



**MUNICIPAL
ENGINEERS
ASSOCIATION**

MUNICIPAL ENGINEERS ASSOCIATION

2025 ANNUAL REPORT

ANNUAL GENERAL MEETING

November 13, 2025

11:00 a.m.

**RBC Place Convention Centre
300 York Street
London, ON**

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AGENDA
2025 MEA AGM
Thursday, November 13, 2025, 11:00 a.m.

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3. Reading and/or consideration of Previous AGM Minutes (2024 AGM – Delta Ottawa City Centre Hotel Nov. 21, 2024)	<i>Taylor Crinklaw</i>	25

Motion:

THAT the minutes of the 2024 Annual General Meeting of the Municipal Engineers Association held November 21st, 2024, be approved.

Moved by:

Seconded by:

4. Business arising out of the minutes	<i>Taylor Crinklaw</i>	
5. Amendments to the Constitution & Articles of Incorporation	<i>Taylor Crinklaw</i>	
• None Proposed • Note about future clarification re: Termination of Membership		
6. Reading and/or considering correspondence:	<i>Taylor Crinklaw</i>	
• None		
7. Reading and/or considering of Administrative Reports:		
7.1. Board of Directors Report	<i>Taylor Crinklaw</i>	36

Motion:

That the MEA 2025 Board of Directors Report be accepted.

Moved by:

Seconded by:

7.2. Nominating Committee Report

Matthew Miedema

Motion:

That the MEA 2025 Nominating Committee Report be accepted.

Moved by: .

Seconded by:

7.3. Treasurer's Report

Ben de Haan

42

Motion

That the MEA Treasurer's Report Fiscal Year 2024/2025 be approved.

Moved by:

Seconded by:

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

Ben de Haan

134- 145

Motion:

That the Audit of the Financial Statements of Aug. 31, 2025, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by:

Seconded by:

Motion:

That the firm of Lynne D. Remigio, CPA CA, Licensed Public Accountant, be engaged to perform the audit of the MEA Financial Statements for the fiscal year ending August 31, 2026.

Moved by:

Seconded by:

7.5. Audit Review Committee Report

Ben de Haan

44

Motion:

That the 2025 MEA Audit Review Committee Report be accepted.

Moved by:

Seconded by:

8. Motion approving the Board of Director's Actions during 2024/2025:

Taylor Crinklaw

Motion:

That the actions of the 2024/2025 Board of Directors are endorsed by the MEA membership.

Moved by:

Seconded by:

9. Reading and/or considering reports of Standing and Special Committees *Matthew Miedema* **46-133**

Motion:

That all the 2025 reports of the Standing and Special Committees be accepted.

Moved by:

Seconded by:

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

11. General Business:. 2026 – 2027 Conference Updates *Taylor Crinklaw*

12. Election of Directors for 2025/2026 *Matthew Miedema* **38**

Motion:

That the election of the candidates for MEA Board for the 2025/2026 term, be approved as presented.

Moved by:

Seconded by:

13. AGM Adjournment *Matthew Miedema*

Motion:

That the 2025 Annual General Meeting be adjourned.

Moved by:

Seconded by:

President Message

November 2025

This year's conference celebrates our profession's commitment to advancing sustainable infrastructure, the foundation of resilient and thriving communities. Over the past year, the MEA Board and Staff have made great strides in delivering on our strategic priorities, strengthening partnerships across Ontario, and expanding opportunities for professional development.

We've continued to advance Diversity, Equity, Inclusion, and Accessibility (DEIA) within our organization. Our updated Vision and Mandate, now available on the MEA website, reflect this commitment and embed inclusion across all areas of our work.

Training and technical excellence remain key priorities. The new OPS 201 course has further enhanced practitioner knowledge, and in partnership with Good Roads, the MEA delivered the first Ontario Provincial Standards for Municipal Infrastructure course at the Guelph Road School, extending our reach and strengthening awareness of OPS beyond our membership.

Our focus remains steadfast on supporting members through training, collaboration, and leadership in technical standards (OPS) and the environmental assessment process (MCEA/MPAP), while ensuring Ontario's municipalities are well represented at the provincial level.

This year has also been one of reflection and renewal. With our longstanding Executive Director preparing to pass the torch, the Board undertook a comprehensive review of our structure and direction to ensure continued growth and success. Our Strategic Planning Session in July, guided by an external facilitator Jason Cole, provided valuable insights and renewed focus. We reaffirmed our core strengths, training, collaboration, and technical leadership, while identifying opportunities to expand Staff capacity, enhance advocacy, and amplify our collective voice at both local and provincial levels.

A sincere thank you to all our volunteers, you are the foundation of our Association. The MEA proudly supports over 40 committees and working groups powered by more than 90 dedicated member volunteers. Many of you also lend your expertise to external boards and agencies, further advancing municipal engineering across Ontario. Your commitment is invaluable, thank you for making a difference.

It has been an honour to serve as your MEA President and to work alongside such a dedicated Board, whom are listed on the following pages. I also wish to express my sincere gratitude to our staff, Dan Cozzi, Executive Director; Rishabh Sharma, Technical Services Coordinator; and Kate Crouse and Seher Taufiq, Administrative Support Assistants, for keeping our operations, communications, and outreach running smoothly.

The MEA continues to be an exceptional organization that provides immense value to its members, municipalities, and the engineering profession. Our accomplishments are significant, and our

potential even greater. I look forward to seeing this organization continue to grow, support its members, and thrive. Stay informed, get involved, and help shape the future success of the MEA.



Taylor Crinklaw, M.Sc., P.Eng.
Director of Infrastructure, City of Stratford
2024/2025 MEA President



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 13, 2025. The meeting will be held at RBC Place Conference Centre, 300 York Street, London, Ontario.

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

- (a) To receive, consider and accept the financial statements of the MEA for the fiscal year ended August 31, 2025;
- (b) To elect the Directors of the MEA;
- (c) To appoint the Auditor of the MEA;
- (d) To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed.
- (e) To receive reports from various MEA, External and OPS Committees;
- (f) To transact such further or other business as may properly come before the meeting or any adjournment thereof.

The AGM documents package will be emailed to all 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 8th day of October 2025.

BY ORDER OF THE BOARD OF DIRECTORS



**Taylor Crinklaw, 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 11, 2025 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 12, 2025.

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, 2025, will be available to members prior to the AGM and will be included in the 2025 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 14, 2025, a report from the 2025 MEA Nominating & Constitution Review Committee was circulated to the MEA Board of Directors; this report was accepted by the Board. The Executive Director was tasked to place the following candidates for election as Directors for the 2025 - 2026 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, Taylor Crinklaw, P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Taylor Crinklaw, P. Eng	City of Stratford	Ex-Officio
Penelope Palmer, P. Eng.	City of Toronto	(1-yr remaining in term)
Scott Hamilton, P. Eng.	City of Burlington	(2-yr remaining in term)
Ben de Haan, P. Eng.	United Counties of SDG	(1-yr remaining in term)
Paul Acquaah, P. Eng.	York Region	(3-yr term) X
Joe de Koning, P. Eng.	County of Wellington	(1-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
Tim Marotta	City of St. Catharines	(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, Chartered Accountant**, as the MEA's Auditor to hold office until the close of the next AGM of the MEA and to authorize the Directors of the Association to fix the auditor's remuneration.

Amendment to By-Laws

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 8th day of October 2025.

BY ORDER OF THE BOARD OF DIRECTORS



**T. Crinklaw, P. Eng.,
President – MEA.**

PROXY FORM
ANNUAL GENERAL MEETING OF MEMBERS
November 13, 2025

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

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

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

To: MUNICIPAL ENGINEERS ASSOCIATION

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

[name of alternate proxy]

as the nominee of the Undersigned (the "Proxy") to attend, act, vote for and on behalf of the Undersigned at **the Annual General Members' meeting (the "AGM") to be held on November 13, 2025**, 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 Tuesday November 11, 2025** 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):

2025/2026 BOARD OF DIRECTORS
CANDIDATE BACKGROUND INFORMATION

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

Ex-Officio

Email: tcrinklaw@stratford.ca

Education & Affiliations:

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

Employment History:

2021- Present

Director of Infrastructure and Development Services
City of Stratford

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

2019 - 2021

Director of Public Works
City of Woodstock

2015 - 2019

Project Engineer
City of Stratford

2011 – 2015

True Grit Consulting. Thunder Bay ON

2010:

Lakehead University, Thunder Bay ON

2009:

Soil and Rock Consultants. Auckland NZ

2007 – 2008

Richardson Foster Ltd. Barrie ON

2006:

RPS Water. Edinburgh UK

Penelope Palmer, P. Eng.

1-Year Remaining in 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

2025 – Present

Manager, Strategic Initiatives
Strategic Capital Coordination Office
Office of the Deputy City Manager, Infrastructure Services
City of Toronto

Drives the development and delivery of strategic initiatives and stakeholder engagement for the Strategic Capital Coordination Office by leading the creation of its governance framework, including the utility stakeholder strategy. Provides strategic direction to enhance organizational effectiveness and city-wide construction coordination. Offers guidance and support on budget planning, staff recruitment, strategic planning, and the development and implementation of a key performance indicator framework. Champions city-wide alignment while fostering strong partnerships among internal city divisions, provincial agencies, and utility stakeholders to support coordinated capital planning and project delivery.

2015 – 2025

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

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.

2-Years Remaining in 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 DeGroote 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.

1-Year Remaining in Term

bdehaan.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

April 2025 to Present

Chief Administrative Officer (CAO)
Municipality of South Dundas.

Provides leadership and strategic direction to ensure the effective delivery of municipal programs and services. Works closely with Council, staff, community partners, and residents to support transparent decision-making and advance the community's vision and priorities. Committed to strengthening relationships within and beyond South Dundas, while ensuring that municipal operations and services remain accountable, sustainable and well managed.

May 2021 to March 2025

County Engineer,
United Counties of Stormont, Dundas and Glengarry

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 3-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 1-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 Manager 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: ikhalid@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)

Tim Marotta, P. Eng.

Election for 1-Year Term

Email: tmarotta@stcatharines.ca

Education and Affiliations

- 1994: McMaster University – Bachelor of Engineering (Civil)
- Licensed by PEO
- Member, Water Environment Association of Ontario (WEAO)
- Chair, Ontario Provincial Standards – Water Mains Committee
- Treasurer, Niagara Engineering Week Scholarship Committee

Employment History

2022 – Present

Manager, Engineering & Construction
City of St. Catharines

Leading a team of engineering professionals in planning, budgeting, and executing capital construction projects, infrastructure masterplans, and engineering studies while also overseeing division operations and supporting strategic initiatives including the integration of asset management platforms.

2019 – 2022

Manager, Engineering Division
Town of Fort Erie

2016 – 2019

Senior Project Manager
Regional Municipality of Niagara

2004 – 2016

Design & Construction Engineer
City of St. Catharines

Previous Roles 1994-2004

Civil Engineer – AWS Engineers & Planners / Associated Engineering
Program Documentation Technician – City of St. Catharines
Project Supervisor & Instructor – Canadian Environmental Research and Training Institute
Environmental Technician – City of St. Catharines

2024 AGM MINUTES

**MINUTES
2024 MEA AGM
Thursday, November 21, 2024, 11:15 a.m.
Delta Ottawa City Centre Hotel, Joliet-Frontenac Room**

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 21st, 2024, by MEA President, Matthew Miedema. The AGM was held in the Joliet-Frontenac Room of the Delta Ottawa City Centre Hotel. Attendance was estimated to be in the range of 70 members. Non-MEA members were asked to leave the meeting room during the AGM.

1. President's Message:

Matthew Miedema provided an overview of his President's Message included in the 2024 Annual Report package.

- Matt thanked the Ottawa Organizing Committee for organizing the 2024 Conference.
- Acknowledged and commended all the volunteers who sit on the balance MEA, External and OPS committees.
- Matt 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, October 9, 2024:

The MEA's Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information, Proxies and Board Member Candidate Biographies) attached to the 2024 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. 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 (2023 AGM – Sunbridge Hotel, Point Edward ON - Nov. 16, 2023)

Motion 2024-01:

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

***Moved by: Sandra Lawson
MEA Life Member***

***Seconded by: Carlos Reyes
City of Kitchener***

CARRIED

4. Business arising out of the minutes:

- None

5. Amendments to the Constitution & Articles of Incorporation:

- Matt advised that a major amendment to the MEA Bylaw was approved by the membership at the 2023 AGM, and that there were no amendments proposed at this AGM.
- However, Matt also advised that the approved Bylaw amendment from 2023 included language about "Termination of Membership" (clause 2.06b) and is not as concise as it needs to be. This clause should be edited to clarify that it excludes "Life Members." This is a minor issue, and it will be kept on file for a future Bylaw amendment.

6. Reading and/or considering correspondence:

- None

7. Reading and/or considering of Administrative Reports:

7.1. Board of Directors Report:

- Matt provided an overview of the report.

Motion 2024-02:

That the MEA 2024 Board of Directors Report be accepted.

