



## **COUNCIL MEETING**

December 14, 2022

9:00 a.m.- 3:00 p.m.

APEGA Office, Lindberg Boardroom

Edmonton, AB

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## **MINUTES**

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### **Council Executive:**

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

Manon Plante, P.Eng., MDS – President Elect

Tracey Stock, P.Eng., KC, QMed, JD, MBA, PhD – Vice President

Brian Pearse, P.Eng., FEC – Past President

### **Councillors:**

Margaret Allan, M.Eng., P.Eng., P.Geo., FGC, FEC

Claudia Gomez-Villeneuve, P.Eng., M.Eng., PMP, DTM, FEC, FGC(Hon)

Darren Hardy, P.Eng.

Lorna Harron, P.Eng., M.Eng., MBA

Geoffrey Kneller, CD, P.Eng., MBA, FEC

Wally Kozak, P.Eng.

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

Seema Makwana, P. Eng.

Dean Mullin, P.Eng., PhD

Wendy Shier, P.Geo.

Jason Vanderzwaag, MAsC, P.Eng., LEED AP, PMP, FEC

Victoria Wishart, P.Eng.

### **Public Member**

Mary Phillips-Rickey, FCA

### **Engineers Canada Directors:**

Victor Benz, P. Eng., FEC, FGC (Hon.)

John Van der Put, P. Eng., FEC, FGC (Hon.)

### **Geoscientists Canada Director**

George Eynon, P.Geo., FGC, FEC (Hon.)

### **Regrets:**

Natasha Avila, P.Eng.

Tim Joseph, P. Eng., PhD, FCIM

**Staff:**

Jay Nagendran, P.Eng., FCAE, ICD.D, FEC, FGC (Hon.), Registrar & CEO  
John Corriveau, P.Eng., Deputy Registrar & Chief Regulatory Officer  
Andy Smith, Deputy Chief Regulatory Officer  
Nancy Biamonte, ABC, Chief Professional Sustainability Officer  
Yvan Boutin, CPA, CA, Chief Financial & Corporate Officer  
Krista Nelson-Marciano, MBA, Director, Business Performance  
Zac Parsons, BCom, Senior Advisor & Director, Council Relations  
Dianne Johnstone, CPP, Director, Legislative Review & Government Relations  
Colette Fernandes, Council Relations Manager  
P.H.A., Executive Assistant to Council  
Allan Ng, Director, Professional Practice (Joined at 10:15 a.m. for item 5.1)  
Gavin Chan, Manager, Appeals (joined at 11:00 a.m. for item 5.2)

**Speakers:**

Mahendra Samaroo, Chair, Practice Review Board (joined at 10:15 a.m. for item 5.1)  
Ken Hawrelko, Chair, Appeal Board (joined at 11:00 a.m. for item 5.2)  
Dave Rumbold, Vice Chair, Nominating Committee (joined at 1:10 p.m. for item 7.4)

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 9:00 a.m.

The Chair made opening remarks, reviewed the meeting agenda, Robert's Rules of Order, and document management.

**2.0 COUNCIL MEETING CONDUCT**

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

No conflicts of interest were declared.

**3.0 ADOPTION OF AGENDA**

***Motion 22-44***

***Moved by Claudia Gomez-Villeneuve and seconded by Geoffrey Kneller*** THAT the December 14 and 15, 2022, Council meeting agendas be adopted as presented.

Adopted unanimously.

**4.0 REGISTRAR AND CEO ORAL REPORT**

The RCEO answered questions submitted by councillors in advance, and delivered his oral presentation with the following highlights:

- Legislative update, including conversations with government about the Professional Governance Act.

- Fee for appeal process.
- Complaint filed against the Calgary Board of Education, permit holder, which has been determined as valid under the EGP Act, and will be looked at by Investigations.
- Conversations with government about compliance of software engineering and protection of title.
- Retraction of item number 6 from the letter sent to the Alberta Government by the Business Council of Alberta regarding software engineering title.
- Practice review of the company managing the Edmonton Valley Line LRT.
- Operational highlights:
  - Expiration of the Edmonton office lease,
  - Initial steps for streamlining of APEGA processes with members.
  - Increase in registrations for the National Professional Practice Exam.
  - MarCom Awards for the 2021 Annual Report, the Nexus conference, the Emerging Professionals Summit, and three articles.
  - Grant received for Equity, Diversity, and Inclusion (EDI) initiatives.
  - Engagement of students through the outreach program.
  - People Experience Team achievements.

