



COUNCIL MEETING

December 4, 2018

Edmonton (APEGA Office)

Lindberg Conference Room (15th floor)

9:00 a.m. – 2:00 p.m.

MINUTES

PRESENT

Council Executive:

Nima Dorjee, P.Eng., FEC., FGC (Hon.) – President

George Eynon, P.Geo., FGC, FEC (Hon.) – President-Elect

Tim Joseph, P.Eng., PhD, FCIM – Vice-President

Jane Tink, P.Eng., FEC, FGC (Hon.) – Past-President

Councillors:

Natasha Avila, P.Eng.

Jennifer Enns, P.Eng.

Brad Hayes, P.Geol., PhD, FGC, FEC (Hon.)

Darren Hardy, P.Eng.

Tim Hohm, P. Eng.

RaeAnne Leach, P.Eng., PMP, FEC, FGC (Hon.)

Bob Rundle, P.Eng., PMP

Jason Vanderzwaag, MASC, P.Eng., LEEDS AP, PMP

Emily Zhang, P.Eng., PMP

Public Members:

Georgeann Wilkin RN, LI.B

Engineers Canada Directors:

Lisa Doig, P. Eng., MBA, FEC, FGC (Hon.)

Gary Faulkner, PhD, P.Eng.

Connie Parenteau, P.Eng., FEC, FGC (Hon.)

Geoscientists Canada Director:

Colin Yeo, P.Geo., FGC, FEC (Hon.)

Staff:

Jay Nagendran, M.Sc., P.Eng., QEP, BCEE, FEC, FGC (Hon.), Registrar & CEO (RCEO)
Jill Arbuthnott, Executive Assistant to Council
John Corriveau, P.Eng., Director of Regulatory Affairs (item 8.1)
Sloan d'Entremont, P.Eng., CPCC, Senior Advisor & Director of Council Relations
Colette Fernandes, Executive Assistant to Senior Advisor & Director of Council Relations
Sharilee Fossum, MBA, CPA, CMA, ICD.D, Chief Financial & Corporate Officer (CFCO)
Matt Oliver, CD, P.Eng., Deputy Registrar & Chief Regulatory Officer (CRO)
Katie Starratt, Director of Communications
Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Membership Services Officer (CMSO)

Special Guests:

Victor Benz, P.Eng., FEC, FGC (Hon.), Appeal Board Chair (item 8.1)
Michael Boire, P.Eng., Professional Member (items 1.0 to 8.1)
Kjersti Powell MA, Strategic Retreat Facilitator (item 9.0)

Regrets:

Wally Kozak, P.Eng.
David Lynch, FCAE, FEIC, FCIC, FEC, FGC (Hon.), PhD, P.Eng.
Mary Phillips-Rickey, FCA
Manon Plante, P.Eng., MDS, CD1
Claudia Villeneuve, P.Eng., M.Eng., PMP, ACG

1.0 CALL TO ORDER

The Chair called the meeting to order at 9:05 a.m.

2.0 COUNCIL MEETING CONDUCT

- 2.1 Council Code of Conduct
- 2.2 Code of Ethics
- 2.3 Declaration of Conflict of Interest

There were no conflicts of interest declared.

3.0 ADOPTION OF MEETING AGENDA

MOTION 18-47

MOVED by Darren Hardy and seconded by Brad Hayes, THAT the December 4, 2018, Council agenda be adopted as presented.

Number of votes in favour: 12/12
Necessary for adoption: 7/12
Motion unanimously adopted.

4.0 COUNCIL MINUTES APPROVAL

4.1 Council Minutes – September 27, 2018

MOTION 18-48

MOVED by Jennifer Enns and seconded by Natasha Avila, THAT the minutes of the September 27, 2018, Council meeting be approved, as presented, by Council.

Number of votes in favour: 12/12

Necessary for adoption: 7/12

Motion unanimously adopted.

5.0 CONSENT AGENDA

The following Consent Agenda items were approved as presented.

5.1 Statutory Board Appointments

Moved and Seconded That

The recommended Statutory Board Appointments reviewed and endorsed by the Governance Committee on October 31, 2018, be approved by Council.

5.2 Reinstatement Recommendations

Moved and Seconded That

The recommended members for Reinstatement, reviewed and endorsed by the Policies and Standards Taskforce be approved by Council.

6.0 REPORTS

The following reports were presented for information purposes. The reports were not pulled for further discussion.

