

**MINUTES
2023 MEA AGM
Thursday, November 16, 2023, 11:15 a.m.
Venetian Room – Sunbridge Hotel – Point Edward, Sarnia ON**

There was an adequate number of members present and the Annual General Meeting (AGM) was called to order at approximately 11:15 a.m. on November 16th, 2023, by MEA President, Chris Traini. The AGM was held in the Venetian Room of the Sunbridge Hotel & Conference Center in Point Edward/Sarnia. Attendance was estimated to be in the range of 80 members.

1. **President's Message:** Chris Traini provided an overview of his President's Message included in the 2023 Annual Report package.
 - Chris thanked Jason Cole and the Sarnia-Lambton Organizing Committee for organizing the 2023 Conference.
 - Announced that the MEA's new MCEA User Guide was published in September 2023 and sales of the document are going very well.
 - Mentioned that OPS MUNI remains a high priority for MEA, and he commended OPS committee volunteers for their efforts.
 - Acknowledged and commended all the volunteers who sit on the balance of MEA and External committees.
 - The MEA's online employment advertisement platform service continues to grow, and it has become widely accepted as the platform of choice by employers wishing to recruit municipal engineers.
 - Chris advised it was his pleasure to serve the membership for the past year as the MEA President, and he thanked all the members of the Board of Directors, as well as MEA staff.
2. **Notice of Meeting:** The MEA's Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information, Proxies and Board Member Candidate Biographies) attached to the 2023 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. He also noted that no proxies were submitted to him in accordance; no other members in attendance AGM were carrying proxies.
3. **Reading and/or Consideration of Previous AGM Minutes (2022 AGM - Chelsea Hotel Toronto, November 17th, 2022):**
 - There were no questions raised regarding the 2022 AGM Draft Minutes

Motion 2023-01:

THAT the minutes of the 2022 Annual General Meeting of the Municipal Engineers Association held November 17th, 2022, be approved.

***Moved by: B. de Haan
United Counties of SGG***

***Seconded by: S. Alibhai
York Region***

CARRIED

4. Business arising out of the minutes:
 - None

5. Amendments to the Constitution & Articles of Incorporation
- It was noted that a presentation outlining the amendments was provided to interested members of the Association just prior to the start of the AGM.
 - There was one question asked from the floor regarding the submission of proxies as outlined in the new Bylaw
 - It was clarified that members have 2 options for submitting Proxies
 - Provide Proxy form(s) to the Executive Director by midnight the evening prior to the AGM, providing specific voting instructions; or,
 - Bring Proxy form(s) directly to AGM and notify the AGM chair or the Executive Director about this prior to the commencement of the AGM.

Motion 2023-02:

That the amended MEA Bylaw and Articles of Incorporation, as presented at the 2023 AGM, be approved.

***Moved by: S. Lawson
Retired Life Member***

***Seconded by: D. Mhango
York Region***

CARRIED

6. Reading and/or considering correspondence:
- None

7. Reading and/or considering of Administrative Reports:

7.1. Board of Directors Report

- Chris Traini provided a summary of the Board of Directors Report.

Motion 2023-03:

That the MEA 2023 Board of Directors Report be accepted.

***Moved by: L. Robinson
Township of Norwich***

***Seconded by: P. Acquaah
York Region***

CARRIED

7.2. Nominating Committee Report:

- Jason Cole provided an overview of his report.
- It was clarified that Penelope Palmer was not subject to re-election.

Motion 2023-04:

That the MEA Nominating Committee Report be accepted.

***Moved by: D. Kudo
Wellington County***

***Seconded by: R. Lusk
City of Kitchner***

CARRIED

7.3. Treasurer's Report:

- Amanda Froese provided an overview of her Report.
- There were no questions from the floor

Motion 2023-05

That the MEA Treasurer's Report Fiscal Year 2022/2023 be approved.

***Moved by: N. Colarusso
York Region***

***Seconded by: P. Palmer
City of Toronto***

CARRIED

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

- Amanda Froese provided an overview of the Auditors Report
- Request to retain the Auditor for the fiscal year ending August 31, 2024.

Motion 2023-06(a):

***That the Audit of the Financial Statements of Aug. 31, 2022,
of the Municipal Engineers Association conducted by Lynne
D. Remigio, CPA CA, Licensed Public Accountant, be accepted;***

Motion 2023-06(b):

***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, 2024.***

***Moved by: P. Acquaah
York Region***

***Seconded by: R. Russwurm
City of Guelph***

CARRIED

7.5 Audit Review Committee Report:

- Amanda Froese outlined the Audit Review Committee Report

Motion 2023-07:

That the 2023 MEA Audit Review Committee Report be accepted.

***Moved by: J. Cole
Lambton County***

***Seconded by: S. Alibhai
York Region***

CARRIED

8. Motion approving the Board of Director's Actions during 2022/2023:

Motion 2023-08:

***That the actions of the 2022/2023 Board of Directors are
endorsed by the MEA membership.***

***Moved by: D. DiPietro
Waterloo Region***

***Seconded by: L. Robinson
Township of Norwich***

CARRIED

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

Motion 2023-09:

***That all the 2023 reports of the Standing and Special Committees
be accepted.***

Moved by: S. Lund

Seconded by: B. Varghese

CARRIED

*Huron County**Region of Durham*

10. Reading and/or considering of other resolutions:
- None
11. General Business: 2024 – 2027 Conference Updates:
- Chris Traini announced that the following conference locations have been established for the following years:
 - 2024: City of Ottawa
 - 2025: City of London
 - 2027: City of Toronto (and every 5-year thereafter)
 - Chris also advised that the MEA is close to securing a host of 2026.
12. Election of Directors for 2023/2024:
- Jason outlined the candidate slate and terms for those Board members that are subject to election/re-election.
 - It was noted that all Board member terms will expire at the 2024 AGM as a transitional measure until the new Board structure, approved as part of item 5 of this AGM, is implemented.

Motion 2023-10:

That the election of the candidates for MEA Board for the 2023/2024 term, be approved as presented.

***Moved by: R. Russwurm
City of Guelph***

***Seconded by: R. Lusk
City of Kitchener***

CARRIED

13. AGM Adjournment

Motion 2023-11:

That the 2023 Annual General Meeting be adjourned.

***Moved by: S. Lawson
Retired Life Member***

***Seconded by: R. Lusk
City of Kitchener***

CARRIED

Minutes Prepared by:



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