



MUNICIPAL ENGINEERS ASSOCIATION

2024 ANNUAL REPORT

ANNUAL GENERAL MEETING

November 21, 2024

11:00 a.m.

**Delta Ottawa City Centre Hotel
101 Lyon Street North
Ottawa, ON**

TABLE OF CONTENTS

| | <u>Page</u> |
|--|----------------|
| AGENDA | 1-3 |
| President’s Message | 4-5 |
| AGM Notice | 6-9 |
| AGM Proxy Form | 10-11 |
| MEA Board Candidate Background Information | 12-22 |
| 2023 MEA AGM Draft Minutes | 23-28 |
| MEA Committee & Volunteer Listing | 29-33 |
| <u>2024 AUDIT DOCUMENTS</u> | 127-148 |
| Letters of Engagement + Representation | |
| Auditor’s Report & Financial Statements - Year Ending August 31, 2024. | |
| <u>ANNUAL REPORTS OF STANDING & SPECIALTY COMMITTEES</u> | |
| Committees & Volunteers Listing | 29 |
| <u>ADMINISTRATIVE & EXECUTIVE COMMITTEE REPORTS</u> | |
| MEA Board of Directors Report | 35 |
| MEA Nominating Committee | 37 |
| Treasurer’s Report | 41 |
| Audit Committee Report | 43 |
| MEAC/ACEC-Ontario Liaison Committee | 45 |
| MEA/GOOD ROADS Liaison Committee | 48 |
| MEA/OPWA Liaison Committee | 49 |
| <u>MEA COMMITTEES</u> | |
| MEA/OGRA Training Committee | 51 |
| MEA Municipal Class EA Monitoring Committee | 52 |
| MEA Development Engineering Committee | 55 |
| MEA Bursary Committee | 56 |
| MEA Awards Committee | 58 |
| MEA/MECP Liaison Committee | 61 |
| MEA Young Professionals Committee | 63 |
| MEA Conference Advisory Committee | 65 |
| MEA Smart City Committee | 66 |
| MEA Active Transportation Committee | 67 |
| MEA Climate Change Committee | 69 |
| MEA Asset Management Committee | 72 |
| MEA Municipal Professional Engineers Advocacy Committee | 74 |
| MEA Minimum Maintenance Standards Committee | 76 |

| | <u>Page</u> |
|--|-------------|
| MEA Excess Soils Working Group | 77 |
| | |
| <u>EXTERNAL/SPECIALTY COMMITTEES</u> | |
| Multi-Stakeholder Working Group on Road Salt Management | 80 |
| OGRA Education & Training Committee | 81 |
| OGRA Equity, Diversity & Inclusion Committee | 83 |
| OGRA Public Affairs Committee | 85 |
| OGRA Research & Product Development Committee | 87 |
| TAC Monitoring Committee | 89 |
| Canadian Pre-Cast Concrete Quality Assurance Committee | 91 |
| CCIL Aggregate Certification Committee | 94 |
| CCIL Asphalt Certification Committee | 95 |
| Ontario Region Common Ground Alliance (ORCGA) Board of Directors | 96 |
| MECP Waste Practitioners Working Group | 99 |
| The Road Authority (Formerly OPS Products Review Committee) | 100 |
| | |
| <u>OPS Committees:</u> | |
| OPS Advisory Board | 103 |
| OPS Standards Management Committee | 106 |
| OPS Drainage Committee | 108 |
| OPS Electrical Committee | 111 |
| OPS Environmental Committee | 113 |
| OPS General Conditions Committee | 115 |
| OPS Grading Committee | 116 |
| OPS Pavement Management Committee | 118 |
| OPS Structures Committee | 120 |
| OPS Traffic Safety Committee | 122 |
| OPS Watermains Committee | 124 |

**AGENDA
2024 MEA AGM
Thursday, November 21, 2024, 11:00 a.m.**

| <u>Annual General Meeting:</u> | <u>Page</u> |
|---|--------------------|
| 1. President's Message <i>Matthew Miedema</i> | 4-5 |
| 2. Notice of Meeting, October 9, 2024: <i>Dan Cozzi</i> | 6 |
| 2.1. Information Notice | 7 |
| 2.2. Proxies | 10 |
| 2.3. Board Member Candidates – Bios | 12-22 |
| 3. Reading and/or consideration of Previous AGM Minutes (2023 AGM – Sunbridge Hotel, Point Edward ON Nov. 16, 2023) <i>Matthew Miedema</i> | 23-28 |

Motion:

THAT the minutes of the 2023 Annual General Meeting of the Municipal Engineers Association held November 16th, 2023, be approved.

Moved by:

Seconded by:

| | |
|---|-----------|
| 4. Business arising out of the minutes <i>Matthew Miedema</i> | |
| 5. Amendments to the Constitution & Articles of Incorporation <i>Matthew Miedema</i> | |
| • None Proposed | |
| • Note about future clarification re: Termination of Membership | |
| 6. Reading and/or considering correspondence: <i>Matthew Miedema</i> | |
| • None | |
| 7. Reading and/or considering of Administrative Reports: | |
| 7.1. Board of Directors Report <i>Matthew Miedema</i> | 35 |

Motion:

That the MEA 2024 Board of Directors Report be accepted.

Moved by:

Seconded by:

7.2. Nominating Committee Report

Chris Traini

Motion:

That the MEA Nominating Committee Report be accepted.

Moved by:

Seconded by:

7.3. Treasurer's Report

Ben de Haan

41

Motion

That the MEA Treasurer's Report Fiscal Year 2023/2024 be approved.

Moved by:

Seconded by:

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

Ben de Haan

127- 151

Motion:

That the Audit of the Financial Statements of Aug. 31, 2024, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA, Licensed Public Accountant, be accepted.

Moved by:

Seconded by:

Motion:

That the firm of Lynne D. Remigio, CPA, Licensed Public Accountant, be engaged to perform the audit of the MEA Financial Statements for the fiscal year ending August 31, 2025

Moved by:

Seconded by:

7.5. Audit Review Committee Report

Ben de Haan

43

Motion:

That the 2024 MEA Audit Review Committee Report be accepted.

Moved by:

Seconded by:

8. Motion approving the Board of Director's Actions during 2023/2024:

Matthew Miedema

Motion:

That the actions of the 2023/2024 Board of Directors are endorsed by the MEA membership.

Moved by:

Seconded by:

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

Chris Traini

Motion:

That all the 2024 reports of the Standing and Special Committees be accepted.

Moved by:

Seconded by:

- 10. Reading and/or considering of other resolutions

Matthew Miedema

- 11. General Business: 2024 – 2027 Conference Updates

Matthew Miedema

- 12. Election of Directors for 2023/2024

Chris Traini

Motion:

That the election of the candidates for MEA Board for the 2024/2025 term, be approved as presented.

Moved by:

Seconded by:

- 13. AGM Adjournment

Matthew Miedema

Motion:

That the 2024 Annual General Meeting be adjourned.

Moved by:

Seconded by:

President's Message

November 2024

Welcome to the 64th Municipal Engineers Association (MEA) Conference and Annual General Meeting (AGM)!

Firstly, a big thank you to the City of Ottawa for their warm hospitality and to the Ottawa organizing committee for putting together such a fantastic event. We have some exciting days ahead to enjoy together!

Over the past year, the Board and staff have been hard at work on our key priorities, while taking steps to expand MEA's presence in Ontario and introducing new training initiatives. I'd like to highlight some of the outstanding work accomplished this year.

I am excited to announce that we have signed an agreement with the Ministry of Transportation (MTO) to share a resource for managing the Ontario Provincial Standards. Rishabh Sharma has joined us as a Technical Services Coordinator. Rishabh has been a great addition to the MEA and plays an important role in coordinating the OPS standards and supporting our committee work.

We have also taken steps to further promote the use and understanding of OPS, with the development and release of *OPS 201* course this year. This course builds on OPS 101, offering more in-depth training on the application and use of OPS. Additionally, the Board continues to collaborate with Good Roads to deliver a *General OPS* course at the Guelph Road School. The plan is to have this ready for the 2025 Road School.

The MEA remains committed to supporting the Municipal Class Environmental Assessment (MCEA) process. Paul Knowles, our MCEA advisor, and David Thompson, MCEA Support Advisor, continue to work closely with the Ministry of the Environment, Conservation and Parks (MECP) on amendments and the proposed streamlined regulation for the Municipal Project Assessment Process (MPAP). Furthermore, Paul and David provide invaluable service to our members by answering inquiries throughout the year and compiling the annual monitoring report.

I am also proud to share that we have made significant strides in enhancing our relevance at Queen's Park this year. Board Members have met with MPP Andrew Dowie to discuss key issues affecting our members and explore ways to strengthen our presence. Thanks to the Ontario Society of Professional Engineers (OSPE), we also participated in Government Advocacy Day, which allowed us to connect directly with policymakers. These efforts are important for ensuring that our perspectives and expertise are recognized in legislative decisions. The Board is committed to strengthening our voice and influence in shaping the future of municipal engineering in Ontario.

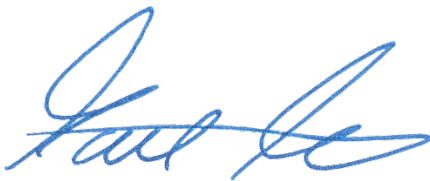
A sincere thank you to all our Volunteers; you are the foundation of our association, and as we all know, a solid foundation is essential to the success and longevity of any structure. The MEA supports over 40 committees and groups which are staffed by more than 90 member volunteers. Many of you also serve on external boards and agencies, going above and beyond. Your contributions to municipal engineering in Ontario are invaluable. You are a key reason for the MEA's continued success and influence in municipal decision-making across the province. Thank you for making a difference.

It has been my honor to serve as your MEA President over the past year. I have had the pleasure of working alongside some truly dedicated professionals who make up the MEA Board. The 2023/2024 MEA Board of Directors includes:

- Chris Traini, Past President (County of Middlesex)
- Taylor Crinklaw, Vice-President (City of Stratford)
- Ben de Haan, Secretary-Treasurer (United Counties of SDG)
- Catherine Taddo, Director (City of Sault Ste. Marie)
- Penelope Palmer, Director (City of Toronto)
- Paul Acquaah, Director (Region of York)
- Scott Hamilton, Director (City of Burlington)
- Tara Blasioli (City of Ottawa)
- Joe de Koning (County of Wellington)

I would also like to extend my sincere gratitude to the MEA staff: Dan Cozzi, Executive Director; Rishabh Sharma, Technical Services Coordinator; and Kate Crouse, Admin Support Assistant. They work hard behind the scenes keeping our messaging, business affairs, and outreach active and organized. If you see them around the conference, please take a moment to share your appreciation for their contributions.

Please enjoy the 2024 MEA Conference and AGM! I encourage you to take full advantage of the technical sessions, tours, and social events while reconnecting with friends. Let's make the most of this event, and I look forward to seeing you all in person around the halls!



**Matthew Miedema, P.Eng.
City of Thunder Bay
President, MEA, 2023-2024**



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 approximately 11:00 a.m. on November 21, 2024. The meeting will be held in the Joliet-Frontenac Room at the Delta-Marriott Ottawa City Centre Hotel, 101 Lyon Street North, Ottawa, Ontario.

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

14. To receive, consider and accept the financial statements of the MEA for the fiscal year ended August 31, 2024;
15. To elect the Directors of the MEA;
16. To appoint the Auditor of the MEA;
17. To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed.
18. To receive reports from various MEA, External and OPS Committees;
19. 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 9th day of October 2024.

BY ORDER OF THE BOARD OF DIRECTORS



Matthew Miedema, P. Eng.,
President – MEA.

INFORMATION NOTICE

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.

Members who are not able to attend the AGM in person and wishing to exercise their vote should complete and sign a letter of proxy and email to dan.cozzi@municipalengineers.on.ca, by midnight on November 19, 2024 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 19, 2024.

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 19, 2024, 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 two (2) classes of membership (Voting and Non-Voting). Each Voting Member (Standard and Life Member sub-classes) of the Association is entitled to one (1) vote for matters brought before a meeting of the Members of the Association. Non-Voting members (all sub-classes) 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, 2024, will be available to members prior to the AGM in the 2024 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 19, 2024, a report from the 2024 MEA Nominating & Constitution Review Committee was circulated to the MEA Board of Directors; this report was accepted by the Board on September 23, 2024. The Executive Director was tasked to place the following candidates for election as Directors for the 2024 - 2025 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, Matthew Miedema P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

| | | |
|--------------------------|------------------------|---------------|
| Matthew Miedema, P. Eng | City of Thunder Bay | Ex-Officio |
| Taylor Crinklaw, P. Eng, | City of Stratford | (1-yr term) X |
| Penelope Palmer, P. Eng. | City of Toronto | (2-yr term) X |
| Scott Hamilton, P. Eng. | City of Burlington | (3-yr term) X |
| Ben de Haan, P. Eng. | United Counties of SDG | (2-yr term) X |
| Paul Acquaaah, P. Eng. | York Region | (1-yr term) X |
| Joe de Koning, P. Eng. | County of Wellington | (2-yr term) X |
| Tara Blasioli, P. Eng., | City of Ottawa | (1-yr term) X |
| Ashley Rammeloo, P. Eng. | City of London | (1-yr term) X |
| Imran Khalid. P. Eng. | Huron County | (1-yr term) X |

Note: Only candidates marked with an “X” are up for election.

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

None are proposed.

Other Matters

The officers of the Association do not know of any matters to come before the AGM other than those referred to in the Notice of Meeting. Should any other matters properly come before the meeting, the MEA members will be notified by email.

Please note, only limited hard copies of the AGM Report package be available during the AGM. A digital version of the full AGM Report package will be emailed to all members of the MEA at least fourteen (14) days in advance of the AGM; it will also be posted on the MEA's website. Separate individual requests for a digital copy of the AGM Agenda package can be emailed to Executive Director at dan.cozzi@municipalengineers.on.ca.

APPROVAL OF INFORMATION NOTICE

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

DATED this 9th day of October 2024.

BY ORDER OF THE BOARD OF DIRECTORS



**M/ Miedema, P. Eng.,
President – MEA.**

PROXY FORM
ANNUAL GENERAL MEETING OF MEMBERS
November 21, 2024

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.

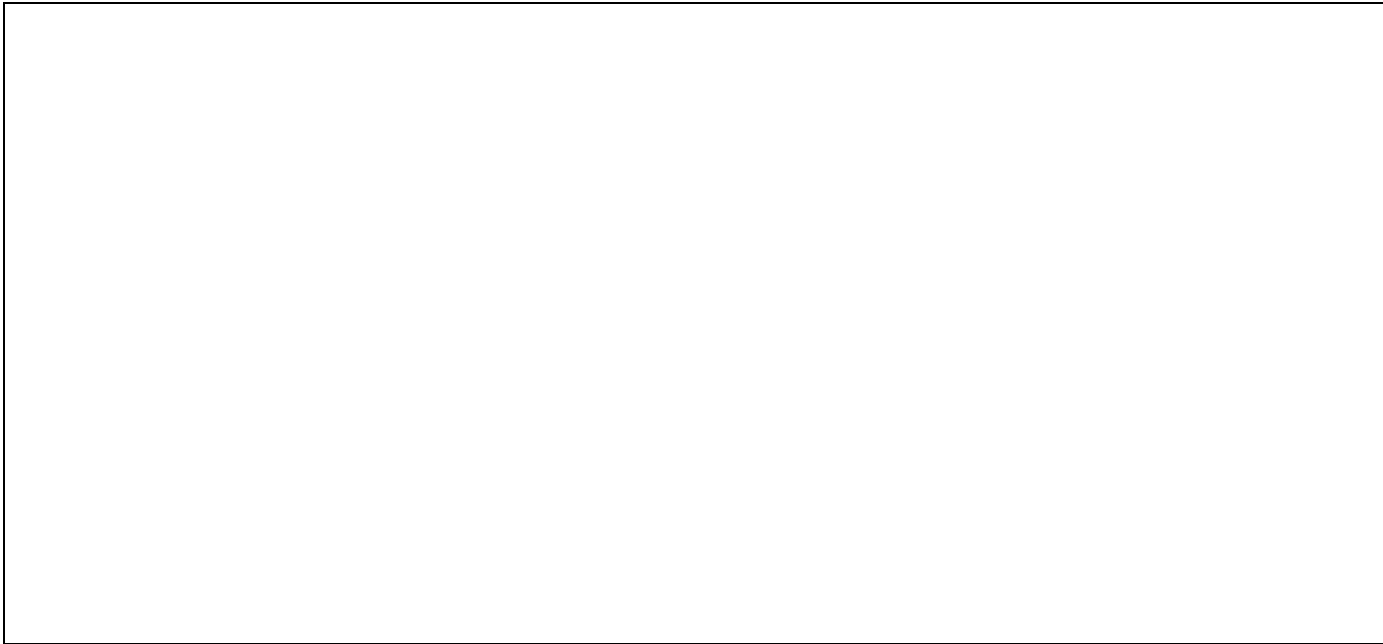
THIS PROXY FORM IS SOLICITED ON BEHALF OF MANAGEMENT OF THE CORPORATION

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,

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 November 21, 2024**, 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, **by midnight on Wednesday November 19, 2024** 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:

Signature of Member:

Name of Member (Please Print):

**2024/2025 BOARD OF DIRECTORS
CANDIDATE BACKGROUND INFORMATION**

Matthew Nicholas Miedema, P.Eng.

Ex-Officio

Email: matthew.miedema@thunderbay.ca

Education & Affiliations:

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

Employment History:

2012-Present

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

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

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

2005-2012

Project Engineer
TBT Engineering Ltd
Thunder Bay ON

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

Election for 1-Year Term

Email: tcrinklaw@stratford.ca

Education & Affiliations:

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

Employment History:

2021- Present

Director of Infrastructure and Development Services
City of Stratford

Responsible for leading, directing, and administrating, the Infrastructure and Development Services department. Municipal services provided are conducted through Building, Planning, Engineering, Environmental, 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

Penelope Palmer, P. Eng.

