



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 on November 26, 2020 at 11:00 am. The meeting will be held virtually using ZOOM Webinar platform. All members will be emailed a link to the webinar in advance of the meeting, for the purposes as set out in this Notice.

At the meeting, the Members of the Association will consider the following:

- (a) To receive, consider and accept the financial statements of the Association for the fiscal year ended August 31, 2020;
- (b) To elect the directors of the MEA;
- (c) To appoint the auditors of the MEA;
- (d) To consider and authorize amendments of the by-laws of the MEA;
NOTE: None are proposed by the Board,
- (e) To receive reports from various MEA, External and OPS Committees;
- (f) To hold an Awards Presentation (life memberships, MEA Awards, MEA Order of Merit, acknowledge student bursaries winners);
- (g) 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 members at least fourteen (14) days prior to the meeting.

As the AGM is being held virtually, all Members should be able to attend remotely. However, in the event a member does not have access to a laptop/smartphone, they may sign and date a proxy (attached) assigning the Executive Director (ED) of the MEA to represent/vote on their behalf. Members choosing this option are responsible to contact the ED advising on their voting choices, otherwise the ED will vote in favour of all proposed motions. The proxy will need to be received by the Executive Director by no later than midnight on November 24, 2020.

DATED this 26th day of October 2020.

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in blue ink, appearing to read "Roslyn Lusk", is written over a faint, light blue circular stamp or watermark.

Roslyn Lusk, P. Eng., President – MEA.



INFORMATION NOTICE - October 26, 2020.

Solicitation of Proxies

This Notice is furnished in connection with the solicitation of proxies by the management of the Municipal Engineers Association (the "MEA") to be used at the annual and general meeting (the "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. It is expected that the solicitation will be by email. Unless otherwise indicated, information in this Notice is given as of October 26, 2020.

Members who do not have access to a laptop or smartphone and who cannot participate virtually, and wish to exercise their vote should complete and sign a letter of proxy and return it to the Executive Director of the MEA at dan.cozzi@municipalengineers.on.ca, no later than midnight on November 24, 2020.

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, Members must designate the Executive Director of the MEA as their proxy holder.

Revocation of Proxies

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 25, 2020.

Voting of Proxies

The Executive Director will vote on behalf of the Member submitting the Proxy. Unless specific instructions are provided by midnight on November 24, 2020, the Executive Director shall vote in favour of all motions put forth during the AGM.

Members and Membership

The membership of the Association consists of five classes of membership. Each Active Member and Life Member of the Association is entitled to one (1) vote for matters brought before a meeting of the Members of the Association. The other classes of membership do not have a vote.



ANNUAL GENERAL MEETING BUSINESS

Acceptance of Financial Statements

The audited financial statements of the MEA for the fiscal year ended August 31, 2020 will be available to Members prior to the Meeting in the 2020 MEA AGM Package. The Board will present the financial statements and will be requesting a motion for their acceptance.

Election of Directors

At its meeting of the October 14, 2020, the MEA Board accepted a report from the 2020 MEA Nominating Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2020-2021 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, Roslyn Lusk, will be the 10th ex-officio director). The Members will be asked to approve and appoint the following directors of the MEA:

Salim Alibhai, P. Eng.	Region of York (2-year term) X
Jason Cole, P.Eng.	Lambton County (2-year term) X
Matthew Miedema, P. Eng.	City of Thunder Bay (2-year term) X
Christine Adams, P. Eng.	City of St. Catharines (1-year remaining in term)
Nick Colucci, P.Eng.	Town of Erin (1-year remaining in term)
Chris Traini, P.Eng.	County of Middlesex (1-year remaining in term)
Catherine Taddo, P.Eng.	City of Sault Ste-Marie (2-year term) X
Amanda Froese, P.Eng,	Town of Saugeen Shores (1-year term) X
Taylor Crinklaw, P.Eng,	City of Woodstock (1-year term) X

Note: Only candidates marked with an "X" are up for election. The balance will serve out the second year of their current elected term.

Background information on the Directors proposed for appointment will follow later in this Notice.

Appointment of Auditors

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 auditors 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

Note: No Amendments are proposed to the MEA's Bylaw.

Other Matters

The officers of the Association do not know of any matters to come before the Meeting 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, hard copies of the AGM Agenda package will not be available. A digital version of the full AGM Agenda 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 Corporation have been approved by the Board of Directors of the Corporation.

DATED this 26th day of October 2020.

