



NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS

NOTICE IS HEREBY GIVEN that the annual meeting and a general meeting of the members of the Municipal Engineers Association (the "Association") will be held on **November 22, 2018** at approximately **11:00 m. (E.S.T.)** at the **Valhalla Inn, 1 Valhalla Inn Road, Thunder Bay, Ontario.**

For the purposes set out in this circular.

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, 2018;
- (b) To elect the directors of the Association,
- (c) To appoint the auditors of the Association;
- (d) To consider and authorize amendments of the by-laws of the Association. None are proposed by the Board,
- (e) To transact such further or other business as may properly come before the meeting or any adjournment thereof.

Any Member who is unable to attend the meeting in person may complete, date, sign, and send a letter of proxy assigning a representative to be received by the Executive Director before the start of the meeting if they wish their representation to be included at the meeting.

DATED this 2nd day of November 2018.

BY ORDER OF THE BOARD OF DIRECTORS

John Thompson, P. Eng., President

INFORMATION CIRCULAR

November 2, 2018.

Solicitation of Proxies

This circular is furnished in connection with the solicitation of proxies by the management of the Municipal Engineers Association (the "Association") to be used at the annual and general meeting (the "Meeting") of Members of the Association 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 primarily by email but proxies may also be solicited personally by the Association at nominal cost. The cost of the solicitation of proxies will be borne directly by the Association. Unless otherwise indicated, information in this Circular is given as of November 2, 2018.

Members who are not able to attend the meeting in person and wishing to exercise their vote should complete and sign a letter of proxy and return it to the Association at 1525 Cornwall Rd, Unit 22,0 Oakville,On, L6J OB2, or by signed PDF sent by email to dan.cozzi@municipalengineers.on.ca, or have someone bring and present it at the start of the meeting.

Appointment of Proxyholder

A Member desiring to appoint some other person (who need not be a Member) to represent the Member at the meeting may do so by inserting such person's name in the letter of proxy.

To be effective, proxies must be received by the Association at the address noted above, no later than two business days before the time for holding the Meeting or any adjournment thereof or delivered to the Chair of the Meeting on the day of the Meeting or any adjournment thereof.

Revocation of Proxies

A Member executing a letter of proxy has the right to revoke it. A Member may revoke a proxy deposited in writing executed by the Member authorized in writing at the office of the Association at the address noted above, at any time up to and including the last business day preceding the day of the Meeting by providing written notice of same to the Association at the address noted above or in any other manner permitted by law.

Voting of Proxies

The person named in the letter of proxy will vote on behalf of the Member by whom they are appointed proxy on any ballot that may be conducted at the Meeting or any adjournment thereof, in accordance with the instructions of the Member appointing them.

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 Association for the fiscal year ended August 31, 2018 will be available to Members prior to the Meeting in the 2018 MEA Annual Report. The Board will present the financial statements and will be requesting a motion for their acceptance.

Election of Directors

At its meeting of the September 12, 2018, the MEA Board accepted a report from the 2018 Nominating Committee. The Executive Director was tasked to place the following candidates for election as Directors for the 2018-2019 MEA Board in accordance with the provisions outlined within the Associations current Constitution

The Association has positions for nine (9) directors (the forthcoming Past President, John Thompson will be the 10th ex-officio director). The Members will be asked to approve and appoint the following directors of the Association:

Steve Lund, P. Eng.	County of Huron (1-year term)
Salim Alibhai, P. Eng.	Region of York (2-year term) X
Matthew Miedema, P.	City of Thunder Bay (2-year term) X
Christine Adams, P. Eng.	City of St. Catharines (1-year term)
Enrico Scalera, P. Eng.	Town of Oakville (1-year term)
Jason Cole, P. Eng.	County of Lambton (2-year term) X
Roslyn Lusk, P. Eng.	City of Kitchener (2-year term) X
George Elliott, P,Eng.	Town of Strathroy-Caradoc (1-year term) X
Nick Colucci, P.Eng.	Township of Brock (1-year term) X

Note: Only candidates marked with an “X” are up for election. The balance will serve out the second year of 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 Association's auditors to hold office until the close of the next annual meeting of the Members of the Association and to authorize the directors of the Association to fix the auditor's remuneration. Unless otherwise specified, the persons named in the enclosed form of proxy will vote for such resolution.

Amendment to By-Laws

None are proposed.