***Moved by: Mike Donnelly
Town of Halton-Hills***

***Seconded by: Nick Colarusso
York Region***

CARRIED

7.2. Nominating Committee Report:

- Chris Traini provided an overview of the report.

Motion 2024-03:

That the MEA 2024 Nominating Committee Report be accepted.

***Moved by: Roslyn Lusk
City of Kitchener***

***Seconded by: Lee Robinson
Township of Norwich***

CARRIED

7.3. Treasurer's Report:

- Ben de Haan provided an overview of the report

Motion 2024-04:

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

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

***Seconded by: Salim Alibhai
York Region***

CARRIED

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

- Ben highlighted the Auditor's Report and the requirement to retain an Auditor for the next fiscal cycle.

Motion 2024-04(a):

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

***Moved by: David Mhango
York Region***

***Seconded by: David DiPietro
Waterloo Region***

CARRIED

Motion 2024-04(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, 2025

***Moved by: Alan Korell
MEA Life Member***

***Seconded by: Paul Acquaah
York Region***

CARRIED

7.5. Audit Review Committee Report:

- Ben provided an outline of the report

Motion 2024-05:

That the 2024 MEA Audit Review Committee Report be accepted.

***Moved by: Bino Varghese
Durham Region***

***Seconded by: Zah Mohamed
City of Barrie***

CARRIED

7.6. Motion approving the Board of Director's Actions during the 2023-2024 term:

Motion 2024-06:

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

***Moved by: Jason Cole
Lambton County***

***Seconded by: Roslyn Lusk
City of Kitchener***

CARRIED

8. Reading and/or considering reports of Standing and Special Committees:

- Chris referenced the many committee reports included with the AGM Report Package

Motion 2024-07:

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

***Moved by: Shailesh Shaw
City of Kitchener***

***Seconded by: Mike Donnelly
Town of Halton-Hills***

CARRIED

9. Reading and/or Considering of Other Resolutions:

- None

10. General Business: 2024 – 2027 Conference Updates:

- Matt advised the following about the locations of upcoming MEA Conferences
 - 2025: City of London
 - 2026: City of Burlington
 - 2026: City of Toronto

11. Election of Directors for 2023/2024:

- Chris Traini outlined the candidate slate for the election
- Chirs also clarified a typo in the AGM Notice Information Package:
 - Joe de Koning is up for a 1-year election term, not a 2-year term

Motion 2024-08:

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

***Moved by: Sandra Lawson
MEA Life Member***

***Seconded by: Salim Alibhai
York Region***

CARRIED

12. AGM Adjournment:

Motion 2024-09:

That the 2024 Annual General Meeting be adjourned.

***Moved by: Jason Cole
Lambton County***

***Seconded by: Carlos Reyes
City of Kitchener***

CARRIED

Minutes Prepared by:



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

MEA COMMITTEES VOLUNTEER LISTING

Committee

Executive Oversight

MEA EXECUTIVE & SPECIALTY COMMITTEES

MEA Board of Directors

All MEA Board Members

President

(2025 – T. Crinklaw)

MEA Executive Committee

President

First & Second Vice Presidents

Secretary-Treasurer

Past President

President

(2025 – T. Crinklaw)

MEA/OPWA LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA/ACEC-ONTARIO LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA/GOOD ROADS LIAISON COMMITTEE

All MEA Board Members

Executive Director

MEA AUDIT REVIEW COMMITTEE

Chair	Ben de Haan	(Treasurer)	Municipality of South Dundas
Member	Mathew Miedema	(P. Pres)	Thunder Bay
Member	Taylor Crinklaw	(Pres)	City of Stratford
Member	Penelope Palmer	(V. Pres.)	City of Toronto
Member	Scott Hamilton	(V. Pres.)	City of Burlington
Member	Dan Cozzi	(ED)	MEA Executive Director

Treasurer

(2025 – B. de Haan)

MEA NOMINATING & CONSTITUTION REVIEW COMMITTEE

Chair	Matthew Miedema	City of Thunder Bay
Member	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	Reg Russwurm	City of Guelph
Member	Dan Cozzi	MEA Executive Director

Past President

(2025 – M. Miedema)

MEA COMMITTEES

MEA TRAINING COMMITTEE

Chair	Reg Russwurm	City of Guelph
Member	Chris Traini	Middlesex County
Member	Ben de Haan	Municipality of South Dundas
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

Paul Acquaaah

Committee

Executive Oversight

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

Joe de Koning

MEA DEVELOPMENT ENGINEERING COMMITTEE

Chair	Mike Pincivero	Town of Wasaga Beach
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Matthew Miedema

MEA BURSARY COMMITTEE

Chair	T. Crinklaw	(Pres.)	City of Stratford
Member	M. Miedema	(P. Pres.)	Thunder Bay
Member	C. Traini	(P. Pres.)	Middlesex County
Member	Jason Cole	(P-Pres.)	County of Lambton
Member	Salim Alibhai	(P-Pres.)	York Region
Member	Roslyn Lusk	(P. Pres.)	City of Kitchener
Member	Dan Cozzi	(P-Pres/ED)	MEA Executive Director

President
(2025 – T. Crinklaw)

MEA AWARDS COMMITTEE

Chair	M. Miedema	(P. Pres.)	Thunder Bay
Member	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

Past President
(2025 – M. Miedema)

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

Ashely Rammeloo

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
Member	Karan Sharma	York Region
Member	Josh Sef	City of London
Member	Shelley Zhu	City of Guelph
Member	Amin Mneina	Good Roads

Taylor Crinklaw

Committee

Executive Oversight

MEA ANNUAL CONFERENCE ADVISORY COMMITTEE

Matthew Miedema

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

Taylor Crinklaw

Chair	Mark Siu	City of Markham
Member	Jean Hao	City of Kitchener
Member	Terry Gayman	City of Guelph
Member	Susan Tesluk	City of Timmins
VACANT		
VACANT		

MEA ACTIVE TRANSPORTATION COMMITTEE

Ben de Haan

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

Tara Blasioli

Chair	Kelly Murphy	Region of Durham
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
Member	Paul Swikolo	City of Burlington
Member	Pruphvi Desai	Town of Blue Mountains

MEA ASSET MANAGEMENT COMMITTEE

Tara Blasioli

Member	Saidur Rahman	City of Toronto
Member	Abe Mouaket	City of Toronto
Member	Kevin Graham	City of London
Member	Jackie Kay	City of Guelph
Member	Reuben Shanthikumar	City of Toronto
Member	Marcie McKillop	County of Huron
VACANT		

MINIMUM MAINTENANCE STANDARDS (MMS) REVIEW COMMITTEE

Paul Acquaaah

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

Committee

Executive Oversight

MEA MUNICIPAL PROFESSIONAL ENGINEERS ADVOCACY COMMITTEE

Imran Khalid

Co-Chair	Kelly Walsh	Town of Fort Erie
Co-Chair	Sarah McDonald	Township of South Glengarry
Member	Matthew Miedema	City of Thunder Bay
Member	Carlos Reyes	Town of Tillsonburg
Member	Roslyn Lusk	City of Kitchener
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	Jackie Kay	City of Guelph
Member	Imran Khalid	Huron County

MEA EXCESS SOILS WORKING GROUP

Scott Hamilton

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

Taylor Crinklaw

Member	Imran Khalid	County of Huron
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OGRA EDUCATION & TRAINING COMMITTEE

Imran Khalid

Member	Chris Traini	Middlesex County
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OGRA PUBLIC AFFAIRS COMMITTEE

Imran Khalid

Member	Chris Traini	Middlesex County
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OGRA EQUITY, DIVERSITY & INCLUSION COMMITTEE

Penelope Palmer

Member	Chris Traini	Middlesex County
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OGRA RESEARCH & PRODUCT DEVELOPMENT COMMITTEE

Imran Khalid

Member	Chris Traini	Middlesex County
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TAC Monitoring Representative

Joe de Koning

Member	Rishabh Sharma	MEA – Technical Services Coordinator
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CANADIAN PRE-CAST CONCRETE QUALITY ASSURANCE COMMITTEE

Joe de Koning

Member	Mike Rabeau	York Region
Member	Nick Colarusso	York Region

Committee

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

GOOD ROADS PRODUCTS GUIDE COMMITTEE (Formerly TRA)

Member Arif Khan York Region

VACANT

Executive Oversight

Matthew Miedema

Matthew Miedema

Ashley Rammeloo

Ashley Rammeloo

Executive Director

OPS COMMITTEES

OPS ADVISORY BOARD

Chair Dan Cozzi MEA Executive Director

Executive Director

OPS STANDARDS MANAGEMENT COMMITTEE

Chair Alan Korell Retired Member
Vice Chair Shailesh Shah City of Kitchener
Member Samer Inchasi Town of Oakville

Paul Acquaaah

OPS DRAINAGE COMMITTEE

Chair Eva Pulnicki York Region
Member Aaron Ward City of Thunder Bay
Member Michael Catalano City of Toronto

Matthew Miedema

OPS ELECTRICAL COMMITTEE

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

Taylor Crinklaw

OPS ENVIRONMENTAL COMMITTEE

Chair Don Kudo County of Wellington
Member Daniel McCreery City of Toronto
Member Prasoon Adhikari City of Guelph

Penelope Palmer

OPS GENERAL CONDITIONS COMMITTEE

Chair Mohan Toor City of Vaughan
Member Charlyne Elep City of Toronto
Member Mohammad Kashani City of Richmond Hill

Penelope Palmer

Committee

Executive Oversight

OPS GRADING COMMITTEE

Chair	David Shelsted	City of Greater Sudbury
Vice Chair	Robert Fazio	City of Toronto
Member	Mike Donnelly	City of Brampton

Scott Hamilton

OPS PAVEMENT COMMITTEE

Chair	Adam Kiley	City of Barrie
Member	Kerolus Khalil	York Region
Member	Patrick Muzyka	City of Windsor

Ben de Haan

OPS STRUCTURES COMMITTEE

Chair	Omo Ajayi	City of Hamilton
Member	Jackson Lee	City of Toronto
Member	Goby Jeyagobi	York Region

Scott Hamilton

OPS TRAFFIC SAFETY COMMITTEE

Chair	Robert Fazio	City of Toronto
Member	Reuben Shanthikumar	City of Toronto
Member	Jose Herrera	Town of Oakville

Penelope Palmer

OPS WATERMAINS COMMITTEE

Chair	Tim Marotta	City of St. Catharines
Member	Darrin Dodds	Region of Peel
Member	Nick Verhoeven	Lambton Shores

Ben de Haan

ADMINISTRATIVE/EXECUTIVE COMMITTEE REPORTS

2025 MEA COMMITTEE REPORT

Committee:	MEA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE REPORT
Chairperson(s):	Taylor Crinklaw, MEA President
Reporting Executive:	Taylor Crinklaw, MEA President

MANDATE:

To direct and oversee the organization consistent with the Vision, Mandate and set Bylaw of the Association.

MEMBERS:

Taylor Crinklaw, President	Matthew Miedema, Past President	Penelope Palmer, Vice President
Ben de Hann, Treasurer	Imran Khalid, Director	Ashley Rammeloo, 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 2024/2025. The Board also held a Strategic Planning session to assess progress on the existing plan and develop a new plan for 2025/2026. 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 1, Vice President 2, 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. A two-day Strategic Planning session was held this year using an external facilitator, which was greatly successful and provided the Board more time to refine and develop a comprehensive strategic plan.
3. Budgetary items, revenues, and expenses were monitored against the approved budget at each Board meeting.
4. Engaged with multiple ministries as part of stakeholder, including MECP, MMAH, MTO, and MOI.
5. Good Roads Delegation with Honourable Minister of Environment Todd McCarthy speaking to support streamlined Environmental Assessment process.
6. BoD had representation for ACEC Ontario Engineering Project Awards
7. Commenced discussion with OWWA regarding business support.
8. The Annual Conference continues to thrive. Last year's conference in Ottawa 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 London.
9. BoD with support of Chris Traini, solicited 10 MEA municipalities to participate in ARIS collision reporting pilot with the MTO.