BY ORDER OF THE BOARD OF DIRECTORS



Roslyn Lusk, P. Eng, President - MEA



PROXY

MEA ANNUAL GENERAL MEETING

November 26, 2020

Pursuant to Section 4.10 of By-Law No. 1 of the Municipal Engineers Association, (the "**Association**") a member unable to attend a meeting of the Corporation in person may vote by Proxy.

I _____ (the "**Undersigned**") being a member in good standing with the Association hereby appoints **D.M. (Dan) Cozzi, P.Eng** as nominee of the Undersigned to attend, act and vote for and on behalf of the Undersigned at the meeting of the members of the Corporation to be held on the **26th day of November, 2020 commencing at approximately 11 am** and at any adjournment thereof in the same manner, to the same extent and with the same power as if the undersigned were present at said meeting or such adjournment thereof.

Dated at _____ this _____ day of _____, 2020.

Signature of Member

2020/2021 BOARD OF DIRECTOR CANDIDATES
INFORMATION

Roslyn P. Lusk, P.Eng.

Serving as Past-President (Ex-Officio)

Email: roslyn.lusk@kitchener.ca

Education & Affiliations:

- 1995: University of Waterloo, Waterloo ON Bachelor of Applied Science (Civil Engineering)
- Professional Engineers of Ontario – License – 1997
- 2000-2003 – P/time professor at Conestoga College (School of Engineering & Technology),
- Member of MEA Board of Directors since 2015 (VP – 2019, President 2020)

Employment History:

2016-Present

Director – Operations, Roads & Traffic
City of Kitchener ON

Current responsibilities include providing management support to 100+ front line public works service employees delivering year-round core services (road and sidewalk maintenance and repair, traffic management, boulevard landscape maintenance, and sanitation services) to a population of 240,000+. I am a member of the city's Corporate Management Team representing the Operations Division at Council; accountable for an operational budget of approximately \$16M.

2014-2016

Director – Transportation Services
City of Waterloo ON

2012-2014

Manager – Development Engineering
City of Waterloo ON

2009-2012

Development Engineer
City of Waterloo ON

1995-2000 & 2003-2009

Consulting Engineer
Conestoga-Rovers & Associates
Waterloo ON

2001-2002

Consulting Engineer
Totten Sims Hubicki
Kitchener ON

Salim Alibhai, P.Eng.

Election for 2-Year Term

Email: salim.alibhai@york.ca

Education & Affiliations:

- 1988: University of Dar-es-salaam, Tanzania - Bachelor of Civil Engineering
- 2004: Professional Engineers Ontario – Licensed
- 2005: Project Management Professional (PMP) designation
- 2012: Masters Cert. - Municipal Leadership - Schulich School of Business, York University
- Member MEA Board of Directors since 2011 (Secretary-Treasurer 2015-2020, VP - 2020)

Employment History:

2014-Present

Director – Capital Planning & Delivery
Transportation & Services Department -Region of York ON

Responsible for the overall management of project teams that oversee the planning, design and construction of road projects with an annual budget of \$180 Million Projects include new construction to support growth to asset management projects to maintain York Region's road network of 4,300 lane kilometres, 185 structures and 900 traffic signal controlled intersections in a state of good repair.

2009-2014

Manager, Engineering
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

2007-2009

Senior Project Manager
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

2005-2007

Project Manager
Roads Branch – Capital Delivery
Transportation and Community Planning Department - Region of York ON

1997-2005

Senior Project Manager/Engineer
Earth Tech Canada Inc – Markham ON

1993-1996

Senior Project Engineer
Entec-Shankland Cox Ltd.
Al Ain, UAE

1988-1993

Project Engineer
Scott Wilson Kirkpatrick & Partners
Al Ain, UAE

1987

Engineer-in-Training
Howard Humphreys Ltd.
Dar-es-salaam, Tanzania

Jason Daniel Cole, P.Eng.

Election for 2-Year Term

Email: jason.cole@county-lambton.on.ca

Education & Affiliations:

- 2020: Western University, London ON - Masters of Public Administration
- 1996: Western University, London ON – Bachelor of Engineering
- Professional Engineers of Ontario – License – 2000
- Member of MEA Board of Directors since 2017.

Employment History:

2016-Present

General Manager, Infrastructure & Development Services Division
County of Lambton

Responsible for the County of Lambton Planning & Development, Building Services, and Public Works Departments, including the planning, design, construction, and maintenance of approximately 650 kilometers of County highways and 190 structures, as well as waste disposal services for the County's 11 local municipalities.

2010-2016

Manager of Public Works
County of Lambton

2003-2010

Senior Project Engineer,
Northeastern and West Regions
Ministry of Transportation Ontario

2001-2003

Project Officer
Department of Public Works & Services
Government of Nunavut

Matthew Nicholas Miedema, P.Eng.

