



## 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 at 11:15 a.m. on November 16, 2023. The meeting will be held at the Sunbridge Hotel & Conference Centre (Four Points Sheraton), 1498 Venetian Blvd, Point Edward, Ontario.

At the meeting, the members of the MEA will consider the following:

- (a) To receive, consider and accept the financial statements of the MEA for the fiscal year ended August 31, 2023;
- (b) To elect the Directors of the MEA;
- (c) To appoint the Auditor of the MEA;
- (d) To consider and authorize amendments of the by-laws of the MEA;  
**NOTE: An amendment to the MEA Bylaw is proposed to address:**
  - **conformity with the Ontario Not for Profit Corporation Act**
  - **changes to Executive positions within the Board of Directors**
  - **other administrative modifications**
- (e) To receive reports from various MEA, External and OPS Committees;
- (f) 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 MEA members at least fourteen (14) days prior to the meeting.

Any member who is unable to attend the meeting in person may complete, date, sign, and send a letter of proxy (attached) assigning a representative to the MEA’s Executive Director before the start of the meeting if they wish their representation to be included at the meeting.

**DATED** this 17<sup>th</sup> day of October 2023.

**BY ORDER OF THE BOARD OF DIRECTORS**

A handwritten signature in blue ink, appearing to read 'Chris Traini', is written over a horizontal line.

**Chris Traini, P. Eng.,  
President – MEA.**



## **INFORMATION NOTICE – October 17, 2023.**

### **Solicitation of Proxies**

**This Notice is furnished in connection with the solicitation of proxies by the Board of Directors of the Municipal Engineers Association ("MEA") to be used at the Annual and General Meeting ("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. Unless otherwise indicated, information in this Notice is provided as of October 17, 2023.**

Members who are not able to attend the AGM in person and wishing to exercise their vote should complete and sign a letter of proxy and email to [dan.cozzi@municipalengineers.on.ca.](mailto:dan.cozzi@municipalengineers.on.ca.) by midnight on November 15, 2023 or have someone bring and present it to the Executive Director at the start of the AGM.

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

### **Revocation of Proxy**

**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 15, 2023.**

### **Voting by Proxy**

**The Executive Director will vote on behalf of the member submitting the Proxy. Unless specific instructions are provided by midnight on November 15, 2023, the Executive Director shall vote in favour of all motions put forth during the AGM.**

### **Member Voting Eligibility**

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 are not eligible to vote but may attend the AGM.



## ANNUAL GENERAL MEETING BUSINESS

### Acceptance of Financial Statements

The audited financial statements of the MEA for the fiscal year ended August 31, 2023, will be available to members prior to the AGM in the 2023 MEA AGM Package. The Board will present the financial statements and will be requesting a motion for their receipt.

### Election of Directors to MEA Board

On September 15, 2023, a report from the 2022 MEA Nominating & Constitution Review Committee was circulated to the MEA Board of Directors; this report was accepted by the Board on September 18, 2023. The Executive Director was tasked to place the following candidates for election as Directors for the 2023 - 2024 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, Chris Traini P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Chris Traini, P. Eng.,	County of Middlesex (ex-officio)
Matthew Miedema, P. Eng	City of Thunder Bay (1-yr remaining in term)
Taylor Crinklaw, P. Eng,	City of Stratford (1-yr term) <b>X</b>
Ben de Haan, P. Eng.	United Counties of SDG (1-yr remaining in term)
Catherine Taddo, P. Eng.	City of Sault Ste-Marie (1-yr remaining in term)
Penelope Palmer, P. Eng.	City of Toronto (1-yr remaining in term)
Paul Acquaah, P. Eng.	York Region (1-yr term) <b>X</b>
Scott Hamilton, P. Eng.	City of Burlington (1-yr term) <b>X</b>
Joe de Koning, P. Eng.	County of Wellington (1-yr term) <b>X</b>
Tara Blasioli, P. Eng.,	City of Ottawa (1-yr term) <b>X</b>