10. Our continued commitment to partners in the municipal field was strengthened through regular meetings with at a executive level with OPWA, and as a board with OSPE, ACEC-Ontario, and Good Roads.
11. MEA in a holding pattern with MCEA. The MCEA Advisor continues to support members by answering inquiries, updating the MCEA website content, preparing the annual monitoring report, and offering training programs. The newly formed working group was also in a holding pattern with preparation of best practice guide for the proposed MPAP process. Executive in regular communication with Ministry on proposed updates.
12. OPS 201 continued to be offered in 2025. This course builds on OPS 101, offering a more in-depth review and training on OPS standards. MEA in partnership with Good Roads, offered OPS for Municipal Infrastructure Course at Guelph Road School.
13. Employment Service Ads continue to perform well and remain one of the MEA's key initiatives.
14. MEA supported George Brown College in the creation of a new Municipal Engineering degree, now Urban Engineering Program. The Board recognizes the value of this degree and need for highly educated technical professionals to manage Ontario's rapid growth.
15. 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.
16. The Board progressed Diversity, Equity, Inclusion and Accessibility initiatives with the assistance of the internally formed working group. The Vision and Mandate were updated on the website, and a DEIA lens is being applied to all work conducted by the MEA.
17. Posted DEIA communications in support of Women in Engineering, National Accessibility Week and Gender Equality Week.
18. Respective BoD members with oversight were to contact all their committee chairs (all excluding OPS Committees) to discuss the relevancy of each committee.
19. Continued facilitating bursary program.
20. The MEA YP Committee continues to play a key role in supporting and connecting the Association's younger members.
21. The MEA Municipal Professional Engineers Advocacy Committee continues to promote the value of engineers working in and for municipalities.
22. All OPS Committees continued to meet virtually throughout the last term.
23. MEA Board continued to support various external committees and groups.
24. Call-outs for volunteers were issued to members to address vacancies on committees throughout the year.
25. Moved to online banking.
26. Several e-blasts were sent to members to communicate important issues in a timely manner.
27. MEA's social media presence (LinkedIn) continues to grow, with over to 2,000 followers. All MEA news is posted on the website and social media to keep members and the industry informed.
28. MEA continues to maintain a strong membership with nearly 1,300 members!

FUTURE GOALS OF THE COMMITTEE

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

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA Nominating & Constitution Review Committee
Chairperson(s):	Matthew Miedema (Past President)
Reporting Executive:	Matthew Meidema

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:

Matthew Miedema (Chair & P-President)	Chris Traini (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 2025:

The 2025 NC met via video conference on 2 occasions via ZOOM (July 22 & September 9). 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 2025 MEA Conference in London on Thursday, November 13, 2025. ***The sixty (60) day deadline for the NC Report to the Board is September 14, 2025. 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 July 25, 2025 (notice on website + 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 (by August 29, 2025).

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 2025 AGM) is provided in the table below:

Name	Municipality	Current Role	Notes
Taylor Crinklaw	City of Stratford	President 1-yr term expiring	Will serve as Past President for next term (ex-officio)
Penelope Palmer	City of Toronto	Vice President1 1-yr. remaining in term	Has advised willingness to continue for next term.
Scott Hamilton	City of Burlington	Vice President2 2-yrs remaining in term	Has advised willingness to continue for next term.
Ben de Haan	Municipality of South Dundas	Secretary-Treasurer 1-yr. remaining in term	Has advised willingness to continue for next term.
Matthew Miedema	City of Thunder Bay	Past-President	As current Past President will be leaving Board. *VACANCY*

Paul Acquaaah	York Region	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.
Ashley Rammeloo	City of London	Director 1-yr term expiring	Has advised willingness to continue for next term.
Imran Khalid	Huron 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 2025 NC updated the list and used it to review potential candidates for 2025 and beyond:

A nomination from the membership was submitted for Tim Marotta. It was properly submitted (required signatures) and received by the prescribed deadline.

- Tim Marotta, P.Eng., Manager of Engineering & Construction, City of St. Catharines

Tim would provide representation from the Niagara Peninsula which has not been represented on the Board since Christine Adams left the BoD prior to the pandemic. He has been a long standing member of the OPS Watermains Committee.

The NC reached out to Tim and he agreed to be considered for election as a Board member for the upcoming term. The NC believes that Tim is an excellent candidate 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 nomination of Tim Marotta,

The NC is recommending that Tim Marotta be recommended as a candidate for election at the 2024 AGM to fill the Board vacancy.

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 2025 AGM.

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

- 1. The NC recommends Taylor Crinklaw, serve as Past-President (Ex-Officio) for 2025-2026.**
- 2. The NC recommends the following five (5) current Board members as candidates for election at the 2025 AGM for the 2025-2026 term:**
 - **Paul Acquaaah** **York Region** **(1-year term)**
 - **Tara Blasioli** **City of Ottawa** **(1-year term)**
 - **Joe de Koning** **Wellington County** **(1-year term)**
 - **Ashley Rammeloo** **City of London** **(1-year term)**
 - **Imran Khalid** **Huron County** **(1-year term)**
- 3. The NC recommends the following new candidate for election at the 2025 AGM as Directors for the 2025-2026 term:**
 - **Tim Marotta** **City of St. Catharines** **(1-year term)**
- 4. It is noted that the terms for Penelope Palmer, Scott Hamilton and Ben de Haan will not be expiring at the end of the current term and therefore are not subject to election.**

Additional Discussion:

After the amended MEA Bylaw was adopted at the 2023 AGM, it was noted at the 2024 AGM 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 2025 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 2025 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 24, 2025

TREASURER'S REPORT FOR FISCAL YEAR 2024-2025

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, 2024, to August 31, 2025 (2025 year-end). The Financial Statements for the Association, prepared by the MEA's auditor, Lynne D. Remigio, CPA, are enclosed.

The MEA continues to maintain a solid financial position characterized by an increasingly popular conference, steady membership growth, active committee engagement and a variety of training programs. While increased organizational activity has led to higher operational expenditures, the Board's newly adopted 2025-26 strategic plan will ensure that our organization can focus on the needs of our members while maintaining future financial stability and success.

The 2025 year-end audited financials show there was an operating revenue of approximately \$22,748, which was comparable to the budgeted revenue of \$24,223. Year end reconciliation of our accounts demonstrated that the board maintained strong financial control of our budget through the past fiscal year.

MEA's revenues continue to rise, largely driven by the success and growth of our annual conference. Last year's conference drew incredible numbers, and the board anticipates that the London conference will exceed the revenues the Ottawa conference generated for the 2025 year-end! Employment service ads continue to be a steady source of revenue for the organization. Membership revenue is also maintaining predictable and steady growth.

With a busier conference, the operational expenditures also increased to meet the demand that comes with a larger number of conference attendees. The MEA employs one full time staff member (Technical Services Coordinator) and four part time staff members (Executive Director, Administrative Support Assistant, MCEA Advisor and MCEA Support Advisor). MEA also contracts Good Roads to provide administrative and financial support. The board continues to look for different partnership opportunities with sister organizations to further expand the services we provide to our members.

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 Matt Miedma (regrets), President Taylor Crinklaw, Vice President (1) Penelope Palmer, Vice President (2) Scott Hamilton 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. It should be noted that the Financial Statements in front of the membership reflect the decision of the Board to close two *Restricted Reserve Funds*, namely the *Student Education Fund* (\$13,000) and

the *Financial Assistance Fund* (\$5,000). The *Student Education Fund* has been funded within our operating expenses since 2008, and the *Financial Assistance Fund* is not expected to ever be used for its intended purpose (Municipal disaster relief support). Closing these reserves will help streamline our financial accounting in future years and provides greater flexibility with our funds.

It has been a pleasure to serve as your Treasurer again for the past year. Thank you to the MEA Board of Directors for your support and contributions helping keep the MEA in good financial shape and also to our financial and administrative support staff at Good Roads (Lingling Liu, Seher Taufiq, Rayna Gillis, Lesley McCauley and Ana Krasulja).

Given that the 2025 Year-End is the last time Dan helps to ‘close the books’ as our Executive Director, I would specifically like to thank him for all the help and support he has provided during my tenure as Treasurer. His guidance and expertise have been invaluable in our organization’s success.

Sincerely,



Benjamin de Haan, P.Eng., FEC
MEA Treasurer, 2024-2025



2025 MEA COMMITTEE REPORT

Committee:	MEA Audit Review Committee
Chairperson	Ben de Haan, P.Eng., MEA Secretary-Treasurer
Reporting:	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	Taylor Crinklaw, P.Eng. MEA President	Penelope Palmer, P.Eng. Vice President (1)
Scott Hamilton, P.Eng. Vice President (2)	Matthew Miedema, P.Eng. MEA Past President (regrets)	Dan Cozzi, P.Eng., MEA Executive Director
Lynne Remigio CPA, MEA Auditor		

ACTIVITIES IN 2024:

The audit committee met virtually on October 21, 2025 to review the draft audit documents prepared by Ms. Lynne Remigio, CPA. Ms. Remigio was named at the 2024 AGM as the MEA's Auditor for the fiscal year September 1, 2024 to August 31, 2025. An electronic copy of the draft audit documents was circulated to members of the committee in advance of the meeting.

The 2025 Audit Approach

General Approach

The Auditor's approach for the audit of MEA's year ending August 31, 2025, 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. The 2025 year end had a higher number than typical adjusting entries. The atypical entries were specifically related to prepaid meeting expenses that had not been finalized.

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, 2025, 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 and spent time reviewing the newly implemented *Standard Operating Procedures* associated with the organization's move to an online banking platform.

There are no other unresolved matters which the Auditor has not agreed with management regarding accounting treatment, policies or estimates. The Auditor has not encountered any areas of significant concern that would demand the attention of the MEA Audit Committee.

The Audit Review Committee agreed on a recommendation to the MEA Executive Board to accept the Audit for presentation to the membership at the Annual General Meeting.

FUTURE GOALS:

To continue this practice of review and to take measures, if any, to improve the recording of financial information available for the audit.

FUTURE OF COMMITTEE:

√	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.

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA/ACEC-Ontario Liaison Committee
Chairperson(s):	Taylor Crinklaw - President MEA; Mark Tulloch – Principal, Tulloch Engineering.
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	
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ACTIVITIES IN 2025:

This meeting is held annually to discuss items of mutual interest and collaboration opportunities. This year, the meeting was held on January 8, 2025 at the Sheraton Toronto Airport Hotel & Conference Centre.

The main topic of discussion was the MEA/ACEC-Ontario Standard Engineering Agreement. However, a number of other topics were discussed and areas of collaboration considered.

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.

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA/Good Roads Liaison Committee
Chairperson(s):	Taylor Crinklaw - MEA President; Antoine Boucher – 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 BoD Exec Committee	Good Roads Board of Directors	
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ACTIVITIES IN 2025:

A Liaison meeting was held with Good Roads in person during the annual GR Conference (March 31 – April 2) at the Royal York Hotel.

A number of topics were discussed involved collaboration opportunities between the two organizations.

As it was difficult for all MEA BoD members to attend during the GR Conference, it was agreed that going forward, the MEA BoD Executive Committee members would attend on behalf of MEA.

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.

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA/OSPE Liaison Committee
Chairperson(s):	Taylor Crinklaw - MEA President; Dave Carnegie, Principal – Malroz Eng'g
Reporting Executive:	Dan Cozzi – MEA; Sandro Perruzza - OSPE

MANDATE:

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

MEMBERS:

MEA Board of Directors	OSPE Board of Directors	
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ACTIVITIES IN 2025:

The first ever MEA/OSPE Liaison meeting was held in person at the DoubleTree Toronto Airport Hotel on May 8, 2025.

A number of topics were discussed involved collaboration opportunities between the two organizations.

Both associations agreed it would be beneficial to continue this liaison meeting going forward.

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.

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA/OPWA Liaison Committee
Chairperson(s):	Taylor Crinklaw - President MEA; Marco Bertoia – President Elect - OPWA.
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 to municipal engineers and engineering consultants.

MEMBERS:

MEA Board Members	ACEC-Ontario Board Members	
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ACTIVITIES IN 2025:

This meeting was not held in 2025. The MEA BoD wishes to recommence this annual meeting in 2026.

FUTURE GOALS OF THE COMMITTEE

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

FUTURE OF COMMITTEE:

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

MEA COMMITTEE REPORTS

2025 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 Americrombie		

ACTIVITIES IN 2025:

- Two virtual committee meetings in 2025 and in-person meeting at 2025 conference
- Tour of OGRA Road School in April 2025
- Prepared outline of Planning 101 for Engineers webinar training
- Inventory of training offerings by peer associations and others to identify gaps and potential recommendations on relevant training offerings by others

FUTURE GOALS OF THE COMMITTEE

- 2026
 - Scope 2 or 3 training initiatives and commence course development
 - Offer Committee's input on Municipal Infrastructure Training (MIT) Certification Program
- New Planning 101 for Engineers 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.

2025 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 Rammeloo	arammeloo@london.ca	
Dan Foong	Dan.Foong@york.ca	
Uwe Mader	Uwe.Mader@toronto.ca	

ACTIVITIES IN 2024/25:

- 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 augments 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 likely 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) Annual MCEA Training Program – UPDATE: Intro to MCEA Workshop was held June 10-12, 2025 with approximately 90 attending. Course material was updated to include discussion about MECP's proposal to revoke the MCEA and replace it with a new MPAP regulation. Attendees were shown how the EA system may evolve with MPAP and discovered how best to proceed with MCEA projects in these changing times. The outline of a replacement for the MCEA, potentially called Screening Tool for Assessing Municipal Projects (STAMP), was introduced.

No training is currently planned for fall of 2025.

If MECP does revoke the MCEA and enacts MPAP, MEA should organize to quickly deliver training;

Proposed Training

½ Day (for those already familiar with EA processes) Significant numbers will likely attend.

