



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 17, 2022. The meeting will be held at the Chelsea Hotel, 33 Gerard Street West, Toronto 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, 2022;
- (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: 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 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 18th day of October 2022.

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in blue ink, appearing to read "Jason Cole", is written over a faint, light blue circular stamp.

**Jason Cole, P. Eng.,
President – MEA.**



INFORMATION NOTICE – October 18, 2022.

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 18, 2022.

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, by midnight on November 16, 2022 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, 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 16, 2022.

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 16, 2022, 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, 2022, will be available to members prior to the AGM in the 2022 MEA AGM Package. The Board will present the financial statements and will be requesting a motion for their acceptance.

Election of Directors to MEA Board

On September 17, 2022, 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 26, 2002. The Executive Director was tasked to place the following candidates for election as Directors for the 2022-2022 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, Jason Cole, P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Jason Cole , P. Eng.,	County of Lambton (ex-officio)
Chris Traini, P. Eng.	County of Middlesex (1-year remaining in term)
Matthew Miedema, P. Eng.	City of Thunder Bay (2-year term) X
Catherine Taddo, P. Eng.	City of Sault Ste-Marie (2-year term) X
Amanda Froese, P. Eng,	Bruce County (1-year remaining in term)
Taylor Crinklaw, P. Eng,	City of Stratford (1-year remaining in term)
Ben de Haan, P. Eng.	United Counties of SDG (2-year term) X
Penelope Palmer, P. Eng.	City of Toronto (2-year term) X
Paul Acquaah, P. Eng.	York Region (1-year term) X
Scott Hamilton, P. Eng.	City of Burlington (1-year term) X

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 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

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 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.

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 18th day of October 2022.

BY ORDER OF THE BOARD OF DIRECTORS



**Jason Cole, P. Eng.,
President – MEA.**



PROXY

MEA ANNUAL GENERAL MEETING

November 17, 2022

Pursuant to Section 4.10 of By-Law No. 1 of the Municipal Engineers Association, (the "**MEA**") a member unable to attend the Annual General Meeting ("**AGM**") of the MEA in person may vote by Proxy.

I _____ (the "**Undersigned**") being a member in good standing with the MEA 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 AGM of the members of the MEA to be held on the **17^h day of November, 2022 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 _____,
2022.

Signature of Member



2022/2023 BOARD OF DIRECTOR CANDIDATES

INFORMATION



Jason Daniel Cole, P.Eng.

Serving at Past President (Ex-Officio)

Email: 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



Christopher A Traini, P.Eng.

Serving Year 2 of 2-Year Term

Email: 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.

Election for 2-Year Term

Email: 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.

Election for 2-Year Term

Email: 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



Amanda J. Froese, P.Eng., FEC

Serving Year 2 of 2-Year Term

Email: 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:

2022-Present

Director
Transportation & Environmental Services
Corporation of the County of Bruce

As a member of the County's Senior Leadership Team, administers the planning, design, construction, maintenance, and administration requirements of the County road system, develop a Climate Change Action Plan, update the Waste Management Master Plan, and plan for Public Transit for the County. Leads the Transportation & Environmental Services team in constructing/maintaining approximately 650 km of Bruce County roads and 148 bridges maintain the trail network, including 80 km of bike trails, manage forestry initiatives, including 4,850 hectares of forest, guide waste diversion and disposal initiatives.

2017- 2022

Director – Infrastructure and Development Services
Town of Saugeen Shores, Port Elgin, ON

2000 – 2017

MERITECH Engineering, Cambridge, Ontario
Design Group Manager
Project Manager
Project Engineer

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

Serving Year 2 of 2-Year Term

Email: 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 administrating, 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.

Election for 2-year Term

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 2-year Term

Email: 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

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

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