**Note: Only candidates marked with an “X” are up for election. The balance will serve out their current previously elected term.**

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



## **Appointment of Auditor**

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 Auditor 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**

An amendment is proposed to the MEA Bylaw to address:

1. Legislative changes in the Ontario Non-Profit Corporations ACT (ONCA) O. Reg. 295/21
2. Changes to the Executive Officer positions and terms within the MEA Board of Directors
3. Other administrative updates

A summary memo highlighting the proposed amendments to the bylaw is attached from the lawyer retained by the MEA, Sophia E. Dunkley, Partner, Campbells LLP to review ONCA requirements.

Ms. Dunkley will be available during the AGM.

The forthcoming AGM package will include a copy of the proposed amended MEA Bylaw, and updated Articles of Incorporation. The AGM package will be delivered to members fourteen (14) days in advance of the AGM.

## **Other Matters**

The officers of the Association do not know of any matters to come before the AGM 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, only limited hard copies of the AGM Report package be available during the AGM. A digital version of the full AGM Report 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](mailto:dan.cozzi@municipalengineers.on.ca).



## **APPROVAL OF INFORMATION NOTICE**

The contents and the sending of this Notice to the Members of the MEA have been approved by the Board of Directors of the Corporation.

**DATED** this 17<sup>th</sup> day of October 2023.

**BY ORDER OF THE BOARD OF DIRECTORS**

A handwritten signature in blue ink, appearing to read 'C. Traini', is written over a faint, light blue circular stamp.

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**Chris Traini, P. Eng.,  
President – MEA.**



## PROXY FORM

### ANNUAL GENERAL MEETING OF MEMBERS

November 16, 2023

All Members of Municipal Engineers Association have the right to vote at the Annual General Meeting of Members either in person (including by digital means) or by proxy.

If a Member is unable to attend, the Member may complete the below Proxy Form, to authorize another member to vote on his behalf.

**THIS PROXY FORM IS SOLICITED ON BEHALF OF MANAGEMENT OF THE CORPORATION**

To: **MUNICIPAL ENGINEERS ASSOCIATION**

The undersigned Member, [Name of member] (the "Undersigned"), of the Municipal Engineers Association (the "Association"), being a member in good standing, hereby appoints **D.M. (Dan) Cozzi, P. Eng**, or, in the alternative, the Undersigned appoints,

[name of alternate proxy]

as the nominee of the Undersigned (the "Proxy") to attend, act, vote for and on behalf of the Undersigned at **the Annual General Members' meeting (the "AGM") to be held on <Date>**, and at any adjournments thereof, with respect to every poll that may take place at that Meeting with the same powers that the Undersigned would have if the Undersigned were present at the AGM or any adjournment thereof.

Without limiting the foregoing appointment, the Proxy is hereby instructed to vote at the AGM as follows (Please write in voting instructions in the box below, reference motion number and "for/against". **\*\*[In the case of the election of directors or appointment of auditor, reference the motion number and "for/withheld"]**).



Members who are not able to attend the AGM in person and wishing to exercise their vote should complete and sign the Proxy form and email to [dan.cozzi@municipalengineers.on.ca.](mailto:dan.cozzi@municipalengineers.on.ca.), **by midnight on Wednesday November 15, 2023** or have someone bring and present it to the Executive Director at the start of the AGM.

An AGM Agenda Package will be emailed to all members of the AGM at least fourteen (14) days in advance of the AGM. The agenda package will include all proposed Motions to be considered at the AGM.

The undersigned hereby revokes any **Proxy** previously given to attend and vote at the AGM.

