

**MINUTES
2020 MEA ANNUAL GENERAL MEETING
Thursday, Nov. 26, 2020, 11:00 a.m.
Via ZOOM Webinar**

There was an adequate number of members present and the Annual General Meeting (AGM) was called to order at approximately 11:05 a.m. on November 26th, 2020, by MEA President, Roslyn Lusk. The AGM was held using the MEA's ZOOM webinar platform. In order to ensure that only MEA members were able to vote during the AGM, members were required to pre-register for the event in order to participate. Links to the AGM were emailed to all pre-registered members. Attendance ranged between 50-60 members throughout the AGM webinar.

1. Ros addressed the audience and provided an overview of her President's Message included in the 2020 Annual Report package. She also expressed regret that the annual Conference was cancelled in 2020 as a result of COVID-19 and acknowledged all the members challenging work and dedication during the Pandemic as their work roles have more than likely been impacted. Roslyn also expressed appreciation for the contribution of MEA volunteers on the 34 MEA Committees.
2. The MEA's Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information Circular, Proxies and Board Member Candidate Biographies) attached to the agenda. He indicated that due notice was provided to members as required in the MEA Constitution. Notice was in the form of an e-blast, website, and social media news posts.

Dan advised that no Proxies were submitted by members who could not attend the AGM.

3. **Reading and/or Consideration of the Minutes of the Previous AGM Meeting held at the Blue Mountain resort on November 28, 2019**
 - There were no questions or discussion regarding the previous minutes.

Motion AGM2020-1:

THAT the minutes of the 2019 Annual General Meeting of the Municipal Engineers Association held November 28th, 2019, be approved.

Moved by: Rick Harms

Seconded by: Reg Russwurm

CARRIED

4. **Business arising out of the 2019 AGM Minutes**
 - None
5. **Amendments to the Constitution and Letters Patent**
 - None
6. **Reading and/or considering correspondence**
 - None
7. **Reading and/or considering of Administrative Reports:**
 - 7.1. **Board of Directors Report**

- Roslyn Lusk, MEA President, provided an overview of the MEA Board of Directors Report. She highlighted that the Board only met twice in person in 2020 (January and February). Once the Pandemic hit, the Board reverted to ZOOM meetings; overall, the board met eight (8) times in 2020 (total of in-person + ZOOM). Much work was accomplished in spite of the pandemic, particularly in the area of MCEA reform, the Young Professionals Committee, development of committees, transferring MEA training courses from classroom to webinar format, and the development and inaugural OPS 101 webinar course offering in November which was well attended. MEA membership actually grew in 2020; the MEA now has in excess of 970 members.

Motion AGM2020-2:

That the MEA Board of Directors Report be accepted.

Moved by: Dave Thompson

Seconded by: Taylor Crinklaw

CARRIED

7.2. Nominating Committee Report

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

Motion AGM2010-3:

That the MEA Nominating Committee Report be accepted.

Moved by: John Thompson

Seconded by: Paul Knowles

CARRIED

7.3. Treasurer's Report

- Salim Alibhai, MEA Secretary-Treasurer, outlined the Treasurer's Report for the MEA's finances for the year ending August 31, 2020. He noted that while the MEA's financial position remained good during the fiscal year, cash-flows were impacted by the pandemic and were mostly related to the cancellation of in-class training sessions in the spring and slower than expected employment ad revenue. The MEA applied for and was successful in obtaining the federal wage subsidy (CEWS) and the business loan (CEBA). After year-end, the MEA revenues improved with the launch of both MCEA/OPS webinar training courses.

Motion AGM2020-4:

That the MEA Treasurer's Report Fiscal Year 2019/2020 be approved.

Moved by: Anna Godo

Seconded by: Vince Musacchio

CARRIED

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

- Salim Alibhai, MEA Secretary-Treasurer, provided an overview of the Auditor's Report (fiscal year ending August 31, 2019) as prepared by Lynne Remigio, CPA CA, Licensed Public Accountant, and proposed to use the same auditor for the fiscal year ending August 31, 2020.