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 Members represented by the Proxy solicited hereby will be voted on such matters in accordance with the best

Please note, there will only be limited hard copies of the full Annual Report as it will be made available electronically prior to the meeting. If you wish a hard copy, please email the Executive Director dan.cozzi@municipalengineers.on.ca to reserve one.

APPROVAL OF INFORMATION CIRCULAR

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

DATED this 2nd day of November 2018.

BY ORDER OF THE BOARD OF DIRECTORS

John Thompson, P. Eng, President

PROXY

MEA ANNUAL GENERAL MEETING

November 22, 2018

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 _____ 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 **22nd day of November, 2018 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.

In the alternative (if no person is listed as my nominee above), the Undersigned, being a member in good standing with the Association hereby appoints the Association's Executive Director, **Mr. Dan Cozzi, of Ancaster, Ontario**, as a 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 **22nd day of November, 2018 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 _____, 2018.

Signature of Member

INFORMATION ON 2018/2019 BOARD OF DIRECTOR CANDIDATES

Enrico Scalera, P. Eng.

Director of Roads and Works Operations, Town of Oakville

Enrico also serves as a Municipal sector representative on the Ontario One Call Board. He has diversified engineering experience in both the private and public sectors in emergency operations, strategic planning and labour relations.

Enrico enjoys undertaking home improvements, investing in the stock market and the mentoring of staff to ensure they achieve their full potential.

Salim Alibhai, P. Eng., PMP

Director, Capital Planning and Delivery

Transportation Services, The Regional Municipality of York

Salim joined the Regional Municipality of York in 2005. In his current role, Salim oversees project teams that are responsible for the planning, design and construction of road projects with an annual budget of \$180 Million Dollars. His branch oversees projects from new construction projects to support growth to asset management projects that keep York Region's road network of 4,200 lane kilometres, 185 structures and 850 traffic signal controlled intersections in a state of good repair.

Salim Alibhai was raised and educated in Tanzania. After completing his B.Sc. in Civil Engineering from the University of Dar-es-salaam, Salim left Tanzania to pursue a career in the Middle East and worked for 8 years as an engineer with British consulting engineering firms on road projects in Al Ain and Dubai, United Arab Emirates.

Salim arrived in Canada in 1996 and worked in the private sector for Proctor and Redfern Limited and subsequently Earthtech Canada, in planning, design and project management roles for a period of 9 years.

Salim is a professional engineer and has the Project Management Professional (PMP) designation. He also has a Masters Certificate in Municipal Management from the York University's Schulich School of Business.

Salim has served on the MEA board since 2013. Salim is the current Secretary Treasurer of the MEA. From 2011 to 2018, Salim has also served as MEA's representative on OGRA's Member Services and Policy Committees.

John F. Thompson, B.A.Sc., P.Eng., PMP
Director of Environmental Services, City of Barrie

Current Duties - Directs the following Branches:

- Environmental Operations Branch
 - Solid Waste Section
 - Environmental Investigation and Response Section
 - Waste Reduction
- Wastewater Operations Branch
 - Operations and Maintenance Section
 - Process Optimization Section
 - Technical Services Section
- Water Operations Branch
 - Water Customer Service Section
 - Water Distribution Section
 - Ground Water Supply Section
 - Surface Water Treatment Plant Section

Experience:

- Director of Engineering Services, Ontario Clean Water Agency (OCWA)
- President and Chief Engineer, Abacus Engineering and Planning Services Inc.
- President, Ainley and Associates Limited, Consulting Engineers
- Section Manager, Engineering, Bell Canada, National Fibre Optics Project
- Design Engineer, Skelton, Brumwell Consulting Engineers
- Planning Engineer - Distribution, Union Gas Company

Associations and Memberships:

- Professional Engineers of Ontario (PEO) (since 1980)
- Ontario Society of Professional Engineers (OSPE) (since inception)
- Municipal Engineers Association (MEA) (since 2008)
- Water Environment Association of Ontario (WEAO)
- American Water Works Association (**AWWA**)
- Ontario Water Works Association (OWWA)
- Georgian Bay Water Works Association (GBWWA)
- Certified (Ontario) Water Treatment Plant Operator (since 2001)
- **PMP** (Project Management Professional) certification under the PMI (Project Management Institute) (since 2010)
- Ontario Ground Water Association (OGWA) (since 2009)
- Clearview **Municipal Councillor** (1997-2003)
- PEO Chapter Executive (1981-1995, including Chairmanship)
- Georgian College Engineering Advisory Council (1990-1996)
- Blue Mountain Watershed Trust Foundation (2000-2004)
- Collingwood Airport Commission (2001-2003)
- Clearview Economic Development Committee (2000-2003)
- Certified Inspector and Installer of Private Sewage Facilities (since 1998)
- Ontario Waste Management Association (OWMA)
- Ontario Municipal Water Association (OMWA)