**Dated:**

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**Signature of Member:**

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**Name of Member (Please Print):**

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## MEMO

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**DATE:** Sept 2, 2023

**TO:** Municipal Engineers Association (“MEA”)

**Our File:** C220822 – Municipal Engineers Association – By-Law Review (ONCA) – Corporate (NPO)

**RE:** Proposed By-Law Changes and Articles of Amendment (previously called the Letters Patent) Changes

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### Proposed By-Law Changes, Summary Highlights

**Recitals** – (A) to (E) to provide background and context for the revision of the by-laws as it relates to the continuance under the *Not-for-Profit Corporations Act* (the “NFP Act” or “ONCA”)

**Section 1.01** – Definitions – added terms for greater clarity and understanding

**Section 1.01 (h)** – adding defined term “Digital Means” to allow manner of digital and electronic communication and meetings

- Other references to “Digital Means” in the following sections of the By-Law:
  - **Section 2.01** - in regards to membership applications
  - **Section 4.07**- in regards to members voting by Digital Means and to be included in quorum
  - **Section 4.08** – in regards to members participating in a meeting by Digital Means
  - **Section 4.10** – in regards to the delivery of a proxy form by Digital Means
  - **Section 4.11** – in regards to members voting by Digital Means
  - **Section 7.11** – in regards to directors attending a meeting by Digital Means

**Section 1.02** – Head office specifically references the municipal address in the Town of Oakville.



**Section 2.01 (a)** – Members admitted by resolution of the Board

**Section 2.01 (c)** – Membership qualification to demonstrate interest in furthering the objects of the Association and to keep membership in good standing

**Section 2.02** – Membership classes specify that there are two classes of members, voting and non-voting members, and the specific sub-classes within each class [e.g. Voting Members = Standard Member and Life Member; and Non-Voting Members = EIT Member, Provincial/Federal Member, Contract Member, Named Engineer Member, Retired Member, and Honorary Member]

**Section 2.03** – Rights of Members, moved up from its previous location for greater understanding and consistency with Section 2.02

**Section 2.06** – Termination of Membership – added paragraphs (d), (e), (f), to further detail that members can be expelled/removed, must maintain good standing (e.g., acting in the best interest of the association) and that membership terminates on the liquidation / dissolution of the association.

**Section 4.07** – 25 Members shall constitute quorum, and quorum to be maintained throughout the meeting of Members

**Section 4.08** – Change heading and subject from “Meeting by Telephone to “Video Meetings”

**Section 5.02 (a)** – Composition of Board –To be a fixed number but which can be modified by special resolution of the Members to give effect to the Director elections in Section 5.03; Directors to be elected by the Voting Members, except for 1 ex-officio Director who shall be the Past President

**Section 5.02 (b)** – Composition of Board—added further clarification that of 10 board positions, a minimum of 4 Directors will concurrently hold executive positions as President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary and Treasurer (or Secretary-Treasurer in lieu of a Secretary and a Treasurer), a maximum of 5 Directors will be directors-at-large who do not hold any executive positions, and 1 Director will be ex-officio as the Past President; added the further qualification of only 1 director per municipal representation, with added flexibility of exceptional situations (e.g., where a director transfers from one municipality to another during his/her term and upon seeking re-election)

**Section 5.03**—Election and Term of Office (Directors) – further details provided as to how the staggered elections and corresponding appointments to specific officer positions will work (e.g. 1 director will have a term of 3 years and hold in year 1 position as 2<sup>nd</sup> VP, 2<sup>nd</sup> year as 1<sup>st</sup> VP and 3<sup>rd</sup> year as President); confirming that one director is ex-officio and is not subject to re-appointment or re-election; confirming that a director who concurrently serves as President and whose term has expired shall be eligible for re-election as a Director after a 5-year waiting period

**Section 5.04**—Qualification of Directors—confirming that to serve on the board, Directors must be Voting Members (excluding Life Members) in good standing and who meet the qualifications of Directors set out in the NFP Act

**Section 7.01** – Quorum—A majority of the Directors shall constitute quorum, and quorum should be maintained throughout the meeting

**Section 7.10** – Scheduled Regular Meetings –there shall be (8) scheduled regular meetings of the Board, which does not include special meetings or other meetings not otherwise scheduled, which has an impact on the notice requirements in Section 7.04 and minimum board attendance requirement in Section 7.12