## **5.0 STATUTORY BOARD UPDATE**

### **5.1 Practice Review Board**

The Chair of the Practice Review Board (PRB) and the Director, Professional Practice, presented an overview of the Board, including the following highlights:

- Overview of Professional Practice, including Practice Standards, CPD, Licensure Administration, and Practice Review.
- GRAPH (Graduated Risk Assessment of Permit Holders).
- Health of the Professions and Risk.
- Registrant Interactions – Risk Identification.
- Practice Standards & Guideline Development.
- Practice Standards – Indicators of Engagement in 2022.
- Return to Practice Applications.
- Individual Registrant Risk and Opportunities.
- Priorities and Challenges.

### **5.2 Appeal Board**

The Chair of the Appeal Board (AB) and the Manager, Appeals, presented an overview of the Board, including the following highlights:

- Mandate and authority.
- Types of appeals.
- Structure of the Appeal Board.
- Update since last presentation.
- Case activity.
- Decision outcomes for 2022.
- Processing times.
- Summaries and learnings.
- 2023 Priorities.

## 6.0 COUNCIL PHOTO

Council gathered for a photo.

## 7.0 ROUTINE BUSINESS OF COUNCIL

### 7.1 Executive Committee Report

The Chair of the Executive Committee provided an overview of the report of the November 18, 2022, meeting.

### 7.2 Governance Committee Report

#### 7.2.1 Governance Committee Meeting

The Chair of the Governance Committee Meeting provided an overview of the report of the November 10, 2022, meeting.

#### 7.2.2 Special Governance Committee Meeting

The Chair of the Governance Committee provided a summary of the report of the November 24, 2022, Special Governance Committee meeting, which was called to discuss out-of-province applicants to Council.

### 7.3 Policy and Standards Committee Report

The Chair of the Policy and Standards Committee presented an overview of the report of the October 18, 2022, meeting, including the following motions for consideration:

#### ***Motion 22-45***

***Moved by Margaret Allan and seconded by Darren Hardy*** THAT Council approves the reinstatement application lists presented, as recommended by the Practice Review Board, and endorsed by the Policy & Standards Committee.

Approved unanimously.

#### ***Motion 22-46***

***Moved by Margaret Allan and seconded by Lorna Harron*** THAT Council approves the Practice Bulletin for Authentication Requirements for As-Built, Record, and As-Acquired Drawings, endorsed by the PSC, as presented by the Practice Review Board.

Approved unanimously.

### 7.4 Nominating Committee Report

The Chair and Vice Chair of the Nominating Committee presented an overview of the Nominating Committee report and led discussion on the nominating process.

7.5 Strategy & Risk Committee Report

7.5.1 Council Retreat

The Chair of the Strategy & Risk Committee presented a verbal update on the planning for the Council Retreat.

7.6 Audit Committee Report

7.6.1 2022 Q3 Financial Report and Forecast

The Chair of the Audit Committee provided an overview of the Q3 Financial Report and Financial Forecast.

7.6.2 2023 Business Plan and Budget

The Chair of the Audit Committee presented an overview of the 2023 Business Plan and Budget, including the following motion for consideration:

*Motion 22-47*

**Moved by Jason Vanderzwaag and seconded by Geoffrey Kneller** THAT Council approves the 2023 Operating and Capital Budget as presented and endorsed by Audit Committee on November 25, 2022.

Approved with fourteen votes in favour and two against.

**8.0 ADJOURNMENT**

The meeting was adjourned at 2:51 p.m.



## **COUNCIL MEETING**

December 15, 2022

9:00 a.m.- 2:45 p.m.

APEGA Office, Lindberg Boardroom

Edmonton, AB

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## **MINUTES**

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### **Council Executive:**

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

Manon Plante, P.Eng., MDS – President Elect

Tracey Stock, P.Eng., KC, QMed, JD, MBA, PhD – Vice President

Brian Pearse, P.Eng., FEC – Past President

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Geoffrey Kneller, CD, P.Eng., MBA, FEC

Wally Kozak, P.Eng.

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

Seema Makwana, P. Eng.

Dean Mullin, P.Eng., PhD

Wendy Shier, P.Geo.

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### **Regrets:**

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Tim Joseph, P. Eng., PhD, FCIM

Jason Vanderzwaag, MASc, P.Eng., LEED AP, PMP, FEC

**Staff:**

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Andy Smith, Deputy Chief Regulatory Officer  
Nancy Biamonte, ABC, Chief Professional Sustainability Officer  
Yvan Boutin, CPA, CA, Chief Financial & Corporate Officer  
Krista Nelson-Marciano, MBA, Director, Business Performance  
Zac Parsons, BCom, Senior Advisor & Director, Council Relations  
Dianne Johnstone, CPP, Director, Legislative Review & Government Relations  
Colette Fernandes, Council Relations Manager  
P.H.A., Executive Assistant to Council  
Shirley Layne, Event Planning & Member Recognition Manager (Joined at 9:55 a.m. for item 7.1)  
Gisela Hippolt-Squair, Director, Member Engagement & Communications (joined at 10:35 a.m. for item 7.2)  
Allan Ng, Director, Professional Practice (Joined at 11:30 a.m. for item 8.1)

**Speakers:**

Paul Ryzuk, Honours & Awards Committee Representative (Joined at 9:55 a.m. for item 7.1)

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 9:01 a.m.