Education:

- University of Waterloo, Waterloo, Ontario, B. A. Sc. - Civil (Environmental) Engineering
- Professional Development courses relative to Municipal Infrastructure Engineering
- Numerous Courses, Seminars and Conferences relative to Water/Wastewater Design/ Operations
- Management Course series - York University (Schulich School of Management)
- Numerous Seminars / Conferences for Municipal Politicians/Staff

Committees:

- Training Advisory Committee, Walkerton Clean Water Centre (WCWC)
- MEA, OPS General Conditions Committee

John has been a Director on the MEA Board since 2013.

Jason Cole, P.Eng.

**General Manager - Infrastructure & Development Services Division
County of Lambton**

Jason enjoyed a diverse career path after graduating from the University of Western Ontario with a Bachelor of Engineering Science in Civil Engineering. He earned his professional designation while working in the private sector before taking on a Project Manager position with the Government of Nunavut, Department of Public Works in the small community of Pond Inlet on Baffin Island.

In 2003, Jason returned to Ontario to work for the Ministry of Transportation's Planning and Design Section out of the Northern Region Office in North Bay, and subsequently transferred to the Western Region Office in London. As a Project Engineer and Senior Project Engineer with the ministry, he successfully led a variety of highway design projects utilizing the MTO Class Environmental Assessment process.

Jason joined the County of Lambton in 2010 as the Manager of Public Works and became a member of the MEA that same year. As part of managing the County's 650 kilometres of roadways, nearly 200 structures, and the solid waste disposal program, he has promoted roundabout applications, the fight on invasive Phragmites, and rural roadside improvements to enhance vulnerable road user safety. In 2016 Jason was promoted to his current role as General Manager, incorporating Public Works, Planning and Development Services, and Building Services Departments as part of his County portfolio.

Jason looks forward to expanding his role within the MEA. Municipalities are under constant pressure to increase services with limited resourcing and the MEA provides a critical link to share our collective knowledge and champion solutions that efficiently and effectively deliver on our responsibilities.

Steve Lund P. Eng. PWLF
County Engineer, Director of Operations, County of Huron

A Municipal Engineer with over thirty years' experience.

- Licensed with Professional Engineers Ontario (P.E.O.)
- Public Work Leadership Fellow ((PWLF) (APWA)
- Wastewater Collection Certificate Class 3 (DRC)
- Health and Safety Certified Member Certificate
- Member: Transportation Association of Canada
- Member: Municipal Engineers Association of Ontario
- Member: Canadian Public Works Association/Ontario Public Works Association
- Member: American Public Works Association
- Member: American Water Works Association
- Member: Ontario Water Works Association
- Member: Ontario Municipal Water Association
- Member: Municipal Equipment Operations Association

Education:

- Univ. of Waterloo: Co-op Program, B.Sc. Geotechnical Engineering - May 1985

Employment:

Huron County 2014 to Present:

County Engineer, Director of Operations

- Direction and management of County Highways Department and Huron County Emergency Medical Services.

Town of Tillsonburg Sept. 1999 to June 2014:

Director of Operations/General Manager of Tillsonburg Hydro Inc.

- Direction and management of the Operations Department & Tillsonburg Hydro Inc

City of Owen Sound July 1989 to September 1999:

Deputy City Engineer and Public Works Manager

KMK Consultants and Walter Fedy Consultants 1985 to 1989:

- Project Engineering

Interests: Level 3 Hockey Referee, Oldtimers Hockey, Golf and Fishing

Roslyn Lusk P. Eng.**Director of Operations – Roads & Traffic, Infrastructure Services, City of Kitchener**

Roslyn Lusk is a licensed profession engineer in the Province of Ontario, with over twenty years of experience. She graduated from the University of Waterloo in 1995 with a bachelor's in applied science in Civil Engineering, with Options in Water Resources and Environmental Engineering.

The past 20 years of her professional career have afforded the opportunity for her to experience employment in both the public and private sectors, spanning the complete realm of her education; civil engineering, environmental engineering, and water resources.