**Section 7.12**—Board Meeting Attendance Requirement – confirming that there is a minimum required board attendance (e.g. a Director must attend  $\frac{3}{4}$  of scheduled regular meetings in a given Board term year; and confirming that a Director may be deemed to have vacated his/her office pursuant to Section 5.05(e), without further action unless there are extenuating circumstances that require the board’s discretion to either waive the non-compliance or to refer to the members for a formal removal by special resolution— these provisions were added for efficiency and flexibility, while still complying with the NFP Act.

**Section 8.01**—General (Powers of Directors) – added for greater clarity and to distinguish from officer duties/ delegated powers

**Section 8.05**—Policies / Procedures – general provisions included and the list of specific policies and procedures removed, as the board has discretion to make, amend or rescind, and such changes are much easier to deal with outside of the by-laws; further policies will be posted on the association’s website

**Section 9.01**—Officer Positions – described and distinguished from Director positions, though there is a correlation, which will assist the association in its compliance and understanding of the NFP Act; Secretary- Treasurer identified as a jointly held position, in lieu of having a Secretary and a Treasurer as a separately held positions

**Section 9.02(a)** – Appointment of Officers—The Board shall appoint a President, Secretary, Treasurer (or a Secretary-Treasurer), and may appoint such other vice president positions to be known as 1<sup>st</sup> VP, 2<sup>nd</sup> VP

**Section 9.02(b)**—at the first meeting of the Board after the AGM, the Board shall appoint the President (who will have served as the 1<sup>st</sup> VP from the previous term) for a 1-year term; the Board shall appoint a 1<sup>st</sup> VP, who will have served as 2<sup>nd</sup> VP from the previous term for a 1-year term

**Section 9.02(c)** – in alternating years, at the first meeting of the Board after the AGM, the Board shall have the discretion to make the following appointments as may be appropriate for the circumstances: Secretary or Secretary – Treasurer (who will have served as a Director from the previous term) for a 2-year term; 2<sup>nd</sup> VP (who will have served as a Director from the previous term) for a 3-year term (year 1-2<sup>nd</sup> VP, year 2—1<sup>st</sup> VP, year3 – President)

**Section 9.03** —Duties of President and Vice Presidents – the duty of Chair of the Board added to the position of President to comply with the NFP Act

**Section 9.04** —Duties of Secretary – has been separately described from the duties of Treasurer, with the understanding that in a jointly held position it would apply to the Secretary-Treasurer

**Section 9.05** —Duties of Treasurer—has been separately described from the duties of Secretary, with the understanding that in a jointly held position it would apply to the Secretary-Treasurer

**Section 9.06**—Past President—duties described in full for greater clarity, and to be consistent with other officer positions

**Section 10.01**—Executive Director – confirming the reporting structure to the Board

**Section 10.02** – Other Employees / Agents – confirming the reporting of employees / agents to the Executive Director

**Section 16.02**—Disclosure of Interest—added paragraph to provide further details to direct the association about circumstances where disclosure of interest is required, and the recusing from voting of such Director/Officer who has an interest in the vote/matter

**Section 17.01**—Discipline of Members – added paragraph to provide guidance on who Members can be expelled, suspended or removed, and to create a procedure that is based on procedural fairness

**Section 17.02** —Mediation and Arbitration—added paragraph to provide guidance on dispute resolution between Members, Directors, Officers, Committee members, employees or volunteers of the Association

**Section 17.03** —Dispute Resolution Mechanism – added paragraph to provide the dispute resolution process to be followed in the event of a dispute instead of seeking a legal remedy through the courts, which will be less costly in terms of time and money

**Section 18.01** – Number and Gender – removed ambiguous term “neuter” and added the term “person”

**Section 19.01**—Amendments to the By-Laws – effective from the date of passage by the Board until the next meeting of Members where it can be confirmed, rejected or amended by the Voting Members, pursuant to the Act