Election for 2-Year Term

Email: Penelope.Palmer@toronto.ca

Education and Affiliations

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

Employment History

2015 – Present

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

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

2010 – 2015

Senior Engineer
Engineering & Construction Services
City of Toronto

2006 – 2010

Senior Engineer
Transportation Services
City of Toronto

2000 – 2006

Engineer
Transportation Services
City of Toronto

1994 – 1999

Safety Programmes and Investigations
Regional Municipality of Ottawa-Carleton

Scott W. Hamilton, P. Eng.

Election for 3-Year Term

Email: scott.hamilton@burlington.ca

Education and Affiliations

- 2000: Bachelor of Applied Science, Civil Engineering University of Waterloo
- 2012: City of Burlington Leadership Program, McMaster 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 Opens Spaces, Development and Stormwater Engineering, Infrastructure and Data Management and Design & Construction Sections of the Department. Participates as a member of the Senior Leadership and Emergency Operations teams at the City. Represents the Department Services when interacting with Council and the Public. Collaborates with External Agencies and Stakeholders on items/issues related to Engineering and Capital Works matters within the City and Province.

2010-2019

Manager of Design & Construction
City of Burlington

2009-2010

Senior Engineer
City of Burlington

2002-2009

Design Engineer,
Philips Engineering Ltd

2000-2002

Technical Staff,
Halsall Associates Ltd

1999

Construction Inspector
Stantec Consulting Ltd

1999

Design Assistant (Water)
Regional Municipality of Hamilton Wentworth

Benjamin de Haan, P. Eng.

Election for 2-Year Term

bdehaan@sdqcounties.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)

Paul Martin Acquaah, P.Eng.

Election for 1-Year Term

Email: paul.acquaah@york.ca

Education and Affiliations

- 1998: Bachelor of Engineering, Civil Engineering, Ryerson Polytechnic University
- Association of Professional Engineers of Ontario (PEO)
- Association 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

Tara Blasioli, P. Eng.

Election for 2-Year Term

Email: 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
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

Joe de Koning, P. Eng.

Election for 1-Year Term

Email: 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

Ashley Rammeloo, P. Eng.

Election for 1-Year Term

Email: arammeloo@london.ca

Education and Affiliations

- 2019: University of Waterloo – Master of Management Sciences
- 2004: University of Western Ontario – Bachelor of Eng'g Science, Civil & Structural
- Class IV Wastewater Collection System Operator (Ontario)
- Licensed by PEO

Employment History

2022 - Present

Director – Water, Wastewater, and Stormwater
City of London

Leading nearly 300 staff to plan, design, build, and operate the wastewater collection, water distribution, and stormwater management systems, and five wastewater treatment plants for London's 475,000 residents

2020 – 2022

Division Manager IV, Sewer Engineering
City of London

2017 – 2020

Division Manager III, Engineering – Rapid Transit Implementation
City of London

2017 – 2017

Acting Division Manager III, Stormwater Engineering
City of London

2010-2017

Sewer Operations Engineer, Sewer Operations
City of London

2008 – 2010

Environmental Services Engineer, Wastewater & Drainage Engineering
City of London

2004 – 2008

Engineer-in-Training
City of London

Imran Khalid, P. Eng.

Election for 1-Year Term

Email: ikhaliid@huroncounty.ca

Education and Affiliations

- 2010: Toronto Metropolitan University – Bachelor of Civil Engineering
- 2018: Institute of Asset Management - Certificate in Asset Management -
- 2022 – Present: University of Western Ontario – Masters in Public Administration
- Licensed by PEO

Employment History

2024 – Present

Director of Public Works/County Engineer
Huron County

Responsible for the overall leadership and management of the Public Works Department (Engineering & Operations).

2023 – 2024

Manager of Public Works
Huron County

2020 - 2023

Operations Manager – Public Works, Parks & Recreation
Village of Point Edward

2017- 2020

Engineering Project Manager
Huron County

2014-2017

Project Manager
Golder Associates

2010 – 2014

Pavement & Materials Engineer
ENGLOBE (formerly LVM)

2023 MEA AGM DRAFT MINUTES

**DRAFT MINUTES
2023 MEA AGM**

Thursday, November 16, 2023, 11:15 a.m.

Venetian Room – Sunbridge Hotel – Point Edward, Sarnia ON

There was an adequate number of members present and the Annual General Meeting (AGM) was called to order at approximately 11:15 a.m. on November 16th, 2023, by MEA President, Chris Traini. The AGM was held in the Venetian Room of the Sunbridge Hotel & Conference Center in Point Edward/Sarnia. Attendance was estimated to be in the range of 80 members.

- 1. President’s Message:** Chris Traini provided an overview of his President’s Message included in the 2023 Annual Report package.
 - Chris thanked Jason Cole and the Sarnia-Lambton Organizing Committee for organizing the 2023 Conference.
 - Announced that the MEA’s new MCEA User Guide was published in September 2023 and sales of the document are going very well.
 - Mentioned that OPS MUNI remains a high priority for MEA, and he commended OPS committee volunteers for their efforts.
 - Acknowledged and commended all the volunteers who sit on the balance of MEA and External committees.
 - 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.
 - Chris advised it was his pleasure to serve the membership for the past year as the MEA President, and he thanked all the members of the Board of Directors, as well as MEA staff.

- 2. Notice of Meeting:** The MEA’s Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information, Proxies and Board Member Candidate Biographies) attached to the 2023 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 no proxies were submitted to him in accordance; no other members in attendance AGM were carrying proxies.

- 3. Reading and/or Consideration of Previous AGM Minutes (2022 AGM - Chelsea Hotel Toronto, November 17th, 2022):**
 - There were no questions raised regarding the 2022 AGM Draft Minutes

Motion 2023-01:

THAT the minutes of the 2022 Annual General Meeting of the Municipal Engineers Association held November 17th, 2022, be approved.

***Moved by: B. de Haan
United Counties of SDG***

***Seconded by: S. Alibhai
York Region***

CARRIED

- 4. Business arising out of the minutes:**

- None

5. Amendments to the Constitution & Articles of Incorporation

- It was noted that a presentation outlining the amendments was provided to interested members of the Association just prior to the start of the AGM.
- There was one question asked from the floor regarding the submission of proxies as outlined in the new Bylaw
 - It was clarified that members have 2 options for submitting Proxies
 - a) Provide Proxy form(s) to the Executive Director by midnight the evening prior to the AGM, providing specific voting instructions; or,
 - b) Bring Proxy form(s) directly to AGM and notify the AGM chair or the Executive Director about this prior to the commencement of the AGM.

Motion 2023-02:

That the amended MEA Bylaw and Articles of Incorporation, as presented at the 2023 AGM, be approved.

Moved by: S. Lawson Seconded by: D. Mhango CARRIED
Retired Life Member York Region

6. Reading and/or considering correspondence:

- None

7. Reading and/or considering of Administrative Reports:

7.1. Board of Directors Report

- Chris Traini provided a summary of the Board of Directors Report.

Motion 2023-03:

That the MEA 2023 Board of Directors Report be accepted.

Moved by: L. Robinson Seconded by: P. Acquah CARRIED
Township of Norwich York Region

7.2. Nominating Committee Report:

- Jason Cole provided an overview of his report.
- It was clarified that Penelope Palmer was not subject to re-election.

Motion 2023-04:

That the MEA Nominating Committee Report be accepted.

Moved by: D. Kudo Seconded by: R. Lusk CARRIED
Wellington County City of Kitchner

7.3. Treasurer's Report:

- Amanda Froese provided an overview of her Report.
- There were no questions from the floor

Motion 2023-05

That the MEA Treasurer's Report Fiscal Year 2022/2023 be approved.

***Moved by: N. Colarusso
York Region***

***Seconded by: P. Palmer
City of Toronto***

CARRIED

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

- Amanda Froese provided an overview of the Auditors Report
- Request to retain the Auditor for the fiscal year ending August 31, 2024.

Motion 2023-06(a):

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

Motion 2023-06(b):

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, 2024.

***Moved by: P. Acquaah
York Region***

***Seconded by: R. Russwurm
City of Guelph***

CARRIED

7.5. Audit Review Committee Report:

- Amanda Froese outlined the Audit Review Committee Report

Motion 2023-07:

That the 2023 MEA Audit Review Committee Report be accepted.

***Moved by: J. Cole
Lambton County***

***Seconded by: S. Alibhai
York Region***

CARRIED

8. Motion approving the Board of Director's Actions during 2022/2023:

Motion 2023-08:

That the actions of the 2022/2023 Board of Directors are endorsed by the MEA membership.

***Moved by: D. DiPietro
Waterloo Region***

***Seconded by: L. Robinson
Township of Norwich***

CARRIED

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

Motion 2023-09:

That all the 2023 reports of the Standing and Special Committees be accepted.

***Moved by: S. Lund
Huron County***

***Seconded by: B. Varghese
Region of Durham***

CARRIED

10. Reading and/or considering of other resolutions:

- None

11. General Business: 2024 – 2027 Conference Updates:

- Chris Traini announced that the following conference locations have been established for the following years:
 - 2024: City of Ottawa
 - 2025: City of London
 - 2027: City of Toronto (and every 5-year thereafter)
- Chris also advised that the MEA is close to securing a host of 2026.

12. Election of Directors for 2023/2024:

- Jason outlined the candidate slate and terms for those Board members that are subject to election/re-election.
- It was noted that all Board member terms will expire at the 2024 AGM as a transitional measure until the new Board structure, approved as part of item 5 of this AGM, is implemented.

Motion 2023-10:

That the election of the candidates for MEA Board for the 2023/2024 term, be approved as presented.

***Moved by: R. Russwurm
City of Guelph***

***Seconded by: R. Lusk
City of Kitchener***

CARRIED

13.AGM Adjournment

Motion 2023-11:

That the 2023 Annual General Meeting be adjourned.

***Moved by: S. Lawson
Retired Life Member***

***Seconded by: R. Lusk
City of Kitchener***

CARRIED

Minutes Prepared by:

A handwritten signature in blue ink, appearing to read 'Dan Cozzi', is positioned below the text 'Minutes Prepared by:'.

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

MEA EXECUTIVE & SPECIALTY 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 | Ben de Haan | (Treasurer) | United Counties of SDG |
| Member | Chris Traini | (P. Pres) | Middlesex County |
| Member | Matthew Miedema | (Pres) | Thunder Bay |
| Member | Taylor Crinklaw | (V. Pres.) | City of Strafford |
| Member | Dan Cozzi | (ED) | MEA Executive Director |

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

| | | |
|--------|---------------|------------------------|
| Chair | Chris Traini | Middlesex County |
| Member | 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 | Chris Traini | Middlesex County |
| Member | Ben de Haan | United Counties of SDG |
| Member | Arthur Sinclair | City of Toronto |
| Member | Don Kudo | Wellington County |
| Member | Rishabh Sharma | MEA Member Services Coordinator |
| Member | Arup Mukherjee | MEA OPS Course Facilitator |
| Member | Melissa Abercrombie | County of Oxford |

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 |
| Member | Uwe Mader | City of Toronto |

MEA DEVELOPMENT ENGINEERING COMMITTEE

| | | |
|-------|----------------|----------------------|
| Chair | Mike Pincivero | Town of Wasaga Beach |
|-------|----------------|----------------------|

MEA BURSARY COMMITTEE

| | | | |
|--------|---------------|-------------|------------------------|
| Chair | M. Miedema | (Pres.) | Thunder Bay |
| Member | C. Traini | (P. 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 | Roslyn Lusk | (P. Pres.) | City of Kitchener |
| Member | Dan Cozzi | (P-Pres/ED) | MEA Executive Director |

MEA AWARDS COMMITTEE

| | | | |
|--------|---------------|-------------|------------------------|
| Chair | Jason Cole | (P. Pres.) | Lambton County |
| Member | John Thompson | (P-Pres) | Retired Member |
| Member | Salim Alibhai | (P-Pres.) | York Region |
| Member | Reg Russwurm | (P-Pres.) | City of Guelph |
| Member | Roslyn Lusk | (P-Pres.) | City of Kitchener |
| Member | Dan Cozzi | (P-Pres/ED) | MEA Executive Director |

MEA-MECP LIAISON COMMITTEE

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

MEA YOUNG PROFESSIONALS COMMITTEE

| | | |
|--------|-----------------|--------------------------------------|
| Chair | Melanie Knowles | City of Kingston |
| Member | Evan Cassidy | City of Belleville |
| Member | Taylor Crinklaw | City of Stratford |
| Member | Rishabh Sharma | MEA – Technical Services Coordinator |
| Member | Erica Tilley | Essex County |
| VACANT | | |
| VACANT | | |
| VACANT | | |

MEA ANNUAL CONFERENCE ADVISORY COMMITTEE

| | | |
|----------|-----------------|--------------------------------------|
| Chair | Dan Cozzi | MEA - Executive Director |
| Co-Chair | Rishabh Sharma | MEA – Technical Services Coordinator |
| Member | Reg Russwurm | City of Guelph |
| Member | Matthew Miedema | City of Thunder Bay |

Member David Mhango York Region

MEA CONNECTED 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
Member Rooban Markandu York Region
Member Andrew Miller City of Guelph
Member Gary Carroll MEA Life Member
Member Michael Cappucci Town of LaSalle

MEA CLIMATE CHANGE COMMITTEE

Chair Kelly Murphy Region of Durham
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
VACANT

MEA ASSET MANAGEMENT COMMITTEE

Chair 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 Matthew Miedema City of Thunder Bay
Member Carlos Reyes City of Kitchener
Member Kelly Walsh Town of Fort Erie
Member Melissa Ryan City of Kitchener
Member Jeffrey Lee Town of Oakville
Member Michael Popik City of Toronto
Member Sarah Austin City of Cambridge
Member Sarah McDonald Township of South Glengarry
VACANT
VACANT

MEA EXCESS SOILS WORKING GROUP

| | | |
|----------|-------------------|---------------------|
| Co-Chair | Katrina MacDonald | City of Mississauga |
| Co-Chair | Kyle VanderMeer | City of Guelph |
| Member | Jeffrey Lee | Town of Oakville |
| Member | Divya Sassi | TRCA |
| Member | Frank Kosa | Region of Waterloo |
| Member | Erin O'Neill | City of Ottawa |
| Member | Prasoon Adhikari | City of Kitchener |
| Member | Vicky Wei | Toronto |
| Member | Jeffrey Hachey | London |
| Member | Apurva Paulraj | Toronto |

MEA EXTERNAL COMMITTEES

MULTI-STAKEHOLDER WORKING GROUP ON ROAD SALT

| | | |
|--------|--------------|-----------------|
| Member | Imran Khalid | County of Huron |
|--------|--------------|-----------------|

OGRA EDUCATION & TRAINING COMMITTEE

| | | |
|--------|--------------|------------------|
| Member | Chris Traini | Middlesex County |
|--------|--------------|------------------|

OGRA PUBLIC AFFAIRS COMMITTEE

| | | |
|--------|--------------|------------------|
| Member | Chris Traini | Middlesex County |
|--------|--------------|------------------|

OGRA EQUITY, DIVERSITY & INCLUSION COMMITTEE

| | | |
|--------|--------------|------------------|
| Member | Chris Traini | Middlesex County |
|--------|--------------|------------------|

OGRA RESEARCH & PRODUCT DEVELOPMENT COMMITTEE

| | | |
|--------|--------------|------------------|
| Member | Chris Traini | Middlesex County |
|--------|--------------|------------------|

TAC Monitoring Representative

| | | |
|--------|----------------|--------------------------------------|
| Member | Rishabh Sharma | MEA – Technical Services Coordinator |
|--------|----------------|--------------------------------------|

CANADIAN PRE-CAST CONCRETE QUALITY ASSURANCE COMMITTEE

| | | |
|--------|----------------|-------------|
| Member | Mike Rabeau | York Region |
| Member | Nick Colarusso | York Region |

CCIL-AGGREGATE- CERTIFICATION COMMITTEE

| | | |
|--------|-----------------|-----------------|
| Member | Vince Musacchio | City of Vaughan |
|--------|-----------------|-----------------|

CCIL-ASPHALT- CERTIFICATION COMMITTEE

| | | |
|--------|-----------------|-----------------|
| Member | Vince Musacchio | City of Vaughan |
|--------|-----------------|-----------------|

ORCGA BOARD OF DIRECTORS

| | | |
|--------|-------------------|-----------------|
| Member | Richard Noehammer | City of Toronto |
|--------|-------------------|-----------------|

MECP OPERATOR CERTIFICATION WORKING GROUP

| | | |
|--------|-------------|--------------------|
| Member | Peter Raabe | City of Brockville |
|--------|-------------|--------------------|

MECP WASTE PRACTITIONERS GROUP

| | | |
|--------|--------------|--------------------|
| Member | Tracy Annett | Region of Waterloo |
|--------|--------------|--------------------|

THE ROAD AUTHORITY (Product Management Committee)

| | | |
|--------|-----------|-------------|
| Member | Arif Khan | York Region |
|--------|-----------|-------------|

VACANT

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

VACANT

OPS ELECTRICAL COMMITTEE

Chair David Wong Town of Oakville
Member Kenter Zhang York Region
Member Jason Pires City of Toronto

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 Mohammad Kashani City of Richmond Hill

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 Kerolus Khalil York Region

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 Reuben Shanthikumar City of Toronto

VACANT

OPS WATERMAINS COMMITTEE

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

ADMINISTRATIVE/EXECUTIVE COMMITTEE REPORTS

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|--|
| Committee: | MEA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE REPORT |
| Chairperson(s): | Matthew Miedema, MEA President |
| Reporting Executive: | Matthew Miedema, MEA President |

MANDATE:

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

MEMBERS:

| | | |
|----------------------------|-------------------------------|---------------------------------|
| Matthew Miedema, President | Chris Traini, Past President | Taylor Crinklaw, Vice President |
| Ben de Hann, Treasurer | Catherine Taddo, Director | Penelope Palmer, Director |
| Scott Hamilton, Director | Paul Acquaah, Director | Tara Blasioli, Director |
| Joe de Koning, Director | Dan Cozzi, Executive Director | |

ACTIVITIES IN 2024:

The MEA Board of Directors met eight times in 2023/2024. The Board also held a Strategic Planning session to assess progress on the existing plan and develop a new plan for 2024/2025. The Board continued the practice of alternating between in-person and virtual meetings, with accommodations for virtual attendance at in-person meetings when necessary.