- process, customize
- Project List
- STAMP MPAP process

Two ½ Days

- Expanded discussion of STAMP process
- Expanded discussion of MPAP process
- Follow example projects through the process
- Sample notices and report

- 5) MEA has launched a new web site. The content on the new web site, related to MCEA, has been reviewed and updated to provide current information. This will be an ongoing practice to review and update the web site (as required) as part of the preparation for MEA's regular Board meetings. 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.

2025 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 2025:

Virtual meetings were held in February and August 2025.

Topics discussed at the February meeting included number of staff members needed and budgetary accounting for management of new CLI-ECAs, policies for “no cut” of pavement in winter month, development review course synopsis, Infill by-law to deal with 1-10 unit new builds, Conditional Site Plan Approvals, development engineering review fees summary from municipalities, minimum DBH (diameter at breast height) size for tree inventories, sanitary sewer service cleanouts at property line, how municipalities deal with rock blasting, sanitary sewer flow monitoring / sharing I&I data with developers, cisterns for residential servicing, authority to require sidewalks and parking in private condos, LC requirements, Site Alteration / Fill By-laws, cost for SWM pond sediment removal, inverted crown cross-sections, min. water service sizes, foundation drainage discharge policies, developers asking for reduced ROW widths.

Topics discussed at the August meeting included public and Council involvement with proposed developments including “NIMBYism”, requirements under OPS 407 and 410 re: I&I testing cannot be done in frozen ground, regulatory signs to be done by developer under subdivision agreement or municipality, how municipalities handle the post Draft Plan Approval stage (i.e. detailed design review processes), Municipal Access Agreements, auto-flushers, how to address the “more homes built faster” initiatives, development standards for rear lanes, permission / legislation giving authority to grade onto private properties, P.Eng. drawings’ disclaimers that plans only extend to their client (should also extend to the municipalities), when submissions are required to have a P.Eng. stamp, how to account for wetland SWM control instead of wet pond (i.e. notices to purchasers, etc.), crossing guard program costs, cash contributions from developers for works done by previous developers.

Another meeting may potentially be held in late 2025, pending members provide a sufficient collection of topics for discussion.

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:

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.

2025 MEA COMMITTEE REPORT

Committee:	2025 Bursary Committee
Chairperson(s):	Taylor Crinklaw - MEA President
Reporting Executive:	Taylor Crinklaw

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:

Taylor Crinklaw (Chair & President)	Matthew Miedema (P-President)	Chris Traini (P-President)
Jason Cole, (P-President)	Salim Alibhai (P-President)	Roslyn Lusk (P-President)
Dan Cozzi (P-President & ED)		

ACTIVITIES IN 2025

The 2025 Bursary Program was launched in early March 2025 with an application deadline of May 16, 2025.

The Committee communicated via email on several occasions between March and June to discuss/receive/score applications and to approve a recommendation report to the MEA Board of Directors.

18 Applications were received this year.

Recommendations:

1. That 2025 MEA Bursaries be awarded as follows:
 - a. John Hammer Memorial Bursary (\$2,000):
 - Eddie Samuel
 - b. William Robinson Memorial Bursary (\$2,000):
 - Rayna Yuen
 - c. Bursary Awards (\$1,500 each)
 - George Davidson
 - Edwin Qi
 - Esther Bino
 - Ryan Reid
 - Mara Lasko
 - Armish Samoon
 - Caleb Klein
 - Aiden Stanley
 - Madison Chisholm-Davidson
 - Ethan Peters

Note: The Committee is recommending 12 awards since 2 applications scored just outside the top 10 and the Committee felt they were deserving.

2. THAT the Executive Director notify:
 - a. the award winners about the results and complete final vetting (confirmation of enrollment, parent information) over the summer months, obtain photos of each award winner and cheques be processed before the end of August.
 - b. the Clerk of the municipality where each award winner's parent works advising of the award, and that this information be provided to the Council of the municipality.
3. THAT the Executive Director reach out to a couple of the candidates and invite them (and their parents) to the MEA President's Gala on November 13 with an offer of complimentary tickets to the banquet and hotel accommodations to be provided. Order of priority for invitation offer will be 1st and 2nd place, then balance.

With the 2025 Bursary Program, the MEA has now awarded over \$217,000 in bursaries since the inception of the Program in 2008.

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.

2025 MEA COMMITTEE REPORT

Committee:	2025 MEA Awards Committee
Chairperson(s):	Matthew Miedema
Reporting Executive:	Mathew Meidema

MANDATE:

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

MEMBERS:

Matthew Miedema (Chair & P. Pres.)	Jason Cole (P-President)	Salim Alibhai (Treasurer)
Reg Russwurm (P-President)	Roslyn Lusk (P-President)	John Thompson (P-President)
Dan Cozzi (ED & P-President)		

ACTIVITIES IN 2025:

Committee Activities in 2025:

1. The Committee met via two (2) ZOOM video conferences as well as through several email communications to initiate the nomination window, review candidates and to recommend the roster of 2025 awards to the MEA BoD.
2. The MEA has three (3) award categories:
 - a. MEA Award – Candidates may be nominated by membership/public, the Awards Committee or MEA Board (see attached TOR)
 - b. MEA Order of Merit – Candidates are recommended by the Awards Committee or the MEA BoD (see attached TOR)
 - c. MEA Life Membership – recommended by Awards Committee or the MEA BoD (see attached TOR)
3. The MEA also has a Volunteer Appreciation program for those reaching a 5-year milestone increment, under the MEA's Policy: *MEA Committee Volunteer Recognition Program* and managed by MEA staff. Nineteen (19) volunteers will be recognized this year for 5 and 10-year milestones at the 2025 Awards Luncheon.
4. The "MEA Award" criteria was updated in 2025 to make it clear that Project Team nominations were eligible for consideration.
5. The MEA membership was solicited for nominees for the "MEA Award" in the MEA's Quarterly Newsletter and through an e-blast and via a news item on the MEA website in May of 2025. In addition, a letter was sent to all Ontario Municipal Clerks on May 15, 2025. Notices were also posted on MEA social media. Deadline for nominations this year was September 12, 2025. Nominations could be submitted electronically through the MEA's website or via a direct email to the Executive Director.
6. The MEA website provides a listing of all past awards winners. The website listing was updated in late 2024 acknowledge the 2024 winners.
7. Six (6) nominations were received from the membership for the MEA Award by the nomination deadline. One was disqualified as the candidate was deemed ineligible. The Awards Committee is recommending the MEA Award to five (5) of the nominations.
8. The Awards Committee is recommending one (1) Life Membership be awarded this year.

9. The Awards Committee is recommending one (1) MEA Order of Merit award for 2025.
10. A ceremonial gavel will be awarded to the incoming President (2025/2026 term)
11. An appreciation plaque will be awarded to the outgoing President (2024/2025 term).
12. 2 (two) Bursary recipients (and their parents) will be invited to attend the President's Gala to be recognized. As of the writing of this report, one (1) bursary recipient (and parents) have confirmed their attendance.

The MEA Award and the Volunteer Recognition crystals will be presented MEA Awards Luncheon which will be held during the 2025 MEA Conference in London on Wednesday, November 12, 2025.

The presentations of the MEA Life Membership, the Order of Merit and Bursaries will occur during the President's Gala, which will be held during the 2025 MEA Conference in London on Thursday, November 13 during the MEA Conference in Ottawa.

Committee Recommendations for 2025 Awards:

- **MEA Awards:**

- **Bruce Kenny, P. Eng., City of Ottawa**

Bruce was nominated by Carina Duclos and Erin O'Neill (both from the City of Ottawa) and the nomination included several supporting letters.

The nominators acknowledged Bruce's dedication of 22 years at the City of Ottawa, consistently demonstrating excellence in the planning, design and delivery of municipal infrastructure projects. His engineering expertise, combined with his ability to manage complete issues and navigate political and stakeholder environments, has made him an invaluable asset to the City's Infrastructure Department. A few projects were highlighted in the nomination, including the Bronson Avenue Reconstruction and Alta Vista Hospital Link.

- **Brian Newman, P. Eng., City of Thunder Bay**

Brian was nominated by Kayla Dixon and Michelle Warywoda (both from City of Thunder Bay).

Brian is being recognized for his contributions to the City of Thunder Bay's North Core Streetscape Project. This once-in-a-generation, \$13-million initiative that transformed the City's downtown core into a welcoming, pedestrian-focused space that supports local businesses, and reflects the vision of our community.

- **Ryan Brown, P. Eng., Municipality of Chatham-Kent.**

Ryan was nominated by Edward Soldo and Mascaro Amyotte from the Municipality of Chatham-Kent.

This nomination recognized Ryan's work over the past 4 years with the "Wheatley Gas Well Emergency". Starting in June of 2021, naturally existing hydrogen sulphide gas was detected in the basement of a commercial property in the core of Wheatley, Ontario. On August 26th, 2021, an explosion of the building took place which led to a 3-year declared state of emergency. During the first year, over 100 residential and commercial properties were completely evacuated. Through engineering expertise, the evacuation zone was reduced and finally came to conclusion in 2024 with the Municipal purchase of 12 properties. These properties were demolished, and a thorough investigation of the property was completed. In total, two gas wells and two water wells were found and plugged. The cause of the explosion was determined to be gas from petroleum wells migrating to surface and entering the building through drainage tiles.

- **Will Williams, P. Eng.,**

Ryan was nominated by Imran Khalid (Huron County) and Alister Brown (City of Sarnia).

Will recently managed the successful delivery of the Blyth Tunnel Project along the Goderich to

Guelph Rail Trail. This project involved restoring a tunnel under County Road 25 to provide a safe and accessible crossing for trail users. Previously, trail users were required to cross a busy County Road at grade, which created significant safety concerns for pedestrians, cyclists, and families using the trail. Thanks to Will's leadership, the project now provides a permanent and safe grade separated crossing that greatly improves user safety while preserving the continuity of this important regional trail.

➤ **City of London Project Team**

The Project Team was nominated by Ashley Rammeloo and Doug MacRae (both from the City of London).

- The Project Team consists of the following MEA members:
- Paul Yanchuk (Design lead)
- Ardian Spahiu (Planning and Design Lead)
- Ted Koza (Planning and Design Lead)
- Peter Kavcic (Planning and Design Lead)
- Ugo DeCandido (Construction Lead)
- Garfield Dales (Planning and Design Lead)
- Kirby Oudekerk (Pump Station Design and Operation)
- Shawna Chambers (Drainage Design)
- Monica McVicar (Drainage Design Lead)

The team was nominated for their involvement in the Adelaide Street Underpass Project, a once-in-a-generation project to eliminate longstanding conflicts between road users and the railway at this intersection of a major London street and the Canadian Pacific Kansas City (CPKC) rail line. Before the project, daily rail crossing delays were measured in hours due to rail operations in the adjacent CPKC yard. The new underpass directly improves safety and reliability by eliminating delays, reducing cut-through traffic in nearby neighborhoods and improve active transportation and quality of life. There are also benefits associated with improving emergency service and transit reliability. The project's success was the result of positive collaboration between City engineers, engineering consultants, the rail company and surrounding community and business associations.

• **MEA Life Membership:**

➤ **Rick Harms, P. Eng., retired (formerly with City of Thunder Bay)**

Rick is a long-standing member of the MEA and served on several MEA committees over his tenure as a member. He was also a winner of the MEA Award in 2018

Rick retired from the City of Thunder Bay in 2022. He continues to be involved in the municipal engineering field as he has taken on a role with a consulting firm (RJ Burnside) since his retirement.

• **MEA Order of Merit:**

➤ **Chris Traini, P. Eng., Middlesex County**

The Awards committee singled out Chris for recognition of the MEA Order of Merit for his many years of involvement with the association including serving on the Board of Directors and as MEA President, serving on a significant number of MEA Committees – and helped make the MEA more relevant in the province over his tenure. His involvement as a member of the Good Roads BoD (and past president) was invaluable to MEA.

The MEA Board of Directors reviewed and approved the above award recommendations at its meeting of October 8, 2025. The Executive Director has notified each recipient. Recipients of the MEA Award, Life Membership and MEA Order of Merit be provided complimentary tickets (including guest/spouse) to the respective event they will be recognized at during the conference. Should the award recipient be travelling a significant distance to attend the gala, the ED will arrange to provide a complimentary hotel

room for one night. Travel arrangements will be at the award winner's expense.

Recipients of the MEA Volunteer Appreciation awards have already been notified and will be provided a complimentary ticket (including guest/spouse) to the MEA Award Luncheon. Travel and hotel accommodation will be at the recipient's expense. In the event the volunteer appreciation recipients cannot attend the luncheon, the award crystals will be shipped to them following the MEA Conference.

Updating of MEA Website:

The Awards section of the website acknowledging this year's winners will be updated in December of 2025.

FUTURE GOALS OF THE COMMITTEE

Work for 2026

For 2025, the Committee plans to meet quarterly.

FUTURE OF COMMITTEE:

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

2025 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 (City of Vaughan)	Ashley Rammeloo (City of London)	Birgit Piberhoffer (Loyalist Township)
Dave Thompson (Loyalist Township)	Jeffrey Lee (Town of Oakville)	John Thompson
Melissa Ryan (City of Kitchener)	Salim Alibhai (York Region)	Tracy Annett (Region of Waterloo)

ACTIVITIES IN 2025:

The Committee met once on October 27th, 2025, using a virtual format and chaired by Salim Alibhai.