**Global Change (Various Sections of the By-Law) —all references to Secretary will include “or Secretary-Treasurer”**

**See Next Page re Articles of Incorporation**

## Proposed Articles of Amendment (previously called the Letters Patent) Changes

### a. objects of the Association (Article 4) –

As Currently drafted:

4. The objects for which the corporation is incorporated are:  
*Objets pour lesquels la personne morale est constituée:*

The establishment and operation of a municipal engineers professional association for the purposes of:

- (a) uniting members of the engineering profession employed by or associated with Ontario's municipalities and promoting their interests and conserving their rights;
  - (b) to advocate for and promote proficient municipal engineering;
  - (c) sharing information for the mutual benefit of the members;
  - (d) to recognize and promote outstanding achievements of municipal engineers;
- and

such other complimentary purposes not inconsistent with these objects.

### **No revisions proposed.**

### b. membership classes (add to Paragraph 5 – The Special Provisions) – as per the NFP Act, the different classes of members will need to be set out in the letters patent / articles (see s.48(3) of the NFP Act)

#### Proposed language:

The corporation has two (2) classes of membership, which are described as follows:

- (1) Voting Members—entitled to receive notice of, to attend all meetings of Members, and to vote at each meeting of Members; also, Voting Members are those who shall be entitled to participate in any distribution of the property of upon the dissolution of the corporation; and the sub-class of members of the Voting Member class will be as further described in the by-laws of the corporation from time to time.
- (2) Non-Voting Members-- entitled to notice of and to attend general meetings of the Members but shall not be entitled to vote at any meeting of Members; also, Non-Voting Members shall not be entitled to participate in any distribution of the property upon the dissolution of the corporation; and the sub-class of members of the Non-Voting Member class will be as further described in the by-laws of the corporation from time to time.

### c. dissolution clause (add to Paragraph 5 – The Special Provisions) – as per the NFP Act, the manner in which the Association will distribute the assets of the Association upon its dissolution and after paying debts should be set out rather than to leave it to the default statutory provision (e.g. if the articles do not provide how the assets are to be distributed, then it must distributed to the members in a way that reflects their interests and rights in the corporation), which takes precedence if no provision is provided (see s.150 of the NFP Act)

Proposed language:

Any property remaining on liquidation or dissolution of the corporation, after discharge of liabilities, shall be distributed rateably among the Voting Members of the corporation.

- d. Number of directors (add to Articles of Amendment) – as per the NFP Act, you must either indicate a fixed number of directors or a minimum and maximum number of directors:

Proposed:

Fixed Number of Directors shall be 10.

\*\*You can by resolution of the members fix the number of directors within the minimum and maximum number of directors, or a special resolution can be passed by the members permitting the directors to have the authority to fix the number of directors\*\*

**See Next Page re Annual Procedures (Notice of Change)**

**Annual Procedures re Notice of Change of Directors / Change of Officers /Address Information**

- A Notice of Change is to be filed within 15 days of any change in the directors, officers (e.g., 5 most senior officers), or address of the corporation –see the attached sample form 5284e (Initial Return and Notice of Change), which can be filed online through Service Ontario’s One-Key account or which can be mailed to: Ministry of Government and Consumer Services Central Production and Verification Services Branch 393 University Avenue, Suite 200 Toronto, Ontario M5G 2M2
- A change of the registered office address within a municipality can be changed by resolution of the directors; a change of registered office address in another municipality requires the special resolution of the members [if it is urgent, have the directors pass the resolution and then request that the members approve and confirm the acts of the directors at a later date]

Should you have any questions or concerns, do not hesitate to contact the undersigned.  
Yours truly,

Campbells LLP  
Per:

Sophia Dunkley, Partner  
Encloures:

- (1) Proposed MEA By-Laws and Constitution v2023\_August 25, 2023
- (2) Draft Articles of Amendment