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

1. The Executive Committee of the Board of Directors consisting of the President, Vice President, Past President, Treasurer, and Executive Director, continued to meet. This committee was established last year to respond more nimbly to emerging issues and provide oversight to staff while streamlining board meeting agendas.
2. MEA welcomed Rishabh Sharma as Technical Services Advisor to the Association. Rishabh’s role is a shared position with the MTO, assisting in coordinating Ontario Provincial Standards and supporting various MEA activities.
3. This year the Strategic Planning session was extended to two days, which provided the Board more time to refine and develop a comprehensive strategic plan.
4. Budgetary items, revenues, and expenses were monitored against the approved budget at each Board meeting. At the start of the term, the CEBA loan was paid off in full, which provided the MEA with a \$20,000 grant. The Board reviewed and approved the budget prepared by the Treasurer for the upcoming 2024/2025 term.
5. Members of the Executive Committee met with MPP Andrew Dowie to discuss ways to enhance MEA’s relevance and presence at Queen's Park. Key discussion points included positioning MEA as a leading authority on municipal engineering in Ontario, MCEA and proposed streamlined regulation, Excess Soils, and promoting the Municipal Engineer designation in the Municipal Act. The Board plans to build on this momentum by attending provincial committee meetings and scheduling future meetings with Ministers.

6. Board members joined OSPE and attended a Government Advocacy Day at Queen's Park. Our participation was well-received, and the Board plans to build on this in the future.
7. The Annual Conference continues to thrive. Last year's conference in Sarnia and Lambton County was a tremendous success, with attendance exceeding expectations. The success of this event is due to the hard work of the organizing committee! The Board is excited to continue this success with this year's conference in Ottawa.
8. Our continued commitment to partners in the municipal field was strengthened through regular meetings with OPWA, ACEC-Ontario, and Good Roads.
9. MEA's MCEA Advisor continues to support members by answering inquiries, updating the MCEA website content, preparing the annual monitoring report, offering training programs, and working with MECP on the MCEA amendment and proposed streamlined regulation. A new working group was established to develop a best practice guide for the proposed MPAP process.
10. OPS 201 was launched this October. This course builds on OPS 101, offering a more in-depth review and training on OPS standards.
11. Employment Service Ads continue to perform well and remain one of the MEA's key initiatives.
12. Members of the Board collaborated with ACEC-Ontario to update the MEA-ACEC Consultant Agreement.
13. MEA supported George Brown College in the creation of a new Municipal Engineering degree. The Board recognizes the value of this degree and need for highly educated technical professionals to manage Ontario's rapid growth.
14. Free webinar series continued, and fee-based courses/webinars related to core MEA areas (MCEA and OPS) were delivered. With the assistance of the MEA Education and Training Committee, work continues selecting new topics for training, developing content, and securing facilitators.
15. MEA continues to collaborate with Good Roads to deliver the OPS course at the 2025 Guelph Road School.
16. The Board received formal training from the Diversity Institute on Equity, Diversity, Inclusion, and Accessibility (EDIA) in relation to board activities and governance. A new committee of Board members was established to guide this initiative moving forward.
17. The MEA YP Committee continues to play a key role in supporting and connecting the Association's younger members.
18. The MEA Municipal Professional Engineers Advocacy Committee continues to promote the value of engineers working in and for municipalities.
19. All OPS Committees continued to meet virtually throughout the last term.
20. MEA Board continued to support various external committees and groups.
21. Call-outs for volunteers were issued to members to address vacancies on committees throughout the year.
22. Several e-blasts were sent to members to communicate important issues in a timely manner.
23. Work began on merging the MEA and MCEA websites into one platform.
24. MEA's social media presence (LinkedIn) continues to grow, with close to 2,000 followers. All MEA news is posted on the website and social media to keep members and the industry informed.
25. MEA continues to maintain a strong membership of over 1,200 members!

FUTURE GOALS OF THE COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|--|
| Committee: | 2024 MEA Nominating & Constitution Review Committee |
| Chairperson(s): | Chris Traini (Past President) |
| Reporting Executive: | Chris Traini |

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:

| | | |
|------------------------------------|------------------------------|------------------------------|
| Chris Traini (Chair & P-President) | Jason Cole P-President) | Salim Alibhai (P. President) |
| Roslyn Lusk (P-President) | Steve Lund (P-President) | John Thompson (P-President) |
| Reg Russwurm (P-President) | Dan Cozzi (P-President & ED) | |

ACTIVITIES IN 2024:

The 2024 NC met via video conference on 1 occasion via ZOOM on August 1, 2024. In addition, the NC corresponded via several emails throughout August – September.

The MEA Bylaw (Articles 6.03 a/b/c/d) requires the NC to provide a report to the MEA Board of Directors regarding the number of vacancies, to recommend suitable and qualified voting member candidates to fill vacant director positions, and to conform to the proper election of the candidates .

The NC 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 2024 MEA Conference in Ottawa on Thursday, November 21, 2024. ***The sixty (60) day deadline for the NC Report to the Board is September 22, 2024. The NC report was provided to the Board via the MEA's E-Motion Protocol to meet the 60-day requirement.***

A Notice to the MEA membership calling for Board of Director nominations was provided on August 1, 2024 (notice on website) and August 2, 2024 (email blast). 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 7, 2024. One nomination was submitted shortly after the deadline; however, it did not include the required number of signatures and was therefore not accepted; the nominee was informed of this decision.

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 forthcoming 2024 AGM) is provided in the table below:

| Name | Municipality | Current Role | Notes |
|-----------------|--------------------------|--|---|
| Matthew Miedema | City of Thunder Bay | President 2-yr. term expiring | Will serve as Past President (ex-officio) for next term |
| Taylor Crinklaw | City of Stratford | Vice President 1-yr. term expiring | Has advised willingness to continue for next term. |
| Ben de Haan | United Counties of SDG | Secretary-Treasurer 2 yr. term expiring | Has advised willingness to continue for next term. |
| Chris Traini | Middlesex County | Past-President | As current Past President will be leaving Board. *VACANCY* |
| Catherine Taddo | City of Sault Ste. Marie | Director 2-yr. term expiring | Has advised will leave the Board. *VACANCY* |
| Penelope Palmer | City of Toronto | Director 1-yr. term expiring | 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. |
| Tara Blasioli | City of Ottawa | Director 1-yr. term expiring | Has advised willingness to continue for next term. |
| Joe de Koning | Wellington County | 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:

At its first 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 2024 NC updated the list and used it to review potential candidates for 2024:

The Committee reached out to select prospective candidates the NC believed would be suitable Board members for the 2024-2025 term. Ultimately, the Board settled on 2 candidates to fill the existing vacancies:

- Ashley Rammeloo, P.Eng., Director - Water, Wastewater & Stormwater, City of London**
 Ms. Rammeloo would provide representation from the City of London which has not been represented on the Board since 2014. She currently sits on the *MCEA Monitoring* and *MEA/MECP Liaison* committees. In addition, as London will be hosting the 2025 MEA Conference/AGM, it would be ideal to have a London member on the Board in time for the conference. Also, with the departure of Catherine Taddo from the Board at the end of the current term, this would maintain the current gender equity balance on the Board.

- **Imran Khalid, P.Eng., County Engineer & Director of Operations, Huron County**
Mr. Khalid would provide representation from the south/central western portion of the province and would also keep the current mix of counties represented on the Board at 3. Mr. Khalid also recently took on the role as the MEA representative on the *Multi Stakeholder Working Group on Road Salt*

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 Ashley Rammeloo and Imran Khalid be recommended as candidates for election at the 2024 AGM to fill the two (2) Board vacancies.

NC Recommendations for Election at AGM:

Section 5 *Election Term & Office* of the MEA Bylaw outlines the requirements for the qualification and election of Directors to the Board.

Specifically, Article 5.02 (b) stipulates the following on the composition of the Board:

Within this composition of ten (10) Directors, the following applies:

- (i) *A minimum of four (4) Directors will concurrently hold executive positions as President, 1st Vice President, 2nd 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.*

In addition, Article 5.03 (a) stipulates the following for the election and terms of Directors:

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, 1st Vice President, 2nd 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.

Further, Article 5.03 (b + c) stipulates the following:

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

The specific positions of President, the 2 Vice Presidents, and the Secretary-Treasurer will be voted on by the Board following the 2024 AGM. This will be the first year where the MEA implements an executive

structure for the Board with 2 Vice Presidents. At the 2023 AGM, all board terms were set to expire as of the 2024 AGM so that the new term structure could be implemented at the 2024 AGM. All Board members will therefore be subject to election at the 2024-2025 term.

As a result, the recommendations by the NC below are flexible to suit the forthcoming new Board structure:

1. The NC recommends Matt Miedema, serve as Past-President (Ex-Officio) for 2024-2025.

2. The NC recommends the following seven (7) current Board members as candidates for election at the 2024 AGM for the 2024-2025 term: :

- **Taylor Crinklaw** **City of Stratford** **(1-year term)**
- **Penelope Palmer** **City of Toronto** **(2-year term)**
- **Scott Hamilton** **City of Burlington** **(3-year term)**
- **Ben de Haan** **United Counties of SDG** **(2-year term)**
- **Paul Acquaah** **York Region** **(1-year term)**
- **Tara Blasioli** **City of Ottawa** **(2-year term)**
- **Joe de Koning** **Wellington County** **(1-year term)**

3. The NC recommends the following two (2) new candidates for election at the 2024 AGM as Directors for the 2024-2025 term:

- **Ashley Rammeloo** **City of London** **(1-year term)**
- **Imran Khalid** **Huron County** **(1-year term)**

Additional Discussion:

After the amended MEA Bylaw was adopted at the 2023 AGM, it was noted that there needs to be a minor clarification in Section 2.06 *Termination of Membership*. Specifically, clause 2.06 (b) needs to exclude *MEA Life Members*. The NC agreed that such a clarification is very minor and can be included in a future amendment of the bylaw together with other required amendments. It would be a good idea though to note this at the 2024 AGM.

FUTURE GOALS OF THE COMMITTEE:

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

FUTURE OF COMMITTEE:

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

October 26, 2024

TREASURER’S REPORT FOR FISCAL YEAR 2023-2024

As the Treasurer for the Municipal Engineers Association (MEA), it is my responsibility to report on the MEA’s financial position to the membership. This report covers the fiscal year from September 1, 2023, to August 31, 2024 (2024 year-end). The Financial Statements for the Association, prepared by the MEA’s Auditor, Lynne D. Remigio, CPA, are enclosed separately within the 2024 AGM Report Package

Overall, the MEA remains in a good financial position with healthy reserves, larger than ever membership numbers, engaged committees, a variety of training offerings and continued opportunities for diversified revenue streams. With this increased activity and success, expenditures for staff and other associated costs continue to rise. The MEA Board has recently approved its 2024-25 strategic plan, setting a clear course toward financial success to meet growing demands in the years ahead.

The 2024 year-end audited financials show there was an operating revenue of approximately \$38,437. This value was less than the Board’s budgeted operating revenue of approximately \$152,000. The difference between the budgeted operating revenue versus audited operating revenue was largely driven by proposed changes to the Municipal Class EA that impacted several revenue generating items (sales of manuals and training) and the deferral of MEA training at “Roads School” until 2025.

Revenues were relatively comparable to 2023. The annual conference held in Sarnia was financially successful because of the relatively low cost to host the event and strong attendance through the week. Employment service ads continue to be a main source of revenue for the organization, which demonstrates the value of this service to our members and the municipalities we serve. Membership revenue is up \$7,000 because of continued recruitment efforts by the Executive Director. A new membership model is being considered for 2025 in attempts to address some inequity in corporate versus individual fees.

During the pandemic, the association received a \$60,000 loan from the Canada Emergency Business Account to support MEA with a digital transition and other unforeseen costs impacting our ability to operate. As reported in previous Treasurers reports, \$20,000 of this loan was eligible for complete forgiveness following \$20,000 repayments, in fiscal 2022 and fiscal 2023 respectively. In December 2023, the association completed the final \$20,000 loan repayment, resulting in the actualization of the \$20,000 forgivable loan revenue.

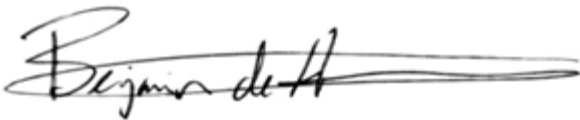
2024 expenditures were also comparable to 2023 values. Variances from the previous year are a result of increased staff efforts necessary to support the growing popularity of our annual conference as well as other membership needs. The MEA employs one full time staff member (Technical Services Coordinator) and three part time staff members (Executive Director, Administrative Support and MCEA Advisor). The Board’s strategic plan considers reviewing a more predictable employment model rather than the current practice of relying on part-time staff to increase efforts (hours of work) to meet membership demands.

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 included Auditor Lynne D. Remigio, Past President Chris Traini, President Matthew Miedema, Vice President Taylor Crinklaw and MEA Executive Director Dan Cozzi. In this meeting the financial statements were discussed in detail and ultimately forwarded to the Board for their approval. Several

recommendations were brought forward by the auditor to streamline the auditing process next year – these will be considered in a future meeting and implemented for fiscal 2025 if deemed appropriate by the Board.

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, Lingling Liu and Seher Taufiq.

Sincerely,

A handwritten signature in black ink that reads "Benjamin de Haan". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Benjamin de Haan, P.Eng., FEC
MEA Treasurer, 2023-2024



2024 MEA COMMITTEE REPORT

| | |
|-------------------------------|--|
| Committee: | MEA Audit Review Committee |
| Chairperson Reporting: | Ben de Haan, P.Eng., MEA Secretary-Treasurer Ben de Haan, 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:

| | | |
|--|--|--|
| Ben de Haan MEA Secretary-Treasurer | Matthew Miedema, P.Eng., MEA President | Taylor Crinklaw, P.Eng., MEA Vice President |
| Lynne Remigio CPA, MEA Auditor | Chris Traini, P.Eng., County MEA Past President | Dan Cozzi, Executive Director - MEA |

ACTIVITIES IN 2024:

The Audit Committee met virtually on October 24, 2024 to review the draft audit documents prepared by Ms. Lynne Remigio, CPA. Ms. Remigio was named at the 2023 AGM as the MEA’s Auditor for the fiscal year September 1, 2023 to August 31, 2024. An electronic copy of the draft audit documents was circulated to all members of the committee in advance.

The 2024 Audit Approach

General Approach

The Auditor’s approach for the audit of MEA’s year ending August 31, 2024, 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.

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 the accompanying financial statements present fairly, in all material respects, the financial position of Municipal Engineers Association as at August 31, 2024, 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.

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.

The auditor reviewed the significant accounting policies that were applied when preparing the financial statements.

The auditor confirmed that due to the fact the Canada Emergency Business Account Loan was fully repaid, the forgivable portion of this loan could now be identified on as revenue on the Association's financial statements.

The auditor also suggested that the board consider consolidating or eliminating some, or all, of the association's existing restricted funds (OPS Reserve, Municipal Class EA Reserve, Student Education Fund and Financial Assistance Fund). These restricted funds are not used/ planned to be used to strategically support the work of the organization and are relatively ineffective if they have small values. This matter will be brought forward to the full MEA Board for further discussion at a upcoming meeting.

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.

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|---|
| Committee: | 2024 MEA/ACEC-Ontario Liaison Committee |
| Chairperson(s): | D. Holland- President MEA; D. Holland - GHD. |
| Reporting Executive: | Dan Cozzi – MEA; Andrew Hurd – 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 |
|-------------------|----------------------------|

ACTIVITIES IN 2024:

This meeting is held annually to discuss items of mutual interest and collaboration opportunities. This year, the meeting was held on January 10, 2024 at the Sheraton Parkway North Hotel. Discussions included:

1. Both organizations outlined activities over the last 12 months.
 - a) MEA:
 - Membership continued to grow; MEA surpassed 1,200 members.
 - MEA hosted a very successful conference in Sarnia in November.
 - MCEA Amendments were approved by MECF in March; MEA published a new MCEA User Manual in September. MEA provided numerous MCEA amendment related webinar in 2023.
 - MEA hosted 2 OPS training webinars; working on developing a new OPS related course.
 - Recruited new Technical Services Coordinator (R. Sharma)
 - Employment Service Ad business continues to exceed MEA expectations
 - b) ACEC-Ontario:
 - AGM held in September. Elections for 6 Director positions – 3 new Directors and 3 returning Directors elected. New ONCA-Compliant by-laws approved. ACEC-ON Annual Report released.
 - Staff – new ED began in late July. Full complement of 7 with the addition of Events and Marketing Coordinator (P. Anand) and membership Engagement Specialist (J. Pace).
 - 3-yr Strategic Plan in place with 3 core priorities: proactive advocacy, engagement and resources that deliver value, raising the profile of the Association and our members.