Election for 2-Year Term

Email: matthew.miedema@thunderbay.ca

Education & Affiliations:

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

Employment History:

2012-Present

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

Responsible for the long-range planning, design, and construction supervision of municipal infrastructure renewal projects for City roads and landfill. Liaison with members of the City's political office including Mayor and Councillors. Engage members of the community (public, media, government agencies, utility companies, and industry) for engineering related matters. Oversee and provide technical direction to design and field staff. Prepare by-laws and corporate reports to City Mayor and Council for review and ratification. Implement aspects of the City's Strategic Plan Maintain the City's statutory and legislative responsibilities through annual reporting, liaison with governing authority, and infrastructure renewal projects. Maintain and update the City of Thunder Bay Engineering and Development Standards. Promote Health & Safety on Construction Contracts. Provide engineering assistance to internal departments.

2005-2012

Project Engineer
TBT Engineering Ltd
Thunder Bay ON

Christine Adams P.Eng.

Serving 2nd Year of 2-Year Term

Email: cadams@stcatharines.ca

Education & Affiliations:

- 1986: Queen's University, Kingston ON – Bachelor of Civil Engineering
- Professional Engineers of Ontario – License – 1988
- 1992-2018: South Central Ontario Waterworks Association board member (Chair 3 times)
- Member of MEA Board of Directors since 2017

Employment History:

2007-Present

Manager of Engineering & Construction
City of St. Catharines ON

Responsible for the overall management and oversight of the city's Engineering & Construction division which is responsible for all the city's linear infrastructure (and until 2019, all city owned structures).

2005-2007

Design & Construction Engineer (Water)
City of St. Catharines ON

1990-2005

Design Engineer (water) - 8 years
Engineer – Preliminary Engineering and Capital Budget Planning– 3 years
Senior Project Engineer Infrastructure Planning – 4 years
Region of Hamilton-Wentworth/City of Hamilton ON

1986-1990

Project Engineer
A.J. Clarke & Associates
Hamilton ON

Nick Colucci, P.Eng.

Serving 2nd Year of 2-Year Term

Email: nick.colucci@erin.ca

Education & Affiliations:

- 1987: University, of Waterloo, Waterloo ON – Bachelor of Civil Engineering
- 2009: University of Windsor, England – Master of Business Administration
- Professional Engineers of Ontario – License – 1989
- PEO Certificate of Authorization – 1992
- PEO Consultant Engineer Designation - 1992
- Member of MEA Board of Directors since 2018

Employment History:

2019-Present

Director of Infrastructure Services
Town of Erin ON

Provides leadership, direction and the overall management and administration of the Infrastructure Services Department including the management of all agreements and contract, capital and operational planning, organizing and directing the operation of traffic, transportation, engineering services, the municipal road network, water distribution, sanitary sewage collection systems and parks and recreation facilities and programs in consultation with the CAO

2011-2019

Director of Public Works
Township of Brock ON

2008-2011

Director of Public Works
Township of Tay ON

1992-2008

President & Consulting Engineer
Greenrock Engineering Ltd. – Vaughan ON

1987-1992

Project Engineer
G. M. Sernas & Associates Ltd – Mississauga ON

Christopher A Traini, P.Eng.

Serving 2nd Year of 2-Year Term

Email: ctraini@middlesex.ca

Education & Affiliations:

- 1997: McMaster University, Hamilton Ontario – Bachelor of Engineering & Society
- 2008 - Western University, London Ontario – Master of Public Administration Studies
- Professional Engineers of Ontario – License – 2000
- OGRA President 2018-2019
- Member of MEA Board of Directors since 2019

Employment History:

2005-Present

County Engineer
Roads Department
County of Middlesex, ON

Responsible as the administrator of the County of Middlesex Roads Department. Oversees the activities of the department, including design and engineering. Plays an active role in the development of transportation policies and bylaws, as well as the preparation of capital and operating budgets. Also oversees the waste management, emergency planning and fire communication activities of the County. As of mid-2010, also serves a role as the Deputy Chief Administrative Officer of the County of Middlesex.

2001-2005

Transportation Engineer
Roads Department
County of Middlesex ON

1998-2001

Design Engineer
Municipal & Highways Engineering Group
Phillips Planning & Engineering
Burlington ON

1997-1998

Project Manager
Parks Planning & Development Department
City of Hamilton ON

Catherine Jean Taddo, P.Eng.

