

MINUTES (DRAFT)
2021 MEA ANNUAL GENERAL MEETING
Thursday, Nov. 25, 2021, 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 25th, 2021, by MEA President, Salim Alibhai. The AGM was held using the MEA's ZOOM webinar platform. Links to the AGM were emailed to all members. Attendance ranged between 40-50 members throughout the AGM webinar.

1. Salim Alibhai provided an overview of his President's Message included in the 2021 Annual Report package.
 - Salim acknowledged that both the MEA and its members have adapted to the various restrictions and new ways of doing things both at home and at work, Municipal engineers are at the forefront of critical service providers of essential work, and we have risen to the challenge last year in the initial stages of the pandemic and are continuing to deliver services in our respective areas of expertise.
 - The MEA continues to focus on its two key priorities: the Municipal Class Environmental Assessment (MCEA) Process and Ontario Provincial Standards (OPS).
 - The MEA has been working with the Ministry of the Environment, Conservation and Parks to address any comments they may have on the various proposed amendments to the MCEA that the MEA has been advocating for. The proposed amendments have been with the ministry for review and approval since September 2019 and the MEA is hopeful the Minister will be approving them soon.
 - MEA members continue to participate on various OPS committees in an effort to continuously improve OPS and consider new technologies. MEA together with other organizations are looking to revamp the OPS website and are currently deliberating on scope and costs.
 - The MEA continues to be successful despite the ongoing pandemic. Last year, as a result of public health restrictions for in-person meetings, the MEA pivoted to offer on-line training and free webinars on topics of interest. The results have been outstanding as we managed not only to provide the training but also earn revenue that off-set the loss from not being able to hold a conference last year.
 - He expressed his appreciation that the 2021 Virtual Conference was a success and thanked the Conference Advisory Committee for its efforts in planning the virtual conference.
 - Salim also expressed appreciation for the contribution of MEA volunteers on the MEA's thirty-eight (38) committees.
 - MEA membership is approaching the 1,000-member mark and is currently at 992 members representing 102 Ontario municipalities.

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 2021 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, and social media news posts.

3. Reading and/or consideration of Previous AGM Minutes (2020 AGM via ZOOM, November 26, 2021)

- There were no questions raised regarding the 2020 AGM Draft Minutes

Motion 2021-01:

THAT the minutes of the 2020 Annual General Meeting of the Municipal Engineers Association held November 26th, 2020, be approved.

Moved by: Sam Inchasi

Seconded by: Alan Korell

CARRIED

4. Business arising out of the 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

Salim Alibhai, MEA President, provided an overview of the MEA Board of Directors Report. He highlighted that the current Board only met once in person in 2020 (September) and the balance of meetings were held virtually using ZOOM. The Board focused on financial contingency planning, webinar-based training, MCEA reform and amendments, and keeping the membership informed via e-blasts, quarterly newsletters, e-blasts, and social media. The MEA launched 5 new committees in 2020. MEA membership continues to grow, despite the pandemic.

Motion 2021-02:

That the MEA 2021 Board of Directors Report be accepted.

Moved by: Reg Russwurm

Seconded by: David Mhango

CARRIED

7.2. Nominating Committee Report

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

Motion 2021-03:

That the MEA Nominating Committee Report be accepted.

Moved by: John Thompson

Seconded by: Steve Lund

CARRIED

7.3. Treasurer's Report

Matthew Miedema, MEA Secretary-Treasurer, outlined the Treasurer's Report for the MEA's finances for the year ending August 31, 2021. He noted that MEA's financial position remained good during the fiscal year, while the 2020 Conference was cancelled and impacted cash-flows, these were mainly offset by the success of the MEA online training platforms. Expenses were also offset with financial aid from the Government of Canada. The MEA applied to the Federal government and received an additional \$20,000 under the Canada Emergency Business Account (CEBA) loan. To date, the MEA has received a total of \$60,000 loan under the CEBA program; This loan is non-interest bearing with \$40,000 of principal due by December 21, 2022, and the remaining \$20,000 eligible for complete forgiveness if repaid by then. MEA also received subsidies in the amount of \$11,307 under the Canada Emergency Wage Subsidy (CEWS) program for the MEA's Executive Director and MCEA Advisor. The Association's reserves continue to remain healthy. The Board continues to look at ways to increase revenues through membership fees, employment service ads and training opportunities. Overall, the MEA's financial position in good.

