



**MUNICIPAL
ENGINEERS
ASSOCIATION**

MEA UPDATE

D.M. (Dan) Cozzi, P.Eng.

Executive Director

November 17, 2023

MEMBERSHIP

- ▶ Membership continues to grow
 - In the past year, membership increased from almost 1,100 to 1,213 members!
 - Municipalities realize the benefits of membership
 - ✓ Training
 - ✓ Publications/Std
 - ✓ Advocacy
 - MEA has members in over 100 municipalities representing nearly 90% of Ontario's population.
 - Working with ACEC-Ontario to see how we might get more consultant members that qualify as per the MEA Bylaw
- ▶ MEA workload is increasing as a result membership growth.

MEA STAFFING

- ▶ MEA Board of Directors has addressed workload concerns in 2023 through the retention of a couple of additional part-time staff:
 - ❑ Admin Support Assistant – support@municipalengineers.on.ca
 - ✓ Manages back-end administration functions
 - ❑ MCEA Support Advisor – mceasupport@municipalengineers.on.ca
 - ✓ Back-up support for MCEA Advisor
- ▶ Existing MEA Staff:
 - ❑ Executive Director (part-time) – dan.cozzi@municipalengineers.on.ca
 - ❑ Technical Services Coordinator (full-time) – currently recruiting.
 - Amin Mneina is now with Good Roads full-time; they are no longer sharing him 50% with MEA
 - Board of Directors approved to hire its first ever full-time employee
 - ✓ Position will assist MTO with OPS Committee Coord'n; MTO will be invoiced for this service
 - ❑ MCEA Advisor (part-time) – mceaadvisor@municipalengineers.on.ca
 - ❑ OPS Course Facilitator – (part-time) – arup@arkim.ca

MEMBER COMMUNICATION

- ▶ Quarterly Newsletter
- ▶ LinkedIn – 1,724 followers
- ▶ Communicate directly with MEA_President
 - ❑ president@municipalengineers.on.ca
- ▶ News items: 40 posted on website past year
- ▶ E-blasts: 130 past year

2023 STRATEGIC PLAN UPDATE

- ▶ Review sister association administration models and costs prior to reviewing and implementing a new administration agreement with Good Roads (which is scheduled to expire on December 31, 2023). [Ongoing – Working on new admin agreement with Good Roads](#)
- ▶ Develop a broader range of MEA training programs by considering additional areas of study and identifying qualified and experienced course facilitators from the membership – with a focus to ensuring that member attendance will meet the requirements of the impending PEO CPD Program. [Revamped MEA Education & Training Committee to help achieve this goal; OPS 201 & OPS General courses under development](#)
- ▶ Prepare a business case to address potential future staffing options for MEA, including but not limited to considering hiring a full-time Executive Director and/or Technical Services Coordinator (TSC), a part-time admin support person (outside of the OGRA admin agreement) to carry out administrative and planning functions in order to free up time for MEA's Executive Director and Member Services Coordinator to concentrate more time on addressing emerging issues and raising the overall profile of the Association. [Admin Support retained; recruitment underway for F/T TSC.](#)
- ▶ In conjunction with the impending ONCA review that needs to be completed in time for the MEA's 2023 AGM, also conduct a review to confirm the appropriate size of its Board of Directors, establish a policy for Director attendance at Board meetings and explore options for Executive position terms to ensure stability of the Board. [Completed – Presented at yesterday's AGM.](#)

2023 STRATEGIC PLAN UPDATE

- ▶ Develop a New Corporate Membership Model/Structure for consideration by the Board for Implementation. [Developed but rejected by Board; stay with same model, apply inflationary increases when appropriate.](#)
- ▶ Promote association level membership opportunities with provincial agencies. [Short Term](#)
- ▶ In the event MECP implements a Regulation to manage MCEA, develop a plan to ensure MEA maintains its leading status in the municipal engineering industry regarding the MCEA and also to ensure the MEA's financial sustainability in this business enterprise – [Discussions with MECP](#)
- ▶ Support MEA's Municipal Professional Engineers Advocacy Committee which would address the benefits of professional engineers for municipalities with a longer-term goal of the Province legislating the requirement for municipalities to have or designate a P. Eng. [Ongoing; Letter to all Ontario Municipal Clerks in June 2023.](#)
- ▶ Develop an Optional Business Plan for the management of OPS MUNI in the event the MEA requires taking on this role in the future – [Long Term](#)