- 6.1 Registrar & CEO's Report
- 6.2 President's Report
- 6.3 Geoscientists Canada Report
- 6.4 Consulting Engineers of Alberta Report
- 6.5 Council Attendance

7.0 REGISTRAR & CEO'S VERBAL UPDATE

The RCEO presented his verbal report, which focused on the following items:

- The mediation meetings with ASET are still ongoing and are expected to have at least one more meeting.
- A lot of work has been done on updating the Organization's policies, to date, 23 policies have been completed with 17 still in process. The completed policies include: Management Regulatory Reserve, Election Candidate Endorsement, Indemnification, and several operational policies.

- The process for recruiting new Councillors, through the Nominating Committee, is being reviewed, to ensure that potential new Councillors are meeting the needs that are identified by the Nominating Committee, including representation of cultural origin.
- In our effort to become a more impactful regulator we have learned that many of our Permit Holders have deficient or non-existent Professional Practice Management Plans (PPMP). APEGA is providing education and a pro-active approach over a punitive approach.
- In the quest for vigilance on Continuing Professional Development (CPD) compliance, 94 members between the September 2018 and the December 2018 Council meetings were struck, for non-compliance. This step was not taken lightly as the consequences of a member losing their professional status is quite distressing.

Note: The number of voting members increased after agenda item 7.0 from 12 to 13, due to a late arrival.

8.0 STAT. BOARD UPDATES

8.1 Appeal Board

The Chair of the Appeal Board (the Board) spoke to the report provided in the Council package. The Board deals with appeals to decisions made by the other four APEGA Statutory Committees. The current roster of the Board is made up of one public member, and 13 professional members.

9.0 STRATEGIC RETREAT – COUNCIL SWOT SUMMARY

There was an Executive (in-camera) Session held.

11.0 EXECUTIVE SESSION

11.1 ASET Mediation Update

There was an Executive (in-camera) Session held.

12.0 ADJOURNMENT

The meeting adjourned at 2:00 p.m.



COUNCIL MEETING
December 5, 2018
Edmonton (APEGA Office)
Lindberg Conference Room (15th floor)
8:30 a.m. – 4:30 p.m.

MINUTES

PRESENT

Council Executive:

Nima Dorjee, P.Eng., FEC., FGC (Hon.) – President
George Eynon, P.Geo., FGC, FEC (Hon.) – President-Elect
Tim Joseph, P.Eng., PhD, FCIM – Vice-President
Jane Tink, P.Eng., FEC, FGC (Hon.) – Past-President

Councillors:

Natasha Avila, P.Eng.
Jennifer Enns, P.Eng.
Brad Hayes, P.Geol., PhD, FGC, FEC (Hon.)
Darren Hardy, P.Eng.
Tim Hohm, P. Eng.
Wally Kozak, P.Eng.
RaeAnne Leach, P.Eng., PMP, FEC, FGC (Hon.)
Bob Rundle, P.Eng., PMP
Jason Vanderzwaag, MASC, P.Eng., LEEDS AP, PMP
Claudia Villeneuve, P.Eng., M.Eng., PMP, ACG
Emily Zhang, P.Eng., PMP

Public Members:

Georgeann Wilkin RN, LI.B

Engineers Canada Directors:

Lisa Doig, P. Eng., MBA, FEC, FGC (Hon.)
David Lynch, FCAE, FEIC, FCIC, FEC, FGC (Hon.), PhD, P.Eng.
Connie Parenteau, P.Eng., FEC, FGC (Hon.)

Geoscientists Canada Director:

Colin Yeo, P.Geo., FGC, FEC (Hon.)

Staff:

Jay Nagendran, M.Sc., P.Eng., QEP, BCEE, FEC, FGC (Hon.), Registrar & CEO
Jill Arbuthnott, Executive Assistant to Council
Scott Clarke, P.Eng., Director of Information Technology (IT) (items 1.0 to 5.2)
John Corriveau, P.Eng., Director of Regulatory Affairs (items 6.1 to 6.4)
Sloan d'Entremont, P.Eng., CPCC, Senior Advisor & Director of Council Relations
Mohamed El Daly, MSc, Director of Outreach & Product Services (item 5.1)
Colette Fernandes, Executive Assistant to the Senior Advisor & Director of Council Relations
Sharilee Fossum, MBA, CPA, CMA, ICD.D, Chief Financial & Corporate Officer
Matt Oliver, CD, P.Eng., Deputy Registrar & Chief Regulatory Officer
Sanjay Rikhi, PMP, Senior Project Manager (item 5.1)
Katie Starratt, Director of Communications
Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Membership Services Officer

Special Guests:

Kjersti Powell, MA, Strategic Retreat Facilitator (item 10.0)
Susan O'Donnell, P.Geol., Honours & Awards Chair (item 8.0)

Regrets:

Gary Faulkner, PhD, P.Eng.
Mary Phillips-Rickey, FCA
Manon Plante, P.Eng., MDS, CD1

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:30 a.m.

