS OF THE COMMITTEE:**

- Recommend obtaining a TAC membership for MEA (Category: Corporate Membership of Municipal Association = \$733/yr)
- Nominate an MEA rep. to a committee by contacting:
  - o Christina El-Ghazal [cghazal@tac-atc.ca](mailto:cghazal@tac-atc.ca) or,
  - o Craig Stackpole [cstackpole@tac-atc.ca](mailto:cstackpole@tac-atc.ca)
- Participate in the TAC Education Committee
- Work on establishing MEA brand presence at future conferences through MEA committee work in other ways (eg: presentations, participations, publications, MEA dinner for MEA participants at TAC, other ideas).

### **FUTURE OF COMMITTEE:**

<b>X</b>	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.

## **2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>Canadian Precast Concrete Quality Assurance Certification Program (CPCQA) Advisory Committee</b>
<b>CHAIRPERSON(S):</b>	Nick Colarusso Mike Rabeau
<b>REPORTING EXEC:</b>	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) :**

<b>Quality Assurance Council</b>				
<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Role</b>	<b>Province</b>
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
Jean Michel	Royer	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
Kevin	McKnight	NB DOTI	MOT	NB
Gerrie	Doyle	RAIC	Architect	ON

Mark	Sokolowski	Knelsen – Precast Div	Producer	AB
Paul	Imm	Forterra	Chair	ON

## ACTIVITIES IN 2023:

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

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

Three Quality Advisory Council (QAC) meetings to be held in 2023:

- February 10, 2023
- June 7, 2023
- October 17, 2023

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

The CPCQA program covers products and specifications as follows:

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

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

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

[https://www.precastcertification.ca/downloads/CPCQA\\_Combined\\_Precast\\_Concrete\\_Manufacturer\\_Guide\\_Specification.pdf](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](mailto:qacadministrator@precastcertification.ca).

A special meeting of the QAC was held in April of 2022 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](http://www.precastcertification.ca) and more information available by contacting [qacadministrator@precastcertification.ca](mailto: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:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>CCIL – Aggregate – Certification Committee</b>
<b>CHAIRPERSON(S):</b>	Vince Musacchio
<b>REPORTING EXEC:</b>	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 2023:

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:

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>CCIL – Asphalt – Certification Committee</b>
<b>CHAIRPERSON(S):</b>	Vince Musacchio (MEA)
<b>REPORTING EXEC:</b>	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 - Chair (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 2023:**

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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Ontario Regional Common Ground Alliance (ORCGA)</b>
<b>CHAIRPERSON(S):</b>	Richard Noehammer – City of Toronto
<b>REPORTING EXEC:</b>	Catherine Taddo

**MANDATE:**

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

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

ORCGA Vision: *“Leading Ontario to effectively eliminate damages to underground infrastructure”*

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

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

The MEA Representative on the ORCGA Board is one of Five (5) Members-at-Large, on the Board.

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

**MEMBERS:**

<b><u>Name</u></b>	<b><u>Company</u></b>	<b><u>Stakeholder Category</u></b>
Jamie Bradburn	T2 Utility Engineers	Engineering
Gary Auer	JD Barnes Ltd (AOLS)	Land Surveying
Mike McGivery	Enbridge Gas Inc	Gas/Oil Distribution
Katie Gotsman	Ontario One Call	One Call
Jason Meyer	G - Tel	Locator
John Owolagba	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
Tammy O’Sullivan	Hydro One Networks	Electrical Transmission
Rupee Dhillon	Powell Contracting (ORBA)	Road Builders
Gary Highfield	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
Steve Crombie	(OSWCA)	Member at Large
Reza Habibollahi	Rogers Communications Canada	Member at Large
Nansy Hanna	ESA	Member at Large
Richard Noehammer	City of Toronto (MEA)	Member at Large
Adam Budd	Aecon	Member at Large

### **ACTIVITIES IN 2023:**

The ORCGA Board of Directors met in February, May & September of 2023 to review business initiatives.

Events. The 2023 Damage Prevention Symposium was held at Caesars Windsor on February 7-9, 2023, the Annual Golf Tournament was held at Deer Creek on June 27, 2023, the Locate Rodeo and Excavator Challenge scheduled for August 17 and 18, 2022 at Georgian College was cancelled due to the situation in the construction industry and challenges with providing timely locates. Planning for the 2024 Damage Prevention Symposium to be held at Sheraton Fallsview in Niagara Falls on February 6-8, 2024 is well underway and registration opened on October 2, 2023.

Education. The Damage Prevention Technician (DPT) Programs were held throughout the summer across the province. Work continues and is nearing completion with the development of the enhanced DPT Program with the Utilities, LAC Locators, ORCGA and Flint Learning Solutions. The rollout of Safe Excavator Training (SET) continues to be slow due to scheduling and Trainer resources challenges. Eight Tailboard Talks (TbT) have been developed and will be uploaded to the members only section of the ORCGA website once final formatting is completed.

Advocacy. ORCGA participated in the Ministry of Public and Business Service Delivery (MPBSD) “Enhancements to Locating Ontario’s Underground Infrastructure – Consultations” focusing on the

development of standards for the certification of locators in Ontario. A virtual closeout session was held on September 14, 2023.

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://orcga.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 the Ministry of Public and Business Service Delivery (MPBSD) and Ontario One Call on improving locate timeline performance.

Continue to work on a return to in-person events where possible in 2024.

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

**2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>MECP Operator Certification Working Group</b>
<b>CHAIRPERSON(S):</b>	Ministry of Environment Conservation and Parks
<b>REPORTING EXEC:</b>	Catherine Taddo

**MANDATE:**

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

**MEMBERS:**

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

**ACTIVITIES IN 2023:**

No meetings have been held to date. A meeting has been proposed to be held in November, pending confirmation.

**FUTURE GOALS OF THE COMMITTEE:**

The working group will continue to provide the Ministry with greater insight into how the certification program meets its objectives and ensure that the program continues to evolve with as the industry it serves does. Obtain input from MEA members for issues and concerns that municipalities have as a result of on-going proposed and enacted legislative.