Election for 2-Year Term

Email: c.taddo@cityssm.on.ca

Education & Affiliations:

- 1997: Lakehead University, Thunder Bay, ON – Bachelor of Engineering
- 1994: Lakehead University, Thunder Bay ON – Diploma Engineering Technology
- Professional Engineers of Ontario – License – 2001
- The Foundation for Assisting Canadian Talent on Recordings (FACTOR),
- Society of Composers, Authors and Music Publishers of Canada (SOCAN),
- Member of MEA Board of Directors since 2019

Employment History:

2011-Present

Land Development and Environmental Engineer
City of Sault Ste. Marie, 99 Foster Drive
Sault Ste. Marie, Ontario

Responsible for the oversight of the City's sanitary pump stations and sewage treatment plants, operations and capital upgrades. Implementing design and construction of a new biosolids management facility, and major upgrades to the West End Sewage Treatment Plant. Responsible for the landfill engineering oversight, and current Waste Management Environmental Assessment for the expansion of the landfill. Responsible for the Supervisory Control and Data Acquisition system, and current upgrade project. Project Manager for the Stormwater Financing Project, for potential implementation of a stormwater fee for financing the City's stormwater infrastructure. Project Manager for various municipal infrastructure projects for linear infrastructure and Pump Station upgrades/replacements. Oversight of land development and environmental work. Member of several committees, including but not limited to, the Emergency Management Advisory Group, Landfill Environmental Monitoring Committee, Remedial Action Plan Implementation Committee (for the St. Mary's River Area of Concern), Source Water Protection Committee.

2006-2011

Municipal Services Engineer
City of Sault Ste. Marie

1998-2006

Project Manager/Engineer
Wm. R. Walker Engineering Inc.
Sault Ste. Marie, Ontario

1996-1997, and 1992 (summer)

Research Assistant, Ministry of Natural Resources Centre for Northern Forest Ecosystem
Thunder Bay ON

Amanda J. Froese, P.Eng., FEC

Election for 1-Year Term

Email: amanda.froese@saugeenshores.ca

Education & Affiliations:

- 2000: Bach. of Eng'g Science - Civil Engineering, University of Western Ontario
- 1996: Bach. of Arts - Administrative & Commercial Studies, University of Western Ontario
- Professional Engineers Ontario – Licensed in 2005; PEO Order of Honour - 2014

Employment History:

2017- Present

Director – Infrastructure and Development Services
Town of Saugeen Shores, Port Elgin, ON

Administer/Lead the Public Works (Operations), Engineering Services, Environmental Services and Development Services Divisions. Manage communication between the Senior Management Team, Council and the Divisions within Infrastructure and Development. Provide direction to managerial staff and others for projects and ensuring the daily assignments are in line with the Town's Strategic Plan, approved budget and resolutions of Council

2000 – 2017

MERITECH Engineering, Cambridge, Ontario

Design Group Manager:

Lead, train, and develop design team. Recruit staff, scheduling work, projects, and tasks for individuals to perform. Created the design process and documentation of the process from project initiation to construction. Development of the milestones and deliverables for touch point meetings and carry over to client meetings.

Project Manager:

Liaison with municipalities, provincial bodies, and conservation authorities for approval of private/public projects. Chaired meetings, presentations to Council/public, provide budget and schedule direction, manage sub-consultants and internal design team. Writing and pricing of proposals to secure the projects. Scheduling of work and assigning time to designers to complete assignment to meet project deadlines

Project Engineer:

Provided guidance to technologists and junior engineers on technical aspects of the project including, computer models for water distribution systems, stormwater management and the integration of municipal requirements as well as ensuring readability and completeness of drawings and reports. Construction and budgetary cost estimates and preparation of tender documents.

Site Inspector:

Designer/Drafter:

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

Election for 1-Year Term

Email: tcrinklaw@cityofwoodstock.ca

Education & Affiliations:

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

Employment History:

2019- Present

Director of Public Works,
City of Woodstock

Lead the Public Works Division in the operation and maintenance of fleet, operations facilities, roads, sewers, watermain, waste management and winter control. Provide operational oversight, monitor staff activities, and implement new initiatives. Prepares department financial plans for Council and manage cost controls. Ensure department is in compliance with municipal, provincial and federal regulatory requirements. Prepares department for short term adjustments and long-term planning strategies in anticipation to changes in legislation. Staff representative for City Council and develops, adjusts, applies, and enforces Council policies and municipal bylaws.

2015 - 2019

Project Engineer
City of Stratford, Stratford

2011 – 2015

True Grit Consulting. Thunder Bay ON

2010:

Lakehead University

2009:

Soil and Rock Consultants. Auckland NZ

2007 – 2008

Richardson Foster Ltd, Barrie ON

2006:

RPS Water. Edinburgh UK