- ACEC-ON committees, chapters and networks continue their strong work. A new Sustainability and Climate Change Network began in August. A Small Business Network is in development.
 - Second Annual Forum “Engineering Means Sustainability” held in late September, featuring MPP Mike Schreiner, former Ontario FAO Peter Weltman, industry experts and academics.
 - Municipal Relations: recently met separately with the mayors of London, Guelph, Niagara Falls. Windsor is upcoming. Association priorities are risk allocation, fair and reasonable procurement, pipeline transparency. Working to set up more liaison committees with select municipalities.
 - ACEC-ON and RPWCO discussing a possible joint summit for 2024.
 - ACEC-ON was a sponsor of the AMO conference, the OSPE conference, AMCTO conference and the Ontario Public Buyers Association conference. A risk-allocation presentation was made at the Ontario Buildings Show in November.
 - Provincial Advocacy: meetings with Ministers and MPPs continue. The Association’s pre-budget submission is in development. ACEC-ON’s 3 joint committees with MTO continue to meet regularly.
 - The Association took part in a federal lobby day in October.
2. MEA provided updates on:
- a) Status of MCEA and the new MCEA User Guide
 - b) OPS Training
 - c) MOU with MTO for cost sharing of MEA’s new full-time staff member (Rishabh Sharma) who will be dedicating approx. 50% of his time as an OPS Committee Coordinator.
 - d) MEA’s Professional Engineers Advocacy Committee:
 - MEA is advocating and promoting the benefits for municipalities to hire P. Eng.’s for public safety and risk aversion
 - MEA has been contacted by George Brown College about supporting their planned Urban Engineering Degree Program (planned release of September 2025); this supports one of the MEA’s committee goals as it promotes “municipal engineering”.
 - Long term goal is to lobby province to include mandate a designed engineer for all municipalities in the Municipal Act
3. MEA/ACEC-Ontario Standard Engineering Agreement Update
- Final version to be reviewed by lawyer to address final concerns
 - MEA/ACEC will share the legal costs 50/50
 - Expect to finalize version as soon as possible
 - MEA/ACEC agree to host a free webinar once new version released.
4. Excess Soils Regulation Update:
- Both MEA and ACEC provided comments to ERO-019-7636;
 - MEA/ACEC agree that they can jointly collaborate on this (Dan will share MEA Excess Soils Committee chair contact information with Doug)
5. 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:

| | |
|----------|--|
| 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. |

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|---|
| Committee: | 2024 MEA/GOOD ROADS Liaison Committee |
| Chairperson(s): | Matthew Miedema- MEA President; John Parsons– GR President |
| Reporting Executive: | Dan Cozzi – MEA; Scott Butler – Good Roads |

MANDATE:

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

MEMBERS:

| | |
|------------------------|-------------------------------|
| MEA Board of Directors | Good Roads Board of Directors |
|------------------------|-------------------------------|

ACTIVITIES IN 2024:

MEA and Good Roads meet once a year to discuss issues of common interest. This year, a meeting was convened at the Royal York Hotel on February 21, 2024. Items discussed at the 2024 Liaison meeting included:

1. MEA’s and GR’s Strategic Plans
2. MEA’s staffing update
3. MCEA Amendment/MPAP Regulation update
4. ONCA Update
5. Respective MEA/GR 2024 Training Programs
6. GR Admin Agreement for MEA booking/clerical support
7. MEA website merge and DNA upgrade.

FUTURE GOALS OF THE COMMITTEE:

To continue to collaborate on various items of common interest.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|---|
| Committee: | 2024 MEA/OPWA Liaison Committee |
| Chairperson(s): | Matthew Miedema- MEA President; Jennifer Rose - OPWA President |
| Reporting Executive: | Dan Cozzi – MEA; Brian Barber - OPWA |

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2024:

A Liaison meeting with OPWA was held in person at the Sheraton Parkway North Hotel on May 8, 2024 at the Sheraton Parkway North Hotel in Richmond Hill.

Notes were taken by OPWA staff but were not formally forwarded to MEA.

Generally, areas of collaboration/cooperation were discussed.

FUTURE GOALS OF THE COMMITTEE:

To continue to collaborate on various items of common interest.

FUTURE OF COMMITTEE:

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

MEA COMMITTEE REPORTS

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Education and Training Committee |
| CHAIRPERSON(S): | Reg Russwurm |
| REPORTING EXEC: | Paul Acquaah |

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 | Chris Traini | Arup Mukherjee |
| Arthur Sinclair | Benjamin De Haan | Don Kudo |
| Melissa Amercrombie | | |

ACTIVITIES IN 2024:

- Three virtual committee meetings in 2024 and planned in-person at 2024 conference
- Committee's Terms of Reference received by MEA Board to set the future directions of the committee's work related to education and training opportunities provided by the Association
- Inventory of training offerings by peer associations and others to identify gaps and potential recommendations on relevant training offerings by others
- Short-list 2025 goals

FUTURE GOALS OF THE COMMITTEE:

- 2025
 - Scope 2 or 3 training initiatives and commence course development
 - Offer Committee's input on Municipal Infrastructure Training (MIT) Certification Program
- New course implementation
- Continual improvement of MEA Education and Training offerings.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | Municipal Class EA Monitoring Committee |
| CHAIRPERSON(S): | Paul Knowles MCEA Advisor |
| REPORTING EXEC: | Joe de Koning |

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) | Paul.knowles@municipalengineers.on.ca |
| Dave Thompson | mceasupport@municipalengineers.on.ca |
| Reg Russwurm | reg.russwurm@guelph.ca |
| Ashley Ranneloo | arammeloo@london.ca |
| Dan Foong | Dan.Foong@york.ca |
| Uwe Mader | Uwe.Mader@toronto.ca |

ACTIVITIES IN 2024:

- 1) In February 2024, MECP announced their proposed to revoke the MCEA and replaced the MCEA with a regulation to be known as the Municipal Project Assessment Process (MPAP). This regulation will closely mirror regulation 231/08, the Transit Project Assessment Process (TPAP). The new EA system proposed for municipalities will involve;
 - MPAP
A new streamlined Project List will replace Appendix 1 of the MCEA. This list will only include 17 major water, sewage, and shoreline/in-water infrastructure projects. The new MPAP regulation will set out the required process that must be completed to obtain EA approval for the 17 project types included on the Project List.
 - TPAP
The existing TPAP regulation sets out the required process that must be completed to obtain EA approval for the 10 project types included on the Project List.
 - Other EA Act Requirements
Certain projects that municipalities may undertake will be subject to other processes. For example, a new expressway is subject to the Class EA for Provincial Transportation Facilities (MTO). Other examples are certain solid waste, electricity or waterfront projects.

- Exempt Projects

All projects not included in the MPAP Project List, the TPAP Project List or subject to another EA Act requirement are Exempt from the EA Act. Exempted projects include all projects identified in the Roads section of Appendix 1 of the MCEA and all projects classified as Schedule A, A+ or B in Appendix 1 of the MCEA.

2) MEA prepared and released a User Guide in September 2023 that works with the 2023 MCEA Manual. However, in February 2024, MECP approved an amendment to the March 3, 2023 MCEA and the 2023 User Guide is no longer current. MECP felt that the amendments to the MCEA were essential to align it properly with the EAA amendments and associated regulatory changes and related actions which came into force on February 22, 2024. The following are the examples of complementary amendments made to the MCEA:

- Clarifying that the municipal expressway projects are subject to the Class EA for Provincial Transportation Facilities and Municipal Expressways.
- Adding references to new regulations and removing references to regulations that are revoked, including:
 - O. Reg. 101/07 (Waste Management Projects), O. Reg. 116/01 (Electricity Projects), Regulation 334 (General) and O. Reg. 345/93 (Designation and Exemption - Private Sector Developers)
 - Certain provisions of the O. Reg. 345/93 are carried forward in O. Reg. 53/24 General and Transitional Matters Regulation.
 - Addressing regulatory changes to municipal transit projects including:
 - Updating definitions and designations to better align with the new Comprehensive EA Project Regulation (O. Reg 50/24) including removing municipal transit projects which are exempt.
- Aligning the content of the MCEA with other provisions of the EAA that came into force in recent years, as well as other legislation. For example:
 - Removing references to A and A+ projects as those project schedules no longer exist and A and A+ projects became exempt projects.

The February 2024 amendments to the MCEA will not like impact most municipal projects. A track change version of the recent amendments to the Municipal Class EA (MCEA) is available on MEA's web site.

3) MEA has formed a Working Group of municipal representatives/practitioners to prepare a proposed municipal standard or best practice document that municipalities would use as a template when undertaking municipal infrastructure projects when MECP revokes the MCEA. We believe the document would be a simpler version of the current MCEA with improvements to focus on increasing efficiency, effectiveness, transparency, and complete integration with Planning Act processes.

4) Given MECP's proposal to revoke the MCEA, MEA's typical EA training has been suspended. The Municipal Class EA Monitoring Committee remains available to respond to questions and help guide municipalities as they fulfill their EA requirements.

FUTURE GOALS OF THE COMMITTEE:

The committee will work with the MEA Board to encourage MECP to finalize and enact a new EA system for municipal projects that focuses on increasing efficiency, effectiveness, transparency, and complete integration with Planning Act processes

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | MEA DEVELOPMENT ENGINEERING COMMITTEE |
| CHAIRPERSON(S): | Mike Pincivero, Town of Wasaga Beach |
| REPORTING EXEC: | Matthew Miedema |

MANDATE:

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

MEMBERS:

Representatives from over 40 Municipalities and Regions

ACTIVITIES IN 2024:

Virtual meeting held in May and one expected in fall 2024.

Discussions at the May meeting included agreements for deferred land dedications through SPCAs, how municipalities are handling CLI-ECA requirements, continuing education, landscaping warranty period, developer requirements for dead sod at assumption, storm drainage from public parks over private lands, non-voluntary road widening for infill developments not subject to Planning Act applications, utility trench compaction requirements, requirements for servicing lots to be severed, non-conventional SWM facilities (i.e. U/G structures, and developers’ insurance requirements).

An agenda has not yet been established for the fall meeting.

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.

It is a challenge to obtain sufficient topics for meetings to occur quarterly, and twice a year has become more standard. The Chair (Mike Pincivero) would appreciate if MEA members could pose ideas / topics for discussion to help generate sufficient topics for meeting multiple times a year.

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. |

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|--|
| Committee: | 2024 Bursary Committee |
| Chairperson(s): | Matthew Miedema - MEA President |
| Reporting Executive: | Matthew Miedema |

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:

| | | |
|-----------------------------|-----------------------------|------------------------------|
| Matthew Miedema (President) | 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 2024

- Committee met several times throughout the late winter and spring seasons of 2024
- Established in 2008, 2024 marks the 17th year of the program; including this year, MEA has now provided \$198,000 in bursary awards since the inception of the program.
- The 2024 Bursary Program was promoted as follows:
 - News item on MEA Website
 - E-Blast to membership
 - Letter to Municipal Clerk of all Ontario municipalities
- 27 applications were received by the Committee in 2024 by the posted deadline of May 17/24.
- 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 Findlay Nischan.
 - William Robinson Memorial Bursary (\$2,000) awarded to Samuel Adams
 - Eight (8) additional bursaries valued at \$1,500 awarded to:

| | | | |
|----------------|------------------|--------------------|--------------|
| Oviyaa Sugunan | Justin Zhou | Jovan Dosanjh | Ryan Pankoff |
| Alyssa Rushton | Elliott DiPietro | Katherine Percival | Rohan Buch |

- Each municipal council (where parents/guardian work), were informed through their respective

- All recipients received their cheques in August 2024.
- News item posted on website.
- 2 bursary winners have been invited to attend (complimentary) the 2024 MEA President's Gala on Nov. 21/24 to be recognized. One has confirmed attendance.

FUTURE GOALS OF THE COMMITTEE:

To continue to administer the Bursary Program

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|-----------------------------|----------------------------------|
| Committee: | 2024 MEA Awards Committee |
| Chairperson(s): | Jason Cole |
| Reporting Executive: | Chris Traini |

MANDATE:

- | |
|--|
| <ol style="list-style-type: none"> 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:

| | | |
|------------------------------|---------------------------|-----------------------------|
| Jason Cole (P-President) | Salim Alibhai (Treasurer) | Reg Russwurm (P-President) |
| Chris Traini (P-President) | Roslyn Lusk (P-President) | John Thompson (P-President) |
| Dan Cozzi (ED & P-President) | | |

ACTIVITIES IN 2024:

- | |
|--|
| <p>In 2024, 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 2024 awards winners to the MEA Board of Directors.</p> <ol style="list-style-type: none"> 1. To recap, the MEA has three (3) award categories: <ol style="list-style-type: none"> a. MEA Award – Candidates may be nominated by membership/public, the Awards Committee or MEA Board. This can be individual or a project team award. b. MEA Order of Merit – Candidates are recommended by the Awards Committee or the MEA Board c. MEA Life Membership – recommended by Awards Committee or the MEA Board (see attached 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 2024. In addition, a letter was sent to all Ontario Municipal Clerks on May 15, 2024. Notices were also posted on MEA social media platforms (LinkedIn) announcing the awards nomination period. Deadline for nominations this year was September 13, 2024. 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 2023, acknowledging the 2023 winners. |
|--|

4. Three (3) nominations were received from the membership for the MEA Award by the nomination deadline.

Committee Recommendations for 2024 Awards:

MEA Awards:

➤ **Justin Armstrong, P. Eng., Region of Waterloo**

Justin was nominated by Marcos Kroker, P. Eng and Frank Kosa, P. Eng.

As the Waterloo Region project manager for Fischer-Hallman Road (Regional Road No. 58) improvements between 2020 and 2023 in the City of Kitchener, Justin managed the project team, including four Indigenous Communities, engineering and archaeologist consultants, and the general contractor. His service-centred, collaborative approach built and/or strengthened relationships with each of these organizations.

➤ **Shu He, P.Eng., York Region**

Shu was nominated by Mike Rabeau, P. Eng., and Pina Accardi, P. Eng. Two (2) additional letters of support were also included in the nomination.

As Manager, Shu manages and co-ordinates engineering services required to deliver York Region's large, complex 10-year Water and Wastewater Capital Program, including watermains, sanitary sewers, pumping stations and treatment facilities. His leadership is relied upon to act as one of York Region's technical experts on water and wastewater design and construction issues. He leads a team of 6 Project Managers and their staff who manage these vital projects required to service our Region.

Shu's leadership has been an important part of key regional projects, including the York Durham Sewer System Forcemain Twinning Project. This project was successfully commissioned in 2021 within budget and six months ahead of schedule, despite impacts of COVID-19. This project was a success due to innovative engineering design and collaboration with the Town of Newmarket, The Lake Simcoe Region Conservation Authority and the Contractor.

➤ **Erin O'Neill, P. Eng., City of Ottawa**

Erin was nominated by Carina Duclos and Bruce Kenny, P. Eng,

The nominators have advised that Erin is a visionary and collaborative leader who transforms critical City-wide infrastructure challenges by driving creative solutions. She applies her technical expertise, project management skills and communication abilities to develop innovative solutions, while also educating, mentoring, and coaching staff, contractors, engineering consultants, and stakeholders with consensus-building, active listening, and humour.

As the most transformational, relevant and greatest example, Erin's leadership has positioned the City as a provincial leader in Excess Soils management. Erin positioned the organization in the right direction by developing and implementing the foundation for the City to comply with the new Provincial legislation relating to Excess Soils.

MEA Order of Merit

The 2024 Awards Committee did not have any recommendations this year for an Order of Merit.

MEA Life Membership:

➤ **Steve Lund, P. Eng., retired**

Steve served on the MEA Board from 2014 – 2020, and he held the position of MEA President in 2019. He joined the MEA in 1989.

Steve has been involved in several MEA Committees over his tenure as a member.

Steve also has been participant, coach and supporter of the annual Steve Carroll Memorial East-West hockey challenge for many years.

Steve retired from Huron County as the County Engineer earlier this year.

➤ **George Elliott, P. Eng., retired**

George Served on the MEA Board from 2013 – 2016. He joined the MEA in 2000.

George was the chair of the organizing committee for the 2014 MEA Conference in Cambridge. He has served as the MEA’s Piper during the President’s Gala on several occasions. He also was involved in managing the Bridge Building Challenge from 2005 – 2016. George was instrumental in getting permission to allow the MEA to tour the Bluewater Bridge in 2023 during the Sarnia Conference - which was one of the few times the Bridge Authority allowed traffic in both directions to be closed temporarily!

George retired this year from the Federal Bridge Authority. He also previously worked for North Bay, Cambridge and Strathroy.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of October 9, 2024. The Executive Director notified each recipient. MEA Award recipients will be acknowledged at the **MEA’s Awards Luncheon on November 20, 2024**. MEA Life Membership will be acknowledged at the **President’s Gala which will be held on November 21, 2024**, These events will be hosting during the 2024 MEA Conference & AGM at the Delta Ottawa City Centre Hotel. The Committee also recommended that each recipient be provided complimentary tickets (including guest/spouse) to these respective events. 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 2025

For 2024, the Committee plans to meet quarterly. One item to review is the current nomination form and how it may be simplified.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | MEA-MECP Liaison Committee |
| CHAIRPERSON(S): | Salim Alibhai, Director, Capital Delivery – Transportation, Capital Infrastructure Services, Public Works, York Region |
| REPORTING EXEC: | Salim Alibhai |

MANDATE:

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

MEMBERS:

| | | |
|--------------------------|--------------------------|---|
| Andy Lee (Vaughan) | Ashley Rammeloo (London) | Birgit Piberhoffer (Loyalist Township) |
| Tracy Annett (Waterloo) | Jeffery Lee (Oakville) | John Thompson (Township of Adjala-Tosorontio and the Town of Midland) |
| Melissa Ryan (Kitchener) | Rob Muir (Markham) | Salim Alibhai (York Region) |

ACTIVITIES IN 2024:

The Committee met once on September 12, 2024, using a virtual format and chaired by Salim Alibhai.

Some of the issues discussed were:

Excess Soil Regulation Updates

The Excess Soil Regulation was finalized on April 23, 2024. Some 2023 proposals were not finalized, and feedback was still being gathered. Updates were made to residential development soil depot storage sites, and the MEA suggested including metrics to ensure compliance and success.

Practice Guidelines and Experience Requirements for QPs

The MEA requested further guidance on practice guidelines and experience requirements for QPs. The MECP aimed to make QPs flexible, advising that organizations and professional bodies should create guidelines.

Authorization Process for Aggregate Re-use Depots

The authorization process emphasized best practices, specific material percentages, and like-to-like exemptions. The MEA sought a timeline for facilities allowing soil re-use versus sending it to landfill. The MECP was exploring options and planned to provide updates when ready.

Soil Deposits and Liability

Regulations required soil removal if defects were found after five years. The MEA found liability for reuse soil unclear between reuse sites and project areas.