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

**2023 MEA COMMITTEE REPORT**

<b>COMMITTEE:</b>	<b>MECP Waste Practitioner’s Group (WPG)</b>
<b>CHAIRPERSON(S):</b>	Tracy Annett, Region of Waterloo, Waste Management
<b>REPORTING EXEC:</b>	Dan Cozzi

**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)	Ashley De Souza, Ontario Waste Management Association (Waste to Resource Ontario)
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**ACTIVITIES IN 2023:**

In 2023 to date the external working group has only met once. The January meeting was rescheduled to May 10, 2023. The MECP provided an update on 3 items, being:

**1. Environmental Assessment Modernization: New Postings**

Provided awareness on the three recent environmental assessment (EA) modernization postings: proposal to allow more projects to follow a streamlined EA, key initiatives proposed to help cut timelines to complete a comprehensive EA, and evaluating the need for *Environmental Assessment Act* requirements for projects that are currently subject to the Municipal Class EA.

Next steps for the ministry will be to continue to review feedback provided on the proposals and have decisions on those in coming months. Comments on today’s presentation can be emailed to the following, no later than May 19, 2023: [EAModernization.MECP@ontario.ca](mailto:EAModernization.MECP@ontario.ca)

**2. Financial Assurance Program Overview**

Provided overview of what is Financial Assurance (FA), why it is required and the forms of Financial Assurance acceptable to the ministry. Awareness provided on Financial Assurance resources, including FA webpage link: (<https://www.ontario.ca/page/financial-assurance-ministry-environment-and-climate-change>) and email address for FA re-evaluation: (MECPFinancialAssurance@ontario.ca).

**3. Waste Permissions Overview**

Provided overview of the waste permissions process and how waste files are managed within the Environmental Assessment and Permission Division.

**FUTURE GOALS OF THE COMMITTEE:**

MECP would welcome discussion by members on their experiences with the waste permissions process in future meetings.

**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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>The Road Authority (Products Management Committee)</b>
<b>CHAIRPERSON(S):</b>	Doug Culbert (ESA)
<b>REPORTING EXEC:</b>	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
Heba Ahmed – OWWA	Peter Henderson - TRA	John King - OGRA
Darren Bauman - ORBA	Jesse Hopkins - OSWCA	Amin Mneina (Coordinator) - OGRA
Susanne Chan – MTO	Scott Butler (Guest) - OGRA	

### ACTIVITIES IN 2022:

The Committee met eight times from November 2022 to September 2023. All of the meetings were conducted by teleconference. The committee reviewed a total of 23 products and classified them as follows: 11 accepted for use,

0 were conditionally accepted, 0 were under evaluation and 12 required additional information.

The Committee also undertook following activities.

Finalized the Product Evaluation Criteria

- Amended the PMC submission requirement so that testing and standards compliance should reflect the latest version of the standard of interest.

### FUTURE GOALS OF THE COMMITTEE:

Continue review of products.

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

- Continue developing an improved method for Product Performance Tracking (de-rating if required).

**FUTURE OF COMMITTEE:**

<b>X</b>	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

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>OPS Advisory Board</b>
<b>Chairperson:</b>	Dan Cozzi – Executive Director MEA
<b>Reporting Executive:</b>	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 & Brenda Liegler – MTO – Co-Chair	Mike Pearsal - OPS Admin	Anne Allore – MTO Standards Mgmt
Alan Korell – MEA SMC	Scott Bulter - OGRA	Bryan Hocking/Michael McSweeney - ORBA	Bruce Mathews & Andrew Hurd - ACEC Ontario
Penelope Palmer City of Toronto	Patrick McManus OSWCA	Amin Mneina - MEA	Susanne Chan – MTO Standards Mgmt

### ACTIVITIES IN 2023:

#### General:

The Advisory Board meets 4 times per year. In 2022/2023, all meetings were held via video conference. Meeting dates were January 24, April 24, June 29, and October 18.

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

Non-voting member staff who attend meetings:

- Alan Korell (retired MEA member) Standards Mgmt Committee chair.
- OPS/MEA staff (Mike Pearsal, Anne Allore, Susanne Chan and Amin Mneina)

#### Member/Staff Updates:

Brenda Liegler from the MTO became the temporary head of the OPS Standards Branch at MTO in March of 2023, and therefore replacing Alain Beaulieu who took on a new role at MTO.

Michael McSweeney replaced Bryan Hocking at ORBA in 2023.

Bruce Matthews retired from ACEC-Ontario in the summer of 2023 and is being replaced by Andrew Hurd.

The OPS Committee Coordinator role previously carried out by Fahad Shuja of OGRA (shared resource with MTO) was not filled in 2023; OGRA advised MTO in May of 2023 it was no longer able to share this position with MTO. As a result, MEA agreed with MTO that it would proceed to recruit its own full time staff position (shared it with the MTO) to assist in carrying out the role of Committee Coordinator. In the interim, MTO has retained a temporary staff person to cover until MEA fills this new position. As of September 2023, MEA had posted the position and expects to have someone in place in late 2023 or early 2024. Duncan King, long-time OPS Committee Coordinator for MTO, retired during the summer of 2023. MTO currently has 2 full time OPS Coordinators and the temporary position until MEA completes the recruitment of the shared position. MEA and MTO will need to develop and execute a MOU for the shared position.

### **Activities:**

The OPS Advisory Board received 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 2023 (virtual). 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 2024. MEA is also working on offering an “OPS General” course at the Good Roads School at the University of Guelph – this would combine both OPS 101/201 as well as additional content, and an exam requirement, in time for the May 2024 Roads School.

MTO/MEA launched a new updated OPS website that runs on the MTO’s Tech Publishing website platform. This has resulted in significant savings (development and annual maintenance costs) in the previous plan to develop a new stand along website.

A new OPS User Guide was issued in the late spring of 2023. The Advisory Board also completed a review of OPS Governance and updated the language in the newly released User Guide.

**FUTURE GOALS OF THE COMMITTEE:**

Ensure the long range sustainability of the OPS MUNI.

