

## 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 11:00 a.m. on November 25, 2021. 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, 2021;
- (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 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 23, 2021.

**DATED** this 25<sup>th</sup> day of October 2021.

**BY ORDER OF THE BOARD OF DIRECTORS**



**Salim Alibhai, P. Eng., PMP,  
President – MEA.**



## **INFORMATION NOTICE - October 25, 2021.**

### **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 25, 2021.**

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](mailto:dan.cozzi@municipalengineers.on.ca), no later than midnight on November 23, 2021.

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 24, 2021.**

### **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 23, 2021, 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, 2021, will be available to Members prior to the Meeting in the 2021 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 13, 2021, the MEA Board accepted a report from the 2021 MEA Nominating & Constitution Review Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2021-2022 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, Salim Alibhai, P. Eng., PMP. 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., PMP	Region of York (2-year term)
Jason Cole, P. Eng.	Lambton County (1-year remaining in term)
Matthew Miedema, P. Eng.	City of Thunder Bay (1-year remaining in term)
Nick Colucci, P. Eng.	Town of Erin (2-year term) <b>X</b>
Chris Traini, P. Eng.	County of Middlesex (2-year term) <b>X</b>
Catherine Taddo, P. Eng.	City of Sault Ste-Marie (1-year remaining in term)
Amanda Froese, P. Eng.,	Town of Saugeen Shores (2-year term) <b>X</b>
Taylor Crinklaw, P. Eng.,	City of Woodstock (2-year term) <b>X</b>
Ben deHaan, P. Eng.	United Counties of SDG (1-year term) <b>X</b>
Penelope Palmer, P. Eng.	City of Toronto (1-year term) <b>X</b>

**Note: Only candidates marked with an “X” are up for election. The balance will serve out 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](mailto: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 25<sup>th</sup> day of October 2021.

**BY ORDER OF THE BOARD OF DIRECTORS**

A handwritten signature in blue ink, appearing to read "Salim Alibhai", is written over a horizontal blue line.

**Salim Alibhai, P. Eng., PMP,  
President – MEA.**



## PROXY

### MEA ANNUAL GENERAL MEETING

November 25, 2021

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 **25<sup>th</sup> day of November, 2021 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 \_\_\_\_\_,  
2021.

\_\_\_\_\_

Signature of Member



**2021/2022 BOARD OF DIRECTOR CANDIDATES**

**INFORMATION**



**Salim Alibhai, P.Eng.**

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

**Email: [salim.alibhai@york.ca](mailto: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.**

**Serving Year 2 of 2-Year Term**

**Email: [jason.cole@county-lambton.on.ca](mailto: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.**

**Serving Year 2 of 2-Year 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



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

**Serving Year 2 of 2-Year 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
- 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



**Nick Colucci, P.Eng.**

**Election for 2-Year Term**

**Email: [nick.colucci@erin.ca](mailto: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
- 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.**

**Election for 2-Year Term**

**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



**Amanda J. Froese, P.Eng., FEC**

**Election for 2-Year Term**

**Email: [amanda.froese@saugeenshores.ca](mailto: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.

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

**Election for 2-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 and Public Works 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.**

**Election for 1-year 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)



**Penelope Palmer, P. Eng.**

**Election for 1-year 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