Roslyn has found her municipal experience to be particularly rewarding and satisfying, giving her the opportunity to see tangible results and improvements within her local community.

Throughout her career, Roslyn has gained extensive experience with project management, tender preparation and consultant selection, and contract administration with successful budget and schedule control; specifically for road reconstructions completed through the EA process.

Her experience with the City of Waterloo and now the City of Kitchener has exposed her to the intricacies of governing municipal plans and policies, provincial Acts and the challenges of managing high-profile projects, often in media and public focus.

As a professional engineer, Roslyn enjoys presenting science-based, objective evidence, and recommendations to Council for their consideration, aiding their decision-making process to ensure taxpayer dollars are wisely allocated; as this represents a primary duty of our professional ethics. Roslyn has been an MEA Board member since 2016 and has enjoyed the opportunity to dive into issues concerning municipalities across Ontario.

Christine Adams P. Eng.**Manager of Engineering & Construction, City of St. Catharine's**

A graduate of Queen's University, B. Sc. (Civil) in 1986. Christine spent 4 years working for an engineering consultant who specialized in new development. The next 15 years were spent at the Regional Municipality of Hamilton Wentworth/ City of Hamilton, initially as a design engineer (waterworks) and ending as Sr. Project Manager Environmental Planning (sewer and water). Since 2005 Christine has been with the City of St. Catharines and assumed the Manger of Engineering and Construction position in 2007. The division oversees the city's linear infrastructure and all city owned structures.

Christine has been a director of South-Central Ontario Waterworks Association since 1992 with only a 2 year hiatus and Chairman for 3 separate terms.

She is the City's staff liaison on the City's Accessibility Advisory Committee and Green Committee. She has a special interest in accessibility and environmental awareness.

Matthew Miedema P. Eng.

Project Engineer, Engineering Division, City of Thunder Bay

Matthew is currently with the Engineering Department of the City of Thunder Bay. He is a Project Engineer with ten years' experience in Civil Engineering. He has worked in both the consulting and consulting and municipal government fields. Matthew oversees capital improvements to the City's road, water mains, sewer and landfill infrastructure.

Matthew is a member of the RMCAO/CAC/OGRA Municipal Concrete Liaison Committee and on the Board of Directors for the Northwestern Water and Wastewater Conference.

George Elliott P. Eng.

Director of Engineering & Public Works, Town of Strathroy-Caradoc

George Elliott is currently the Director of Engineering and Public Works with the Municipality of Strathroy-Caradoc. He has a combined 32 years of experience including both Professional Engineer and Engineering Technologist experiences in the Municipal and Consulting sectors. Born and raised in Northern Ontario he graduated from Lakehead University with "First Class Standing". He has worked across the province, first for 10 years as a Consultant Project Engineer / Technologist in numerous communities from Ottawa to the Manitoba border. The remaining 22 years of Municipal Engineering roles have included Kirkland Lake, North Bay, Cambridge, Thames Centre and Strathroy-Caradoc. He has been an MEA member for 18 years, served as an MEA representative on the Tri-Committee in the early 2000's and has served on the MEA Executive previously for 3 years. He actively participates in the Annual Workshop, leading the local committee to organize the 2014 Workshop in Cambridge. He also maintains efforts toward the Bridge Building Competition and ceremonial bagpiper role.

Nick Colucci. P.Eng.
Director of Public Works, Township of Brock

Education:

1982 - 1987 University of Waterloo, Waterloo, Ontario

- Honours Bachelor of Applied Science Degree in Civil Engineering - Electives in Management Science
- Specializing in Structural Engineering

Nick Colucci graduated from the University of Waterloo with a BAsC (Civil) in 1987. He joined PEO in 1989 and received his PEO Certificate of Authorization and consulting engineer designation in 1992. He is currently employed by the Township of Brock as the Director of Public Works. He is an avid cyclist and also enjoys hiking, snowshoeing and kayaking.

He has also passionately participated in numerous fundraising efforts, including the Becel Heart and Stroke Ride for Heart, the World Wildlife Federation CN Tower Climb and the United Way CN Tower Climb. Next summer, Nick will participate in the Wounded Warriors Canada Battlefield Ride in France in hopes of raising \$6,000 to support the Wounded Warriors programs for our ill and injured Canadian Forces members, first responders and their families. Contact Nick directly for information about donating to any of his fundraising causes: ncolucci@townshipofbrock.ca