



APPROVED

**COUNCIL MEETING**  
Thursday, December 8, 2011  
APEGGA Conference Centre  
Edmonton, Alberta

---

## MINUTES

---

### PRESENT

<b>President</b>	Jim Smith, P.Eng., FEC
<b>Past-President</b>	Kim Farwell, P.Eng., FEC
<b>President-Elect</b>	Leah Lawrence, P.Eng.
<b>Vice-President</b>	Colin Yeo, P.Geol.
<b>Councillors</b>	Hartley Harris, P.Eng. Karen Henry, P.Eng., FEC George Jergeas, P.Eng., PhD Chris Ketchum, P.Eng. Suzanne Kresta, P.Eng., PhD Craig McFarland, P.Eng. Ken Porteous, P.Eng., PhD, FEC Chan Wirasinghe, P.Eng., PhD, FEC, FCAE Heidi Yang, P.Eng., FEC
<b>Councillor &amp; Geoscientists Canada Director</b>	John Hogg, P.Geol.
<b>Public Member</b>	Gary Campbell, QC Mary Phillips-Rickey, CA Fred Stewart, QC
<b>Engineers Canada Director</b>	Jim Beckett, P.Eng., FEC Larry Staples, P.Eng., FEC
<b>Branch Observers</b>	Manfred Czerwinski, P.Eng., Calgary Genesh Charlyil, P.Eng., Central Alberta Brad Smid, P.Eng., Edmonton  Mitch Cardno, P.Eng., Lakeland Ahmed Ali, P.Eng., Lethbridge Craig Maunder, E.I.T., Medicine Hat

**Staff**

Ray Chopiuk, P.Eng., Director Professional Practice  
Sharon Graham, Executive Assistant  
James Hunting, P.Eng., Compliance Officer  
George Lee, FEC (Hon.), Manager Editorial Services  
Pat Lobregt, FEC (Hon.), Manager Executive & External Liaison  
Shelley Magnusson, B.Ed., MA, Manager Member Affairs  
Sarah Manning, Administrative Assistant  
Philip Mulder, APR, FEC (Hon.), Director Communications  
Michael Neth, P.Eng., Director Compliance  
Gerry O'Donnell, CGA, Director Finance & Administration  
Ross Plecash, P.Eng., FEC, Director Corporate Affairs & Investigations  
Al Schuld, P.Eng., FEC, Interim Chief Executive Officer & Registrar  
Len Shrimpton, P.Eng., FEC, Chief Operating Officer  
Tom Sneddon, P.Geol., Manager Geoscience Affairs  
Mark Tokarik, P.Eng., LLB, FEC,

**REGRETS**

**Councillor**

Allin Folinsbee, P.Geoph., PhD, FEC (Hon.)  
Ginger Rogers, P.Geol.

**Engineers Canada  
Directors**

Mike Smyth, P.Eng., FEC

**Branch Observers**

Wayne Kosick, P.Eng., Fort McMurray  
Justin McCrea, E.I.T., Vermilion River  
Kris McMenamon, P.Eng., Peace Region

**Staff**

Neil Windsor, P.Eng., FEC, FCAE, Chief Executive Officer

**1. CALL TO ORDER AND APPROVAL OF THE MEETING AGENDA**

The meeting was called to order at 8:40 a.m. The President chaired the meeting, and the Executive Assistant recorded the minutes.

***MOVED BY SUZANNE KRESTA AND SECONDED BY KEN PORTEOUS*** ***11-56***  
***THAT the Meeting Agenda be approved as presented***  
***CARRIED***

**2. CONSENT AGENDA**

***MOVED BY CHAN WIRASINGHE AND SECONDED BY SUZANNE KRESTA*** ***11-57***  
***THAT the Consent Agenda be accepted as modified/presented***  
***CARRIED***

**3. BUSINESS LIFTED FROM THE CONSENT AGENDA**

**4. EXECUTIVE COMMITTEE REPORT**

4.1 December 6, 2011 Executive Committee Meeting

Interim Chief Executive Officer, Al Schuld, gave a verbal report from the Executive Committee Meeting which included the following highlights:

- One Act Two Associations: an update on implementation including the number of Professional Technologists (PTechs) being registered. The Joint Board continues to meet monthly, and a list of public members has been suggested by ASET. The situation developing between the Association of Professional Engineers and Geoscientists of British Columbia and the Applied Science Technologists & Technicians of British Columbia is being monitored. They have a joint task force, and seem to be evolving towards a different outcome on the meaning of Professional Technologist in BC as compared to Alberta.
- PNWER: an on-going task of the Executive Committee is to evaluate APEGGA's involvement and the resources that are given to it.
- University of Alberta Capital Sponsorship: within the approved guidelines for capital sponsorships, APEGGA will have naming rights on a computer lab at the University of Alberta.
- Governance Manual: time was spent reviewing sections of the manual as it pertains specifically to the Executive Committee, its role, and its mandate
- Confidential Election Results: it was confirmed that once all election candidates have been notified of election results, the results can then be made public immediately afterward.
- Strategic Planning Process: need to look carefully at outcomes and results from strategic planning processes and measuring degrees of success with an eye to improvement

There was discussion and concern regarding the varying definitions of “qualified persons” in reference to PTechs, and how recent articles published in ASET magazine seem to have contributed to the perception that conflict may be starting between ASET and APEGGA.

## 5. COUNCIL COMMITTEE REPORTS

### 5.1 Audit Committee

Chair, Ken Porteous, presented the report for the Audit Committee.

**MOVED BY KEN PORTEOUS AND SECONDED BY MARY PHILLIPS-RICKEY** **11-58**  
***THAT Council approve retention of KRP for another five year term as APEGGA’s auditors, with a change of Managing Partner for the 2012 year-end audit and the appropriate turnover of the managing partner and audit manager.***  
**CARRIED**

Councillors were invited to attend training sessions of the Audit Committee, and staff asked to make information available to Councillors as to the dates and times that training would be held.

### 5.2 Finance Committee

The Chair of the Finance Committee, Karen Henry, gave a review of the report.

Discussion:

In response to the comment that a large percentage of the budget goes towards meetings, and the suggestion that more meetings using electronic means would save money, the Interim CEO replied that there has been a concerted effort to use video-conferencing, net meetings, and teleconferencing where appropriate. The Director Administration and Finance added that the framework for conducting more web meetings has also been put into place.

The caution was added that electronic meetings do not replace the benefit of face to face meetings when it comes to matters of policy decision making. There was also a reminder to consider the cost benefit of the value received from volunteers compared to the expense incurred should APEGGA have to pay for that kind of resource.

**MOVED BY KAREN HENRY AND SECONDED BY KEN PORTEOUS** **11-59**  
***THAT Council approve the 2012 Operating and Capital budgets as presented.***  
**CARRIED**

Budget Discussion:

Questions were addressed by staff regarding expenditures, and projections for various items in the Budget Summary.

The member management system was demonstrated for PEO and APEGBC and they are very interested in implementing something similar. It would be an additional cost to APEGGA to provide other associations with this service, and there was discussion on whether fees should be charged. The Audit Committee discussed the alternative of going to the platform provider for discounts.

It was mentioned that being a leader in this area would be a good strategic advantage. If other associations buy into the APEGGA system there would be less chance of major disruptions and costs when change occurs on a national level.

### 5.3 Geoscience Committee

John Hogg, member of the Geoscience Committee, presented the report.

There was discussion regarding Alberta geoscientists being asked to join unions because they are not exempt through the Alberta Labour Act, and steps that will need to be taken to rectify the situation. A meeting between the Executive Committee and Adrian Pritchard was suggested to discuss various possible changes in legislation.

**ACTION ITEM:** In the short term it was suggested that stakeholders be advised that APEGGA has considered the issue and is working to address their concerns.