**FUTURE OF THE COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>OPS Standards Management Committee</b>
<b>Chairperson:</b>	Alan Korell
<b>Reporting Executive:</b>	Paul Acquaah

### MANDATE:

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

### MEMBERS:

Alan Korell MEA, Chair	Shailesh Shah MEA, Vice-Chair	Amanda Rodek OPS, Coordinator	Susanne Chan OPS
Samer InChasi MEA	Tim Murphy OGRA	Magdy Samaan ACEC-Ontario	Scott Taylor ORBA
Maria Apostolakos MTO			

### ACTIVITIES IN 2023:

The committee met four times from January to September 2023.  
The following details the update of standards scheduled for the 2023 publication cycle:

Published:           OPSS.MUNI – 31  
                              OPSD – 65

**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:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>OPS Drainage Committee</b>
<b>CHAIRPERSON(S):</b>	Eva Pulnicki, MEA
<b>REPORTING EXEC:</b>	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	Steven Forte MTO, Coordinator
Sharon Berg MTO	Riaz Haq MECP	Don McBayne ACEC-Ontario
Andrea Pitura MEA	Aaron Ward MEA	Steven D'Orazio ORBA

### ACTIVITIES IN 2022:

Drainage Committee was suspended from September 2022 to May 2023 when permanent coordinator was hired. Drainage Committee restarted meetings in June 2023. It is expected that a total of 5 Committee meetings has taken place in 2023 by December 7, 2023.

Due to Committee suspension no drawings and specifications were forwarded to SMC for publication in November this year.

### FUTURE GOALS OF THE COMMITTEE:

The following standards are scheduled to be reviewed for the next publication cycle in November 2024:

- 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 will continue to work 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), as well as on 3 new OPSSs:

OPSS.MUNI 430 - General Post-Installation Inspections  
 OPSS.MUNI 433 - Visual Observation Inspections  
 OPSS.MUNI 437 - Pipe Wall and Backfill Inspections

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>OPS Electrical Committee</b>
<b>Chairperson:</b>	David Wong
<b>Reporting Executive:</b>	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:

David Wong MEA, Chair	Mario Tedesco ACEC-ON, Vice-Chair	Amanda Rodek OPS, Coordinator
Mike Chan MTO	Joe Hendrix IMSA	Ken Nepaul ECAO/ORBA
Patrick Falzon ESA	Kenter Zhang MEA	VACANT MEA

### ACTIVITIES IN 2023:

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

OPSS.MUNI 106 Electrical Work  
 OPSS.MUNI 620 Traffic Signal Equipment And Electrical Traffic Control Devices  
 OPSS.MUNI 630 Installation of Sectional Steel Mast Poles  
 OPSS.MUNI 631 Concrete Footings And Maintenance Platforms For High Mast Lighting Poles  
 OPSS.MUNI 2414 Power Supply Equipment  
 OPSS.MUNI 2453 Sectional Steel Poles  
 OPSS.MUNI 2471 Sectional Steel High Mast Lighting Poles  
 OPSS.MUNI 2474 High Mast Pole Anchorage Assembly  
 OPSD 2015.201 Advanced Traffic Management System, Equipment Identifier 1  
 OPSD 2101.010 Duct Installation In Trenches  
 OPSD 2101.020 Extension Of Existing Rigid Ducts Encased In Concrete  
 OPSD 2103.020 Duct Installation Profiles  
 OPSD 2103.05 Duct Installation At Utility Crossings  
 OPSD 2242.020 Wooden Poles With Aerial Signal Cables Lashed On Messenger  
 OPSD 2245.010 Installation Of Aerial Cable Systems  
 OPSD 2245.020 Minimum Vertical Clearances For 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, & 3, 3-Point Stainless Steel Door Handle

### **FUTURE GOALS OF THE COMMITTEE:**

The following standards are scheduled to be reviewed for the next publication cycle in 2024:

OPSS.MUNI 2434	Underpass Lighting Luminaires
OPSD 2100.06	Rigid Ducts Encased In Concrete
OPSD 2103.010	Rigid Duct Termination For High Voltage Cables At Utility Poles
OPSD 2103.030	Rigid Duct Installation In Existing Paved Area, Unshrinkable Backfill Method
OPSD 2103.040	Rigid Duct Installation In Existing Paved Area, Granular Backfill Method
OPSD 2104.01	Ducts Surface Mounted On Structures
OPSD 2103.060	Augering Pits For Subsurface Installation Of Ducts And Encasements
OPSD 2215.02	Anchorage Assembly for Lighting and Signal Poles
OPSD 2215.025	Anchorage Assembly For Heavy Class Steel Pole And Sectional Steel Pole
OPSD 2215.03	Pole Mounting Details For Base Mounted Metal Pole
OPSD 2414.010	3.3 m Aluminum And Sectional Steel Pole, Base Mounted
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 2450.011	High Mast Lighting Pole, 25, 30, And 35 m 8-Sided Pole
OPSD 2450.021	High Mast Lighting Pole, 40 And 45 m 12-Sided Pole
OPSD 2453.010	High Mast Lighting Pole, Cable Holder And Storage Hook Detail
OPSD 2453.020	High Mast Lighting Pole, Handhole Cover, Hinges, Latches, and Padlock
OPSD 2453.050	High Mast Lighting Pole Nameplate Details
OPSD 2902.322	Advanced Traffic Management System, Supply Control Cabinet, 120/240V, 100A, 1-Phase, 3-Wire

**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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Environmental</b>
<b>CHAIRPERSON(S):</b>	Don Kudo
<b>REPORTING EXEC:</b>	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
Allison Hebbey – MTO	Mark Armstrong – ACEC- Ontario	Douglas Clark – ORBA
Derrick Mularchuk – OSWCA	Amanda Rodek – OPS, Coordinator	

### ACTIVITIES IN 2023:

There were no standards published for the April 2023 publication, as the Standards Coordinator position was vacant and the Committee was on-hold until March 2023.

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.

The Committee welcomed Allison Hebbey to the group as an MTO representative, and looks forward to working with Allison.