2.0 COUNCIL MEETING CONDUCT

- 2.1 Council Code of Conduct
- 2.2 Code of Ethics
- 2.3 Declaration of Conflict of Interest

The President and one Councillor declared a conflict of interest for agenda item 7.0, Honours & Awards Report.

3.0 ADOPTION OF MEETING AGENDA

MOTION 18-49

MOVED by RaeAnne Leach and seconded by Jason Vanderzwaag THAT the December 5, 2018, Council agenda be adopted as presented.

Number of votes in favour: 14/14
Necessary for adoption: 8/14
Motion unanimously adopted.

4.0 BUSINESS PLAN & 2019 BUDGET

4.1 Business Plan

The Chair of the Audit Committee and the Registrar & CEO (RCEO) provided an overview of the business plan and the discussion that occurred at the Audit Committee meeting in November 2018. Management continues to focus on Continuing Professional Development, Professional Practice, and Organizational Excellence. These areas align with the first message in APEGA's vision "earning the confidence of the public."

The business plan is based on the following assumptions:

- APEGA is transitioning from a one-year approach to a rolling three-year approach with annual operational plans in the context of the strategic plan;
- IT and Finance strategies are on track and continue in alignment with the original 3-year commitments;
- There will be no Legislative Review project work done in 2019 (assuming a pause until the next provincial election); and
- Plan for growth to achieve regulatory requirements (people and space) at a realistic pace.

Budgeting assumptions for 2019 are based on the following:

- No planned fees or dues increases;
- An investment return of 4%;
- Anticipating member growth of 1.5%. Over the past three years, member growth has been between 1-1.5%; and
- Permit growth for 2019 is expected to be flat, at 0% which is in line over the previous five years.

4.2 IT Digital Strategy

The Director of IT provided Council with a presentation on the strategy that has been implemented and worked on since 2016. APEGA's IT Foundation has undergone a massive transformation which includes a complete replacement of the network, security improvements, renewal of devices, renewal of both staff and volunteer portals, a transition of APEGA IT services to a modern, secure data center, and the creation of a Disaster Recovery System plan.

Note: The number of voting members increased after agenda item 4.2 from 14 to 15, due to a late arrival.

4.3 Operating & Capital Budget

The Chief Financial & Corporate Officer (CFCO) spoke to the operating and capital budget that was provided in the package. The key points from the Budgeted Statement of Operations for 2019 are:

- Total revenue is budgeted at \$36.0M; and
- Total expenses are budgeted at \$32.2M.

The overall net impact is a surplus of \$3.8M which encompasses the full impact of additional people resources. The forecast statements of operation for 2020 and 2021 confirm the financial sustainability of the proposed growth.

MOTION 18-50

MOVED by Darren Hardy and seconded by Natasha Avila, THAT Council approve the 2019 Operating & Capital Budget as presented.

There was discussion regarding membership dues and the number of backlogged applications. Management assured Council that the present pace that has been targeted is sustainable and practical until the staff resources needed are up to speed to clear the backlogged applications.

Number of votes in favour: 14/15
Number of votes opposed: 1/15
Necessary for adoption: 8/15
Motion adopted.

5.0 PROGRESS UPDATES

5.1 Membership Experience (MEx)

The Chief Membership Services Officer (CMSO) introduced the leaders of the MEx project who provided an update and presentation on the project. The MEx project discovered that the following items were the top options to pursue after interviewing staff from all APEGA departments, running focus groups and conducting membership surveys:

- To group the Member Self-Service Centre (MSSC), the Company Self-Service Centre (CSSC), and APEGA.ca under one platform;
- Build three separate platforms with Single Sign-On (SSO); and
- Separate subdomain and login for each platform.

The project is now in the planning stages, with a plan to launch phase one in 2020.

5.2 Centennial 2020 Initiative

The CMSO and the Director of Communications provided an update on the Centennial 2020 (C2020) plans. The goals of C2020 are to build public awareness, enhance member pride, increase engagement with students, educators, and future members, and to recognize the contributions of staff. A monthly update will be provided to Council, starting in late January 2019.

6.0 ROUTINE BUSINESS OF COUNCIL

6.1 Audit Committee Report

The Chair of the Audit Committee spoke to the report provided which included year-to-date financial Statements, income statements and forecasted year-end operating results for the third quarter of 2018.

6.2 Governance Committee Report

The Chair spoke to the report provided which included the Governance Committee's recommendation on how to approach Geoscience vacancies on Council, and Council meeting frequency. Council agreed that it is sensible to change the frequency of Council meetings from a single day, four times per year, to two meetings at two days and two meetings at one and a half days, on a rotating basis.