**2023/2024 BOARD OF DIRECTORS**

**CANDIDATE BACKGROUND INFORMATION**



**Christopher A Traini, P.Eng.**

**Serving at Past President (Ex-Officio)**

**Email: [ctraini@middlesex.ca](mailto: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





**Matthew Nicholas Miedema, P.Eng.**

**1--Year Remaining in Term**

**Email:** [matthew.miedema@thunderbay.ca](mailto: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



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

**Election of 1-Year Term**

**Email: [tcrinklaw@stratford.ca](mailto:tcrinklaw@stratford.ca)**

**Education & Affiliations:**

- 2006: Bachelor of Environmental Engineering, University of Guelph
- 2018: Master of Science in Environmental Engineering, Lakehead University,
- Professional Engineers Ontario - Licensed in 2014
- 2017 – Present: Board of Directors, OPWA West Central Branch
- Member of MEA Board of Directors since 2021

**Employment History:**

**2021- Present**

Director of Infrastructure and Development Services  
City of Stratford

Responsible for leading, directing, and administering, the Infrastructure and Development Services department. Municipal services provided are conducted through Building, Planning, Engineering, Environmental, Public Works and Climate divisions. Ensures these services are inline with strategic priorities and approved Council budgets through consultation with Council, Corporate Leadership Team and divisional managers. Prepares department for short term adjustments, guides long-term planning strategies, and facilitates operations oversight.

**2019 - 2021**

Director of Public Works  
City of Woodstock

**2015 - 2019**

Project Engineer  
City of Stratford

**2011 – 2015**

True Grit Consulting. Thunder Bay ON

**2010:**

Lakehead University, Thunder Bay ON

**2009:**

Soil and Rock Consultants. Auckland NZ

**2007 – 2008**

Richardson Foster Ltd. Barrie ON

**2006:**

RPS Water. Edinburgh UK



**Benjamin de Haan, P. Eng.**

**1--Year Remaining in Term**

[bdehaan@sdgcounties.ca](mailto:bdehaan@sdgcounties.ca)

**Education & Affiliations**

- 2003: McGill University, Montreal, Biosystems Engineering
- 2007: Licensed with Professional Engineers Ontario
- 2007 – Present: PEO Upper Canada Chapter, Executive Member
- 2012 – Present: Assistant Course Coordinator, Scott MacKay Soils (OGRA)

**Employment History**

**May 2021 to Present**

Director of Transportation,  
United Counties of Stormont, Dundas and Glengarry

Provide leadership and direction for the capital expenditures, operation and maintenance of SDG's road and bridge network, facilities, fleet, GIS services and forests. Manage a department of approximately 40 employees, with annual expenditures exceeding \$30 million dollars. Participate as a member of the Senior Management Team for the Counties in the development and administration of County Policies and procedures. Attend and report to County Council. Design and seal road and bridge projects. Oversee infrastructure and maintenance projects within the department. Respond to public inquiries, organize and review technical documents. Review and authorize a variety of departmental permits. Manage the tendering process for all purchasing completed within the Department.

**March 2015 – 2021**

Director of Transportation and Planning,  
United Counties of Stormont, Dundas and Glengarry

**Aug. 2009 – Mar. 2015**

County Engineer,  
United Counties of Stormont, Dundas and Glengarry

**May 2003 – Jan. 2009**

Municipal Engineer,  
Thompson Rosemount Group (Cornwall)



**Catherine Jean Taddo, P.Eng.**

**1-Year Remaining in Term**

**Email: [c.taddo@cityssm.on.ca](mailto: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
- WEAO and OSPE member
- 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:**

**2022-Present**

Manager, Development and Environmental Engineering  
(Land Development and Environmental Engineer)  
City of Sault Ste. Marie

Provide leadership and oversight of municipal, environmental, landfill, land development, and asset management initiatives. Directly responsible for oversight of the City's operations contract for sanitary infrastructure inclusive of budgeting and annual and multi-year long-range operations and capital programs.

