

March 13, 2025

Attention: Municipal Clerk

Subject: Municipal Engineers Association 2025 Bursary Awards Program

The Municipal Engineers Association (MEA) is pleased to advise that it will be offering its 2025 Bursary Program to assist students enrolling in the first year of an engineering program at the University level for the upcoming 2025/2026 academic year. This is the 18th consecutive year the MEA will be awarding bursaries to prospective engineering students. Since the inception of the program, the MEA has awarded over \$198,000 to children/dependents of municipal employees and elected councillors. Up to ten (10) awards will be provided this year; the two (2) highest scoring applications will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at \$2,000 each; the balance valued at \$1,500 each.

The MEA is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, is sensitive to serving the community and the need for effective communication skills.

Please find attached the following items:

1. Eligibility and Selection Criteria
2. 2025 MEA Bursary Application form (applications can also be done online).
3. Bursary Notice Flyer (1 page) that can be used to assist you in publicizing this year's bursary at your municipality.

The above items are also available for download at www.municipalengineers.on.ca/bursary.

We respectfully request that the Clerk's office make reasonable efforts to notify your municipal employees about the availability of the MEA's 2025 Bursary Program including the selection criteria, application process and this year's deadline (midnight May 16, 2025).

We appreciate the opportunity to work with the children/dependents of municipal employees to contribute to their academic studies to become engineers. If you require any additional information or have any questions, please feel free to contact the undersigned.

Yours sincerely,



D.M. (Dan) Cozzi, P. Eng.
Executive Director
Municipal Engineers Association



**MUNICIPAL
ENGINEERS
ASSOCIATION**

**1525 Cornwall Road, Unit 22
Oakville, ON L6J 0B2
Tel: (289) 291-6472
admin@municipalengineers.on.ca**

2025 MEA Bursary Awards Program

A. Purpose

B. Eligibility

C. Application Requirements

D. Selection Committee and Awards Criteria

E. Photos and Communications

A. Purpose

The MEA Bursary Program provides financial assistance to encourage secondary school students to pursue a career in engineering. Up to ten (10) bursaries will be awarded to students enrolling into an Engineering Program at the University level. The two (s) highest scoring applications will receive the:

- *John Hammer Memorial Bursary* valued at \$2,000; and,
- *William Robinson Memorial Bursary* valued at \$2,000.

The balance of the bursaries are valued at \$1,500 each.

B. Eligibility

- The MEA Bursary Program is open to all children and/or dependents of current, full-time, municipal employees and elected municipal Councillors in Ontario.
- Full-time “part-time” employees who work at least 24 hours per week for a municipality are also eligible (must qualify for OMERS pension and benefits), and have enrolled into an Engineering Program at the University level.
- Must be an Ontario resident and Canadian citizen.
- Student must be in the process of completing a secondary school program in Ontario and be eligible for graduation in the year of application.
- Student must have been accepted and commit to entering an undergraduate engineering program (1st year) at a Canadian University as a full-time student for the 2025/2026 academic year.
- Interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in civic organizations.
- The awards are non-renewable and non-transferable.

C. Application Requirements

- Each application (attached) will include the following:
 - Name and signature of applicant
 - name(s) and signature(s) of parent/guardian and the name of the municipality where employed;
 - Applicant’s secondary school transcript;
 - Applicant’s resume that includes details of extracurricular activities and contributions to their community;
 - Demonstration of financial need;
 - 300-word explanation of why the applicant aspires to be an engineer;
 - 500-word essay on a topic of the applicant’s choice relating to municipal engineering or public works
- Each application must include a copy of the University Admission Offer Letters and/or any other supporting documents confirming enrolment/acceptance at an Ontario University (or equivalent) and their response to enter into an undergraduate engineering program as a full-time student (***if this is not available at the time of submission, the application can proceed, but it must be provided prior to actual award of the MEA bursary cheque***).
- Applicants are encouraged to submit an online application at www.municipalengineers.on.ca. Alternatively, applications may be submitted in PDF format and emailed to admin@municipalengineers.on.ca.
- Submission deadlines for all applications will be midnight on **May 16, 2025**.