The following standards are scheduled to be reviewed by the Committee with a proposed publishing timeline of November 2023:

OPSS.MUNI 180	Management of Excess Materials
OPSS.MUNI 820	Riffles on Streambeds
OPSS.MUNI 821	Pools in Streambeds
OPSS.MUNI 822	Rocky Ramps on Streambeds
OPSD 219.231	Temporary Berm Barrier For Slope Drain
OPSD 219.240	Sediment Trap For Dewatering With Slit Fence
OPSD 219.241	Sediment Trap For Dewatering With Straw Bales
OPSD 222.050	Riffles on Streambeds
OPSD 222.060	Pools in Streambeds
OPSD 222.070	Rocky Ramps on Streambeds

**FUTURE GOALS OF THE COMMITTEE:**

The following standards are scheduled to be reviewed for the next publication cycle in 2024:

OPSS.MUNI 803	Sodding
OPSS.MUNI 804	Seed and Cover
OPSS.MUNI 805	Temporary Sediment Control Measures
OPSS.MUNI 823	Low Flow Channels
OPSS.MUNI 824	Baffles in a Culvert
OPSS.MUNI 830	Local Seen Bank
OPSS.MUNI 831	Local Vegetation Blocks
OPSD 222.080	Low Flow Channels
OPSD 222.090	Baffles in a Culvert
OPSD 222.100	Local Vegetation Blocks

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>OPS General Conditions Committee</b>
<b>CHAIRPERSON(S):</b>	Mohan Toor
<b>REPORTING EXEC:</b>	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 2023:

- The Committee held it’s annual meeting on July 29<sup>th</sup>
- Reviewed questions and update suggestions that would affect the OPSS.MUNI.100 review process
- Reviewed input from the OPS GC stakeholders survey and closed the survey

START	DUE		STATUS
Jun-2020	Jun-2024	All OPS.MUNI.100 questions received to be documented and tabled	complete
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	complete
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:

- Commence the 5year review of the OPSS.MUNI.100 starting January 2024
- Maintain full membership of the committee

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Grading</b>
<b>CHAIRPERSON(S):</b>	David Shelsted
<b>REPORTING EXEC:</b>	Jason Cole

### MANDATE:

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

### MEMBERS:

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

### ACTIVITIES IN 2023:

There were no standards published for the April 2023 publication, as the Standards Coordinator position was vacant and the committee being on-hold until March 2023.

The Committee began the review of OPSS.MUNI 305 Granular Sealing, OPSD 210.070 Granular Sealing, and OPSS.MUNI 501 Compacting, but cannot submit for publication until the OPS Pavement Committee has been assigned a Coordinator and is able to update and publish OPSS.MUNI 314 to reflect new RAP shoulder standards.

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

OPSS.MUNI 2501	Calcium Chloride and Calcium-Magnesium Chloride Blend
OPSS.MUNI 2503	Magnesium Chloride Flake and Magnesium Chloride Solution
OPSS.MUNI 506	Dust Suppressants
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

**FUTURE GOALS OF THE COMMITTEE:**

The following standards are scheduled to be reviewed and published in 2024:

OPSS.MUNI 305	Granular Sealing
OPSS.MUNI 501	Compacting
OPSS.MUNI 510	Removal
OPSS.MUNI 1860	Geotextiles
OPSD 210.070	Granular Sealing
OPSD 300.010	Side Road Intersection, Fill
OPSD 300.020	Side Road Intersection, Cut

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>OPS Pavement Committee</b>
<b>CHAIRPERSON(S):</b>	Adam Kiley, MEA
<b>REPORTING EXEC:</b>	Ben de Haan

### 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	Steven Forte, Coordinator
Alen Keri, Concrete Ontario	Michael Becke, MEA	

### ACTIVITIES IN 2023:

During the 2022-2023 work cycle, the Committee was still without a coordinator until May 2023. The committee met three (3) times between May 2023 and September 2023.

As part of the 2022-2023 work plan the committee generally got up to speed on where we left off and cleaned up a few standards that had been previously started.

The Committee completed the following and submitted to SMC for review:

- OPSS 309 - Cold Mixed, Cold Laid, Open and Dense Graded Bituminous Pavement
- OPSS 1003 - Aggregates - Hot Mix Asphalt
- OPSS 1010 - Aggregates - Base, Subbase Select Subgrade, and Backfill Material
- OPSS 1359 – Unshrinkable fill
- OPSS 314 - Untreated Granular Subbase, Base Surface, Shoulder, and Stockpiling
- OPSS 409 – Pipe Subdrains
- OPSD 216.021 – Subdrain pipe connection and outlet Urban Section
- OPSD 206.050 Subdrain Connection and Outlet (Rural)

A new workplan was generated and any previous carry over from 2022-2023 work plan cycle will be reprioritized in the 2023-2024 workplan.

**FUTURE GOALS OF THE COMMITTEE:**

OPSS 1002 - Aggregates - Concrete  
 OPSS 1003 - Aggregates - Hot Mix Asphalt  
 OPSS 310 – Hot Mix Asphalt  
 OPSS 1101 - Performance Graded Asphalt Cement  
 OPSS 331 - Full Depth Reclamation with Expanded Asphalt Stabilization  
 OPSS 332 - Hot In-Place Recycling and Hot In-Place Recycling with Integral Overlay  
 OPSS 333 - Cold In-Place Recycled Mix  
 OPSS 334 - Cold Recycled Mix  
 OPSS 335 - Cold In-Place Recycled Expanded Asphalt Mix  
 OPSD 500.010 - Turning Basins, for Terminated Rural Roadways  
 OPSD 500.020 - Turning Basins, for Terminated Urban Roadways Residential  
 OPSD 500.030 - Turning Basins, for Terminated Urban Roadways Industrial and Commercial  
 OPSD 501.010 - Bus Bays  
 OPSD 502.020 - Access Lanes, for Rear Lots  
 OPSD 506.010 - Hot Mix Resurfacing Treatment at Structure Approaches

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>Structures</b>
<b>CHAIRPERSON(S):</b>	Omozokpia Ajayi
<b>REPORTING EXEC:</b>	Scott Hamilton

### 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	Goby Jeyagoby – MEA	Jackson Lee – MEA
Erum Mohsin – MTO	Bart Kanters – CO	Mike Doupe – ORBA
Mark Torrie – ACEC Ontario	Amanda Rodek – OPS, Coordinator	

### ACTIVITIES IN 2023:

There were no standards published for the April 2023 publication, as the Standards Coordinator position was vacant and the committee being on-hold until March 2023.