6.3 Nominating Committee Report

The Chair spoke to the report provided, which included the list of candidates for Vice President and Councillors for the 2019 election.

6.4 Policy Standards Task Force Report (PSTF)

The Chair spoke to the report provided, which included motions for the following items:

Annual Fees for Small Permit Holders

In November 2000, Council motioned to approve a policy that enables Permit Holders to apply for a reduction in annual fees of 50% if certain conditions were met. These conditions were:

- The Permit Holder has only one Professional Engineer, Professional Geologist, Professional Geophysicists or Registered Professional Technologist as an employee (full time or part time) or a member of the firm, and;
- The gross revenues of the firm do not exceed \$250,000.00 in the year of the application for reduction of fees, and;
- The application for fee reduction is submitted in writing on the form prescribed by APEGGA, and;
- The application for fee reduction is accompanied by a written affidavit signed by a responsible member for the Permit to Practice stating that the Permit Holder has only one Professional Engineer, Professional Geologist, Professional Geophysicists or Registered Professional Technologist as an employee (full time or part time) or a member of the firm, and the gross revenues of the firm do not exceed \$250,000.00 in the year of the application for reduction of fees.

The following motions were presented for adoption:

MOTION 18-51

MOVED by Tim Joseph and seconded by Brad Hayes, THAT Council motion 00-083 be rescinded effective July 1, 2019.

Number of votes in favour: 15/15
Necessary for adoption: 8/15
Motion unanimously adopted.

MOTION 18-52

MOVED by Tim Joseph and seconded by Brad Hayes, THAT annual fees for sole practitioners be set at \$250 per year effective, July 1, 2019.

There was discussion that focused on the benefits and disadvantages of the Small Permit Holders fee if changes are made.

Number of votes in favour: 11/15

Number of votes opposed: 2/15

Number of abstainers: 2/15

Necessary for adoption: 8/15

Motion adopted.

CPD Non-Compliance Reporting:

The Professional Practice department over the last two years completed an analysis of compliance with the reporting requirements of APEGA's CPD program and instituted a program to bring members back into compliance with those reporting requirements. Despite these efforts, some Professional Members and Licensees continued to be non-compliant with the reporting requirements of APEGA's CPD program. Professional Members and Licensees received multiple communications, by email, phone and registered letter to complete and submit a CPD report. After a review of all files where members have not responded to the five attempts at communication with them, over 65 days, the Practice Review Board then recommended to Council, through the PSTF, to strike these members off the register for CPD reporting non-compliance.

In 2018, a total of 94 Members were struck for non-compliance with APEGA's CPD program.

MOTION 18-53

MOVED by Tim Joseph and seconded by Bob Rundle, THAT members listed in the CPD Non-Compliance Reporting List – October 2018 be struck from the register for CPD reporting non-compliance.

Number of votes in favour: 15/15

Necessary for adoption: 8/15

Motion unanimously adopted.

6.5 Executive Committee Report

The Chair gave a verbal update on the November 2018, Executive Committee meeting. A major topic of discussion was the proposed approach for the Strategic Retreat, in January 2019.

7.0 HONOURS & AWARDS REPORT

The Chair of the Honours & Awards provided a brief account of the report provided. The report included names of the APEGA Summit Award recipients for 2019 and nominee names for the Engineers Canada Awards in 2020. Council was asked to approve the following two motions.

MOTION 18-54

MOVED by Brad Hayes and seconded by Darren Hardy, THAT Council approve the recommendations of the Honours & Awards Committee for the 2019 recipients of the APEGA Summit Awards.

Number of votes in favour: 13/13
Necessary for adoption: 7/13
Motion unanimously adopted.

MOTION 18-55

MOVED by RaeAnne Leach and seconded by Natasha Avila, THAT Council approve the recommendations of the Honours & Awards Committee for the 2020 nominees of the Engineers Canada Awards.

Number of votes in favour: 13/13
Necessary for adoption: 7/13
Motion unanimously adopted.

Note: The number of voting members decreased for this agenda item due to two Conflicts of Interest.

9.0 ENGINEERS CANADA

The Directors of Engineers Canada provided Council with a verbal report on what has been happening within their organization.

10.0 GEOSCIENTISTS CANADA

The Geoscientists Canada Director provided Council with a verbal report on what has been happening with the organization.

11.0 EXECUTIVE SESSION DISCUSSION (Council Only)

12.0 EXECUTIVE SESSION DISCUSSION (Council Only + Registrar & CEO Only)

13.0 EXECUTIVE SESSION DISCUSSION SUMMARY

A summary of the Executive (in-camera) Session was not provided.

14.0 ADJOURNMENT

The meeting adjourned at 3:30 p.m.