2024 STRATEGIC PLAN WILL BE POSTED SOON

COMMITTEES

- ▶ MEA has 46 Administrative, MEA, External and OPS committees staffed with over 170 member volunteers participating. Thank-you !
- ▶ If you are interested in volunteering for any MEA Committee – let us know
 - admin@municipalengineers.on.ca
- ▶ MEA is looking to review the current relevance of some committees to ensure we are addressing current needs.

MEA ENTERPRISE ACTIVITIES

- ▶ Employment Ad Platform
- ▶ Municipal Class EA
 - Training
 - User Guide
- ▶ Ontario Provincial Standards
 - Training
- ▶ Membership Revenue
- ▶ Annual Conference

EMPLOYMENT ADS

- ▶ Platform of choice for municipalities, and other employers to advertise engineering related opportunities
- ▶ In the fiscal year ending Aug. 31, 2023, over 255 employment ads were placed on MEA website
- ▶ MEA has 479 weekly subscribers who receive a weekly email notice to view these employment opportunities.
- ▶ Approx. 30,000 visits per year to MEA's "Careers" page on its website
- ▶ Employment Ads is the MEA's largest revenue generating enterprise.

MCEA

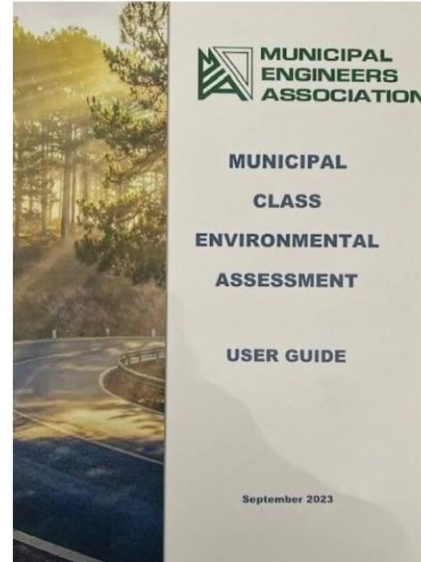
- ▶ Amendment finally approved March of 2023 !
 - ❑ MCEA Document posted to ERO. Free for everyone.
 - ❑ Various webinars provided in Spring and Autumn of 2023 to assist practitioners in understanding the amendment or to learn about MCEA.
 - Approx. 1,400 registrations for MCEA webinars (free and fee webinars)
- ▶ New MCEA User Guide (September 2023) published
 - ❑ MEA Copyright
 - Includes the MCEA document + MEA notes providing tips, interpretation and advice.
 - ❑ Available for purchase in hardcopy version currently – lots of interest.
 - ❑ Digital subscription will be available in Q1 of 2024 (AODA??)
 - Free to MEA members,
 - Annual fee for non-members
- ▶ Plan to merge current MCEA website into MEA website in 2024.

MCEA USER GUIDE



The MEA is pleased to announce it has published a new Municipal Class Environmental Assessment (MCEA) User Guide (September 2023). It provides practitioners with useful information, advice, and interpretation of the MCEA.

You can purchase the new user guide via the QR code below:



OPS - MUNI

- ▶ Most committees got back on track with regular meetings in 2023
- ▶ MTO has retained 2 new full time committee coordinators
 - ❑ Once MEA recruits its new Technical Services Coordinator, will also take on committee coordination,
- ▶ Revised OPS User Guide approved by OPS Advisory Board, endorsed by MEA.
 - ❑ Includes Governance
 - ❑ Committee Meetings:
 - Prior to the 2019 pandemic, all meetings were held as in-person meetings. Post pandemic meeting protocol has changed to promote inclusion, efficiency, and reduce costs. Majority of meetings to be held virtually, with a maximum of 20% to be held in-person (or hybrid) within the Greater Toronto Area (GTA).
 - Consider hosting in-person meetings at Good Roads Conference in April, and MEA Conference in November – Free meeting rooms can be provided.
- ▶ OPS Website is now using MTO Tech Pubs site.