The following standards are scheduled to be published in November 2023, as a result of MTO's goal to update standards with gender neutral language. The specifications went through an administrative update with no technical content changes.

OPSS.MUNI 904	Concrete Structures
OPSS.MUNI 920	Deck Joint Assemblies, Preformed Seals, Joint Fillers, Joint Seals, Joint Sealing Compounds, And Waterstops – Structures
OPSS.MUNI 940	Mechanically Stabilized Earth
OPSS.MUNI 941	Mechanically Stabilized Earth Precast Concrete Elements
OPSS.MUNI 1202	Bearings – Elastomeric Plain And Steel Laminated
OPSS.MUNI 1203	Bearings – Rotational And Sliding Surface
OPSS.MUNI 1350	Concrete – Materials And Production

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

OPSS.MUNI 909	Prestressed Concrete – Precast Members
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OPSS.MUNI 912 (New)	Precast Concrete Culverts with Spans Greater than 3.0 M
OPSS.MUNI 915	Sign Support Structures
OPSS.MUNI 942	Prestressed Soil And Rock Anchors
OPSS.MUNI 1312	Latex Modifiers for Use in Concrete

### **FUTURE GOALS OF THE COMMITTEE:**

The following standards are scheduled to be reviewed for the next publication cycle in 2024:

OPSS.MUNI 422	Precast Reinforced Concrete Box Culverts
OPSS.MUNI 907	Structural Wood Systems
OPSS.MUNI 910	Stressing System For Post-Tensioning
OPSS.MUNI 919	Construction Specification For Formwork And Falsework
OPSS.MUNI 920	Deck Joint Assemblies, Preformed Seals, Joint Fillers, Joint Seals, Joint Sealing Compounds, And Waterstops – Structures
OPSS.MUNI 922	Installation Of Bearings
OPSS.MUNI 932	Crack Repair – Concrete
OPSS.MUNI 1202	Bearings – Elastomeric Plain And Steel Laminated
OPSS.MUNI 1203	Bearings – Rotational And Sliding Surface
OPSS.MUNI 1210	Deck Joint Assemblies
OPSS.MUNI 1213	Hot Applied Rubberized Asphalt Waterproofing Membrane
OPSS.MUNI 1215	Protection Board
OPSS.MUNI 1315	White Pigmented Curing Compounds for Concrete
OPSS.MUNI 1352	Concrete Precast Barriers
OPSS.MUNI 1821	Precast Reinforced Concrete Box Culverts
OPSD 3900.100	Utilities, Duct Location
OPSD 3900.150	Utilities, Duct Termination At Bridge Approaches
OPSD 3950.100	Joints, Concrete Expansion And Construction, On Structure

### **FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>Committee:</b>	<b>OPS Traffic Safety Committee</b>
<b>Chairperson:</b>	Robert Fazio
<b>Reporting Executive:</b>	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	Steven Forte OPS	Edward Chiu MEA
Reuben Shanthikumar MEA	Kenneth Shannon MTO	VACANT ORBA	

### ACTIVITIES IN 2023:

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

OPSS.MUNI 721	Steel Beam Guide Rail and Cable Guide Rail
OPSS.MUNI 722	Cable Guide Rail
OPSS.MUNI 734	Steel Beam Energy Attenuating Terminal System, Median
OPSS.MUNI 1714	Material Specification for Field Reacted Polymeric Pavement Marking Materials
OPSS.MUNI 1715	Material Specification for Preformed Plastic Pavement Marking Tape
OPSD 912.104	Guide Rail System, Steel Beam, Steel Post With Wooden Offset Block, Component
OPSD 912.124	Guide Rail System, Steel Beam, Type M Transition Rail, Component
OPSD 912.127	Guide Rail System, Steel Beam, Type M20 Steel Post with Offset Block, Component
OPSD 912.128	Guide Rail System, Steel Beam, Type M30 Steel Post with Offset Block, Component
OPSD 912.129	Guide Rail System, Steel Beam, 30cm Polymer Offset Block – P-Block, Component
OPSD 912.130	Guide Rail System, Steel Beam, Steel Post with Offset Block Assembly, Installation - Single 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 912.135	Guide Rail System, Steel Beam, Steel Post with Steel Offset Block Assembly, Adjustment – Single Rail
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 912.145	Guide Rail System, Steel Beam, Wooden Post Assembly, Adjustment - Single Rail
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 912.185	Guide Rail System, Steel Beam, Type M20, Installation
OPSD 912.186	Guide Rail System, Steel Beam, Type M20 – 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 922.173	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, MASH Max-Tension Median Terminal System, Installation
OPSD 922.174	Energy Attenuator, End Treatment, Steel Beam Energy Attenuating Terminal, Median Attenuating TREND Terminal, Installation
OPSD 925.040	Thrie Beam Guide Rail, Transition Rail, SBGR to Thrie Beam

The following standards have been reviewed and scheduled to be cancelled in 2023:

OPSD 912.105 Guide Rail System, Steel Beam, Base Plate, Component

## FUTURE GOALS OF THE COMMITTEE:

The following standards are scheduled to be reviewed for the next publication cycle in 2024:

OPSS.MUNI 710	Pavement Marking
OPSS.MUNI 1712	Material Specification for Organic Solvent Based Traffic Paint
OPSS.MUNI 1713	Material Specification for Thermoplastic Pavement Marking Materials
OPSS.MUNI 1714	Material Specification for Field Reacted Polymeric Pavement Marking Materials
OPSS.MUNI 1715	Material Specification for Preformed Plastic Pavement Marking Tape
OPSS.MUNI 1716	Material Specification for Water-Borne Traffic Paint
OPSS.MUNI 1750	Material Specification for Traffic Paint Reflectorizing Glass Beads
OPSS.MUNI 1352	Precast Concrete Barriers
OPSD 912.101	Guide Rail System, Steel Beam, Rail, Component
OPSD 912.102	Guide Rail System, Steel Beam, Channel, Component
OPSD 912.123	Guide Rail System, Steel Beam, Type M Rail – 476mm Hole Spacing, Component
OPSD 912.125	Guide Rail System, Steel Beam, Type M Rail, Component
OPSD 912.188	Guide Rail System, Steel Beam, Type M30 – Adjacent to Concrete Curb, Installation
OPSD 912.235	Guide Rail System, Steel Beam, Leaving End Treatment, Installation
OPSD 912.245	Guide Rail System, Steel Beam, Type M – 7.62 Long Span Treatment, Installation
OPSD 912.246	Guide Rail System, Steel Beam, Type M – 5.715 Long Span Treatment, Installation
OPSD 912.249	Guide Rail System, Steel Beam, Type M – Base Plated for Shallow Box Culverts, Installation
OPSD 912.255	Guide Rail System, Steel Beam, Type M20 and M30 Leaving End Treatment, Installation
OPSD 912.256	Guide Rail System, Steel Beam, Type M20 and M30 Leaving End Treatment, Rail Components
OPSD 912.257	Guide Rail System, Steel Beam, Type M20 and M30 Leaving End Treatment, Post Components
OPSD 912.314	Guide Rail System, Steel Beam, Transition From Type M To Existing Steel Beam Guide Rail, Installation
OPSD 912.315	Guide Rail System, Steel Beam, Transition from Type M to Steel Beam Guide Rail With Channel for Structure Connection - Installation
OPSD 912.316	Guide Rail System, Steel Beam, Type M – Reduced Deflection Treatment, Installation
OPSD 912.330	Guide Rail System, Steel Beam Temporary Transition Installation - Rail Method, Single Steel Beam to Temporary Concrete Barrier
OPSD 912.331	Guide Rail System, Steel Beam Temporary Transition Installation, Single Steel Beam to Temporary Concrete Barrier
OPSD 912.380	Guide Rail System, Steel Beam, Permanent Transition Installation, Channel Termination, Median
OPSD 912.401	Guide Rail System, Steel Beam Structure Connection, Component - Rail and Channel
OPSD 912.430	Guide Rail System, Steel Beam Structure Connection
OPSD 912.480	Guide Rail System, Steel Beam, Permanent Connection Installation, Single

OPSD 912.481	Steel Beam to Concrete Barrier Guide Rail System, Steel Beam, Permanent Connection Installation, Double Steel Beam to Concrete Barrier
OPSD 912.530	Guide Rail System, Steel Beam Structure Approach Treatment Installation - Rural Highway
OPSD 913.101	Guide Rail System, Cable, Component - Cable Fittings
OPSD 913.135	Guide Rail System, Cable, Adjustment – Shoulder

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

## 2023 MEA COMMITTEE REPORT

<b>COMMITTEE:</b>	<b>OPS – Watermains Committee</b>
<b>CHAIRPERSON(S):</b>	Tim Marotta
<b>REPORTING EXEC:</b>	Ben de Haan

### 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-Ontario, Vice Chair	Steven Forte - MTO, Coordinator
Nick Verhoeven - MEA	Darrin Dodds – MEA	Muhammad Naeem - MTO
Cal Reaume - OWWA	Riaz Haq – MECP	Nik Marinov - OSWCA
Randy Davis - ORBA		

### ACTIVITIES IN 2023:

After a sixteen-month hiatus the Committee returned to activity in 2023.

In April, Steven Forte commenced his role as Standards Coordinator with the MTO. He made quick introductions, met with the Chair, and set up two committee meetings to get things restarted.

These two meetings, held in May and June, were used to get the group back together, discuss the plan going forward, and to finish reviewing a few specifications that were left incomplete when the committee went on hold. The meetings were very constructive, resulting in the submission of the following specifications for publication:

\*NEW\* OPSS.MUNI 467 Rehabilitation of Non-Pressure Pipe by Cured-In-Place Pipe Liner

\*NEW\* OPSS.MUNI 468 Sewage Forcemain Rehabilitation by Cured-In-Place Pipe Liner

\*NEW\* OPSS.MUNI 469 Watermain Rehabilitation by Cured-In-Place Pipe Lining

OPSS.MUNI 402 Excavating, Backfilling, and Compacting for Maintenance Holes, Catch Basins, Ditch Inlets, and Valve Chambers

OPSS.MUNI 403 Rock Excavation for Pipelines, Utilities, and Associated Structures In Open Cut

Also, with the creation of the three new Cured-In-Place Pipe Liner specifications, OPSS.MUNI 460 - Pipeline and Conduit Installation by Cured In-Place Pipe became obsolete. The new specifications cover the material in 460 in a more specific and thorough way. As such, the committee asked for the cancellation of OPSS.MUNI 460 when the new ones are published.

### **FUTURE GOALS OF THE COMMITTEE:**

Now that the committee has restarted, the goal is to resume the workplan and focus on standards review. Realizing this, the following specifications and drawings are scheduled to be reviewed in the 2024 publication cycle:

- OPSS.MUNI 441 Watermain Installation in Open Cut
- OPSS.MUNI 491 Preservation, Protection, and Reconstruction of Existing Facilities
- OPSS.MUNI 1853 Rubber Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
- OPSD 404.010 Aluminum Safety Platform and Ladder for Rectangular Precast Concrete Valve Chamber
- OPSD 701.100 – Frost Strap Installation
- OPSD 704.011 High Density Polyethylene Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
- OPSD 704.012 Expanded Polystyrene Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
- OPSD 704.013 Rubber Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers.
- OPSD 705.001 Concrete Catch Basin Apron Mountable Curb with Wide Gutter
- OPSD 705.002 Concrete Catch Basin Apron Mountable Curb with Standard Gutter
- OPSD 1100.010 – Concrete Chamber for valves up to 350 mm
- OPSD 1100.011 – Piping layout for butterfly and gate valves up to 350 mm in diameter in chambers
- OPSD 1101.010 Precast Valve Chamber, 1200 and 1500 mm Diameter
- OPSD 1101.012 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 1800 x 2400 mm, OPSD Components
- OPSD 1101.013 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 1800 x 2400 mm, Riser and Base
- OPSD 1101.014 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 1800 x 2400 mm, Thrust Blocks
- OPSD 1101.015 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 1800 x 2400 mm, Chimney and Cap
- OPSD 1101.016 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 2400 x 3000 mm, Components
- OPSD 1101.017 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 2400 x 3000 mm, Riser and Base
- OPSD 1101.018 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 2400 x 3000 mm, Thrust Blocks
- OPSD 1101.019 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 2400 x 3000 mm, Chimney and Cap
- OPSD 1101.020 Valve Operator
- OPSD 1101.030 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3000 x 3000 mm, Components
- OPSD 1101.031 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3000 x 3000 mm, Riser and Base
- OPSD 1101.032 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3000 x 3000 mm, Thrust Blocks
- OPSD 1101.033 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3000 x 3000 mm, Chimney and Cap

- OPSD 1101.040 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3600 x 3000 mm, Components
- OPSD 1101.041 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3600 x 3000 mm, Riser and Base
- OPSD 1101.042 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3600 x 3000 mm, Thrust Blocks
- OPSD 1101.043 Precast Concrete Valve Chamber With Poured-in-Place Thrust Blocks, 3600 x 3000 mm, Chimney and Cap

**FUTURE OF COMMITTEE:**

<b>X</b>	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.