The Chair made opening remarks, reviewed the meeting agenda, Robert's Rules of Order, and document management.

**2.0 COUNCIL MEETING CONDUCT**

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

Ms. Doig, the Chair, declared a conflict of interest for item 7.1

**3.0 ADOPTION OF AGENDA**

The agenda was approved on December 14, 2022, in motion 22-44.

**4.0 CONSENT AGENDA**

The following items were approved as presented in the December 15, 2022, meeting package:

- 4.1 Statutory Board Appointments (Motion 22-48)
- 4.2 Conditional Reinstatement Recommendations (Motion 22-49)
- 4.3 Council Minutes, October 12 & 13, 2022 (Motion 22-50)

## 5.0 REPORTS

The following reports were included as information:

- 5.1 President's Activity Report
- 5.2 Engineers Canada Report
- 5.3 Geoscientists Canada Report
- 5.4 Consulting Engineers of Alberta Report
- 5.5 Council & Committees 3-year Schedule
- 5.6 Council Attendance
- 5.7 Approved E-votes Since Last Meeting
  - 5.7.1 Geoff Kneller Appointment to Council

## 6.0 GENERATIVE DISCUSSION

### 6.1 President's Visits Update

The President provided an overview of the visits to APEGA Branches, including the following highlights:

- Visit to the Peace River bridge.
- Visit to the Canadian Oil and Sands project.
- Conversations with branches and permit holders about competency-based assessment.

Council discussed the need to increase engagement of members and permit holders with APEGA branches.

## 7.0 NEW BUSINESS I

### 7.1 Honours & Awards Report

Ms. Doig, Chair, left the meeting per Conflict-of-Interest procedures at 9:55 a.m., Ms. Plante, President Elect, Chaired the meeting.

The Event Planning & Member Recognition Manager and an Honours & Awards Committee Representative presented an overview of the recommended recipients for the 2023 APEGA Summit Award and the nominations for the 2024 Engineers Canada Awards and answered questions from Council about the selection process of recipients and nominees.

#### ***Motion 22-51***

***Moved by Claudia Gomez-Villeneuve and seconded by Margaret Allan,***  
THAT Council approve the recommendations of the Honours & Awards Committee for the 2023 recipients of the APEGA Summit Awards.

Approved unanimously.

Ms. Doig returned to the meeting at 10:05 a.m. and resumed chairing the meeting.



***Motion 22-52***

***Moved by Seema Makwana and seconded by RaeAnne Leach*** THAT Council approve the recommendations of the Honours & Awards Committee for the 2024 nominees of the Engineers Canada Awards.

Approved unanimously.

7.2 APEGA Giving

The Chief Professional Sustainability officer and the Director, Member Engagement & Communications presented an overview of APEGA Giving and answered questions. Council discussed creating a task force to continue conversations about this item.

**8.0 NEW BUSINESS II**

8.1 CPD Registrant Issues and Modernization Project (s).

The Deputy Registrar & Chief Regulatory Officer and the Director, Professional Practice presented an overview of the CPD project which included the following highlights:

- Background of CPD project.
- Issues with the current standard implementation.
- Solution implementation and status.
- CPD Future state, including preliminary changes being considered and potential impact of the Professional Governance Act (PGA).

**9.0 ITEMS FROM CONSENT AGENDA AND REPORTS THAT REQUIRE DISCUSSION**

None.

**10.0 EXECUTIVE SESSION (Council and RCEO)**

10.1 Compliance Process / Software Engineering.  
Council met in-camera. No summary was provided.

**11.0 EXECUTIVE SESSION (Council Only)**

Council met in-camera.

**12.0 EXECUTIVE SESSION SUMMARY**

A Task Force with representation from Council and staff was created to continue conversations about APEGA Giving.

The topic of the future Edmonton office space was discussed. As a result of the discussion and with the support of Council, Chair Doig identified a Task Force comprising the Executive Committee to gather input from Council and provide broad direction to the RCEO and team.

**13.0 ADJOURNMENT**

The meeting was adjourned at 4:08 p.m.