Some of the issues discussed were:

Updates to Standards and Processes

- Water Taking and Stormwater EASRs
- Drinking Water Quality Management Standard
- Drinking Water Disinfection Procedures

Facilitated Session to explore the value and impact of the Liaison Committee Meetings

- Reflection
- Emerging Issues
- Future Topics

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	MEA Young Professional (YP) Committee
CHAIRPERSON(S):	Karan Dev Sharma
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:

Karan Dev Sharma	Taylor Crinklaw	Josh Self
Evan Cassidy	Rishabh Sharma	Pruthvi Desai
Erica Tilley	Melanie Knowles	Shelley Zhu
Amin Mneina		

ACTIVITIES IN 2025:

Social Media Presence

In 2025, social media posts were made on LinkedIn 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. The committee modestly grew its LinkedIn group page membership from 82 to 88 before being formally closed in August. Members were redirected to the main MEA LinkedIn page to consolidate communication and engagement efforts.

Mentorship Program

A new registration cycle was launched in 2025, continuing the committee's commitment to professional development and peer support.

YP Committee Recruitment

The committee welcomed two new members in 2025: Josh Self from the City of London and Pruthvi Desai from the Town of the Blue Mountains. Their addition helps fill vacancies left by outgoing members who no longer meet YP criteria. The committee is continually looking to add members to help widen the committee's network and support succession planning.

Networking Events

The YP Committee is reintroducing the popular bridge building competition at the MEA Annual Conference, a large networking opportunity where post-secondary students will be invited to compete as well.

Webinars/Online Events

An upcoming webinar focused on the Gordie Howe Bridge is being organized by the YP Committee, continuing efforts to provide educational and industry-relevant content to members.

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

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.

2025 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 2025:

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 2025. The MEA Conference has developed into a large scale event where only municipalities with sufficient conference event space/hotels will be able to host going forward. The MEA is following a set protocol for the planning of the annual event and this need for this committee may no longer be required.

FUTURE GOALS OF THE COMMITTEE

Work for 2026

- N/A

FUTURE OF COMMITTEE:

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

2025 MEA COMMITTEE REPORT

COMMITTEE:	Connected Cities Committee
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	Terry Gayman, City of Guelph	
Susan Tesluk, City of Timmins	Indra Mahjaran	
Jean Hao, City of Kitchener		

ACTIVITIES IN 2025:

- Established Google Drive directory
- Member Presentation by Jean Hao at 2025 MEA Conference
- Discussed and shared technologies implementation across various Municipalities

FUTURE GOALS OF THE COMMITTEE

- 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 Connected Cities
- Establish Inventory of Approved Municipal Council Reports relating to Connected Cities

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.

2025 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)	David Unrau (Co Chair)	Andrew Miller
Michael Cappucci	Rooban Markandu	Gary Carroll

ACTIVITIES IN 2025:

The committee met six times so far this year online through TEAMS. The committee undertook the following activities;

Worked on draft status report for use of E-Mobility by different municipalities across Ontario; The guide provides information about what other municipalities are doing in terms of regulating E-Mobility.

During the meetings, topics included Road Diet, listing the E-Mobility Status Report in Resources Page, creating a resource page “Why there is need for regulation on E-Mobility” and to reach out to our contacts in various organizations to receive input from various staff and private agencies.

FUTURE GOALS OF THE COMMITTEE

1. Publish Frequently Asked Questions (with answers) on E-Mobility at the MEA website and answer further questions from the community on AT.
2. Do a presentation on E-Mobility at MEA annual workshop.
3. Collect success stories
4. Participation in conferences (MEA, OGRA, Etc)

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.

2025 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:

Paul Swioklo City of Burlington	Pruthvi Desai Town of the Blue Mountains	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	Kevin Girard Town of Essex

ACTIVITIES IN 2025:

In 2025, the Committee was pleased to welcome two new members and continued support from our Board Representative Tara. Thank you to the Board for assisting us with new members and providing the ongoing support each and every year as you do and thank you Tara for all of your insight and support.

In 2025, we agreed to change our meetings again to every 4 to 6 weeks to try to get more work done and we would try to book well in advance to ensure attendance. We did agree that attendance was not mandatory as long as we can still manage tasks. Meeting dates included January 14, March 27, April 30, May 23, July 24 and September 9, 2025. The Committee will be meeting October 16 and November 27 to finish off 2025.

This was the Climate Change Committee's fifth 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 2025, the Committee looked at ways to better support the resources page or 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 2025, 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.

- Providing Guidance to Reduce Extreme Weather Risk on March 13

- Lessons Learned Through the Development of Policy, Procedure, and Standards for Non-Conventional Municipally Assumed Stormwater Management Facilities May 23
- Transitioning to a Green Fleet Strategy on October 17

We do have one or two additional webinars possibly slated for this year but as they are not finalized, we will not include in this report.

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 webinars were slow this year but we are getting ready for a few for next year. The team is getting more fluid with the set up and management of the webinars for 2026.

FUTURE GOALS OF THE COMMITTEE

The Committee is working on a new survey to try to provide an update on the survey from Year One in order for the Committee to stay up to date and fluid with our members. It is anticipated this survey will be issued before year end such that we will have new information to lead us into 2026.

Continuing with the survey results from Year One, this Committee identified possible action items which may address the survey results. These concepts are listed below as a recap 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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	Municipal Professional Engineers Advocacy (MPEA)
CHAIRPERSON(S):	Sarah McDonald, Township of South Glengarry Kelly Walsh, City of Welland
REPORTING EXEC:	Imram Khalid, Huron County

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:

Roslyn Lusk, City of Kitchener	Jackie Kay, City of Guelph	Michael Popik, City of Toronto
Sarah Austin, City of Cambridge	Matthew Miedema, City of Thunder Bay	Jeffrey Lee, Town of Oakville
Melissa Ryan, City of Kitchener	Monica Puopolo, City of Kitchener	Carlos Reyes (Secretary), Town of Tillsonburg
Imram Khalid, Huron County	Kelly Walsh, City of Welland	Sarah McDonald, Township of South Glengarry

ACTIVITIES IN 2025:

The MPEA Committee had a successful and productive 2025. The Terms of Reference (TOR) were reviewed, and some administrative updates were made related to committee composition, member tenures and meeting dates. Four new members were added to the committee in light of previous committee member departures.

The MPEA Committee met on February 15 (Virtual), April 1 (Hybrid), June 12 (Virtual) and September 25 (Virtual). The next committee meeting will be in November.

The group took on four new members in 2025, losing three existing and filling one vacancy. Co-chair Lusk stepped down and Sarah McDonald was elected as co-chair.

The strategic session held in April identified actions going forward to include defining 'chief engineer', building allies, preparing educational materials for municipalities, researching municipal-like acts across provinces, all the while utilizing AI to make research easier. The ToR for the committee were reviewed and carried at the February meeting.

With the recent filling of a vacancy from the City of Kitchener, concerns regarding the municipal make-up of the committee have been raised internally as the committee felt it is missing geographic and population 'demographics' from other areas of the province.

Accomplishments of the committee regarding work in 2025 include:

- Revised mandate to align with committee's key research findings
- Completed research of the role of 'Chief Engineer' in a previous version of the Municipal Act
- Began collecting information on potential barriers to advocating for a 'Chief Engineer'
- Met with individuals who had obtained their CET and P. Eng. to gain insights
- Initiated definition and scope of the Chief Engineer role
- Defined "small municipality" as having a population under 25,000, in accordance with Asset Management regulations

FUTURE GOALS OF THE COMMITTEE

- Define the role of chief engineer
- Develop another promotional circular/correspondence for municipal councils regarding the important role we play MEA-MPEA is currently developing key messages and will establish connections with stakeholders.
- Investigate OACETT's recent renaming of their organization to Engineering Technology Professionals Ontario (ETPO) and their title from Certified Engineering Technologist (CET) to Professional Technologist (P. Tech.) - as it relates to the mandate of this Committee
- Continued outreach to individuals who have experience in both P.Eng and CET (P.Tech) roles to understand and articulate the differences
- Connect with ETPO, PEO, OSPE for the continued promotion of Professional Engineers

The committee will continue to move through a 5 step Strategic Plan developed as part of the first Strat Plan: 1 - Plan the Plan; 2 – Research & Background; 3- Advocacy/Diplomacy; 4 – Promotion; 5 – Plan of Attack

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.

2025 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 2025:

The minimum maintenance standards committee met to review the proposed draft revisions to the Minimum Maintenance Standard regulations and send commentary to Good Roads as input to the 5 year review process.

FUTURE GOALS OF THE COMMITTEE:

Good Road's five-year MMS review committee have submitted the recommended draft revisions to the province and is waiting to hear back from the Ministry of Transportation on that proposal. The MEA committee will review the approved MMS revisions once available and may provide guidance to the membership of the association on potential impacts of these revisions to their related municipalities.

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	Excess Soil Working Group
CHAIRPERSON(S):	Katrina MacDonald, City of Mississauga & Kyle VanderMeer, City of Guelph
REPORTING EXEC:	

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 • Collaborate with and support external peer group - 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
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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
Vicky Wei City of Toronto	George Missios City of Vaughan	Sumaiya Habiba County of Essex
Brenda Thom City of Ottawa	Devin Matheson City of Kingston (SME)	

ACTIVITIES IN 2025:

The working group met on October 10, November 11, and December 12 in 2024 and January 9, February 13, March 13, April 10, May 15, June 12, July 10 and August 14 in 2025. This was the fourth 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 December 12, 2024 by O. Reg. 550/24, 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 addition, the working group has introduced informal “workshop” sessions to occur on an alternating schedule with formal meetings, in order to better accommodate a collaborative discussion and preparation of responses and reports, with the goal of delivering resources and benefits to the other MEA members on a more accelerated timescale. In Winter 2024 the working group prepared a response on behalf of the MEA to ERO Posting No. 019-9196 “Proposed Regulatory Amendments to Encourage Greater Reuse of Excess Soil”. as well as prepared a response on behalf of the MEA regarding RPRA consultations on their “Proposed 2025 Excess Soil Registry Fees”. In January 2025, the working group collaborated and prepared comments on the OPSS MUNI 180 “General Specification For The Management Of Excess Materials”. In Spring 2025 the working group compiled and

summarized pre-engineering cost estimates arising from the Excess Soils Regulation to support an initiative under RPWCO. In Summer 2025 the working group helped set up a Resource and Best Practices document on the MEA website resource page. 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, Environment Journal's Excess Soil Symposium and emerging technology presentations as well as coordinated focused discussions between the working group and the MECP. The insights gained and the discussions held 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 drop-in meetings with subject matter experts and working group members that will allow non-members to ask questions and have open discussions on excess soil inquiries and/or issues. Planned for fall 2025.
- The group is actively working on the creation of the MEA's Excess Soil Training Course outline and looks forward to continued work with the MEA in launching this course.

FUTURE OF COMMITTEE:

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

EXTERNAL COMMITTEE REPORTS

2025 MEA COMMITTEE REPORT

COMMITTEE:	Multi-Stakeholder Working Group on Road Salt Management
CHAIRPERSON(S):	Marie France-Roussel –Env. Canada
REPORTING EXEC:	Imran Khalid – Huron County

MANDATE:

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

MEMBERS:

Approximately 45 members representing various institutions including different municipalities, provinces, consultants, contractors and educational institutions.

ACTIVITIES IN 2025:

No meetings were held in 2025.

The primary action item for the group was the development and release of the “2025 Road Salts Reporting Guide”. The guide was circulated to the group on 28th May, 2025. The guide was prepared at the Working Group’s behest to encourage both the adoption of the Code of Practice for the Environmental Management of Road Salts and accurate reporting, based on recommendation from the group’s Spring 2023 Working Group Meeting. The guide is available upon request but not published online.

Annual report with overview of data reported for 2019 to 2023 in the context of national targets has been published and is available online.

FUTURE GOALS OF THE COMMITTEE

- Continue to use National Targets to evaluate effectiveness of the Code and further investigate targets that pose challenges.
- To encourage improved adoption of best management practices by Road Organizations
- To improve effectiveness of the Code and investigate targets that pose challenges

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.

2025 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
Cheryl Fort, Mayor, Township of Hornepayne	Chris Angelo, Chief Administrative Officer, City of Quinte West	Terry McKay, Deputy Mayor, Township of Chatsworth
Nancy Peckford, Mayor, Municipality of North Grenville	Alysson Story, Councillor, Municipality of Chatham-Kent	

ACTIVITIES IN 2025:

The committee met in November 2024 and January, June and September, 2025.

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 2025:

- 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 2025 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 participated in Road School for the first time in 2025 and was pleased with the premiere of the standards course in person.

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.

2025 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
Alysson Storey, Councillor, Municipality of Chatham-Kent	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	Justin Towndale, Mayor, City of Cornwall	

ACTIVITIES IN 2025:

The committee met in November 2024 and January, June and September, 2025.