Compliance Program for Illegal Dumping

The MECP had a compliance program for illegal dumping, with prosecution available under the Environmental Protection Act. The MECP was looking into a compliance program to support enforcement and standardize sampling situations.

Provincial and Federal Funding

A guest speaker from the Ministry of Infrastructure spoke on the Federal government launching a \$6 billion fund to boost housing infrastructure. Ontario was collaborating with municipalities and investing over \$1.9 billion in housing-enabling infrastructure. Additional funds were allocated to support projects in communities without housing targets and to build, maintain, and repair infrastructure.

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:

| | |
|----------|--|
| 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | MEA Young Professional (YP) Committee |
| CHAIRPERSON(S): | Melanie Knowles |
| REPORTING EXEC: | Taylor Crinklaw |

MANDATE:

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

MEMBERS:

| | | |
|-----------------|----------------|-----------------|
| Taylor Crinklaw | Karan Sharma | Melanie Knowles |
| Evan Cassidy | Erica Tilley | Amin Mneina |
| Tony Tsui | Rishabh Sharma | Shelley Zhu |

ACTIVITIES IN 2024:

Social Media Presence

The committee continued to increase its social media presence in 2024. The LinkedIn group page members have increased from 77 members to 82. 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 LinkedIn using the established hashtag #MEAYp and #MEAontario. Posted content included MEA news, relevant articles, and photos from MEA events.

Mentorship Program

The committee successfully completed 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 came to an end and the committee collected feedback from participants for revisions to the Mentorship Guide. A new registration cycle will be undertaken in 2025.

YP Committee Recruitment

The committee has successfully recruited 3 new members to the YP committee. Tony Tsui from the Ontario Office of the Fire Marshal, Karan Sharma from York Region and Shelley Zhu from City of Guelph joined the YP committee, who will help fill the positons left by current YP members who no longer meet YP criteria. The committee is continually looking to add members to help widen the committees knowledge base and for succession planning purposes.

Networking Events

The YP Committee along with the OGRA Hot Mix Liaison Committee organized an in-person asphalt plant tour in September. Unfortunately, the event was canceled due to low registration.

Webinars/Online Events

The YP Committee hosted a Career Advice Panel Discussion webinar in May where four experienced panelists discussed the challenges in municipal engineering and the skill sets for career success in the field. The webinar was well attended by 15 attendees, in addition to the 4 panelists and host.

A Horizontal Directional Drilling (HDD) in Richmond Hill capital project webinar on is planned for January 2025.

Quarterly Conference Call Meetings

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

FUTURE GOALS OF THE COMMITTEE:

- 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 2025
- Continue social media presence and increase MEA LinkedIn group membership
- Continue to engage MEA members on LinkedIn with monthly posts

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2024:

This committee was previously established to provide overall guidance/oversight on planning the annual conference event and also to establish future hosts.

The committee did not formally meet in 2024; however, informal discussions were held with a couple of committee members to provide status updates on the 2024 Conference.

FUTURE GOALS OF THE COMMITTEE:

Work for 2025

- The Committee will be available to the 2025 London Conference Planning Committee to support planning activities.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Smart Cities Technologies |
| CHAIRPERSON(S): | Mark Siu – Chair |
| REPORTING EXEC: | Taylor Crinklaw, Town of Stratford |

MANDATE:

To provide unity and focus for licensed engineers employed by Ontario’s municipalities through addressing issues of common concern and by facilitating the sharing of knowledge and information

MEMBERS:

| | | |
|---------------------------------|----------------------------------|----------------------------------|
| Mark Siu, City of Toronto | Phillip Franze, City of Brampton | Susan Tesluk, City of Timmins |
| Eric Pulnicki, City of Brampton | Terry Gayman, City of Guelph | Indra Mahjaran, City of Hamilton |
| Jean Hao, City of Kitchener | | |

ACTIVITIES IN 2024:

- Completed new Terms of reference for the Committee needed to better hone how best to the Committee can move forward and better serve MEA members.
- Presentations on Transportation Innovation at the City of Toronto.
- Discussed and shared technologies implementation across various Municipalities

FUTURE GOALS OF THE COMMITTEE:

- Present at 2025 MEA conference
- Continue to organize speakers/ presenters for new technologies.
- Where suitable, organize webinars to connect speakers / presenters with the MEA community.
- Identify list of training and conferences for MEA members related to Smart Technologies

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | Active Transportation Committee |
| CHAIRPERSON(S): | Arif Khan (Chair) |
| REPORTING EXEC: | 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 of Committee

- 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) | Gary Carroll | Michael Cappuccino |
| Andrew Miller | Rooban Markandu | |

ACTIVITIES IN 2024:

Met seven (8) times in this year through TEAMS.

The committee undertook the following activities;

During the meetings, topics included Road Diet, Funding Advocacy and listing the Guidelines in Resources Page.

FUTURE GOALS OF THE COMMITTEE:

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

- 6. Funding advocacy for AT projects.
- 7. Publish Frequently Asked Questions (with answers) on AT at the MEA website and answer further questions from the community on AT.
- 8. Partner with others to deliver a single online location that provides available AT facilities in Ontario including winter maintenance, accessibility and other information.
- 9. Contribute to the industry on common AT issues such as AT crossings at freeway ramps.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---------------------------------------|
| COMMITTEE: | MEA CLIMATE CHANGE COMMITTEE |
| CHAIRPERSON(S): | Kelly Murphy, Region of Durham |
| REPORTING EXEC: | Tara Blasioli, City of Ottawa |

MANDATE:

The Climate Change Committee shall share and consolidate knowledge and respond to the rising issues of Mitigation, Adaptation and Resiliency with respect to climate change and its municipal impact.

MEMBERS:

| | | |
|---|--|---|
| Ralph Scheunemann City of Barrie (Retired Q1) | Garfield Dales City of London (Retired Q3) | 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 | Colleen Gammie City of Guelph (Joined Q3) | Kevin Girard Town of Essex (Pending Q3) |

ACTIVITIES IN 2024:

In 2024, the Committee was pleased to welcome our new Reporting Executive (Tara Blasioli). She has been inspirational, attending meetings, providing feedback, suggestions and input. Thank you to the Board for providing this support and thank you Tara.

In 2024, we agreed to meet quarterly at the request of the members as monthly was found to be too demanding on schedules. This allowed us to work around busy periods such as summer, year end, etc.. Meeting dates included March 14, June 11, and September 19, 2024. The Committee will be meeting November 21 to finish off 2024.

This was the Climate Change Committee's fourth year of the and the main focus of the our group was to continue with our mandate and to provide a benefit to MEA members.

The Committee continued to focus on the 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

During 2024, the Committee updated our resources spreadsheet which can be found on the MEA website. Our team will continue to collectively review and update this spreadsheet and welcome any feedback. The Committee is also available to support members with how to use the resources on this page in their day to day work , as needed. <https://municipalengineers.on.ca/resources/climate-change.html>

In 2024, we had two members retire but towards the end of the year gained one member with the possibility of more members joining with the help of Rishabh.

Again, this year, we hosted webinars relevant to our mandate with the support of Rishabh and the team, all of which were well received. We plan to continue to host more webinars.

- Clearing the bar: Maximizing grant funding opportunities for low-carbon municipal buildings on June 19
- External Municipal Staff Embodied Carbon Training on October 25

Ideas for future webinars include:

- District energy / municipal power supply networks
- Circular economy (material resource use / waste management etc)
- Construction supplier diversity and inclusion
- Alternative procurement models
- Funding opportunities or a tool for funding opportunities
- 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.

The team is getting more fluid with the set up and management of the webinars.

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 of mitigation, resiliency and adaptation. The webinars take a considerable time to develop.
- Our committee is interested to work with other MEA committees, specifically the Municipal Class EA process, excess soils and other key directives from the province to ensure that the climate change impacts and actions are addressed
- 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.

- An alternative would be to align and join with another committee such as Class EA or Asset Management that would tie into all we do and improve on committee numbers.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|-------------------------|
| COMMITTEE: | Asset Management |
| CHAIRPERSON(S): | Kelly Walsh |
| REPORTING EXEC: | Tara Blasioli |

MANDATE:

Vision:

Assist municipalities to effectively manage their assets.

Mission/Scope of Committee

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

Advocacy/Promotion

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

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

Education

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

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

Advice

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

The scope of work 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 | Michael Cappuci | Jackie Kay |
| Saidur Rahman | Filipe Bastista | Dave Graham |
| Abe Mouaket | Reuben Shanthikumar | Marcy McKillop |
| Mike Jans | | |

ACTIVITIES IN 2024:

One meeting was held, no activities were undertaken.

FUTURE GOALS OF THE COMMITTEE:

Determine the true needs of this committee. AM is a very large topic and the group needs a focus area if it is to carry on.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | MEA – Municipal Professional Engineers Advocacy (MPEA) Committee |
| CHAIRPERSON(S): | Roslyn Lusk, Kelly Walsh |
| REPORTING EXEC: | Chris Traini, MEA Past – President |

MANDATE:

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

MEMBERS:

| | | |
|---------------------------------|--|--------------------------------------|
| Sarah Austin, City of Cambridge | Jeffrey Lee, Town of Oakville | Matthew Miedema, City of Thunder Bay |
| Michael Popik, City of Toronto | Carlos Reyes (Secretary) , City of Kitchener | Melissa Ryan, City of Kitchener |
| VACANCY | VACANCY | VACANCY |

ACTIVITIES IN 2024:

The MPEA Committee had a successful and productive 2024. The Terms of Reference (TOR) were reviewed and modified to make some administrative updates related to committee composition, member tenures and meeting dates. One new member was added to the committee in light of previous committee member departures.

The MPEA Committee met on February 23 (Virtual), April 23 (Hybrid), June 7 (Virtual) and October 3 (Virtual). The next committee meeting will be in November. The first meeting of 2024 was used to reorganize all information gathered by the committee subgroups in 2023 to continue to support the mandate.

On April 23rd, the MPEA conducted its third strategic planning session to first onboard the new committee members and to review and validate the key priority established at the last strategic planning session. The group decided to use 2024 to focus on RESEARCH – related to when, how and why the Municipal Act was amended to remove the requirement of having a Chief Engineer on staff, to connect with retired engineers to garner information on their experiences when the change in the Municipal Act was made, to investigate the steps required to amend the Municipal Act, and to connect with municipal legal staff to ask for opinions related to our mandate. The MEA-MPEA has been able to harness AI to assist with much of our research, after validation.

The shared file location continues to be used to minimize email, provide version control and access to all committee members.

FUTURE GOALS OF THE COMMITTEE:

The MPEA will seek to fill three vacancies and facilitate the election process for position at end of tenure. The MPEA Committee is being intentional about seeking committee members from a smaller community to help provide a more fulsome perspective. The committee will continue complete research and will use adaptive strategic planning tools to ensure efforts continue to work towards achieving the committee's mandate.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2024:

The minimum maintenance standards committee did not meet in 2024.

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:

| | |
|----------|--|
| 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Excess Soil Working Group |
| CHAIRPERSON(S): | Katrina MacDonald, City of Mississauga Kyle VanderMeer, City of Guelph |
| REPORTING EXEC: | 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 | Rushan Galagoda City of Hamilton | Katrina Macdonald City of Mississauga |
| Erin O'Neill City of Ottawa | Divya Sasi Toronto and Region Conservation Authority | Jeff Hachey City of London |
| Jeffrey Lee Town of Oakville | Brodie Richmond City of Kingston (SME) | Kyle VanderMeer City of Guelph |
| Apurva Paulraj City of Toronto | George Missios City of Vaughan | |

ACTIVITIES IN 2024:

The working group met on December 14 in 2023 and January 11, February 8, March 14, April 11, May 9, June 13, July 11 and August 8 in 2024.

This was the third year of the working group. Our main focus continued to be 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. As the Excess Soil Regulation was amended on April 23, 2024 by O. Reg. 174/24, the group focused on understanding the impact the amendments would have on Municipal works.

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.

In Fall 2023 the working group prepared a response on behalf of the MEA to ERO Posting No. 019-7636 “Proposed Regulatory Amendments to Encourage Greater Reuse of Excess Soil”. In Winter 2023, the working group prepared a response on behalf of the MEA regarding RPRA consultations on their “Proposed 2024 Excess Soil Registry Fees”. In Spring 2024 the working group helped set up an Excess Soil Panel at the Good Road Annual Conference 2024. In Summer of 2024 the working group arranged for a presentation by XS Soil Solutions, an innovative Consultancy finding new ways to reuse excess soils. The working group is also currently providing assistance to MEA on offering an Excess Soil Training Course by preparing the outline for the course.

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:

- 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. Planned for Fall 2024.
- The working group is planning to meet again with the MECP in late 2024 / early 2025 to communicate the barriers/ concerns faced with municipalities and advocate improvements to the regulation, rules and guidelines with the MECP from a municipal perspective.
- The group is looking forward to actively participating in the creation of the MEA’s Excess Soil Training Course

FUTURE OF COMMITTEE:

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

EXTERNAL COMMITTEE REPORTS

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Multi-Stakeholder Working Group on Road Salt |
| CHAIRPERSON: | MarieFrance-Roussel – Environment Canada |
| REPORTING EXEC: | Taylor Crinklaw |

MANDATE:

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

MEMBERS:

| | |
|-----------------------------|---|
| Imran Khalid – Huron County | Numerous members representing various road authorities, agencies, suppliers, etc. Canada wide |
|-----------------------------|---|

ACTIVITIES IN 2024:

Steve Lund from Huron County retired in early 2024.

Imran Khalid from Huron County has volunteered to take on the role as the MEA’s rep on this committee effective September 2024.

Imran will report on Committee activities commencing in 2025.

FUTURE GOALS:

Imran will report back in 2025

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Good Roads Education and Training Committee |
| CHAIRPERSON(S): | Salim Alibhai – Director, Capital Planning and Delivery, Transportation Operations, Public Works, Regional Municipality of York |
| REPORTING EXEC: | 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:

| | | |
|--|--|--|
| Melissa Abercrombie, Manager of Engineering Services, County of Oxford | Chris Traini, County Engineer, County of Middlesex, representing MEA | Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris |
| Cathy Burghardt-Jesson, Mayor, Municipality of Lucan-Biddulph | Aakash Desai, Treasurer, Township of Chatsworth | Guy Godmaire, Roads Superintendent, Township of Harley and Kearns |
| Nancy Peckford, Warden, United Counties of Leeds and Grenville | Justin Towndale, Mayor, City of Cornwall | |

ACTIVITIES IN 2024:

The committee met in November 2023 and January, June and September, 2024.

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 2024:

- 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 2024 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 course director training and development.

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. MEA plans to participate in Road School for the first time in 2025.

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:

| | |
|---|--|
| √ | 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Good Roads Equity, Diversity and Inclusion Committee |
| CHAIRPERSON(S): | Kristin Murray, Councillor, City of Timmins |
| REPORTING EXEC: | 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, Mayor, Municipality of Lucan-Biddulph | Chris Traini, County Engineer, County of Middlesex, representing MEA | Aakash Desai, Treasurer, Township of Chatsworth |
| Nancy Peckford, Warden, United Counties of Leeds and Grenville | Paul Ainslie, Councillor, City of Toronto | Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris Travis |
| Cheryl Fort, Mayor, Township of Hornepayne | John Parsons, Division Manager, Roads Operations, City of London | |

ACTIVITIES IN 2024:

The committee met in November 2023 and January, June and September, 2024.

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 2024:

- Providing recommendations on First Nations engagement
- Monitoring of the implementation of Truth and Reconiliation 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:

| | |
|---|--|
| √ | 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Good Roads Public Affairs Committee |
| CHAIRPERSON(S): | Melissa Abercrombie, Manager of Engineering Services, County of Oxford |
| REPORTING EXEC: | Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association |

MANDATE:

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

MEMBERS:

| | | |
|--|--|--|
| Chris Angelo, Director of Public Works and Environmental Services, City of Quinte West | Chris Traini, County Engineer, County of Middlesex, representing MEA | Nazzereno Capano, Manger, Transportation Policy and Innovation, City of Toronto |
| Cheryl Fort, Mayor, Township of Hornepayne | Terry McKay, Deputy Mayor, Township of Chatsworth | Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris |
| Kristin Murray, Councillor, City of Timmins | Justin Towndale, Mayor, City of Cornwall | |

ACTIVITIES IN 2024:

The committee met in November 2023 and January, June and September, 2024.

Good Roads has redefined its committee structures as of the 2021 Good Roads annual conference. The Public Affaris committee was established with the following manadate which guided their activies in 2024:

- 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 funding for improvements to rural road safety; and advocacy on issues including supports for building safer roads and expansion of automated enforcement technology.

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:

| | |
|---|--|
| √ | 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | Good Roads Research and Product Development Committee |
| CHAIRPERSON(S): | Chris Angelo, Director of Public Works and Environmental Services, City of Quinte West |
| REPORTING EXEC: | Chris Traini, County Engineer, County of Middlesex, representing Municipal Engineers Association |

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:

| | | |
|--|---|--|
| Nazzareno Capano, Manager, Transportation Policy and Innovation, City of Toronto | Chris Traini, County Engineer, County of Middlesex, representing MEA | Paul Ainslie, Councillor, City of Toronto |
| Salim Alibhai, Capital Planning and Delivery, Transportation Operations, Public Works, Regional Municipality of York | John Parsons, Retired, Division Manager, Roads Operations, City of London | Antoine Boucher, Director of Public Works and Engineering, Municipality of East Ferris |
| Terry McKay, Deputy Mayor, Township of Chatsworth | Guy Godmaire, Road Superintendent, Township of Harley and Kearns | |

ACTIVITIES IN 2024:

The committee met in November 2023 and January, June and September, 2024.

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 2024:

- 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 the redevelopment of The Road Authority product management website and improvements to the Winter Web App. This committee also oversees awards including the municipal paving award and the John Niedra Better Practices competition.

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 potential future maintenance of these documents which are greatly supported by the actions of our members through their efforts on the OPS committees.