# 2023 MEA AUDIT DOCUMENTS

**MUNICIPAL ENGINEERS ASSOCIATION**  
1525 Cornwall Road, Unit 22  
Oakville, Ontario  
L6J 0B2

October 26, 2023

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

Dear Ms. Remigio:

This representation letter is provided in connection with your audit of the financial statements of Municipal Engineers Association for the year ended August 31, 2023 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not for profit organizations.

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

**Financial statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated September 14, 2023, for the preparation of the financial statements in accordance with Canadian accounting standards for not for profit organizations; in particular, the financial statements are fairly presented in accordance therewith.
2. The methods, the data, and the significant assumptions used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of Canadian accounting standards for not for profit organizations.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian accounting standards for not for profit organizations.
4. All events subsequent to the date of the financial statements and for which Canadian accounting standards for not for profit organizations require adjustment or disclosure have been adjusted or disclosed.
5. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the corrected and uncorrected misstatements is attached to the representation letter.

**We have provided you with:**

6. We have provided you with:

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

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

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

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

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

**Audit Adjusting Entries**

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

**Other Information - Annual Report**

13. We confirm that other information, contained in our annual report, is not available as of the audit report date. We represent that the annual report will be provided to you when it is available and prior to its issuance so that you can complete the necessary auditor's review procedures on this other information.

Yours truly,

Municipal Engineers Association

Per:  \_\_\_\_\_

Amanda Froese, Treasurer

Per:  \_\_\_\_\_

Dan Cozzi, Executive Director

**Municipal Engineers Association**

Year End: August 31, 2023

Adjusting journal entries

Date: 9/1/2022 To 8/31/2023

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence
1	8/31/2023	CIBC Investment (Visa)	125				418.27	
1	8/31/2023	INTEREST	420			418.27		
Correct recording of CIBC GIC, incorrectly recorded at maturity value rather than at invested amount.								
2	8/31/2023	CIBC Investment (Visa)	125			56.15		
2	8/31/2023	INTEREST	420				56.15	
Accrue interest on CIBC to bring to market value at August 31								
3	8/31/2023	Miscellaneous Accounts Receivable	151			831.06		
3	8/31/2023	Miscellaneous Accounts Receivable	151				430.53	
3	8/31/2023	HST - Receivable	156			49.53		
3	8/31/2023	MISCELLANEOUS	695				831.06	
3	8/31/2023	MISCELLANEOUS	695			381.00		
Reverse part of JE-479 and set up correct amount per Lingling								
						<b>1,736.01</b>	<b>1,736.01</b>	
<b>Net Income (Loss)</b>			<b>70,493.93</b>					

MEA - SUMMARY OF CORRECTED AND UNCORRECTED MISSTATEMENTS

FISCAL YEAR ENDED 31/08/23

PLANNING MATERIALITY \$7,000  
 FINAL MATERIALITY \$7,000  
 ALL ERRORS OVER \$250 ARE TO BE RECORDED ON THIS WORKSHEET

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

DESCRIPTION	W/P REF	Assets		Liabilities & Net Assets		Excess (Deficiency) of Revenue over Expense		Errors Adjusted	Projected Unadjusted Error
		Known Error	Projected Error	Known Error	Projected Error	Known Error	Projected Error		
<b>ERRORS ADJUSTED</b>									
CIBC GIC incorrectly recorded at maturity value rather than book value plus accrued interest income and investment overstated	B.4	362	362			362	362	(362)	-
Misc AR for Class EA workshop at wrong price written-off but subsequently collected	40.1	(431)	(431)	50	50	(381)	(381)	381	-
<b>UNADJUSTED - POTENTIAL ERRORS</b>									
September 2023 IT Support not Prepaid	L.2	(369)	(369)	369	369	(369)	(369)	-	(369)
September 2022 IT Support not Prepaid	L.2			369	369	369	369	-	369
Jul, Aug 2023 Class EA Assistance not accrued	BB.4			(450)	(450)	450	450	-	450
Jul, Aug 2022 Class EA Assistance not accrued	BB.4			450	450	(450)	(450)	-	(450)
Prepaid Insurance not set-up	L.3	(370)	(370)	284	284	(370)	(370)	-	(370)
Prior Year prepaid insurance not set up	L.3			284	284	284	284	-	284
<b>SUMMARY OF ADJUSTED AND UNADJUSTED ERRORS BELOW THE TRIVIAL AMOUNT</b>	N/A								
<b>AGGREGATE POTENTIAL MISTATEMENT</b>		(808)	(808)	703	703	(105)	(105)	19	(86)

CONCLUSION:

THE IMPACT OF AGGREGATE POTENTIAL MISTATEMENTS BEFORE ADJUSTMENTS ON EXCESS OF REVENUE OVER EXPENSE WERE \$105 UNDERSTATEMENT WHICH WAS LESS THAN MATERIALITY. \$ 19 IN NET IDENTIFIED ERRORS HAVE BEEN ADJUSTED. FINAL UNADJUSTED ERRORS AMOUNTED TO ONLY \$86 UNDERSTATEMENT WHICH IS TRIVIAL.

L REMIGIO 23-Oct-23

**MUNICIPAL ENGINEERS ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**AUGUST 31, 2023**

## **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, 2023, 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, 2023, 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.

