

**MINUTES
2024 MEA AGM
Thursday, November 21, 2024, 11:15 a.m.
Delta Ottawa City Centre Hotel, Joliet-Frontenac Room**

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 21st, 2024, by MEA President, Matthew Miedema. The AGM was held in the Joliet-Frontenac Room of the Delta Ottawa City Centre Hotel. Attendance was estimated to be in the range of 70 members. Non-MEA members were asked to leave the meeting room during the AGM.

1. President's Message:

Matthew Miedema provided an overview of his President's Message included in the 2024 Annual Report package.

- Matt thanked the Ottawa Organizing Committee for organizing the 2024 Conference.
- Acknowledged and commended all the volunteers who sit on the balance MEA, External and OPS committees.
- Matt 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, October 9, 2024:

The MEA's Executive Director, Dan Cozzi, referred members to the Notice of Meeting (Information, Proxies and Board Member Candidate Biographies) attached to the 2024 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. 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 (2023 AGM – Sunbridge Hotel, Point Edward ON - Nov. 16, 2023)

Motion 2024-01:

THAT the minutes of the 2023 Annual General Meeting of the Municipal Engineers Association held November 16th, 2023, be approved.

***Moved by: Sandra Lawson
MEA Life Member***

***Seconded by: Carlos Reyes
City of Kitchener***

CARRIED

4. Business arising out of the minutes:

- None

5. Amendments to the Constitution & Articles of Incorporation:

- Matt advised that a major amendment to the MEA Bylaw was approved by the membership at the 2023 AGM, and that there were no amendments proposed at this AGM.
- However, Matt also advised that the approved Bylaw amendment from 2023 included language about "Termination of Membership" (clause 2.06b) and is not as concise as it needs to be. This clause should be edited to clarify that it excludes "Life Members." This is a minor issue, and it will be kept on file for a future Bylaw amendment.

6. Reading and/or considering correspondence:

- None

7. Reading and/or considering of Administrative Reports:

7.1. Board of Directors Report:

- Matt provided and overview of the report.

Motion 2024-02:

That the MEA 2024 Board of Directors Report be accepted.

Moved by: Mike Donnelly

Town of Halton-Hills

Seconded by: Nick Colarusso

York Region

CARRIED

7.2. Nominating Committee Report:

- Chris Traini provided an overview of the report.

Motion 2024-03:

That the MEA 2024 Nominating Committee Report be accepted.

Moved by: Roslyn Lusk

City of Kitchener

Seconded by: Lee Robinson

Township of Norwich

CARRIED

7.3. Treasurer's Report:

- Ben de Haan provided an overview of the report

Motion 2024-04:

That the MEA Treasurer's Report Fiscal Year 2023/2024 be approved.

Moved by: Reg. Russwurm

City of Guelph

Seconded by: Salim Alibhai

York Region

CARRIED

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

- Ben highlighted the Auditor's Report and the requirement to retain an Auditor for the next fiscal cycle.

Motion 2024-05(a):

That the Audit of the Financial Statements of Aug. 31, 2024, of the Municipal Engineers Association conducted by Lynne D. Remigio, CPA, be accepted.

Moved by: David Mhango

York Region

Seconded by: David DiPietro

Waterloo Region

CARRIED

Motion 2024-05(b):

That the firm of Lynne D. Remigio, CPA, be engaged to perform the audit of the MEA Financial Statements for the fiscal year ending August 31, 2025

***Moved by: Alan Korell
MEA Life Member***

***Seconded by: Paul Acquaah
York Region***

CARRIED

7.5. Audit Review Committee Report:

- Ben provided an outline of the report

Motion 2024-06:

That the 2024 MEA Audit Review Committee Report be accepted.

***Moved by: Bino Varghese
Durham Region***

***Seconded by: Zah Mohamed
City of Barrie***

CARRIED

7.6. Motion approving the Board of Director's Actions during the 2023-2024 term:

Motion 2024-07:

That the actions of the 2023/2024 Board of Directors are endorsed by the MEA membership.

***Moved by: Jason Cole
Lambton County***

***Seconded by: Roslyn Lusk
City of Kitchener***

CARRIED

8. Reading and/or considering reports of Standing and Special Committees:

- Chris referenced the many committee reports included with the AGM Report Package

Motion 2024-08:

That all the 2024 reports of the Standing and Special Committees be accepted.

***Moved by: Shailesh Shaw
City of Kitchener***

***Seconded by: Mike Donnelly
Town of Halton-Hills***

CARRIED

9. Reading and/or Considering of Other Resolutions:

- None

10. General Business: 2025 – 2027 Conference Updates:

- Matt advised the following about the locations of upcoming MEA Conferences
 - 2025: City of London
 - 2026: City of Burlington (later changed to City of Vaughan since conclusion of 2024 AGM)
 - 2026: City of Toronto

11. Election of Directors for 2024/2025:

- Chris Traini outlined the candidate slate for the election
- Chirs also clarified a typo in the AGM Notice Information Package:
 - Joe de Koning is up for a 1-year election term, not a 2-year term

Motion 2024-09:

That the election of the candidates for MEA Board for the 2024/2025 term, be approved as presented.

***Moved by: Sandra Lawson
MEA Life Member***

***Seconded by: Salim Alibhai
York Region***

CARRIED

12. AGM Adjournment:

Motion 2024-10:

That the 2024 Annual General Meeting be adjourned.

***Moved by: Jason Cole
Lambton County***

***Seconded by: Carlos Reyes
City of Kitchener***

CARRIED

Minutes Prepared by:



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