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:

| | |
|---|--|
| √ | 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---------------------|
| COMMITTEE: | TAC Monitoring Rep. |
| CHAIRPERSON(S): | N/A |
| REPORTING EXEC: | Joe de Koning |

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:

Rishabh Sharma - MEA

ACTIVITIES IN 2024:

The 2024 TAC (Transportation Association of Canada) Conference was held in Vancouver, BC, from September 23rd to 25th. It featured technical sessions, workshops, and networking opportunities. Over 1,400 transportation professionals from businesses, governments (municipal, provincial, territorial, and federal), academia, and other organizations attended, making it an essential event for knowledge exchange and networking.

MEA Participation Highlights

The MEA TAC Monitoring Representative attended both the Spring and Fall TAC Technical Meetings and participated actively in the conference. Key committee meetings attended included:

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

During the conference, the representative attended the opening plenary, two technical sessions, and explored the tradeshow floor, connecting with vendors and promoting the MEA Conference for potential sponsorships.

Key Takeaways from 2024 Fall Technical Meetings

- **Road Safety Committee:**
 - Canadian and international micromobility research on vehicles, safety regulations, and practices.
 - Nova Scotia Highway 107 Wildlife Underpass Retrofit Pilot to reduce wildlife collisions.
 - Members provided updates on Vision Zero initiatives in their jurisdictions.
- **Active Transportation Committee:**
 - Identified Indigenous issues relevant to active transportation infrastructure planning.
 - Potential of suburban areas to increase cycling mode share and community connectivity.
 - Bike lane barriers on bridges, Dutch-style roadway designs, and solutions for narrow collector roads.
- **Education Committee:**
 - Discussed enhancing technology content and practical learning in educational programs through the Highly Qualified Professionals Report.
 - Members provided an update on the progress of the Indigenous Issues in Transportation Working Group.

FUTURE GOALS OF THE COMMITTEE:

Recommended Committees for Continued MEA Participation

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

Additionally, 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:

| | |
|----------|--|
| 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | Canadian Precast Concrete Quality Assurance Certification Program (CPCQA) Advisory Committee |
| CHAIRPERSON(S): | Nick Colarusso Mike Rabeau |
| REPORTING EXEC: | Joe de Koning |

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.

| Quality Assurance Council | | | | |
|----------------------------------|------------------|-----------------------------------|--------------|-----------------|
| First Name | Last Name | Company | Role | Province |
| Muhamed | Arapovic | Lafarge Precast | Producer | MB |
| Bill | LeBlanc | CPCQA Managing Director | CPCQA | AB |
| Brian | Clarke | ProChk Engineering | ACO | ON |
| Nick | Colarusso | Municipal Engineers Assoc. | Municipal | ON |
| Dean | Frank | Dean Frank Associates LLC | Vice Chair | US |
| Brady | Jacobs | 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 | Retired | General Int | 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 | Retired | 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 2024:

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

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

Three Quality Advisory Council (QAC) meetings were (or will be) held in 2024:

February 2, 2024
June 12, 2024
October 25, 2024

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

The CPCQA program covers products and specifications as follows:

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

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

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

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

In order to improve overall quality of the testing conducted by the plants in the program CPCQA decided in 2024 to require that all concrete testing technicians that test Self Consolidating Concrete (SCC) shall have passed the ACI SCC Technician Certification exam (by mid 2025).

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

FUTURE GOALS OF THE COMMITTEE:

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

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

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

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

MEMBERS:

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

ACTIVITIES IN 2024:

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

FUTURE GOALS OF THE COMMITTEE:

Maintain standards of certification and reviewing certification applicants.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

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

MEMBERS:

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

ACTIVITIES IN 2024:

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. |

2024 MEA COMMITTEE REPORT

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

MANDATE:

| |
|---|
| <p>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.</p> <p>The ORCGA is an organization promoting efficient and effective damage prevention for Ontario’s vital underground infrastructure.</p> <p>ORCGA Vision: <i>“Leading Ontario to effectively eliminate damages to underground infrastructure”</i></p> <p>ORCGA Mission Statement: <i>“Enhance public and worker safety through the collaborative prevention of damage to underground infrastructure through advocacy, education & engagement”</i></p> <p>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.</p> <p>The MEA Representative on the ORCGA Board is one of Five (5) Members-at-Large, on the Board.</p> <p>The ORCGA The ORCGA is affiliated in a goals perspective with the CCGA (the Canadian Common Ground Alliance)</p> |
|---|

MEMBERS:

| <u>Name</u> | <u>Company</u> | <u>Stakeholder Category</u> |
|---------------------------|---------------------------------------|-----------------------------|
| Jamie Bradburn | T2 Utility Engineers | Engineering |
| Peter Lamb | ACI Survey Consultants (AOLS) | Land Surveying |
| Mike McGivery - Treasurer | Enbridge Gas Inc | Gas/Oil Distribution |
| Katie Gotsman | Ontario One Call | One Call |
| Jason Meyer | G - Tel | Locator |
| Gretchen Gordon | 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 |
| Sean James | Landscape Ontario | Landscaping/Fencing |
| Raffaello Taurino | Clearway Construction | Deep Excavator |
| Eric Boere - Vice Chair | Regional Municipality of Halton | Municipal & Public Works |
| VACANT | | Railway |
| Antonio Carvahlo | North Rock Group (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 2024:

The ORCGA Board of Directors met in February, May & September of 2024 to review business initiatives.

Events.

The 2024 Damage Prevention Symposium was held at Sheraton Fallsview in Niagara Falls on February 6-8, 2024. In April, several Dig Safe events were held across the province, covering all 13 Geographic Council areas. Events included proclamations, flag raisings and presentations held at both Municipal offices and member companies. The Annual Golf Tournament was held at the Club at Bond Head on June 19, 2024, the return of the Locate Rodeo and Excavator Challenge took place on August 22 and 23, 2024 at Georgian College in Barrie.

Planning for the Fall Dig Safe Contractor Breakfasts (Formerly Geographic Councils) in underway for the fall.

Planning for the 2025 Damage Prevention Symposium to be held at the Westin Downtown in Ottawa on February 11-13, 2025 is well underway and registration will open on October 8, 2024.

Education.

The Damage Prevention Technician (DPT) Programs were held throughout the first and second quarters across the province. The enhanced DPT Program (DPT1000) is ready to roll out to the industry with an initial pilot scheduled for mid-September at the Enbridge Gas Training Centre in Markham. The class will be instructed by G-tel staff for both classroom and field components. Delivery of Safe Excavator Training (SET) program has been strong to date in 2024. Promotion of the SET Program through in-person events continues to increase awareness and interest in the program. Tailboard Talks – Further Tailboard Talks (TbT) are proposed to be developed in 2024 in addition to the eight currently available. Work continues on expanding the number of topics based on stakeholder feedback.

Reporting and Evaluation Committee. In August, the MEA was asked to delivery an email to its members looking for volunteers to fill a vacant committee spot for municipal representation. This resulted in 7 candidates expressing interest and the spot was filled successfully.

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 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:

| | |
|----------|--|
| 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--|
| COMMITTEE: | External Waste Practitioner’s Group (WPG) |
| CHAIRPERSON(S): | Tracy Annett, Region of Waterloo, Waste Management |
| REPORTING EXEC: | |

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 Resource Ontario) |
| External Members | | |

ACTIVITIES IN 2024:

This group did not reconvene since the May 10, 2023 meeting. However, on February 22, 2024 the MECP did post a decision regarding modernizing Ontario’s EA program based on third round of consultation. Decision details can be view at: <https://ero.ontario.ca/notice/013-5101#decision-details>

I periodically follow up with the group to see about planned meetings and no further meetings are planned at this time for 2024.

FUTURE GOALS OF THE COMMITTEE:

During the 2023 meeting the MECP would welcome discussion by members on their experiences with the waste permissions process in future meetings given the proposed EA modernization. If the committee continues to not meet between this report and next I may change my recommendation to dissolve my participation in this external committee.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | The Road Authority (Products Management Committee) |
| CHAIRPERSON(S): | Doug Culbert (ESA) |
| REPORTING EXEC: | Dan Cozzi |

MANDATE:

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

MEMBERS:

| | | |
|-----------------------------|---------------------------------|----------------------------------|
| 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 - ORSIC | Amin Mneina (Coordinator) - OGRA |
| Scott Butler (Guest) - OGRA | | |

ACTIVITIES IN 2024:

The Committee met seven times from November 2023 to September 2024. All of the meetings were conducted by teleconference. The committee reviewed a total of 17 products and classified them as follows: 8 accepted for use, 0 were conditionally accepted, 0 were under evaluation and 9 required additional information.

The Committee also undertook following activities.

- Reviewed PMC Terms of Reference (TOR)
- Reviewed the Product Evaluation Criteria
- Reviewed the PMC submission requirement so that testing and standards comply.

FUTURE GOALS OF THE COMMITTEE:

| |
|------------------------------|
| Continue review of products. |
|------------------------------|

FUTURE OF COMMITTEE:

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

**OPS
COMMITTEE
REPORTS**

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

| | | | |
|------------------------------------|--------------------------------|---|--------------------------------------|
| Dan Cozzi - MEA Co-Chair | Bruce Cane – MTO – Co-Chair | Mike Pearsal - OPS Admin | Steven Forte, OPS Coordinator |
| Alan Korell – MEA SMC | Scott Bulter - OGRA | Steven Crombie - ORBA | Andrew Hurd -ACEC Ontario |
| Penelope Palmer City of Toronto | Patrick McManus OSWCA | Rishabh Sharma - MEA & OPS Coordinator | Susanne Chan – MTO Standards Mgmt |
| Amanda Rodek, OPS Coordinator | | | |

ACTIVITIES IN 2024:

General:

The Advisory Board meets 4 times per year. In 2024, all meetings were held via video conference. Meeting dates were January 17, April 5, June 24, and October 28

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, Amanda Rodek, Susanne Chan and Rishabh Sharma)

Member/Staff Updates:

Bruce Cane from the MTO became the head of the OPS Standards Branch at MTO and took on the role as co-chair of the OPS Advisory Board in January of 2024, replacing Alain Beaulieu who took on a new role at MTO.

Steven Crombie is the new rep from ORBA.

Rishabh Sharma, Technical Services Coordinator from MEA, took on the dual role as an OPS Committee Coordinator with MTO beginning in January. MTO and MEA have executed an agreement where MTO pays approx. 50% of Rishabh's salary. There are now 3 active OPS Committee Coordinators (Rishabh, Steven Forte and Amanda Rodek).

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 2024 (virtual) and both were well attended.

MEA launched its inaugural OPS 201 Course in October 2024, with a focus on general conditions on contract. Course was well attended (60 participants).

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 2025 Roads School.

FUTURE GOALS OF THE COMMITTEE:

Ensure the long-range sustainability of the OPS MUNI.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | OPS Standards Management Committee |
| CHAIRPERSON(S): | Alan Korell |
| REPORTING EXEC: | 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 Committee.

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 2024:

The committee met four times from January to September 2024.

The following details the update of standards scheduled for the 2024 publication cycle:

Published: OPSS.MUNI – 7
 OPSD – 63

FUTURE GOALS OF THE COMMITTEE:

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

FUTURE OF COMMITTEE:

| | |
|----------|--|
| X | 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. |

2024 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

| | | |
|----------------------------|--------------------------------------|------------------------------------|
| Eva Pulnicki MEA, Chair | Mike Baldesarra OSWCA, Vice-Chair | Rishabh Sharma MEA, Coordinator |
| Olena Czajkowski MTO | Riaz Haq MECP | Don McBayne ACEC-Ontario |
| Aaron Ward MEA | Steven D’Orazio ORBA | |

ACTIVITIES IN 2024:

It is expected that a total of 9 Committee meetings has taken place in 2024 by December 5, 2024, 7 remote and 2 in person.

Andrea Pitura, OPS Drainage Committee MEA member since October 2020 left public sector, and therefore OPS Drainage Committee, in October 2023. Vacant MEA position has not been filled yet.

The Committee has forwarded the following 9 drawings and 6 specifications to SMC for publication in November this year:

- 403.010 - Galvanized Steel, Honey Comb Grating for Ditch Inlet
- 403.011 - Raised Ditch Inlet Drawing
- 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 433 [NEW] - Visual Observation Inspections
 OPSS.MUNI 512 - Installation of Gabions
 OPSS.MUNI 1351 - Precast Reinforced Concrete Components for Maintenance Holes, Catch Basins, Ditch Inlets, and Valve Chambers
 OPSS.MUNI 1430 - Gabion Baskets and Mats
 OPSS.MUNI 1820 - Circular and Elliptical Concrete

The Committee has forwarded the following 2 drawings to SMC with request to remove them from OPSDs in November this year:

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

The Committee worked on the following new drawings and specification:

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)

OPSS.MUNI 430 [NEW] - General Post-Installation Inspections

Proposed new OPSDs and OPSS are still in works and will be published when completed.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in November 2025:

400.001 - Hoisting Hook Rib for Cast Iron Frames for Catch Basins, Maintenance Holes, and Valve Chambers
 400.010 - Cast Iron, Square Frame with Square Overflow Type Dished Grate for Catch Basins, Herring Bone Openings
 400.020 - Cast Iron, Square Frame with Square Flat Grate for Catch Basins, Herring Bone Openings
 400.021 - Cast Iron, Square Frame for Curb Inlet Overflow
 400.030 - Cast Iron, Square Frame with Square V Grate for Catch Basins, Herring Bone Openings
 400.040 - Cast Iron, One-Piece Frame and Flat Square Grate for Temporary Installation, Herring Bone Openings
 400.070 - Cast Iron, Raised Square Frame with Circular Flat Grate for Catch Basins, Herring Bone Openings
 400.080 - Cast Iron, Side Inlet for Catch Basins
 400.081 - Cast Iron, Curb Inlet Frame with Two-Piece Raised Cover for Catch Basins
 400.090 - Cast Iron, Curb Inlet Overflow for Catch Basins
 400.100 - Cast Iron, Square Frame with Square Flat Grate for Catch Basins, Perforated Openings
 400.110 - Cast Iron, Square Frame with Square Overflow Type Flat Grate for Catch Basins, Perforated Openings
 400.120 - Cast Iron, Square Frame with Birdcage Grate for Catch Basins
 401.010 - Cast Iron, Square Frame with Circular Closed or Open Cover for Maintenance Holes
 401.020 - Cast Iron, Circular Frame with Circular 745 Mm Cover for Maintenance Holes
 401.030 - Cast Iron, Square Frame with Circular Watertight Cover for Maintenance Holes
 401.040 - Cast Iron, Raised Square Frame with Circular Closed or Open Cover for Maintenance Holes
 401.050 - Cast Iron, Raised Square Frame with Circular Watertight Cover for Maintenance Holes

- 401.060 - Cast Iron, Circular Locking Cover for Maintenance Holes
- 404.020 - Aluminum Safety Platform for Circular Maintenance Hole
- 404.021 - Aluminum Safety Platform for 1500Mm Diameter Circular Maintenance Hole with Drop Pipe
- 404.022 - Aluminum Safety Platform for 1800Mm Diameter Circular Maintenance Hole with Drop Pipe
- 405.010 - Maintenance Hole Steps, Hollow
- 405.020 - Maintenance Hole Steps, Solid
- 406.010 - Aluminum Ladder
- 805.010 - Height of Fill Table - Corrugated Steel Pipe and Structural Plate Corrugated Steel Pipe
- 805.020 - Height of Fill Table - Corrugated Steel Pipe Arch and Structural Plate Corrugated Pipe Arch
- 805.030 - Height of Fill Table, Spiral Rib Round Pipe
- 805.040 - Height of Fill Table, Spiral Rib Pipe Arch
- 806.020 - Height of Fill Table, Dual Wall Corrugated Polyethylene Gravity Sewer Pipe - 210 and 320 Kpa
- 806.021 - Height of Fill Table, Closed Profile Wall Polyethylene Pipe Rsc 160 and Rsc 250
- 806.022 - Height of Fill Table, Dual Wall Corrugated Polyethylene Gravity Sewer Pipe Rsc 100 and Rsc 160
- 806.030 - Height of Fill Table Dual and Triple Wall Corrugated Polypropylene Gravity Sewer Pipe 320 Kpa
- 806.040 - Height of Fill Table, Polyvinyl Chloride Gravity Sewer Pipe, 210, 320, and 625 Kpa
- 807.010 - Height of Fill Table - Reinforced Concrete Pipe - Confined Trench, Class: 50-D; 65-D; 100-D; 140-D
- 807.030 - Height of Fill Table - Reinforced Concrete Pipe - Embankment, Class: 50-D; 100-D; 140-D
- 807.040 - Height of Fill Table - Non-Reinforced Concrete Pipe, Class 3
- 807.050 - Elliptical Concrete Pipe, Class He-A, He-I, He-li, He-lii, and He-iv
- 809.010 - Perforated Pipe Sub-Drain In Granular Trench Main Storm Sewer Connection To Drainage Structure
- 810.010 - Rip-Rap Treatment for Sewer and Culvert Outlets
- 810.020 - Rip-Rap Treatment for Ditch Inlets
- OPSS.MUNI 410 - Pipe Sewer Installation In Open Cut
- OPSS.MUNI 415 - Pipeline Installation by Tunnelling
- OPSS.MUNI 416 - Pipeline and Utility Installation by Jacking and Boring
- OPSS.MUNI 421 - Pipe Culvert Installation In Open Cut
- OPSS.MUNI 430 [NEW] - General Post-Installation Inspections
- OPSS.MUNI 465 - Sewer Pipeline and Culvert Rehabilitation by PVC Fold and form Liner
- OPSS.MUNI 1850 - Frames, Grates, Covers and Gratings

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

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---------------------------------|
| COMMITTEE: | OPS Electrical Committee |
| CHAIRPERSON(S): | David Wong |
| REPORTING EXEC: | Taylor Crinklaw |

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2024:

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

- 2101.010 Duct Installation In Trenches
- 2101.020 Extension Of Existing Rigid Ducts Encased In Concrete
- 2441.000 Supply Control Cabinet Assembly Type 3, 120/240V, 100A, 1-Phase, 3-Wire
- 2441.010 Supply Control Cabinet Assembly Type 3, Enclosure
- 2441.020 Supply Control Cabinet Assembly Type 3, Dead Front Panels
- 2441.030 Supply Control Cabinet Assembly Type 3, 3-Point Door Latch
- 2902.322 Advanced Traffic Mgmt System, Supply Control Cabinet, 120/240V, 100A, 1-Phase, 3-Wire
- 2215.02 Anchorage Assembly for Lighting and Signal Poles
- 2215.025 Anchorage Assembly For Heavy Class Steel Pole And Sectional Steel Pole
- 2215.03 Pole Mounting Details For Base Mounted Metal Pole
- 2100.06 Rigid Ducts Encased In Concrete

| | |
|----------|---|
| 2103.010 | Rigid Duct Termination For High Voltage Cables At Utility Poles |
| 2103.020 | Duct Installation Profiles |
| 2103.060 | Augering Pits For Subsurface Installation Of Ducts And Encasements |
| 2450.011 | High Mast Lighting Pole, 25, 30, And 35 m 8-Sided Pole |
| 2450.021 | High Mast Lighting Pole, 40 And 45 m 12-Sided Pole |
| 2453.010 | High Mast Lighting Pole, Cable Holder And Storage Hook Detail |
| 2453.020 | High Mast Lighting Pole, Handhole Cover, Hinges, Latches, and Padlock |

FUTURE GOALS OF THE COMMITTEE:

The following standards are scheduled to be reviewed for the next publication cycle in 2025:

| | |
|----------|--|
| 2434 | Underpass Lighting Luminaires |
| 2103.040 | Rigid Duct Installation In Existing Paved Area, Granular Backfill Method |
| 2104.01 | Ducts Surface Mounted On Structures |
| 2414.010 | 3.3 m Aluminum And Sectional Steel Pole, Base Mounted |
| 2453.050 | High Mast Lighting Pole Nameplate Details |
| 2432 | High Pressure Sodium Luminaires For Highway Lighting |
| 2479 | Floodlight Luminaires Used In High Mast Lighting |
| 2555.010 | Flexible Utility Marker |

The OPS Electrical committee is reviewing and recommending for publication various MTO sourced drawings.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|--------------------------------------|
| COMMITTEE: | OPS – Environmental Committee |
| CHAIRPERSON: | Don Kudo |
| REPORTING EXEC: | Penelope Palmer |

MANDATE:

Environmental Committee is responsible for standards related to the environment such as: management of excess materials, waterbody and fisheries protection, dewatering, tree protection, planting, topsoil, sodding, seed and cover, and temporary erosion and sediment control measures.