Motion AGM2020-5:

That the Audit of the Financial Statements of Aug. 31, 2020, of the Municipal Engineers Association conducted by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by: Enrico Scalera Seconded by: Benjamin de Haan

CARRIED

Motion AGM2020-6:

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, 2021.

Moved by: John Thompson Seconded by: George Elliott

CARRIED

7.5. Audit Review Committee Report

- Salim Alibhai, MEA Secretary-Treasurer, outlined the 2020 Audit Committee Report.

Motion AGM2020-7:

That the MEA Audit Review Committee Report be accepted.

Moved by: Nick Colarusso Seconded by: Arup Mukherjee

CARRIED

8. Motion approving the MEA Board of Directors Actions during 2019/2020

- Roslyn Lusk, MEA President, requested a Motion from the floor.

Motion AGM2020-8:

That the actions of the 2019/2020 Executive Board are endorsed by the MEA membership.

Moved by: Reg Russwurm Seconded by: Gary Carroll

CARRIED

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

- Roslyn Lusk, MEA President, referred the audience to the standing and specialty committee reports which were presented on pages 46-103 of the AGM Report.

Motion AGM2020-9:

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

Moved by: John Stephenson Seconded by: Alan Korell

CARRIED

10. Reading and/or considering of other resolutions

- None

11. General Business. 2021 Conference Update

- Dan Cozzi, MEA Executive Director, provided the audience an update regarding the 2021 MEA Conference and AGM. The MEA Board of Directors, regrettably as a result of the pandemic, made the decision to cancel the 2020 Conference which was to be hosted by the City of Toronto. The MEA will be connecting with the City of Toronto organizing committee shortly to discuss their ability to host the conference for 2021 in late November. However, with the pandemic still impacting the province, it is not clear whether MEA members would feel safe attending an in-person conference next autumn. Further, it is not clear if municipalities will approve their staff to attend an in-person conference. For this reason, the MEA will be reaching out to the membership with a survey regarding their thoughts on the form of the 2021 Conference, potential professional development budget limitations and/or travel restrictions by their employers. In any event, the MEA will be hosting a 2021 Conference, with either an in-person, virtual or hybrid event. More details will be provided to the membership in the coming months.

12. Election of Directors for 2020/2021:

- Steve Lund, MEA Past-President announced there are ten (10) candidates to serve on the MEA Board for the 2020/2021 term. The current President, Roslyn Lusk, becomes the past president. There will be two (2) vacancies on the board with the departure of the current Past-President (Steve Lund) and the resignation of a Director (George Elliott) due to workload pressures. All other current members of the Board have indicated their respective willingness to be candidates to serve the MEA membership as a Board member for the 2020/2021 term.

The Nominating Committee, after a thorough search, has recommended that MEA members Amanda Froese (Town of Saugeen Shores), and Taylor Crinklaw (City of Woodstock) as the two (2) candidates to fill the vacancies on MEA Board for the 2020/2021 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2020/2021 term are:

Roslyn Lusk (Past-President)	City of Kitchener
Salim Alibhai	York Region
Jason Cole	County of Lambton
Matthew Miedema	City of Thunder Bay
Christine Adams	City of St. Catharines
Nick Colucci	Township of Brant
Chris Traini	County of Middlesex
Catherine Taddo	City of Sault Ste. Marie



Amanda Froese

Town of Saugeen Shores

Taylor Crinklaw

City of Woodstock

Motion AGM2020-10:

That the election of the candidates for MEA Board for the 2020/2021, be approved as presented.

Moved by: Sandra Lawson Seconded by: Rick Kester

CARRIED

13. AGM Adjournment

Motion AGM2020-11:

That the 2020 Annual General Meeting be adjourned.

Moved by: Sam Inchasi Seconded by: Amanda Froese

CARRIED

The MEA's 2021 Annual General Meeting will be held in November 2021; details will be provided at a future date.

Minutes of meeting prepared by:

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