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 mandate which guided their activities in 2025:

- Providing recommendations on First Nations engagement
- Monitoring of the implementation of Truth and Reconciliation Calls to Action
- Monitoring and providing recommendations to:
 - Advance EDI objectives as applied to organizational governance
 - Ensuring products and services incorporate an EDI lens
 - Ensuring policy positions include EDI considerations
- Initiate reports and recommend actions to be taken to the 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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	Good Roads Public Affairs Committee
CHAIRPERSON(S):	Cathy Burghardt-Jesson, Mayor, Township of Lucan-Biddulph
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:

Melissa Abercrombie, Director of Public Works, County of Oxford	Chris Traini, County Engineer, County of Middlesex, representing MEA	Guy Godmaire, Road Superintendent, Township of Harley and Kerns
Cheryl Fort, Mayor, Township of Hornepayne	Terry McKay, Deputy Mayor, Township of Chatsworth	Nancy Peckford, Mayor, Municipality of North Grenville
Vincent Sferrazza, Director of Transportation Operations and Maintenance, City of Toronto	Justin Towndale, Mayor, City of Cornwall	

ACTIVITIES IN 2025:

The committee met in November 2024 and January, June and September, 2025.

Good Roads has redefined its committee structures as of the 2021 Good Roads annual conference. The Public Affairs committee was established with the following mandate which guided their activities in 2025:

- 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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	Good Roads Research and Product Development Committee
CHAIRPERSON(S):	Chris Angelo, Chief Administrative Officer, 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:

Vincent Sferrazza, Director Transportation Operations and Maintenance, 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	Aakash Desai, Treasurer, Township of Chatsworth	Kristen Murray, Councillor, City of Timmins
Cheryl Fort, Mayor, Township of Hornepayne	Guy Godmaire, Road Superintendent, Township of Harley and Kearns	

ACTIVITIES IN 2025:

The committee met in November 2024 and January, June and September, 2025.

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 2025:

- 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 Good Roads Product Guide website and improvements to the Winter Web App. The committee is also keeping abreast of advances and benefits of Artificial Intelligence on municipal operations. This committee also oversees awards including the municipal paving award and the John Niedra Better Practices competition.

This committee 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

2025 MEA COMMITTEE REPORT
Good Roads Research and Project Development Committee

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.

2025 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	rsharma@municipalengineer.on.ca

ACTIVITIES IN 2025:

The 2025 TAC (Transportation Association of Canada) Conference was held in Quebec City from October 5th to 8th. It featured technical meetings, 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 the Fall TAC Technical Meetings and participated actively in the conference. Key committee meetings 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 2025 Fall Technical Meetings

- **Soils and Materials Committee:**
 - Pooled Fund Project “Best Practices Guide for RAP usage in Asphalt Mixes in Canada”
 - Members provided updates on Materials Testing and Their Inputs for Pavement ME Design Working Group
- **Active Transportation Committee:**
 - Presentation on sustainable mobility planning in Ville de Quebec, from the City’s Sustainable Mobility Director.
 - Bike lane barriers on bridges, Dutch-style roadway designs, and solutions for narrow collector roads.
- **Education Committee:**
 - Discussion on Remote vs. In-Person Teaching/Instruction Practices in a Hybrid World.
 - Members provided an update on the educational initiatives from their respective organizations.

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

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.

2025 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.

MEMBERS (QUALITY ASSURANCE COUNCIL):

Quality Assurance Council				
First Name	Last Name	Company	Role	Province
Muhamed	Arapovic	Lafarge Precast	Producer	MB
Bill	LeBlanc	Bill LeBlanc Consulting	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	Ministry of Transportation Ontario	MOT	ON
Wayne	Kassian	Kassian Dyck Associates	ACO	AB
Tari	Orubide	Master Builders	Gen Interest	ON
Clayton	Matwychuk	AB Transportation	MOT	AB
Jean- Michel	Royer	MTQ	MOT	QC
Johnny	Knelsen	Precon / OSCO	Producer	ON
Saidur	Rahman	City of Oakville	Municipal	ON
Sahar	Ranjbar	DECAST	Producer	ON
Savio	DeSouza	Bridge Check Canada	Engineer	ON
Danielle-Magda	Salem	MB Infrastructure	MOT	MB
Steven	Van Wyk	Stubbes	Producer	ON
Bruce	Boyd	NB - Transportation & Infrastructure	MOT	NB
Gerrie	Doyle	RAIC	Architect	ON
Mark	Sokolowski	Knelsen – Precast Division	Producer	AB
James	Lockwood	Rapid Span Precast	Producer	BC
Paul	Imm	Rinker Pipe	QAC Chair	ON

Andy	Dutfield	CPCQA Director (CPCI and CCPA)	Past Chair	ON
Jason	Rabasse	CPCQA Director (CPCI)	Chair	AB
Richard	Mulder	CPCQA Director (CCPPA)	Treasurer	ON

ACTIVITIES IN 2025:

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 2025:

- February 21, 2025
- June 11, 2025
- October 7, 2025

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

The CPCQA program covers products and specifications as follows:

- Drainage: Concrete Pipe CSA A257, CSA C14, CSA C507, ASTM C76, AWWA C302; Manholes CSA A257, ASTM C478, OPSS 1351; Box Sections CSA A23.4, OPSS 1821, ASTM C1433, Headwalls OPSS 804.030, CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete.
- Architectural and Structural: all product categories in CSA A23.4, including specifications CSA A23.4 - Precast concrete - Materials and construction; PCI MNL 116 - Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products.; CSA A23.1/A23.2- Concrete materials and methods of concrete construction / Test methods and standard practices for concrete; PCI MNL 117 - Manual for Quality Control for Plants and Productions of Architectural Precast Concrete Products; PCI MNL 135 – Tolerance Manual for Precast and Prestressed Concrete Construction.
- All elements of precast potentially specified by municipalities fit within the breadth of the CPCQA program, including but not limited to curbs, planter boxes, retaining walls, stairs/steps, reinforced Earth Wall Precast panels, utility boxes/vaults, and water valve chambers. A guide specification is available at: https://www.precastcertification.ca/downloads/CPCQA_Combined_Precast_Concrete_Manufacturer_Guide_Specification.pdf and any enquiries regarding the specifications can be made to gacadministrator@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).
- A new version of the CPCQA Program Requirements was issued in 2025 to keep the program up to date with current standards and practices

- Several new plants joined the program – mostly Ontario based plants.

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 gacadministrator@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.

2025 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 2025:

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.

2025 MEA COMMITTEE REPORT

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

MANDATE:

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

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

MEMBERS:

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

ACTIVITIES IN 2025:

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.

2025 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:	Ashley Rammeloo (MEA Executive)

MANDATE:

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

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

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

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

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

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

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

MEMBERS:

<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
Jamie Bradburn	T2 Utility Engineers	Engineering
Peter Lamb	ACI Survey Consultants (AOLS)	Land Surveying
Neerajah Naviraj	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
Tyle Chapin	Hydro One Networks	Electrical Transmission
Rupree 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
Mike Zangari	Aecon	Member at Large

ACTIVITIES IN 2025:

The ORCGA continues to deliver on its mandate of promoting safe excavation and damage prevention practices across Ontario through the work of its various committees, education programs, communications, and events. The following summarizes key activities and initiatives in 2025.

Committee Activity

- **Best Practices.** The Best Practices Committee met in May to review six Technical Recommendations (TRs) in preparation for the Canadian Common Ground Alliance (CCGA) National Best Practices meeting held in June. The committee continues to play a key role in aligning Ontario practices with national standards.
- **Reporting & Evaluation.** Meetings resumed in August to begin preparations for the 2025 DIRT Report. Discussions included report improvements, potential design updates, and coordination with the U.S. CGA Reporting & Evaluation Committee to ensure alignment and shared insights.
- **Education & Training.** The committee met in May to review and approve outstanding Damage Prevention Technician (DPT) certifications and began discussions on redefining its mandate and membership structure. Follow-up meetings are scheduled for the fall.
- **Events & Communication.** Following the successful execution of the 2025 Golf Tournament and the Locate Rodeo & Excavator Challenge, the Events & Communication Committee has shifted focus to planning the 2026 ORCGA Damage Prevention Symposium, to be held in Niagara Falls.
- **Geographic Councils / Fall Dig Safe Excavator Breakfasts.** All 2025 Fall Dig Safe Excavator Breakfasts have been scheduled, with venues secured. Finalization of agendas, formats, and presentations is underway to ensure consistency and engagement across all regions.

Communications

- **Ear to the Ground.** The Fall 2025 edition has been finalized, continuing with the theme of Digital Utility Mapping. Publication and distribution are scheduled for late September.
- **Tolerance Zone.** The monthly newsletter continues to be issued regularly. Recent editions have featured a recap of the 2025 Locate Rodeo & Excavator Challenge held at Brock University in St. Catharines.

Education Programs

- **Damage Prevention Technician (DPT).** Program Participation in the DPT Program has slowed in 2025, primarily due to a decreased demand for locator training as a result of market saturation. Nonetheless, courses continue to run on demand, with 48 participants trained to date.
- **Safe Excavation Training (SET).** SET training has exceeded expectations in Q2, with 92 participants—many from contractor groups such as Tbaytel. Plans are underway to convert the SET program into an eLearning format, with an RFP anticipated in Q4 2025 and development planned for early 2026.
- **Tailboard Talks.** Currently offering eight modules, the Tailboard Talks program is being expanded based on stakeholder feedback. New topics are expected to be developed in late 2025.

Events

- **2026 Damage Prevention Symposium:** Scheduled for February 10–12, 2026 at the Niagara Falls Convention Centre / Marriott on the Falls.
- **2025 Golf Tournament:** Held June 18, 2025 at The Club at Bond Head; the event sold out. The 2026 tournament will be held June 24 at Deer Creek in Ajax.
- **2025 Locate Rodeo & Excavator Challenge:** A successful, sold-out event held August 21–22 at Brock University. Planning is underway for 2026.

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

Strategic Planning. In partnership with Norm Gale Strategies (NGS), the ORCGA has undertaken a strategic planning process. Through Board workshops initiated in summer and continuing into fall, a comprehensive Strategic Plan is being developed, with completion targeted for year-end.

Continue its 'Municipal Outreach' initiative to get municipalities and the electrical utilities in the Province to become members and help promote the annual Dig Safe message across Ontario.

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

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

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.

2025 MEA COMMITTEE REPORT

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

MANDATE:

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

MEMBERS:

Tracy Annett Region of Waterloo	Mohsen Keyvani, MECP (External Co-Chair)	Ashley De Souza, Ontario Waste Management Association (Waste to Resource Ontario)
Number of External Members		

ACTIVITIES IN 2025:

This group has not convened since the May 10, 2023 meeting. 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 2025.

FUTURE GOALS OF THE COMMITTEE

I am trying to resolve if this group has folded or not and at time of preparing this report I am unsure, therefore until I receive confirmation I recommend that I continue to monitor until I have confirmation.

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	MECP Operator Certification Working Group
CHAIRPERSON(S):	Ministry of Environment Conservation and Parks
REPORTING EXEC:	Ashley Rammeloo

MANDATE:

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

MEMBERS:

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

ACTIVITIES IN 2025:

In 2025, the committee held one (1) meeting on March 26th with a second scheduled for Nov 25th. The meetings are generally held from 9 am until 11:00 am. The following is a brief summary of the more highlighted discussions:

- Free Trade Within Canada Act
 - The Act expands labour mobility provisions and improves service standards, and makes it easier for people in other provinces to work in Ontario.
 - One of the big changes is the “as of right” provision, where operators certified in other provinces can work in Ontario without a certificate in Ontario.
 - Bill is expansive and affects other professions as well. Professional engineers may be working under “as of right”. Details are still to be determined.
- Environmental Technology – Water and Wastewater Systems Operations Program
 - The program in Northern College was developed in response to a request by OCWA and first offered in the fall of 2025 in looking for a northern program centre for training which helps to lower travel cost among other things.
 - Northern College partnered with Lambton College in 2017 and delivered a collaborative program, and their curriculum is enhanced through partnership with WWOTC.
 - The program intake at both Northern and Lambton have since suspended its program for 2025 due to the lack of enrolment, which is largely due to the federal and provincial capping of international student visas. It is hoped that the programs resumes in 2026.
- OWWCO Updates
 - OWWCO does 2 surveys a year. The most recent is the stakeholder survey. It received a 38% response rate.
 - A good number of respondents felt OWWCO didn't provide enough support. OWWCO has since looked at ways to address this concern.
 - OWWCO is working on providing a response to inquiries within 24 hours.
 - Overall it is felt the OWWCO and operators have a good relationship.
- WCWC Updates

- WCWC has a new learning management system (LMS).
- On the Operation of Small Drinking Water Systems course, WCWC is working with the Ministry to update this course. The update is to ensure the course is accessible without travel barriers and to have a form of contact.
- The online, self-directed portion of the course is more interactive than the current version. Once the online part is completed, a virtual portion will follow with an instructor to encourage dialogue.
- Further to the 2024-25 WCWC statistics, they have had the highest number in participants historically.