Motion 2021-04:

That the MEA Treasurer's Report Fiscal Year 2020/2021 be approved.

Moved by: Matthew Miedema

Seconded by: Salim Alibhai

CARRIED

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

Matthew Miedema, MEA Secretary-Treasurer, provided an overview of the Auditor's Report (fiscal year ending August 31, 2021) as prepared by Lynne Remigio, CPA CA, Licensed Public Accountant, and proposed to use the same auditor for the fiscal year ending August 31, 2022.

Motion 2021-05:

That the Audit of the Financial Statements of Aug. 31, 2021, of the Municipal Engineers Association carried out by Lynne D. Remigio, CPA CA, Licensed Public Accountant, be accepted.

Moved by: Jason Cole

Seconded by: Roslyn Lusk

CARRIED

Motion 2021-06::

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, 2022

Moved by: Matthew Miedema

Seconded by: Salim Alibhai

CARRIED

7.5. Audit Review Committee Report

Matthew Miedema, MEA Secretary-Treasurer, outlined the 2021 Audit Committee Report.

Motion:

That the 2021 MEA Audit Review Committee Report be accepted.

Moved by: Matthew Miedema Seconded by: Salim Alibhai

CARRIED

8. Motion approving Executive Committee's Actions during 2020/2021

Salim Alibhai, MEA President, outlined the following motion

Motion:

That the actions of the 2020/2021 Executive Board are endorsed by the MEA membership.

Moved by: Rick Harms Seconded by: Gary Carroll

CARRIED

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

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

Motion:

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

Moved by: Steve Lund Seconded by: Enrico Scalera

CARRIED

10. Reading and/or considering of other resolutions

- None

11. General Business. 2022 Conference Update:

Salim Alibhai, MEA President, and Dan Cozzi, MEA Executive Director, outlined other general MEA business and announced that the 2022 Conference will be held in Toronto and that the MEA will begin working with the organizing committee in the very near future to start planning the event. The MEA also has a commitment from the County of Lambton/City of Sarnia to co-host the 2023 Conference.

12. Election of Directors for 2021/2022

Roslyn Lusk, MEA Past-President announced there are ten (10) candidates to serve on the MEA Board for the 2021/2022 term. The current President, Salim Alibhai, becomes the past president. There will be two (2) vacancies on the board with the departure of the current Past-President (Roslyn Lusk) and the resignation of a

Director (Christine Adams) due to her scheduled retirement at the end of 2021. 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 2021/2022 term.

The MEA's Nominating Committee, after a thorough search, has recommended that MEA members Benjamin de Haan (United Counties of Stormont, Dundas and Glengarry), and Penelope Palmer (City of Toronto) as the two (2) candidates to fill the vacancies on MEA Board for the 2021/2022 term.

With the approval of the Nominating Committee Report, (Item 7.2) the candidates for Directors for the MEA Board for the 2021/2022 term are:

- *Salim Alibhai (Past-President)* *York Region*
- *Jason Cole* *Lambton County*
- *Chris Traini* *Middlesex County*
- *Matthew Miedema* *City of Thunder Bay*
- *Catherine Taddo* *City of Sault Ste. Marie*
- *Nick Colucci* *Town of Erin*
- *Amanda Froese* *Town of Saugeen Shores*
- *Taylor Crinklaw* *City of Stratford*
- *Ben de Haan* *United Counties of SDG*
- *Penelope Palmer* *City of Toronto*

Motion:

That the election of the candidates for MEA Board for the 2021/2022 term, be approved as presented.

Moved by: Paul Knowles

Seconded by: John Thompson

CARRIED

13. AGM Adjournment

Motion:

That the 2021 Annual General Meeting be adjourned.

Moved by: David Mhango

Seconded by: Alan Korell

CARRIED

Minutes Prepared by:

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