MEMBERS:

| | | |
|-------------------------------|-----------------------------------|-----------------------------------|
| Don Kudo - MEA, Chair | Daniel McCreery - MEA, Vice Chair | Rishabh Sharma - MEA, Coordinator |
| Prasoon Adhikari – MEA | Doug Clark – ORBA | Allison Hennyey - MTO |
| Mark Armstrong - ACEC-Ontario | | |

ACTIVITIES IN 2024:

The OPS Environmental Committee was productive during the 2023 – 2024 work cycle.

With respect to membership the committee welcomed Rishabh Sharma (MEA), who took over the coordinator position from Amanda Rodek (MTO).

The Committee had a successful 2024, reviewing 5 Standard Drawings.

OPSD 219.240 - Sediment Trap for Dewatering
 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

The Committee also reviewed 5 specifications:

OPSS.MUNI 180 - Management of Excess Material
 OPSS.MUNI 820 - Riffles on Streambeds

OPSS.MUNI 821 - Pools In Streambeds
 OPSS.MUNI 822 - Rocky Ramps On Streambeds

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2025:

- OPSS.MUNI 823 - Low Flow Channels
- OPSS.MUNI 824 - Baffles in a Culvert
- OPSS.MUNI 804 - Protection and Rehabilitation of Earth Surfaces Formally Seed and Cover
- OPSS.MUNI 805 - Temporary Sediment Control Measures
- OPSS.MUNI 830 - Local Seed Bank
- OPSS.MUNI 831 - Local Vegetation Blocks
- OPSS.MUNI 832 - Bioengineering
- OPSS.MUNI 801 - Protection of Trees
- OPSS.MUNI 802 - Top Soil

- OPSD 222.080 Low Flow Channels
- OPSD 222.090 Baffles in a Culvert
- OPSD 222.100 Local Vegetation Blocks
- OPSD 222.110 Live Fascine
- OPSD 222.120 Live Stakes
- OPSD 222.130 Brush Mattress
- OPSD 222.140 Brush Layers
- OPSD 220.010 Barrier for Tree Protection
- OPSD 219.150 Sandbag Barrier
- OPSD 219.110 Light Duty Silt Fence Barrier
- OPSD 219.130 Heavy Duty Silt Fence Barrier
- OPSD 219.131 Heavy Duty Wire Backed Silt Fence Barrier

The committee is focused on standards review and will continue following the regular Committee Workplan.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|---|
| COMMITTEE: | OPS General Conditions Committee |
| CHAIRPERSON(S): | Mohan Toor |
| REPORTING EXEC: | Penelope Palmer |

MANDATE:

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

MEMBERS:

| | | |
|--------------------------------------|-------------------------------|------------------------|
| Mohan Toor, Chairperson (MEA) | Charlyne Elep (MEA) | Adriano Cesarone (MTO) |
| Noris Bot, Vice Chair (ACEC-Ontario) | Curtis Breklemans (OSWCA) | Vacancy – (ORBA) |
| Mohammad Kashani (MEA) | Rishabh Sharma (MEA) – Coord. | |

ACTIVITIES IN 2024:

- The Committee held three meetings in 2024- in February, March and June 2024.
- Discussed and reviewed feedback received on OPS General Conditions of Contract; tabled and documented all incoming questions and suggestions.
- Evaluated and identified the necessary updates for OPSS.MUNI 100.
- Reviewed the finalized OPSS.MUNI 100 for publication in November 2024.

FUTURE GOALS OF THE COMMITTEE:

- Submit OPSS.MUNI 100 to Standards Management Committee for November 2024 publication.
- Continue the 5 year review cycle of OPSS.MUNI 100 with the next update due in 2029.
- Maintain full membership of the Committee.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|------------------------------|
| COMMITTEE: | OPS Grading Committee |
| CHAIRPERSON(S): | David Shelsted |
| REPORTING EXEC: | Scott Hamilton |

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 2024:

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

| | |
|---------------|---|
| OPSS.MUNI 305 | Granular Sealing |
| OPSS.MUNI 501 | Compacting |
| OPSS.MUNI 506 | Dust Suppressants |
| OPSS.MUNI 510 | Removal |
| OPSD 200.010 | Earth/Shale Grading Undivided Rural |
| OPSD 200.020 | Earth/Shale Grading Divided Rural |
| OPSD 201.010 | Rock Grading Undivided Rural |
| OPSD 201.020 | Rock Grading Divided Rural |
| OPSD 202.010 | Slope Flattening Using Surplus Excavated Material on Earth or Rock Embankment |
| OPSD 202.031 | Roadway Widening for Steel Beam Energy Attenuating Terminal Approach End |

| | |
|--------------|--|
| OPSD 202.032 | Roadway Widening for Steel Beam Energy Attenuating Terminal Leaving End and Constrained Approach End |
| OPSD 202.033 | Roadway Widening, Single Sided Energy Attenuating Terminals, Approach End |
| OPSD 202.037 | Roadway Widening for Steel Beam Terminal (SBT) on Inside of Curve |
| OPSD 202.038 | Roadway Widening for Steel Beam Terminal (SBT) on Outside of Curve |
| OPSD 202.040 | Roadway Widening, for High Tension Cable Terminals, Slope Installation |
| OPSD 202.041 | Roadway Widening, for High Tension Cable Terminals, Shoulder Installation |
| OPSD 210.070 | Granular Sealing |

The OPS Grading committee is reviewing and recommending for publication various MTO sourced drawings.

FUTURE GOALS OF THE COMMITTEE:

The following standards are scheduled to be reviewed for the next publication cycle in 2025:

| | |
|----------------|---|
| OPSS. MUNI 201 | Clearing, Close Cut Clearing, Grubbing, and Removal of Surface Boulders |
| OPSS.MUNI 206 | Grading |
| OPSS.MUNI 212 | Borrow |
| OPSS.MUNI 510 | Removal |
| OPSS.MUNI 1860 | Geotextiles |
| OPSD 204.010 | Boulder Treatment Cut Sections, Subgrade |
| OPSD 208.010 | Benching of Earth Slopes |
| OPSD 710.010 | Capping Existing Structures Maximum 4.0 m Cover |

The OPS Grading committee is reviewing and recommending for publication various MTO sourced drawings.

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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|-----------------|
| COMMITTEE: | Pavement |
| CHAIRPERSON(S): | Adam Kiley |
| REPORTING EXEC: | Ben de Haan |

MANDATE:

Pavement Committee is responsible for standards related to pavement such as: granular base and sub-base, surface treatment, asphalt, concrete and composite pavements, subdrains, sidewalk, curb and gutter, and weighing of materials.

MEMBERS:

| | | |
|-------------|---------------|----------------|
| Adam Kiley | Ashton Martin | Kerolus Khalil |
| Jane He | Shawn Lapain | Alen Keri |
| Stephen Lee | | |

ACTIVITIES IN 2024:

The following specifications were revised and submitted for approval for November Publication:

OPSS

401, 402, 578, 603, 1102, 1103, 1153

OPSD

206.010, 206.020, 209.010, 209.011, 210.010, 210.020, 211.010, 211.020, 212.010, 212.020, 212.030, 216.010, 216.020.

Of particular note, OPSS.MUNI 401, 402, and 603 were updated with gender-neutral language and did not receive any technical updates. The date was updated, but they will remain in the current order on the workplan for full review.

OPSS.MUNI 578 was formerly 1359, but was re-numbered to reflect its conversion to Construction Specification from Material.

FUTURE GOALS OF THE COMMITTEE

The Committee is currently reviewing the following specifications, with a projected publication of 2025 or April 2026:

OPSS
305, 310, 1003, 1010, and 1101.

These are among the longest and most important specifications under the responsibility of the Pavement Committee.

FUTURE OF COMMITTEE:

| | |
|------------|--|
| Yes | Work of this Committee is ongoing and is beneficial to the Membership. I recommend it remain in place. |
| No | Work of this Committee has been completed and I recommend that the Committee be dissolved. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|-------------------|
| COMMITTEE: | Structures |
| CHAIRPERSON(S): | Omozokpia Ajayi |
| REPORTING EXEC: | 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 | Jackson Lee | Bart Kanters |
| Erum Mohsin | Jennifer Alonzi | Mark Torrie |
| Mike Doupe | Goby Jeyagoby | |

ACTIVITIES IN 2024:

The following specifications were submitted for approval for November 2024 publication:

| | |
|---------------|--|
| OPSS.MUNI 909 | Prestressed Concrete – Precast Members |
| OPSS.MUNI 915 | Sign Support Structures |
| OPSS.MUNI 942 | Prestressed Soil And Rock Anchors |

FUTURE GOALS OF THE COMMITTEE

The following specifications are scheduled for review in Fall 2024, and projected publication of 2025:

| | |
|----------------|--|
| OPSS.MUNI 422 | Precast Reinforced Concrete Box Culverts |
| OPSS.MUNI 1821 | Precast Reinforced Concrete Box Culverts |
| OPSS.MUNI 1315 | White Pigmented Curing Compounds for Concrete |
| OPSS.MUNI 907 | Structural Wood Systems |
| OPSS.MUNI 919 | Construction Specification For Formwork And Falsework |
| OPSD: | |
| 3090.100 | Foundation Frost Penetration Depths for Northern Ontario |
| 3090.101 | Foundation Frost Penetration Depths for Southern Ontario |

FUTURE OF COMMITTEE:

| | |
|---|--|
| Y | 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. |

2024 MEA COMMITTEE REPORT

| | |
|------------------------|-----------------------|
| COMMITTEE: | Traffic Safety |
| CHAIRPERSON(S): | Robert Fazio |
| REPORTING EXEC: | Penelope Palmer |

MANDATE:

Traffic Safety Committee is responsible for standards related to traffic safety such as: attenuators, delineation, pavement markings, roadside barriers, noise barriers, end treatments, crash cushions, arrestors, anti-glare screens, traffic control signing, fencing, and winter salting and sanding.

MEMBERS:

| | | |
|---------------------|-------------|-----------------|
| Robert Fazio | Brad Porter | Kenneth Shannon |
| Reuben Shanthikumar | Edward Chiu | Jenn Eden |

ACTIVITIES IN 2024:

The following specifications were published in April 2024:

OPSS

721

OPSD

912.133, 912.134, 912.136, 912.137, 912.150, 912.151, 912.152, 912.154, 912.160, 912.160, 912.161, 912.162, 912.163, 912.164, 912.165, 912.189, 912.256, 912.257, 912. 912.350, 912.351, 912.352, 912.401, 912.530, 912.600, 912.601, 912.602, 912.603, 912.604, 912.605, 912.606, 912.607, 912.626, 922.173, 922.174, 925.040.

The majority of these are new OPSD reflecting the use of newer and updated materials.

The following specifications were submitted for approval for November 2024 publication:

OPSS

732

OPSD

912.191, 912.112, 912.123, 912.125, 912.188, 912.245, 912.246, 912.249, 912.255, 912.314, 912.317, 912.430, 912.480, 912.481, 922.171, 922.186.

FUTURE GOALS OF THE COMMITTEE

The following specifications are scheduled for review in Fall 2024, with a projected publication of 2025:

OPSS
710, 720 and all corresponding OPSDs

OPSD
922.187, 922.188 converted to OPSD from MTOD.

OPSS.MUNI 710 is an important specification as it is the construction specification for pavement markings, and an extensive review is expected.

FUTURE OF COMMITTEE:

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

2024 MEA COMMITTEE REPORT

| | |
|------------------------|-----------------------------------|
| COMMITTEE: | OPS – Watermains Committee |
| CHAIRPERSON(S): | Tim Marotta |
| REPORTING EXEC: | 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 | Rishabh Sharma - MEA, Coordinator |
| Nick Verhoeven - MEA | Darrin Dodds – MEA | Olena Czajkowski - MTO |
| Cal Reaume - OWWA | Riaz Haq – MECP | Nik Marinov - OSWCA |
| Randy Davis - ORBA | | |

ACTIVITIES IN 2024:

The OPS Watermains Committee was productive during the 2023 – 2024 work cycle.

With respect to membership the committee welcomed two new members. Olena Czajkowski replaced Muhammad Naeem as the MTO representative. And Rishabh Sharma (MEA), took over the co-ordinator position from Steven Forte (MTO). The committee wishes to express our sincerest thanks to Steven for adeptly bringing the committee back on line after a fifteen month pause between co-ordinators.

The committee had a successful 2024, reviewing 19 Standard Drawings.

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

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

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

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

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

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

OPSD 1101.017 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Riser & Base

OPSD 1101.018 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Thrust Blocks
 OPSD 1101.019 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 2400X3000mm Chimney & Cap
 OPSD 1101.020 - Valve Operator
 OPSD 1101.030 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Components
 OPSD 1101.031 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Riser & Base
 OPSD 1101.032 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000mm Thrust Blocks
 OPSD 1101.033 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3000X3000 mm Chimney and Cap
 OPSD 1101.040 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Components
 OPSD 1101.041 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Riser & Base
 OPSD 1101.042 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Thrust Blocks
 OPSD 1101.043 - Precast Conc. Valve Chamber with Poured-In-Place Thrust Blocks, 3600X3000mm Chimney & Cap
 OPSD 701.100 Frost Strap Installation

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2025:

OPSD 1100.010 - Cast-In-Place Chamber, for Valves Up to 350mm, Depth 3.0 M Max
 OPSD 1100.011 - Piping Layout for Butterfly and Gate Valves 350mm Dia. and Smaller in Cast-in-Place Chambers
 OPSS.MUNI 1853 - Rubber Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
 OPSS.MUNI 491 – Preservation, Protection, and Reconstruction of Existing Facilities

OPSD 404.01 Aluminum Safety Platform and Ladder for Rectangular Precast Concrete Valve Chamber
 OPSD 704.011 High Density Polyethylene Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
 OPSD 704.012 Expanded Polystyrene (EPS) 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 1103.01 Concrete Thrust Blocks for Tees, Plugs, and Horizontal Bends
 OPSD 1103.02 Concrete Thrust Blocks for Vertical Bends
 OPSD 1103.021 Dimension Tables for Concrete Thrust Blocks for Vertical Bends
 OPSD 1104.01 Water Service Connection Detail, 19 and 25 mm Diameter Sizes
 OPSD 1104.02 Water Service Connection Detail, 32, 38, and 50 mm Diameter Sizes
 OPSD 1104.03 Blow Off Installation
 OPSD 1105.01 Hydrant Installation
 OPSD 1108.01 Cast-In-Place Water Meter Chamber for 75 to 250 MM Meters

OPSS.MUNI 404 (Formerly 538) Support Systems
 OPSS.MUNI 412 Sewage Forcemain installation in Open Cut
 OPSD TBD [NEW] TBD - Mechanical Restraint

The committee is focused on standards review and will continue following the regular Committee Workplan. The review of the first four items listed above is underway but not yet finalized. They will become part of the 2025 review cycle with a priority on completion. The Mechanical Restraint drawing is an ongoing item which will be addressed as time permits.

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. |

2024 MEA AUDIT DOCUMENTS

September 23, 2024

Ben de Haan, Treasurer
Municipal Engineers Association
1525 Cornwall Road, Unit 22,
Oakville, Ontario
L6J 0B2

Dear Mr. de Haan,

The objective and scope of the audit

You have requested that I audit the financial statements of Municipal Engineers Association, which comprise the balance sheet as at August 31, 2024, and the statements of revenue and expenditures and changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

I am pleased to confirm my acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The objectives of my audit is 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 our 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.