**2011- 2022**

Land Development and Environmental Engineer

**2006-2011**

Municipal Services Engineer  
City of Sault Ste. Marie

**1998-2006**

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

**1992-1997**

Research Assistant, Ministry of Natural Resources Centre for Northern Forest Ecosystem  
Laboratory Technician – Lakehead University  
CNA Technical Services – Technician  
MTO – Design Technician  
Quebec City– Transportation Technician



**Penelope Palmer, P. Eng.**

**1-Year Remaining in Term**

**Email: [Penelope.Palmer@toronto.ca](mailto:Penelope.Palmer@toronto.ca)**

### **Education and Affiliations**

- 1990: Bachelor of Applied Science, Civil Engineering, Queen's University
- 2015 – Present: Member of OPS Advisory Board
- Professional Engineers Ontario – Licensed in 1992

### **Employment History**

#### **2015 – Present**

Manager, Business Improvement & Standards  
Engineering & Construction Services  
City of Toronto

Leads business sustainment support, business improvement and operational support to the capital delivery, engineering review and other engineering support units within Engineering & Construction Services. Leads the development and implementation and maintenance of new guidelines, standards, specifications, practices and procedures affecting municipal infrastructure. Provides oversight of the Division's information and technology assets and support, including digital and graphical data and leads all divisional technology initiatives. Leads and develops corporate initiatives resulting from legislated changes and related to municipal construction. Manages divisional Health and Safety mandates.

#### **2010 – 2015**

Senior Engineer  
Engineering & Construction Services  
City of Toronto

#### **2006 – 2010**

Senior Engineer  
Transportation Services  
City of Toronto

#### **2000 – 2006**

Engineer  
Transportation Services  
City of Toronto

#### **1994 – 1999**

Safety Programmes and Investigations  
Regional Municipality of Ottawa-Carleton



**Paul Martin Acquah, P.Eng.**

**Election for 1-year Term**

**Email: [paul.acquaah@york.ca](mailto:paul.acquaah@york.ca)**

### **Education and Affiliations**

- 1998: Bachelor of Engineering, Civil Engineering, Ryerson Polytechnic University
- Association of Professional Engineers of Ontario (PEO)
- Association of Prof. Engineers & Geoscientists of New Brunswick (APEGNB) – Past Member
- Municipal Engineers Association (MEA)
- Ontario Public Works Association (OPWA)
- Canadian Armed Forces Regimental Association (GGHG)

### **Employment History**

#### **June 2014 – Present**

Manager of Engineering, Capital Planning & Delivery,  
Public Works Department  
Regional Municipality of York

Facilitate delivery of major capital projects. Provide oversight and direction for capital emergency response in support of the Asset Management and Road Operations Branches. Manage the roads capital and operating program budgets.. Responsibility for carrying out or facilitating activities required to support the operation of the Branch and the delivery of the capital program such as: capital and operating budget preparation, updating of Service Level Agreements with Conservation Authorities, and other program level agreements with outside agencies, process improvement initiatives , participation in committees and initiatives, acting on behalf of the Director and attending Regional Council and Committee of the Whole when required.

#### **April 2013 – June 2014**

Manager, Capital Planning & Engineering, Transportation Services:  
Regional Municipality of York

#### **2006-2010**

Office Manager  
Dillon Consulting Limited

#### **2002-2013**

Project Manager  
Dillon Consulting Limited

#### **1998-2002**

Project Engineer,  
Delcan Corporation

#### **1994-2007**

Canadian Armed Forces



**Scott W. Hamilton, P. Eng.**

**Election for 1-year Term**

Email: [scott.hamilton@burlington.ca](mailto:scott.hamilton@burlington.ca)

**Education and Affiliations**

- 2000: Bachelor of Applied Science, Civil Engineering University of Waterloo
- 2012: City of Burlington Leadership Program, McMaster University DeGroote School of Business
- 2014: Masters Public Management/Administration, York University Schulich School of Business,

**Employment History**

**2019-Present**

City Engineer/Director of Engineering Services  
City of Burlington

Manage and oversee the day-to-day operations of the Parks and Opens Spaces, Development and Stormwater Engineering, Infrastructure and Data Management and Design & Construction Sections of the Department. Participates as a member of the Senior Leadership and Emergency Operations teams at the City. Represents the Department Services when interacting with Council and the Public. Collaborates with External Agencies and Stakeholders on items/issues related to Engineering and Capital Works matters within the City and Province.