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### **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 27, 2023

*L Remigio*

Lynne D. Remigio, CPA CA  
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
AS AT AUGUST 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 192,057	\$ 280,001
Short term investments ( note 3)	416,986	287,955
Accounts receivable	7,925	5,291
Prepaid expenses	<u>21,028</u>	<u>16,039</u>
	<u>\$ 637,996</u>	<u>\$ 589,286</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 29,783	\$ 22,489
Government remittances payable	2,547	5,805
Deferred revenue ( note 4)	<u>59,470</u>	<u>65,290</u>
	91,800	93,584
<b>LONG-TERM DEBT</b>		
Canada Emergency Business Account loan (note 5)	<u>40,000</u>	<u>60,000</u>
	131,800	153,584
<b>NET ASSETS</b>		
<b>Restricted Funds</b>		
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>367,386</u>	<u>296,892</u>
	<u>506,196</u>	<u>435,702</u>
	<u>\$ 637,996</u>	<u>\$ 589,286</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, 2023**

	<u>2023</u>	<u>2022</u>
UNRESTRICTED FUNDS:		
<b>Operating Fund:</b>		
Net Assets, beginning of the year	\$ 296,892	\$ 270,671
Excess (shortfall) of revenue over expenditures for the year	<u>70,494</u>	<u>26,221</u>
Operating Fund Net Assets, end of the year	<u>\$ 367,386</u>	<u>\$ 296,892</u>
 RESTRICTED FUNDS:		
<b>Ontario Provincial Standards (OPS) Reserve:</b>		
Net Assets, beginning and end of the year	<u>\$ 15,000</u>	<u>\$ 15,000</u>
<b>Class EA Reserve:</b>		
Net Assets, beginning and end of the year	<u>\$ 105,810</u>	<u>\$ 105,810</u>
<b>Student Education Fund:</b>		
Net Assets, beginning and end of the year	<u>\$ 13,000</u>	<u>\$ 13,000</u>
<b>Financial Assistance Fund:</b>		
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, 2023**

	<u>2023</u>	<u>2022</u>
<b>REVENUE</b>		
Membership fees	\$ 72,425	\$ 66,360
Annual meeting and fall conference revenue	276,740	70,595
Class EA books	2,455	3,830
Class EA training	107,521	23,900
OPS training	26,400	25,150
Employment advertisement service revenue	140,292	149,328
Interest	11,656	3,200
Canada Emergency Wage Subsidy	-	2,315
Miscellaneous revenue	<u>800</u>	<u>400</u>
	638,289	345,078
<b>EXPENDITURES</b>		
Administration fees	20,050	18,856
Annual meeting and fall conference	203,920	39,933
Audit and accounting	5,750	5,550
Bank and credit card charges	15,902	10,039
Class EA books	826	765
Class EA training	15,120	4,680
Employment advertisement service expense	1,200	1,200
Executive Director wages and benefits	80,911	76,937
Executive Director expenses	1,797	1,537
Honorariums	-	1,650
Insurance	7,114	5,452
Legal fees	6,510	-
MCEA Advisors wages and benefits	54,555	29,761
Meeting expense	38,864	26,486
Office and miscellaneous expense	10,707	6,128
OPS expenses	9,179	8,828
Printing	200	40
Postage and courier	606	471
Staff Salaries and benefits	72,156	57,073
Staff expenses	588	1,872
Student bursaries	16,000	16,000
Telephone	-	254
Website, DNA and IT support	<u>5,840</u>	<u>5,345</u>
	<u>567,795</u>	<u>318,857</u>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES</b>	<u><u>\$ 70,494</u></u>	<u><u>\$ 26,221</u></u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION  
STATEMENT OF CASH FLOWS  
YEAR ENDED AUGUST 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Cash provided by (used in) operating activities</b>		
Excess (shortfall) of Revenues over Expenditures	\$ 70,494	\$ 26,221
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	4,036	2,756
Deferred revenue increase (decrease)	(5,820)	38,810
Prepaid expense decrease (increase)	(4,989)	3,864
Accounts receivable decrease (increase)	<u>(2,634)</u>	<u>9,849</u>
	<u>61,087</u>	<u>81,500</u>
<b>Cash provided by (used in) investment activities</b>		
Proceeds (reinvestments) on GIC maturities, net	<u>(129,031)</u>	<u>74,508</u>
<b>Cash provided by (used in) financing activities</b>		
Canada Emergency Business Account loan payment	<u>(20,000)</u>	<u>-</u>
<b>Increase (decrease) in cash position</b>	<u>(87,944)</u>	<u>156,008</u>
Cash position, beginning of year	<u>280,001</u>	<u>123,993</u>
<b>Cash position, end of year</b>	<u>\$ 192,057</u>	<u>\$ 280,001</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
AUGUST 31, 2023**

**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, 2023**

**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  
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**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>2023</u>	<u>2022</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 311,756	\$126,292
Plus accrued interest to August 31	<u>3,317</u>	<u>475</u>
	315,073	126,767
 Money Market Funds	 <u>101,913</u>	 <u>161,188</u>
	<u>\$ 416,986</u>	<u>\$ 287,955</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>2023</u>	<u>2022</u>
Fall conference sponsorships and registrations	\$ 59,470	\$ 45,790
Webinar course registrations	<u>-</u>	<u>19,500</u>
	<u>\$ 59,470</u>	<u>\$ 65,290</u>

**5. CANADA EMERGENCY BUSINESS ACCOUNT LOAN PAYABLE**

In the fiscal years 2020 and 2021, the association received advances 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. During fiscal 2023, the association has repaid \$20,000 of the \$40,000, leaving \$20,000 that must be repaid by December 31, 2023. If the remaining \$20,000 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. Since all of the conditions for forgiveness of the \$20,000 have not as yet been met, no amount of loan forgiveness has been recognized in these financial statements.

**MUNICIPAL ENGINEERS ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
AUGUST 31, 2023**

**6. ONTARIO PROVINCIAL STANDARDS RESERVE**

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

**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 2023 \$16,000, (2022, \$16,000) in scholarships were approved and funded from operations. No additional transfers to the fund were made in 2023.

**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 2023. Disbursements from the fund will be at the discretion of the board of directors.

**MUNICIPAL ENGINEERS ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
AUGUST 31, 2023**

**10. 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.