→ **Strike and Lockout Plans**

- The Ministry has developed a Guide to Seeking Director's Direction for Use of Non-Certified Operators including a Strike and Lockout form.
- The new Strike and Lockout form was revised to align with the new guidelines with further improvements pending.

FUTURE GOALS OF THE COMMITTEE

The working group will continue to provide the Ministry with greater insight into how the certification program meets its objectives and ensure that the program continues to evolve with as the industry it serves does.

Obtain input from MEA members for issues and concerns that municipalities have as a result of on-going proposed and enacted legislative.

FUTURE OF COMMITTEE:

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	Good Roads -The Road Authority
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	Jesse Hopkins - ORSIC	Amin Mneina (Coordinator) - OGRA
Darren Bauman - ORBA	Sam Pelcowitzam - OGRA	Luis Dejesus (MEA)
Scott Butler (Guest) - OGRA		

ACTIVITIES IN 2025:

The Committee met four times this year so far. All of the meetings were conducted by teleconference. The committee reviewed a total of 22 products and classified them as follows: 2 accepted for use, 1 were under evaluation and 19 required additional information.

The Committee also undertook following activities.

- Launched the Good Roads Product Guide for infrastructure products evaluation and pre-qualification
- Overviewed the Product Evaluation Criteria and web app with all features
- Overviewed the Terms Of Reference
- Overviewed the list of minimum evaluation criteria

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

2025 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 2025:

General:

The Advisory Board meets 4 times per year. In 2025, all meetings were held via video conference. Meeting dates were January 27, April 14, June 12, and October 23.

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:

Mike Pearsal from the MTO retired in the late Spring of 2025.

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 + 201 courses in 2025 (virtual) and both were well attended.

MEA also hosted its inaugural offering an “OPS for Municipal Infrastructure” course at the Good Roads School at the University of Guelph in the Spring of 2025

The Advisory Board received updates on the Province’s Standards Harmonization initiative – and MEA participated in a consultation session with MTO in the summer of 2025 regarding its position on standards harmonization.

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.

2025 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 Committees.

MEMBERS:

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

ACTIVITIES IN 2025:

The committee met five times from January to September 2025.

The following details the update of standards scheduled for the 2025 publication cycle:

Published: OPSS.MUNI – 17
 OPSD – 45

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.

2025 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
Michael Catalano MEA	Aaron Ward MEA	Olena Czajkowski MTO
Steven D'Orazio ORBA	Riaz Haq MECP	Don McBrayne ACEC-Ontario

ACTIVITIES IN 2025:

By December 4, 2025, a total of 9 Committee meetings are expected to have taken place — 8 remote and 1 in person.

Michael Catalano joined the OPS Drainage Committee in December 2024 as MEA's representative.

The Committee forwarded the following two drawings and one specification to SMC for publication in April 2025:

403.010 - Galvanized Steel, Honey Comb Grating for Ditch Inlet

403.011 - Raised Ditch Inlet Drawing

OPSS.MUNI 409 - Closed-Circuit Television (CCTV) Inspection of Pipelines

The Committee forwarded the following drawing to SMC with a request to remove it from the OPSDs in the April 2025 publication cycle:

807.040 - Height of Fill Table - Non-Reinforced Concrete Pipe, Class 3

The Committee has reaffirmed the following 40 drawings during the current year:

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

400.050 - Cast Iron, Square Frame, Fish Type Cover

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

400.082 - Cast Cast Iron, Raised Curb Inlet Frame with Cover for Catch Basins Out of Roadway

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
 401.080 - Cast Iron, Curb Inlet Fish Type Cover for Catch Basins Out of Roadway
 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
 807.050 - Elliptical Concrete Pipe, Class He-A, He-I, He-II, He-III, and He-IV

The Committee has worked on the following new drawings and specification:

New nine 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

OPSS.MUNI 433 [NEW] - Visual Observation Inspections

The proposed new OPSDs and OPSSs are currently in development and will be published upon completion.

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to undergo review for the publication cycle in November 2026:

701.010 - Precast Concrete Maintenance Hole, 1200 mm Diameter
 701.011 - Precast Concrete Maintenance Hole, 1500 mm Diameter
 701.012 - Precast Concrete Maintenance Hole, 1800 mm Diameter
 701.013 - Precast Concrete Maintenance Hole, 2400 mm Diameter
 701.014 - Precast Concrete Maintenance Hole, 3000 mm Diameter
 701.015 - Precast Concrete Maintenance Hole, 3600 mm Diameter
 701.021 - Maintenance Hole Benching and Pipe Opening Alternatives
 701.030 - Precast Concrete Maintenance Hole Components, 1200 mm Diameter, Tapered Top and Flat Cap
 701.031 - Precast Concrete Maintenance Hole Components, 1200 mm Diameter Riser and Monolithic Base
 701.032 - Precast Concrete Maintenance Hole Components, 1200 mm Diameter Base Slab
 701.040 - Precast Concrete Maintenance Hole Components, 1500 mm Diameter Transition Cone and Slabs
 701.041 - Precast Concrete Maintenance Hole Components, 1500 mm Diameter Riser and Bases
 701.050 - Precast Concrete Maintenance Hole Components, 1800 mm Diameter Transition Slab
 701.051 - Precast Concrete Maintenance Hole Components, 1800 mm Diameter Riser and Base Slab
 701.060 - Precast Concrete Maintenance Hole Components, 2400 mm Diameter, Transition Slab
 701.061 - Precast Concrete Maintenance Hole Components, 2400 mm Diameter Riser and Base Slab
 701.070 - Precast Concrete Maintenance Hole Components, 3000 mm Diameter, Transition Slab
 701.071 - Precast Concrete Maintenance Hole Components, 3000 mm Diameter Riser and Base Slab
 701.080 - Precast Concrete Maintenance Hole Components, 3600 mm Diameter, Transition Slab
 701.081 - Precast Concrete Maintenance Hole Components, 3600 mm Diameter Riser and Base Slab
 702.040 - Precast Concrete Ditch Inlet Maintenance Hole - Type A, 1200 x 1200 mm
 702.050 - Precast Concrete Ditch Inlet Maintenance Hole - Type B, 1200 x 1200 mm
 703.011 - Precast Concrete Single Inlet Flat Cap, 1500 mm Diameter
 703.012 - Precast Concrete Single Inlet Flat Cap, 1800 mm Diameter

703.013 - Precast Concrete Single Inlet Flat Cap, 2400 mm Diameter
 703.014 - Precast Concrete Single Inlet Flat Cap, 3000 mm Diameter
 703.015 - Precast Concrete Single Inlet Flat Cap, 3600 mm Diameter
 703.021 - Precast Concrete Twin Inlet Flat Cap, 1500 mm Diameter
 703.022 - Precast Concrete Twin Inlet Flat Cap, 1800 mm Diameter
 703.023 - Precast Concrete Twin Inlet Flat Cap, 2400 mm Diameter
 703.024 - Precast Concrete Twin Inlet Flat Cap, 3000 mm Diameter
 704.010 - Precast Concrete Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
 705.010 - Precast Concrete Catch Basin, 600 x 600 mm
 705.020 - Precast Concrete Twin Inlet Catch Basin, 600 x 1450 mm
 705.030 - Precast Concrete Ditch Inlet 600 x 600 mm
 705.040 - Precast Concrete Ditch Inlets 600 x 1200 mm
 706.010 - Precast Concrete Ditch Inlets 600 x 1200 mm with 1500 mm Dia. Flat Cap
 706.020 - Precast Concrete Ditch Inlets 600 x 1200 mm with 1800 mm Dia. Flat Cap
 706.030 - Precast Concrete Ditch Inlet - Type A, 600 x 1200 mm with 2400 mm Dia. Flat Cap
 706.031 - Precast Concrete Ditch Inlet - Type B, 600 x 1200 mm with 2400 mm Diameter Flat Cap
 706.040 - Precast Concrete Ditch Inlet - Type A, 600 x 1200 mm with 3000 mm Diameter Flat Cap
 706.041 - Precast Concrete Ditch Inlet - Type B, 600 x 1200 mm with 3000 mm Diameter Flat Cap
 707.010 - Precast Concrete Maintenance Hole Manufactured Tee
 708.010 - Catch Basin Connection for Rigid Main Pipe Sewer
 708.020 - Support for Pipe at Catch Basin or Maintenance Hole
 708.030 - Catch Basin Connection, for Flexible Main Pipe Sewer
 OPSS.MUNI 465 - Sewer Pipeline and Culvert Rehabilitation by PVC Fold and Form Liner
 OPSS.MUNI 511 - Rip-Rap, Rock Protection, and Granular Sheeting
 OPSS.MUNI 1205 - Clay Seal

The Drainage Committee will continue developing nine new OPSDs in 1000-Series for maintenance hole watertight system and new OPSS.MUNI 430 and OPSS.MUNI 433.

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	OPS Electrical Committee
CHAIRPERSON(S):	Jason Pires
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:

Jason Pires 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	David Wong MEA	Kenter Zhang MEA

ACTIVITIES IN 2025:

The following standards have been reviewed and scheduled to be published in 2025:

2103.040	Rigid Duct Installation In Existing Paved Area, Granular Backfill Method
2103.030	Rigid Duct Installation In Existing Paved Area, Unshrinkable Backfill Method
2104.010	Ducts Surface Mounted On Structures
2302.040	Embedded Work In Structure -New Jersey Type Concrete Barrier Wall
2011.701	General Symbols, Traffic Actuation Devices

FUTURE GOALS OF THE COMMITTEE:

The following standards are scheduled to be reviewed for the next publication cycle in 2026:

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
913	Embedded Work In Structures For Electrical Systems
2485	Photoelectric Controllers
2409	Traffic Signal Cable
2410	Extra Low Voltage Cable
2200.04	Concrete Footing For 3.3 m Base Mounted Metal Pole
2200.041	Concrete Footing For 1.5 m Base Mounted Pedestrian Push Button Pole
2200.060	Precast Pedestal Foundation For Metering Or Street Lighting

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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	OPS – Environmental Committee
CHAIRPERSON(S):	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 2024 – 2025 work cycle.

The Committee had a successful 2025, reviewing 4 specifications:

OPSS.MUNI 180 - Management of Excess Material

OPSS.MUNI 803 - Sodding

OPSS.MUNI 804 - Protection And Rehabilitation Of Earth Surfaces (Formally Seed and Cover)

OPSS.MUNI 805 - Temporary Erosion And Sediment Control Measures

The Committee also reviewed 1 drawing:

OPSD 222.020 - Large Woody Debris

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2026:

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

OPSS.MUNI 820 - Riffles on Streambeds

OPSS.MUNI 821 - Pools In Streambeds

OPSS.MUNI 822 - Rocky Ramps On Streambeds

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.

2025 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)	Steven Crombie (ORBA)
Mohammad Kashani (MEA)	Rishabh Sharma (MEA) – Coord.	

ACTIVITIES IN 2025:

- The Committee did not meet in 2025 as OPSS.MUNI 100 was last published in November 2024 as part of the 5-year review cycle.
- The Committee's focus this year has been to monitor and compile any feedback received on the published OPSS.MUNI 100 (November 2024 edition).
- The Committee also welcomed a new ORBA representative - Steven Crombie.

FUTURE GOALS OF THE COMMITTEE

- Continue to monitor and document feedback on OPSS.MUNI 100 for consideration in the next review cycle.
- Prepare for the next scheduled 5-year review of OPSS.MUNI 100.
- 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.

2025 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	Amanda Rodekm, MTO - OPS Coordinator
Mike Donnelly, MEA	Zhiyong Jiang, MTO	James Bot, ORBA
Jason Bettez, AEC Ontario		

ACTIVITIES IN 2025:

The following standards have been reviewed and scheduled to be published in 2025:

200.010	Earth/Shale Grading, Undivided Rural
200.020	Earth/Shale Grading, Divided Rural
201.010	Rock Grading, Undivided Highway
201.020	Rock Grading, Divided Highway
202.031	Roadway Widening for Steel Beam Energy Attenuating Terminal Approach End
202.032	Roadway Widening for Steel Beam Energy Attenuating Terminal Leaving End and Constrained Approach End
202.033	Roadway Widening, Single Sided Energy Attenuating Terminals, Approach End
202.037	Roadway Widening for Steel Beam Terminal (SBT) on Inside of Curve
202.038	Roadway Widening for Steel Beam Terminal (SBT) on Outside of Curve
202.040	Roadway Widening, for High Tension Cable Terminals, Slope Installation
202.041	Roadway Widening, for High Tension Cable Terminals, Shoulder Installation
206.010	Granular Courses Undivided Rural
206.020	Granular Courses Divided Rural

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 2026:

305.MUNI	Granular Sealing
210.070	Granular Sealing
501.MUNI	Compacting
506.MUNI	Dust Suppressants
202.010	Slope Flattening Using Surplus Excavated Material on Earth or Rock Embankment
510.MUNI	Removal
206.MUNI	Grading
212.MUNI	Borrow

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.