**2010-2019**

Manager of Design & Construction  
City of Burlington

**2009-2010**

Senior Engineer  
City of Burlington

**2002-2009**

Design Engineer,  
Philips Engineering Ltd

**2000-2002**

Technical Staff,  
Halsall Associates Ltd

**1999**

Construction Inspector  
Stantec Consulting Ltd

**1999**

Design Assistant (Water)  
Regional Municipality of Hamilton Wentworth



**Joe de Koning, P. Eng.**

**Election for 1-year Term**

**Email: [joedk@wellington.ca](mailto:joedk@wellington.ca)**

**Education and Affiliations**

- 1995: Bachelor of Engineering Science, Civil Engineering University of Western Ontario
- 1998: Licensed by PEO
- 2020: Chair – OPWA West Central Branch

**Employment History**

**2021 - Present**

Manager of Roads, Engineering Services,  
County of Wellington

Management and planning of all aspects of the capital construction, rehabilitation, operations and maintenance activities related to the County Road System, including fleet management and roads facilities.

**2019 - 2021**

Construction Manager, Engineering Services,  
County of Wellington

**2018 - 2019**

Acting Manger Design and Construction, Engineering & Transportation Services,  
City of Guelph

**2015 - 2018**

Manager Technical Services, Engineering & Transportation Services,  
City of Guelph

**2006-2015**

Project Manager/Estimator,  
Prior Construction Corporation, Guelph Ontario

**1995 - 2006**

Project Manager/Estimator,  
E &E Seegmiller Limited, Kitchener Ontario





**Tara Blasioli, P. Eng.**

**Election for 1-year Term**

**Email: [tara.blasioli@ottawa.ca](mailto:tara.blasioli@ottawa.ca)**

**Education and Affiliations**

- 2001: McGill University, Bachelor of Engineering, Dept. of Civil Engineering/Applied Mechanics
- 2007: Licensed by PEO

**Employment History**

**2022 – Present**

Manager, Ādisōke Library, [www.adisoke.ca](http://www.adisoke.ca)  
Infrastructure and Water Services Branch  
City of Ottawa

Currently leading the City's largest single investment project, a new Central Library called Ādisōke. Project has a unique scope, with a partnership between Library and Archives Canada and the Ottawa Public Library. It is being built to achieve a new-zero carbon standard and will be the first municipal facility connected to the Federal Energy Services Acquisition Program. This project touches many engineering disciplines but also has tremendous outreach with the community, Host Nations, widespread stakeholders and elected officials.

**2021 – 2022**

Manager, Lansdowne Park Project, Infrastructure and Water Services Branch  
City of Ottawa

**2017 – 2021**

Program Manager, Municipal Design and Construction, Infrastructure and Water Services Branch  
City of Ottawa

**2012 – 2017**

Senior Engineer, Infrastructure Projects, Design & Construction Municipal West  
City of Ottawa

**2007 – 2012**

Engineer, Infrastructure Projects, Design & Construction Municipal West  
City of Ottawa

**2005 - 2007**

Coordinator, Rehabilitation Planning/Policy (1-year term) & Research & Technical Assistance Officer  
Infrastructure Management Division March 2005 – June 2007  
City of Ottawa

**2003 - 2005**

Project / Policy Officer , Right-of-Way (ROW) Management  
City of Ottawa

**2001 – 2003**

Junior Structural Engineer, Transportation Division  
Morrison Hershfield Limited