The responsibilities of the auditor

I will conduct my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit.

I also:

- (a) 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.
- (b) 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 entity's internal control. However, I will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that I have identified during the audit.

- (c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- (d) 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 entity'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 entity to cease to continue as a going concern.
- (e) 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.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The responsibilities of management

My audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- (a) For the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not for Profit Organizations
- (b) For the design and implementation of 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; and
- (c) To provide me with:
 - (i) Access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - (ii) Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non compliance with legislative or regulatory requirements;
 - (iii) Additional information that I may request from management for the purpose of the audit; and
 - (iv) Unrestricted access to persons within the entity from whom I determine it necessary to obtain audit evidence.

As part of my audit process:

- (a) I will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, I will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- (b) I will communicate any misstatements identified during the audit other than those that are clearly trivial. I request that management correct all the misstatements communicated

Form and content of Audit Opinion

Unless unanticipated difficulties are encountered, my report will be substantially in the form contained in Appendix A to this letter.

If I conclude that a modification to my opinion on the financial statements is necessary, I will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, I will not provide any third party with confidential information concerning the affairs of Municipal Engineers Association without Municipal Engineers Association's prior consent, unless required to do so by legal authority, or the rules of professional conduct / code of ethics of CPA Ontario.

Communications

In performing my services, I will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim, and you release me from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by me in connection with the performance of this Engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits). If you do not consent to my use of electronic communications, please notify me in writing.

Use of Information

It is acknowledged that I will have access to all information about identified individuals ("personal information") in your custody that I require to complete my Engagement. My services are provided on the basis that:

- (a) You represent to me that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- (b) I will hold all personal information in compliance with my Privacy Statement.

Use and Distribution of my Report

The examination of the financial statements and the issuance of my audit opinion are solely for the use of Municipal Engineers Association and those to whom my report is specifically addressed. I make no representations of any kind to any third party in respect of these financial statements and I accept no responsibility for their use by any third party.

I ask that my name be used only with my consent and that any information to which I have attached a communication be issued with that communication unless otherwise agreed to by me.

Reproduction of Auditor's Report

If reproduction or publication of my audit report (or reference to my report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to me in sufficient time for my review and approval in writing before the publication or posting process begins. Should some of the information in the annual report not be available until after the date of the auditor's report, I will request that management provide a written representation that the final version of the document(s) will be provided to me when available (and prior to its issuance) so I can complete my required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that I have audited.

I am not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by me during the course of the engagement are the property of my Firm, constitute confidential information and will be retained by me in accordance with my Firm's policies and procedures.

Fees

My professional fees will be based on my regular billing rates plus direct out-of-pocket expenses and applicable HST and are due when rendered. Fees for any additional services will be established separately.

Costs of Responding to Government Inspection, etc.

If with respect to this audit engagement or related services, I am required by government regulation, subpoena, or other legal process to produce my working papers, or to respond to information requests, I will bill the time incurred based on my regular rates plus direct out-of-pocket expenses and applicable HST.

File Inspections

In accordance with professional regulations (and by Firm policy), my client files may periodically be reviewed by practice inspectors, and by other file quality reviewers to ensure that I am adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

The above terms of my engagement will be effective from year to year until amended or terminated in writing.

Municipal Engineers Association
September 23, 2024

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for my audit of the financial statements including our respective responsibilities

Yours very truly,

L Remigio

Lynne D. Remigio, CPA CA
Licensed Public Accountant

ACKNOWLEDGED:

Municipal Engineers Association



Ben de Haan, Treasurer

September 24, 2024

Date

MUNICIPAL ENGINEERS ASSOCIATION

1525 Cornwall Road, Unit 22

Oakville, Ontario

L6J 0B2

November 1, 2024

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, 2024 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:  _____

Ben de Haan, Treasurer

Per:  _____

Dan Cozzi, Executive Director

Municipal Engineers Association

Year End: August 31, 2024

Adjusting journal entries

Date: 9/1/2023 To 8/31/2024

| Number | Date | Name | Account No | Reference | Annotation | Debit | Credit | Recurrence |
|--|-----------|-----------------------------------|------------|-----------|------------|-----------|-----------|------------|
| 1 | 8/31/2024 | Miscellaneous Accounts Receivable | 151 | | | | 644.72 | |
| 1 | 8/31/2024 | HST - Receivable | 156 | | | 70.72 | | |
| 1 | 8/31/2024 | SURPLUS | 350 | | | 574.00 | | |
| Correct opening Surplus for 2023 changes made after books were given for audit and not adjusted on audit | | | | | | | | |
| 2 | 8/31/2024 | Miscellaneous Accounts Receivable | 151 | | | 644.72 | | |
| 2 | 8/31/2024 | HST Payable | 257 | | | | 70.72 | |
| 2 | 8/31/2024 | MEMBERSHIP FEES-11115 | 400 | | | | 10.00 | |
| 2 | 8/31/2024 | Class EA Webinar | 431 | | | | 534.00 | |
| 2 | 8/31/2024 | MISCELLANEOUS | 695 | | | | 30.00 | |
| Book changes per entry 1 from 2023 into the 2024 year to clear | | | | | | | | |
| 3 | 8/31/2024 | ACCRUED LIABILITIES | 252 | | | | 6,600.00 | |
| 3 | 8/31/2024 | MISCELLANEOUS | 695 | | | 900.00 | | |
| 3 | 8/31/2024 | AUDIT - FINANCIAL RECORDS REVIEW | 720 | | | 5,700.00 | | |
| Accrue audit and additional consulting re: RS payroll, benefits and RRSP | | | | | | | | |
| 4 | 8/31/2024 | Miscellaneous Accounts Receivable | 151 | | | 4,925.00 | | |
| 4 | 8/31/2024 | MTO Wage Recovery | 481 | | | | 4,925.00 | |
| Accrue invoice to MTO for August not invoiced until Sept 1 | | | | | | | | |
| 5 | 8/31/2024 | Inventory | 165 | | | | 1,286.00 | |
| 5 | 8/31/2024 | MISCELLANEOUS | 695 | | | 1,286.00 | | |
| Write-off estimated usage of supplies, pins, logo items, certificates. Supplies not counted, therefore estimate approximately 1/2 write-off this year and suggest remainder write-off next year. | | | | | | | | |
| 6 | 8/31/2024 | ACCRUED LIABILITIES | 252 | | | | 112.50 | |
| 6 | 8/31/2024 | LEGAL FEES | 610 | | | 112.50 | | |
| Set-up legal accrual based on McMillan Invoice received after YE. | | | | | | | | |
| 7 | 8/31/2024 | BANK | 100 | | | 2,514.35 | | |
| 7 | 8/31/2024 | CIBC Visa | 253 | | | | 2,514.35 | |
| Reverse back dated cheque issued after year-end for CIBC Visa | | | | | | | | |
| 8 | 8/31/2024 | Miscellaneous Accounts Receivable | 151 | | | 620.37 | | |
| 8 | 8/31/2024 | HST Payable | 257 | | | | 71.37 | |
| 8 | 8/31/2024 | EMPLOYMENT SERVICE ADS | 450 | | | | 549.00 | |
| Job Ad County of Brant Aug 30, visa deposit not until Sept 3, s/b a/r | | | | | | | | |
| 9 | 8/31/2024 | CIBC Investment (Visa) | 125 | | | 418.27 | | |
| 9 | 8/31/2024 | CIBC Investment (Visa) | 125 | | | | 56.16 | |
| 9 | 8/31/2024 | CIBC Investment (Visa) | 125 | | | 69.96 | | |
| 9 | 8/31/2024 | INTEREST | 420 | | | | 432.07 | |
| Record interest received and change in accrued interest on CIBC GIC | | | | | | | | |
| 10 | 8/31/2024 | ADMINISTRATION FEES | 680 | | | | 12,450.00 | |
| 10 | 8/31/2024 | STAFF SALARY AND SALARY BURDEN | 681 | | | 12,450.00 | | |
| Reclassify Amin's support billed on per diem rate Sept to Dec 2023. After Shared employee arrangement cancelled by OGRA. Reclassed so as to be comparative with how Amin's cost was billed in prior years. | | | | | | | | |

Municipal Engineers Association

Year End: August 31, 2024

Adjusting journal entries

Date: 9/1/2023 To 8/31/2024

| Number | Date | Name | Account No | Reference | Annotation | Debit | Credit | Recurrence |
|--------------------------|-----------|---|------------------|-----------|------------|------------------|------------------|------------|
| 11 | 8/31/2024 | MISCELLANEOUS | 695 | | | | 10,000.00 | |
| 11 | 8/31/2024 | OGRA Contribution | 735 | | | 10,000.00 | | |
| | | Reclass OGRA RAP research contribution in miscellaneous expense | | | | | | |
| 12 | 8/31/2024 | MEETING EXPENSES | 660 | | | 2,026.92 | | |
| 12 | 8/31/2024 | MISCELLANEOUS | 695 | | | | 2,026.92 | |
| | | Reclass charge back from OGRA for Joint OGRA/ MEA dinner meeting in miscellaneous expense, reclass to meeting expense | | | | | | |
| 13 | 8/31/2024 | FALL WORKSHOP - MISC. | 541 | | | 200.00 | | |
| 13 | 8/31/2024 | HONORARIUM | 690 | | | | 200.00 | |
| | | Reclass honorarium re: assistance with planning Fall Conference | | | | | | |
| | | | | | | 42,512.81 | 42,512.81 | |
| Net Income (Loss) | | | 38,437.00 | | | | | |

MUNICIPAL ENGINEERS ASSOCIATION
FINANCIAL STATEMENTS
AUGUST 31, 2024

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, 2024, 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, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Basis for Opinion

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

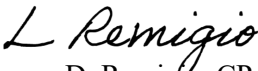
Auditor's Responsibilities for the Audit of the Financial Statements (cont.)

I also:

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

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



Etobicoke, Ontario
November 4, 2024


Lynne D. Remigio, CPA CA
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2024**

| | <u>2024</u> | <u>2023</u> |
|---|-------------------|-------------------|
| ASSETS | | |
| CURRENT | | |
| Cash | \$ 333,441 | \$ 192,057 |
| Short term investments (note 3) | 435,266 | 416,986 |
| Accounts receivable | 14,698 | 7,925 |
| Prepaid expenses | <u>55,568</u> | <u>21,028</u> |
| | <u>\$ 838,973</u> | <u>\$ 637,996</u> |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued liabilities | \$ 75,300 | \$ 29,783 |
| Government remittances payable | 10,090 | 2,547 |
| Deferred revenue (note 4) | <u>208,950</u> | <u>59,470</u> |
| | 294,340 | 91,800 |
| LONG-TERM DEBT | | |
| Canada Emergency Business Account loan (note 5) | <u>-</u> | <u>40,000</u> |
| | 294,340 | 131,800 |
| NET ASSETS | | |
| Restricted Funds | | |
| Ontario Provincial Standards Reserve (note 6) | 15,000 | 15,000 |
| Class EA Reserve (note 7) | 105,810 | 105,810 |
| Student Education Fund (note 8) | 13,000 | 13,000 |
| Financial Assistance Fund (note 9) | <u>5,000</u> | <u>5,000</u> |
| | 138,810 | 138,810 |
| Unrestricted, Operating Fund | <u>405,823</u> | <u>367,386</u> |
| | <u>544,633</u> | <u>506,196</u> |
| | <u>\$ 838,973</u> | <u>\$ 637,996</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, 2024**

| | <u>2024</u> | <u>2023</u> |
|--|------------------|------------------|
| UNRESTRICTED FUNDS: | | |
| Operating Fund: | | |
| Net Assets, beginning of the year | \$ 367,386 | \$ 296,892 |
| Excess (shortfall) of revenue over expenditures for the year | <u>38,437</u> | <u>70,494</u> |
| Operating Fund Net Assets, end of the year | <u>\$405,823</u> | <u>\$367,386</u> |
| RESTRICTED FUNDS: | | |
| Ontario Provincial Standards (OPS) Reserve: | | |
| Net Assets, beginning and end of the year | <u>\$ 15,000</u> | <u>\$ 15,000</u> |
| Class EA Reserve: | | |
| Net Assets, beginning and end of the year | <u>\$105,810</u> | <u>\$105,810</u> |
| Student Education Fund: | | |
| Net Assets, beginning and end of the year | <u>\$ 13,000</u> | <u>\$ 13,000</u> |
| Financial Assistance Fund: | | |
| Net Assets, beginning and end of the year | <u>\$ 5,000</u> | <u>\$ 5,000</u> |

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2024**

| | <u>2024</u> | <u>2023</u> |
|---|------------------|------------------|
| REVENUE | | |
| Membership fees | \$ 80,663 | \$ 72,425 |
| Annual meeting and fall conference | 212,630 | 276,740 |
| Class EA books | 36,481 | 2,455 |
| Class EA training | 14,826 | 107,521 |
| OPS training | 43,705 | 26,400 |
| Employment advertisements | 138,141 | 140,292 |
| OPS Committee Coordinator services | 38,288 | - |
| Interest | 17,956 | 11,656 |
| Canada Emergency Business Account Loan forgiveness (Note 5) | 20,000 | - |
| Miscellaneous revenue | <u>645</u> | <u>800</u> |
| | 603,335 | 638,289 |
| EXPENDITURES | | |
| Administration fees | 40,178 | 20,050 |
| Annual meeting and fall conference | 128,532 | 203,920 |
| Audit and accounting | 5,700 | 5,750 |
| Bank and credit card charges | 18,227 | 15,902 |
| Class EA books | 8,584 | 826 |
| Class EA training | 6,524 | 15,120 |
| Employment advertisement service expense | - | 1,200 |
| Executive Director expenses | 938 | 1,797 |
| Insurance | 7,946 | 7,114 |
| Legal fees | 14,677 | 6,510 |
| Meeting expense | 41,740 | 38,864 |
| OGRA RAP Research Project contribution | 10,000 | - |
| Office and miscellaneous expense | 11,946 | 10,706 |
| OPS expenses | 2,971 | 9,179 |
| Printing | 458 | 200 |
| Postage and courier | 450 | 606 |
| Staff Salaries and benefits | 227,188 | 207,623 |
| Staff expenses | 4,891 | 588 |
| Student bursaries | 16,000 | 16,000 |
| Website, DNA and IT support | <u>17,948</u> | <u>5,840</u> |
| | <u>564,898</u> | <u>567,795</u> |
| EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES | <u>\$ 38,437</u> | <u>\$ 70,494</u> |

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2024**

| | <u>2024</u> | <u>2023</u> |
|---|-------------------|-------------------|
| Cash provided by (used in) operating activities | | |
| Excess (shortfall) of Revenues over Expenditures | \$ 38,437 | \$ 70,494 |
| Changes in non-cash working capital balances | | |
| Accounts payable increase (decrease) | 53,060 | 4,037 |
| Deferred revenue increase (decrease) | 149,480 | (5,820) |
| Prepaid expense decrease (increase) | (34,540) | (4,989) |
| Accounts receivable decrease (increase) | <u>(6,773)</u> | <u>(2,636)</u> |
| | <u>199,664</u> | <u>61,086</u> |
| Cash provided by (used in) investment activities | | |
| Proceeds (reinvestments) on GIC maturities, net | <u>(18,280)</u> | <u>(129,030)</u> |
| Cash provided by (used in) financing activities | | |
| Canada Emergency Business Account loan payment | (20,000) | (20,000) |
| Canada Emergency Business Account loan forgiven | <u>(20,000)</u> | <u>-</u> |
| | <u>(40,000)</u> | <u>(20,000)</u> |
| Increase (decrease) in cash position | 141,384 | (87,944) |
| Cash position, beginning of year | <u>192,057</u> | <u>280,001</u> |
| Cash position, end of year | <u>\$ 333,441</u> | <u>\$ 192,057</u> |

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2024**

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

(i.) Events, Training and Projects

The association follows the deferral method of accounting for its events, training and project 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.

(ii) Employment Advertisements

Revenues from the posting of employment advertisements are recognized on the date an irrevocable commitment to post the advertisement is made, which is generally the date the online order is placed.

(iii) Service Revenues

Revenues for the services of the association's staff are recognized on an accrual basis as the services are rendered and contract service fees are earned.

(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.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2024**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(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.

(g) Use of Estimates

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

2. NATURE OF ASSOCIATION AND BASIS OF PRESENTATION

Nature of Association

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

The objects of the association are:

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

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2024**

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 five years and bearing interest at rates ranging from 3.25% to 4.87%

| | <u>2024</u> | <u>2023</u> |
|-------------------------------------|--------------------|--------------------|
| Guaranteed Investment Certificates: | | |
| Book value, August 31 | \$ 324,571 | \$ 311,726 |
| Plus accrued interest to August 31 | <u>4,087</u> | <u>3,347</u> |
| | 328,658 | 315,073 |
| Money Market Funds | <u>106,608</u> | <u>101,913</u> |
| | <u>\$ 435,266</u> | <u>\$ 416,986</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>2024</u> | <u>2023</u> |
|--|-------------------|------------------|
| Fall conference sponsorships and registrations | \$ 195,075 | \$ 59,470 |
| OPS online course registrations | <u>13,875</u> | <u>-</u> |
| | <u>\$ 208,950</u> | <u>\$ 59,470</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 required no principal repayments until December 31, 2023 and if the association repaid \$40,000 of the loan on or before December 31, 2023 then the remaining \$20,000 was eligible for complete forgiveness. In December, 2022, the association repaid \$20,000 of the loan and on December 7, 2023 the next \$20,000 was repaid. Since all of the conditions for forgiveness of the balance have been met, loan forgiveness of \$20,000 has been recognized as revenue in these financial statements.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2024**

6. ONTARIO PROVINCIAL STANDARDS RESERVE

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

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 2024 \$16,000, (2023, \$16,000) in scholarships were approved and funded from operations. No additional transfers to the fund were made in 2024.

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 2024. Disbursements from the fund will be at the discretion of the board of directors.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2024**

10. FINANCIAL INSTRUMENTS

The association's exposures to various risks through its financial instruments are unchanged, except as specifically noted. 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.