2025 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
Patrick Muzycka	Shawn Lapain	Alen Keri
Stephen Lee		

ACTIVITIES IN 2025:

The following specifications were revised and published in April 2025:

OPSS

302, 304, 337, and 1010

OPSD

509.010

The following specifications are currently under review or final review with planned publication in November 2025:

OPSS

307, 336, 1102, 1103, 1151, 1152

OPSD

206.010 and 206.020*These OPSD are under the custodianship of Pavement Committee, but were reviewed in collaboration with OPS Grading Committee.

304.010, 350.010, 351.010, 500.010, 500.020, 500.030, 501.010, 502.010

FUTURE GOALS OF THE COMMITTEE

The Committee is planning to commence review of the following specifications in Winter 2025, into 2026:

OPSS

331, 332, 333, 334, 335, 1441, and 350

OPSD

551.010, 551.020, 551.030, 551.031, 551.032, 552.010, 552.020, 552.050, 552.051, 552.060, 552.061, 553.010, 553.020, 554.010, 554.020, 555.010, 555.020, and 560.025

FUTURE OF COMMITTEE:

YES	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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	OPS 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 2025:

The following specifications were published in April 2025:

OPSS:

909, 915, and 942

OPSD

2011.701, 3000.150, 3390.150

The following specifications are currently under review or final review with planned publication in November 2025:

OPSS

422, 1821

OPSD

803.010, 3920.100, 3920.110

FUTURE GOALS OF THE COMMITTEE

The Committee is planning to commence/continue review of the following specifications in Winter 2025, into 2026:

OPSS

907, 919, 1315

FUTURE OF COMMITTEE:

YES	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.

2025 MEA COMMITTEE REPORT

COMMITTEE:	OPS 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, markings, roadside barriers, noise barriers, end treatments, crash cushions, arrestors, anti-glare screens, traffic lighting, fencing, and winter salting and sanding.

MEMBERS:

Robert Fazio	Brad Porter	Kenneth Shannon
Reuben Shanthikumar	Jose Hererra	William McCallum

ACTIVITIES IN 2025:

The following specifications were revised and published in April 2025:

OPSD

912.315,
922.187, 922.188*New drawings based off corresponding MTOD.

The following specifications are currently under review or final review with planned publication in November 2025:

OPSS

720

OPSD

913.220, 913.221, 913.222, 913.226, 913.250, 913.251, 913.252, 913.253, 913.255, 982.306, 984.207
923.505, 923.506*New drawings based off corresponding MTOD.
202.040, 202.041* These OPSD are under the custodianship of Traffic Safety Committee, but were reviewed in collaboration with OPS Grading Committee.

FUTURE GOALS OF THE COMMITTEE

The Committee is planning to commence review of the following specifications in Winter 2025, into 2026:

OPSS

723

OPSD

923 Series, 924 Series, 984 Series (57 drawings total related to OPSS.MUNI 723)

FUTURE OF COMMITTEE:

YES	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.

2025 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-O, 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 2025:

The OPS Watermains Committee was productive during the 2024-2025 work cycle. With no changes to the membership, the committee focused on the 2025 work plan while also addressing the Standard Management Committee's (SMC) comments on the 1101 series of drawings submitted for the 2024 publication.

Addressing the comments proved to be a time-intensive task for the committee, as many pertained to drafting—an area outside the committee's control—while others reflected individual preferences and questions rather than focusing on alignment with the guidance provided in the OPS User Guide. The drawings had already been deemed acceptable by industry, leaving the committee to navigate a balance between the preferences expressed in the SMC feedback and the expectations of industry users. The committee continues to update the drawings and will engage with industry representatives as needed to resolve outstanding questions. The plan is to provide a formal response to the SMC in the next review cycle, with the goal of publishing in 2026.

This year's effort resulted in the review of six standard drawings and one specification.

OPSS.MUNI 1853 - Rubber Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers

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

FUTURE GOALS OF THE COMMITTEE

The following standards are scheduled to be reviewed for the next publication cycle in 2026:

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 491 – Preservation, Protection, and Reconstruction of Existing Facilities

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

OPSS.MUNI 493 Temporary Potable Water Supply Services
 OPSD 402.010 Cast Iron, Square Frame with Circular Cover and Plug for Valve Chambers
 OPSD 402.011 Cast Iron, Square Frame with Vented Circular Cover and Plug for Valve Chambers
 OPSD 402.020 Cast Iron, Raised Square Frame with Circular Cover and Plug for Valve Chambers
 OPSD 402.021 Cast Iron, Raised Square Frame with Vented Circular Cover and Plug for Valve Chambers
 OPSD 402.030 Cast Iron, Rectangular Frame with Two Piece Cover for Meter and Valve Chambers
 OPSD 806.060 Height of Fill Table, Polyvinyl Chloride Pressure Pipe for Different Standard Dimension Ratios
 OPSD 1107.010 Piping Layout for Water Meters 50 MM and Smaller In Chambers
 OPSD 1107.020 Piping Layout for Water Meters 75 to 250 MM In Chambers
 OPSD 1107.030 Installation Details for A Compound Water Meter
 OPSS.MUNI 413 Manure Pipeline Installation In Open Cut
 OPSS.MUNI 462 Cement Mortar Lining of Watermains
 OPSS.MUNI 1854 Material Specification for High Density Polyethylene (HDPE) and Expanded Polystyrene (EPS)
 Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers

OPSD TBD [NEW] TBD - Mechanical Restraint

The committee is focused on reviewing standards and will continue following the regular Committee Workplan. The review of the first thirteen items listed above was scheduled for the 2025 cycle. They will become part of the 2026 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.

MEA AUDIT DOCUMENTS

MUNICIPAL ENGINEERS ASSOCIATION
FINANCIAL STATEMENTS
AUGUST 31, 2025

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, 2025, 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, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Basis for Opinion

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

I also:

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

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

Etobicoke, Ontario
October 28, 2025

L Remigio

Lynne D. Remigio, CPA CA
Licensed Public Accountant

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2025**

	<u>2025</u>	<u>2024</u>
ASSETS		
CURRENT		
Cash	\$ 349,501	\$ 333,441
Short term investments (note 3)	452,557	435,266
Accounts receivable	20,559	14,698
Prepaid expenses	<u>56,987</u>	<u>55,568</u>
	<u>\$ 879,604</u>	<u>\$ 838,973</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 41,248	\$ 75,300
Government remittances payable	20,727	10,090
Deferred revenue (note 4)	<u>250,248</u>	<u>208,950</u>
	<u>312,223</u>	<u>294,340</u>
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
Financial Assistance Fund (note 9)	<u>-</u>	<u>5,000</u>
	120,810	138,810
Unrestricted, Operating Fund	<u>446,571</u>	<u>405,823</u>
	<u>567,381</u>	<u>544,633</u>
	<u>\$ 879,604</u>	<u>\$ 838,973</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, 2025**

	<u>2025</u>	<u>2024</u>
UNRESTRICTED FUNDS:		
Operating Fund:		
Net Assets, beginning of the year	\$ 405,823	\$ 367,386
Excess (shortfall) of revenue over expenditures for the year	<u>22,748</u>	<u>38,437</u>
	428,571	405,823
Transfer from Student Education Fund	13,000	-
Transfer from Financial Assistance Fund	<u>5,000</u>	<u>-</u>
Operating Fund Net Assets, end of the year	<u><u>\$ 446,571</u></u>	<u><u>\$ 405,823</u></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 of the year	\$ 13,000	\$ 13,000
Transfer to Operating Fund	<u>(13,000)</u>	<u>-</u>
Student Education Fund Net Assets, end of the year	<u><u>\$ -</u></u>	<u><u>\$ 13,000</u></u>
Financial Assistance Fund:		
Net Assets, beginning of the year	\$ 5,000	\$ 5,000
Transfer to Operating Fund	<u>(5,000)</u>	<u>-</u>
Financial Assistance Fund Net Assets, end of the year	<u><u>\$ -</u></u>	<u><u>\$ 5,000</u></u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
YEAR ENDED AUGUST 31, 2025**

	<u>2025</u>	<u>2024</u>
REVENUE		
Membership fees	\$ 82,108	\$ 80,663
Annual meeting and fall conference	344,460	212,630
Class EA books	3,340	36,481
Class EA training	41,800	14,826
OPS training	60,707	43,705
Employment advertisements	132,354	138,141
OPS Committee Coordinator services	59,700	38,288
Interest	17,301	17,956
Canada Emergency Business Account Loan forgiveness (Note 5)	-	20,000
Miscellaneous revenue	<u>103</u>	<u>645</u>
	741,873	603,335
EXPENDITURES		
Administration fees	55,191	40,178
Annual meeting and fall conference	256,267	128,532
Audit and accounting	6,500	5,700
Bank and credit card charges	20,457	18,227
Class EA books	378	8,584
Class EA training	3,618	6,524
Insurance	8,488	7,946
Legal fees	2,700	14,677
Meeting expense	59,441	41,740
Office and general expense	12,555	12,854
OPS expenses	4,162	2,971
Special initiatives & projects	4,814	10,000
Staff Salaries and benefits	241,849	227,188
Staff expenses	2,807	5,829
Student bursaries	19,000	16,000
Volunteer recognition program	2,580	-
Website, DNA and IT support	<u>18,318</u>	<u>17,948</u>
	<u>719,125</u>	<u>564,898</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENDITURES	<u>\$ 22,748</u>	<u>\$ 38,437</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
STATEMENT OF CASH FLOWS
YEAR ENDED AUGUST 31, 2025**

	<u>2025</u>	<u>2024</u>
Cash provided by (used in) operating activities		
Excess (shortfall) of Revenues over Expenditures	\$ 22,748	\$ 38,437
Changes in non-cash working capital balances		
Accounts payable increase (decrease)	(23,415)	53,061
Deferred revenue increase (decrease)	41,298	149,480
Prepaid expense decrease (increase)	(1,419)	(34,540)
Accounts receivable decrease (increase)	<u>(5,861)</u>	<u>(6,774)</u>
	<u>33,351</u>	<u>199,664</u>
Cash provided by (used in) investment activities		
Proceeds (reinvestments) on GIC maturities, net	<u>(17,291)</u>	<u>(18,280)</u>
Cash provided by (used in) financing activities		
Canada Emergency Business Account loan payment	-	(20,000)
Canada Emergency Business Account loan forgiven	<u>-</u>	<u>(20,000)</u>
	<u>-</u>	<u>(40,000)</u>
Increase (decrease) in cash position	16,060	141,384
Cash position, beginning of year	<u>333,441</u>	<u>192,057</u>
Cash position, end of year	<u>\$ 349,501</u>	<u>\$ 333,441</u>

see accompanying notes to financial statements

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2025**

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, 2025**

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
- (e) such other complimentary purposes not inconsistent with these objects.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2025**

3. SHORT TERM INVESTMENTS

The association's short term investments consist of GIC's and money market funds. The GIC's are issued by Canadian banks and trust companies, with maturities ranging from one year to four years and bearing interest at rates ranging from 2.0% to 4.77%

	<u>2025</u>	<u>2024</u>
Guaranteed Investment Certificates:		
Book value, August 31	\$ 251,373	\$ 324,571
Plus accrued interest to August 31	<u>3,261</u>	<u>4,087</u>
	254,634	328,658
 Money Market Funds		
	<u>197,923</u>	<u>106,608</u>
	<u>\$ 452,557</u>	<u>\$ 435,266</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>2025</u>	<u>2024</u>
Fall conference and tradeshow sponsorships and registrations	\$ 246,348	\$ 195,075
OPS online course registrations	<u>3,900</u>	<u>13,875</u>
	<u>\$ 250,248</u>	<u>\$ 208,950</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 had been met, loan forgiveness of \$20,000 was recognized as revenue in the financial statements for the previous fiscal year ended August 31, 2024.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2025**

6. ONTARIO PROVINCIAL STANDARDS RESERVE

The Ontario Provincial Standards (OPS) reserve is an internally restricted fund. Net assets from operations are appropriated to the OPS reserve periodically to provide for the future costs of updating the OPS and preparing potential MEA course material on the OPS. In the fiscal year ended August 31, 2017, an initial transfer of \$15,000 was made from the operating fund to establish this reserve. No additional transfers 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. Since its inception the fund has not been used to provide scholarships and all bursaries and scholarships have been funded directly from operations. The balance in this fund has been transferred at the direction of the Board of Directors back to the Operating Fund effective August 31, 2025.

9. FINANCIAL ASSISTANCE FUND

The Financial Assistance Fund is an internally restricted fund, established in 2015 with annual transfers of \$1,000 from the Operating Fund to bring it to a balance of \$5,000. The Financial Assistance Fund was intended to provide some financial assistance to a municipality or an individual in an emergency situation. There have not been any disbursements from the fund and the Board of Directors has determined that this fund is unlikely ever to be used for the intended purpose. Accordingly the balance in this fund has been transferred at the direction of the Board of Directors back to the Operating Fund effective August 31, 2025.

**MUNICIPAL ENGINEERS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2025**

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.