### 5.4 Governance Committee

Governance Committee Chair, Kim Farwell, summarized the report, and asked for Council's input on the structure of the Women's Advisory Committee: whether it was to be a Council committee such as the Geoscience Committee (requiring approval of Terms of Reference), or an advisory committee such as the Aboriginal Affairs Committee (approval of Terms of Reference by Governance Committee not required). There was also discussion suggesting the creation of a Task Force, Advisory Committee or Sub Committee to begin with and proceed from there.

The point was made that committees report to Council due to the strategic nature of the work. The issue of recruitment and retention of women in the professions, along with other issues concerning women in the workplace, have been a strategic priority for a number of years without resulting in satisfactory progress.

**MOVED BY KAREN HENRY AND SECONDED BY CHAN WIRASINGHE** **11-60**  
***That Council approve the creation of a Women's Committee to advise Council on matters related to women in the professions and make recommendations directly to Council in respect to women's affairs.***  
**CARRIED**

**MOVED BY KIM FARWELL AND SECONDED BY KEN PORTEOUS** **11-61**  
***THAT Council approve the Geoscience Committee terms of reference as presented.***  
**CARRIED**

**MOVED BY KIM FARWELL AND SECONDED BY HEIDI YANG** **11-62**  
***THAT Council approve the Nominating Committee terms of reference as presented.***  
**CARRIED**

#### 5.5.1 Honours & Awards Committee Women in Engineering Champion Award

Len Shrimpton, Chief Operating Officer, gave the details of this report.

The process that led to creating the award was questioned: how APEGGA came to have nominations for an award that it did not yet have. As a consequence of defeating the motion, some nominees, aware that they had been nominated, would have to be advised, and could be told of possible alternatives for the future.

**MOVED BY KAREN HENRY AND SECONDED BY HARTLEY HARRIS** **11-63**  
***THAT Council approve the creation of a new Summit Award® to recognize individuals or corporations that support the attraction and retention of women in our professions.***  
**CARRIED**

#### 5.5.2 Honours & Awards Committee Summit Award® Nominees

Len Shrimpton, Chief Operating Officer, summarized the report.

There was disappointment voiced that no geoscientists had been nominated. In answer to a request for clarification regarding two awards not awarded - whether there had been no candidates or no viable candidates – the COO replied that no applications had been received for either award.

There was a request for information on what nominations were received for each award.

**MOVED BY LEAH LAWRENCE AND SECONDED BY COLIN YEO** **11-64**  
***THAT Council approve the recommendations of the Honours and Awards Committee for the 2012 recipients of the APEGGA Summit Awards®.***  
**CARRIED**

**MOVED BY COLIN YEO AND SECONDED BY HEIDI YANG** **11-65**  
***THAT Council approve the recommendations of the Honours and Awards Committee for the 2013 nominees of the Canadian Engineers' Awards.***  
**CARRIED**

#### 5.6 Pension Committee

Gerry O'Donnell, Director Administration & Finance, gave a summary of the Pension Committee report.

**MOVED BY GARY CAMPBELL AND SECONDED BY COLIN YEO** **11-66**  
***THAT Council approve the APEGGA Pension Fund Statement of Investment Policies and Procedures as presented.***  
**CARRIED**

#### 5.7 Summit Awards® Task Force

Colin Yeo, Chair of the Summit Awards® Task Force, gave an overview of the report.

The Task Force expects to have a researched based, substantial report, including recommendations, for the June Council meeting. There will be comprehensive suggestions for changes to be implemented for 2013.

## 6. INTERIM CHIEF EXECUTIVE OFFICER'S REPORTS

### 6.1\* 2011 Business Plan Priorities Update

Chief Operating Officer, Len Shrimpton, gave highlights of this report.

### 6.2\* 2012 Business Plan

Len Shrimpton, Chief Operating Officer, summarized this report.

**MOVED BY KEN PORTEOUS AND SECONDED BY CRAIG MCFARLAND** **11-67**  
***THAT the 2012 Business Plan be accepted as presented.***  
**CARRIED**

There was discussion regarding targets and measurables; setting up metrics to achieve goals, and tracking progress through the year to keep on track.

### 6.3\* Public Member Recommendations

Interim Chief Executive Officer, Al Schuld, presented the report.

