



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 approximately 11:00 a.m. on November 21, 2024. The meeting will be held in the Joliet-Frontenac Room at the Delta-Marriott Ottawa City Centre Hotel, 101 Lyon Street North, Ottawa, 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, 2024;
- (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.
- (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 9th day of October 2024.

BY ORDER OF THE BOARD OF DIRECTORS

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

**Matthew Miedema, P. Eng.,
President – MEA.**



INFORMATION NOTICE

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.

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 19, 2024 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 19, 2024.

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 19, 2024, 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 two (2) classes of membership (Voting and Non-Voting). Each Voting Member (Standard and Life Member sub-classes) of the Association is entitled to one (1) vote for matters brought before a meeting of the Members of the Association. Non-Voting members (all sub-classes) 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, 2024, will be available to members prior to the AGM in the 2024 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 19, 2024, a report from the 2024 MEA Nominating & Constitution Review Committee was circulated to the MEA Board of Directors; this report was accepted by the Board on September 23, 2024. The Executive Director was tasked to place the following candidates for election as Directors for the 2024 - 2025 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, Matthew Miedema P. Eng., will be the 10th ex-officio director). Members will be asked to approve and appoint the following Directors of the MEA:

Matthew Miedema, P. Eng	City of Thunder Bay	Ex-Officio
Taylor Crinklaw, P. Eng,	City of Stratford	(1-yr term) X
Penelope Palmer, P. Eng.	City of Toronto	(2-yr term) X
Scott Hamilton, P. Eng.	City of Burlington	(3-yr term) X
Ben de Haan, P. Eng.	United Counties of SDG	(2-yr term) X
Paul Acquaaah, P. Eng.	York Region	(1-yr term) X
Joe de Koning, P. Eng.	County of Wellington	(2-yr term) X
Tara Blasioli, P. Eng.,	City of Ottawa	(1-yr term) X
Ashley Rammeloo, P. Eng.	City of London	(1-yr term) X
Imran Khalid. P. Eng.	Huron County	(1-yr term) X

Note: Only candidates marked with an “X” are up for election.

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

None are proposed.

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 9th day of October 2024.

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in blue ink, appearing to read 'M/ Miedema', is written over a horizontal line.

**M/ Miedema, P. Eng.,
President – MEA.**



PROXY FORM

ANNUAL GENERAL MEETING OF MEMBERS

November 21, 2024

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 November 21, 2024**, 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., **by midnight on Wednesday November 19, 2024** 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:

Signature of Member:

Name of Member (Please Print):



2024/2025 BOARD OF DIRECTORS

CANDIDATE BACKGROUND INFORMATION



Matthew Nicholas Miedema, P.Eng.

Ex-Officio

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



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

Election for 1-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 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



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



Scott W. Hamilton, P. Eng.

Election for 3-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



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)



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



Tara Blasioli, P. Eng.

Election for 2-Year Term

Email: 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
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



Joe de Koning, P. Eng.

Election for 1-Year Term

Email: 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



Ashley Rammeloo, P. Eng.

Election for 1-Year Term

Email: arammeloo@london.ca

Education and Affiliations

- 2019: University of Waterloo – Master of Management Sciences
- 2004: University of Western Ontario – Bachelor of Eng'g Science, Civil & Structural
- Class IV Wastewater Collection System Operator (Ontario)
- Licensed by PEO

Employment History

2022 - Present

Director – Water, Wastewater, and Stormwater
City of London

Leading nearly 300 staff to plan, design, build, and operate the wastewater collection, water distribution, and stormwater management systems, and five wastewater treatment plants for London's 475,000 residents

2020 – 2022

Division Manager IV, Sewer Engineering
City of London

2017 – 2020

Division Manager III, Engineering – Rapid Transit Implementation
City of London

2017 – 2017

Acting Division Manager III, Stormwater Engineering
City of London

2010-2017

Sewer Operations Engineer, Sewer Operations
City of London

2008 – 2010

Environmental Services Engineer, Wastewater & Drainage Engineering
City of London

2004 – 2008

Engineer-in-Training
City of London



Imran Khalid, P. Eng.

Election for 1-Year Term

Email: ikhalid@huroncounty.ca

Education and Affiliations

- 2010: Toronto Metropolitan University – Bachelor of Civil Engineering
- 2018: Institute of Asset Management - Certificate in Asset Management -
- 2022 – Present: University of Western Ontario – Masters in Public Administration
- Licensed by PEO

Employment History

2024 – Present

Director of Public Works/County Engineer
Huron County

Responsible for the overall leadership and management of the Public Works Department (Engineering & Operations).

2023 – 2024

Manager of Public Works
Huron County

2020 - 2023

Operations Manager – Public Works, Parks & Recreation
Village of Point Edward

2017- 2020

Engineering Project Manager
Huron County

2014-2017

Project Manager
Golder Associates

2010 – 2014

Pavement & Materials Engineer
ENGLOBE (formerly LVM)