D. Selection Committee and Awards Criteria

- All bursary applications will be reviewed/judged by the Municipal Engineers Association through its Bursary Committee and will be assessed/scored/ranked as follows:
 - Complete Application: 15 Points
 - Demonstrated Financial Need: 10 Points
 - Extra-curricular activities (sports/volunteerism, helping others): 15 Points
 - Why They Aspire to be an Engineer: 25 Points
 - Essay Component (creativity, logical, grammar/spelling): 20 Points
 - Overall Quality of Application: 15 Points
- As many as 10 applications will be awarded bursaries.
- The 2 highest ranked applications will be awarded the ***John Hammer Memorial Bursary and William Robinson Memorial Bursary*** valued at \$2,000 each
- the balance of awards will be for \$1,500 each.
- All decisions of the Bursary Committee are final - only those receiving a bursary award will be notified.
- The monetary awards (cheques) will be forwarded to successful applicants upon the completion of the judging and only after the receipt of university confirmation of acceptance and evidence of student commitment to enter a university engineering program.

E. Consent for Photo & Communications:

- Each Bursary winner will be required to provide the MEA with a photo holding the cheque.
- Each Bursary winner consents to:
 - their photo being posted on the MEA's website and used in other communications by the MEA.
 - MEA contacting the municipal council where the parent/guardian is employed notifying them of the award.



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2025 MEA BURSARY APPLICATION FORM

1. Contact Information

Student Name	
Home Address/Telephone/E-mail	
Parent/Guardian Name	
Parent/Guardian' Municipal Employer & Job Title	
Parent/Guardian's Municipal Business Address/Telephone/E-mail	

2. Education

Please provide us with a copy of secondary school transcript and volunteer hours form.

Letters of reference are welcome.

Post-Secondary Schools applied for	
Engineering Program applied for	

3. Why have you selected an Engineering Program?

Tell us about your interest in the selected education program and why you would like to be an engineer (300-words)

4. Special Interests

Summarize any special interests you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

5. Why should you receive this Bursary?

Summarize your interest in this bursary. Demonstrate financial need.

6. Essay Submission

Please indicate your essay topic and attach a copy of your essay to this Application (500-words).

7. Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted for this bursary, any false statements, omissions, or other misrepresentations made by me on this application may result in withdrawal of the bursary.

Student Name (printed)	
Applicant Signature / Date	
Parent/Guardian Signature / Date	

NOTE: If you have any questions, please contact: admin@municipalengineers.on.ca

2025 MEA BURSARY PROGRAM

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,250 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, the need for effective communication skills and is sensitive to serving communities. This is the 18th consecutive year the MEA is offering bursaries to engineering students.

Up to ten (10) bursaries will be awarded to children/dependents of municipal employees and elected councillors entering the 1st year of a university engineering program for the 2025/2026 academic year. The two (2) highest scoring application will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at \$2,000 each; the balance of the bursaries are valued at \$1,500 each.

Candidates must complete an application to the MEA. Please visit www.municipalengineers.on.ca/bursary for further details. The application deadline is midnight, May 16, 2025.

Eligibility

- Candidates must be in their final year of a secondary school program.
- Candidates must have been granted conditional acceptance at a Canadian University in an engineering program (1st year) and will be required to show proof of entering that program.
- Interest in, and contribution to, their community through active participation in extra-curricular activities on campus and/or in civic organizations.
- As part of the application, the Municipal Engineers Association requires the student to submit a 300-word explanation on why they wish to become an engineer and a 500-word essay on an engineering-related topic.
- All applicants must be children and/or dependents of current, full-time municipal employees or elected municipal councillors in Ontario. Full time “part time” employees, who work at least 24 hours per week, are also eligible if they qualify for OMERS pension and benefits.