OPS - MUNI

- ▶ MEA Continues to offer its OPS 101 Course Webinar – over 75 students participated in 2023.
- ▶ Working on OPS 201 that will consider General Conditions and Contract Prep – 2024 release date.
 - ❑ Focus on project delivery
 - ❑ Integrating and using OPS in contracts
 - ❑ Contract preparation – scope, cost estimate, schedule
 - ❑ Contract execution – inspection, documentation, claims, time and material, payment
 - ❑ Contract Close out – substantial performance, warranty, hold backs
- ▶ Also developing a OPS General Course that would potentially be offered at the 2024 Roads School at the University of Guelph.
 - ❑ 2.5 day in-person course + exam (will include OPS 101 + 201 and more)
 - ❑ Broader appeal at Roads School to include operations front line staff, supervisors, etc. – but also appropriate for junior engineering staff
 - ❑ More info to follow about this.

MEA MEMBERSHIP REVENUE

- ▶ MEA relies on member revenue to offset its operating costs
 - For year ending August 31, 2023, membership fees represented about 20% of all MEA revenues, excluding Conference.
- ▶ Member Rates have not changed for several years.
- ▶ New 2024 Membership Rates:

Member Fee Category	Current Rate	2024 Rate
Life or Honourary	Free	Free
Retired	\$ 40.00	\$ 42.00
Non-Corporate	\$ 145.00	\$ 152.00
Corporate (11 – 15)	\$ 1,475.00	\$ 1,549.00
Corporate (16 – 40)	\$ 1,875.00	\$ 1,969.00
Corporate (41 – 100)	\$ 4,250.00	\$ 4,463.00
Corporate (100+)	\$ 4,975.00	\$ 5,224.00

ANNUAL CONFERENCE

- ▶ The MEA Conference is the single largest expense/revenue lines in the budget.
- ▶ Last year in Toronto, it cost MEA approx. \$240,000 to host the event:
 - Reliance on registration and tradeshow/sponsor revenues to offset cost
- ▶ The event has become increasingly popular – and MEA staff spend considerable time in the background planning for the event, particularly the tradeshow component and reviewing hotel suitability and negotiating/executing contract.

VOLUNTEER RECOGNITION

- ▶ Launched in 2023
- ▶ 28 Service Milestones (5, 10, 15, 20, 25 yarr) recognized this year.
- ▶ 30 gift cards issued for 3-year milestones.

MEA/ACEC-Ontario STD ENG'G AGREEMENT

- ▶ MEA has been working with ACEC-Ontario to streamline and update the language in the current agreement
- ▶ Expect to have a new version ready in Q1 of 2024.
- ▶ Free Information webinar outlining the new agreement will be provided.

PEO CPD PROGRAM

- ▶ Mandatory January 1, 2023
 - ❑ 14.0 CPD Hours for you that have attended this conference!
- ▶ Significant opportunity for MEA to become a leading professional development provider for its members
 - ❑ Ties in well with MEA's plans to develop a broader training program
 - ❑ We have many, well qualified, experienced members who could serve as course facilitators
 - Do you have any ideas of relevant/practical courses we could develop to assist our members in meeting CPD requirements?
 - ✓ Let us know

MEA CONFERENCE 2024 +

- ▶ MEA Conference is set for 3 out of the next four years.
 - ❑ Ottawa hosting in 2024
 - Delta-Marriott (downtown)
 - ❑ London hosting in 2025!
 - ❑ Hotel contract will be executed in late summer of 2024
 - ❑ Toronto hosting in 2027 and every 5-years thereafter!
 - ❑ MEA is currently working with a prospective host for 2026
- ▶ Is your municipality interested in hosting a future MEA Conference?
 - ❑ Let us know
 - ❑ Great way to showcase your municipality/staff
 - ❑ Economic spin-off benefits
- ▶ Anything you would like to suggest about improving our conference?
Let us know



Thank-you

dan.cozzi@municipalengineers.on.ca