**MOVED BY KEN PORTEOUS AND SECONDED BY SUZANNE KRESTA** **11-68**  
***THAT APEGGA Council, in accordance with the Act, Sections 87.5 and 87.6, approve recommendation of the appointment of one of each of the proposed members to the Joint Boards and Committees as listed.***  
**CARRIED**

### 6.4\* Human Rights Commission Update

Director Registration, Mark Tokarik, summed up this report.

**Action Item:** Staff was asked to look into insurance coverage to determine whether or not Directors and Officers of APEGGA would be covered in the case of a complaint escalating into legal action.

## 7. REPORT FROM ENGINEERS CANADA

Engineers Canada Director Larry Staples gave a summary of the written report.

As per Council's request from the September Council meeting, Director, Jim Beckett, provided the following revenue source breakdown from the Engineers Canada Forecast Budget 2012:

Educational Affairs:	\$ 68,500
Foreign Credential Recognition:	\$ 31,200
Affinity Programs:	\$5,028,713
Sponsorships:	\$ 132,500
Corporate Services:	\$2,797,307
<u>Externally Funded Projects:</u>	<u>\$ 702,830</u>
<b>TOTAL REVENUES:</b>	<b>\$8,761,050</b>

Jim Beckett presented to the Board of Engineers Canada, on behalf of Council, the resolution that resulted from the Affinity Payments Task Force on limiting the reliance on Affinity payments, and it was received as information without comment from other constituent associations. In answer to the question of whether there is a limit to the extent that Engineers Canada would rely on Affinity payments as a revenue source, Jim Beckett responded that their philosophy seems to be that any money is good money, although there does seem to be a recognition that reliance on affinity payments is a higher risk revenue source than reliance on dues.

Al Schuld, Interim Chief Executive Officer, presented new material regarding the Canadian Framework for Licensure, and asked for feedback to take back to the CFL working group.

There was discussion on competencies and requirements for a limited engineering licence - as well as for a professional engineering licence – focussing on future best practices.

## **8. REPORT FROM GEOSCIENTISTS CANADA**

Geoscientists Canada Director, John Hogg, gave an overview of his report.

## **9. BRANCH CHAIRS' REPORT**

Genesh Chariyil, Chair of the Central Alberta Branch, provided highlights of the December 7, 2011 Branch Chairs' Meeting that included:

- There was a discussion with the Director Finance & Administration regarding the use of Webex and required software
- There was a presentation on complaints enforcement by the Director Compliance and a discussion on condominium construction and other issues
- There was feedback on the President's visits and suggestions for possible areas of improvement. Branches were asked to inform head office about scheduled community events to avoid conflicts, and aid in setting appropriate dates.
- Branches will work on having their objectives align more closely with Council's strategic objectives
- There was discussion on Branch support – local support is needed for smaller branches who require the kind of administration support that branches such as Calgary and Edmonton receive from head office



**10. COMPLETION OF SELF-ASSESSMENT FORM**

Everyone was asked to fill out the Self-Assessment forms, and hand them in to Past President, Kim Farwell.

**11. NEXT MEETING**

The next meeting of Council will be Thursday, February 16, 2012, in Calgary.

**12. STRATEGY SESSION**

Strategic Inquiry Presentation and workgroup discussions.

**13. IN CAMERA**

*MOVED BY KIM FARWELL AND SECONDED BY HARTLEY HARRIS* 11-69  
*That the meeting be moved in camera*  
**CARRIED**

*MOVED BY KIM FARWELL AND SECONDED BY KAREN HENRY* 11-70  
*That the meeting come out of in camera*  
**CARRIED**

**14. ADJOURNMENT**

*MOVED BY HEIDI YANG AND SECONDED BY CRAIG MCFARLAND* 11-71  
*That the meeting be adjourned at 4:05 p.m.*  
**CARRIED**

**Signed by President, Jim Smith, P.Eng., FEC**



**Signed by Interim Chief Executive Officer, Al Schuld, P.Eng., MBA, FEC**

