



COUNCIL MEETING

October 7, 2020

In-Person (The Westin Hotel, Calgary) and Remote (via WebEx) Meeting

1:00 pm – 5:00 pm

MINUTES

PRESENT

Council Executive:

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

Brian Pearce, P.Eng. – President Elect

Lisa Doig, P.Eng. – Vice-President

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

Councillors:

Margaret Allan, P.Eng., P.Geo.

Jennifer Enns, P.Eng.

Darren Hardy, P.Eng.

Tim Hohm, P. Eng.

David Johnson, P.Geo.,

Wally Kozak, P.Eng.

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

Manon Plante, P.Eng., MDS

Melanie Popp, P.Eng.

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

Claudia Villeneuve, P.Eng., M.Eng., PMP, ACG

Theresa Watson, P.Eng., MBA, JD

Public Members:

Mary Phillips-Rickey, FCA

Georgeann Wilkin RN, LI.B

Engineers Canada Directors:

Tim Joseph, P.Eng., PhD, FCIM

David Lynch, FCAE, FEIC, FCIC, FEC, FGC (Hon.), PhD, P.Eng.

Jane Tink, P.Eng., FEC, FGC (Hon.)

Victor Benz, P.Eng., FEC

Staff:

Jay Nagendran, P.Eng., FCAE, ICD.D, FEC, FGC (Hon.), Registrar & CEO (RCEO)
Jill Arbuthnott, Executive Assistant to Council
Nancy Biamonte, ABC, Director of Communications
John Corriveau, P.Eng., Director, Regulatory Affairs
Sloan d'Entremont, P.Eng., CPCC, Senior Advisor & Director, Council Relations
Colette Fernandes, Council Relations Coordinator
Sharilee Fossum, MBA, CPA, CMA, ICD.D, Chief Financial & Corporate Officer (CFCO)
Dianne Johnstone, CPP, Director of Legislative Review & Government Relations
Matthew Oliver, CD, P.Eng., Deputy Registrar & Chief Regulatory Officer (CRO)
Zac Parsons, B.Comm, Senior Advisor, Business Planning
Mark Tokarik, P.Eng., LL.B., FEC, Senior Advisor, Legislation & Regulatory Affairs

Regrets:

Colin Yeo, P.Geo., FGC, FEC (Hon.) – Geoscientists Canada Director

1.0 CALL TO ORDER

The Chair called the meeting to order at 1:00 pm.

The Chair welcomed all the attendees and provided direction for the day.

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 CONSENT AGENDA

The following Consent Agenda items were approved as presented in the October 7, 2020, Council package.

- 3.1 Statutory Board Appointments
- 3.2 Joint Statutory Board Appointments
- 3.3 Conditional Reinstatement Recommendations
- 3.4 Council Minutes Approval – June 24, 2020

4.0 ADOPTION OF MEETING AGENDA

MOTION 20-23

MOVED by Darren Hardy and seconded by Manon Plante, THAT the October 7, 2020, Council agenda be adopted as presented.

Number of votes in favour: 17/17
Necessary for adoption: 9/17
Motion unanimously adopted.

5.0 REGISTRAR & CEO'S ORAL UPDATE

The Registrar & CEO (RCEO) provided Council with an update on the following topics:

- New volunteer management software has been introduced to enhance the volunteer experience and assist staff on the Volunteer Management team.
- Staff are working on delivering the 2021 AGM on a remote platform, which will require bylaw changes and membership involvement. APEGA will be ready if the need arises.
- In a meeting with the Deputy Minister (DM) of the Department of Labour and Immigration, the RCEO asked about APEGA's submission to modernize the Act. The DM advised that our legislation cannot move forward before the Fall 2021 sitting of the legislature.
- On September 24, 2020, the first-ever President's Town Hall was held, and it was done using the remote platform, ON24. There were over 200 participants, including one from Abu Dhabi and one from Texas.

6.0 REPORTS

The following reports were presented for information purposes.

- 6.1 Registrar & CEO's Report
 - 6.1.1 Regulatory Update to Council – October 2020
- 6.2 President's Report
- 6.3 Engineers Canada Report
- 6.4 Geoscientists Canada Report
- 6.5 Council & Committee 3-Year Schedule
- 6.6 Council Attendance

7.0 SPECIAL COMMITTEE OF COUNCIL ON NOMINATIONS PROCESS

The Special Committee of Council on Nominations Process (SCCNP) was formally established at the June 2019 Council meeting after a motion was raised and passed at the 2019 AGM. The purpose of the SCCNP was to review the current processes and provisions for the nomination of candidates for election to Council and to report the findings and recommendations to Council.

The SCCNP presented their reports to Council at the June Council meeting, and at the October Council meeting, Council discussed the proposed path forward. The plan is to follow the same member consultation process that was used for the legislative review. The Committee's report and recommendations will be shared with the membership, to solicit feedback, as a first step toward taking action.

8.0 COUNCIL PRIORITIES

8.1 Upcoming Strategic Retreat

The President-Elect is leading the planning for the Strategic Retreat. The objectives are being finalized and will focus on a forward looking view of topics including APEGA's vision and emerging issues (board structure, governance). Councillors commented on the success of the process used at the 2019 retreat. They encouraged the discussion to be centered around the three (3) pillars – Regulatory Excellence, Trust & Relevance, and Performance Culture. Staff are supporting this Council-led activity by working on securing a facilitator, date, and location.

8.2 Practice Reviews

In 2017 APEGA launched a pilot program for the operation of Practice Reviews that continues to improve our process. To date, the program has been a success and permit holders are engaged in the process. As of October 2020, there were 38 practice reviews in progress, and 2,752 CPD assessments completed for the current year. The Practice Review Board is actively considering strengthening the program and will meet with Council Executive in January 2021.

8.3 Registration Times

Registration timelines have been challenging to provide in the past as a result of uncertainty around the data query. A new data query tool allows managers to obtain near real-time data pulls, and has been validated for accuracy. Registration timing metrics will be provided to Council in the future as a regular part of the RCEO report. Metrics will be provided to applicants on the website in the future.

9.0 ITEMS FROM CONSENT AGENDA AND REPORTS THAT REQUIRE DISCUSSION

No items were pulled for discussion.

10.0 GENERATIVE DISCUSSION – GOVERNANCE STRUCTURE

Council discussed external trends on board governance structure, noting a movement toward smaller boards and directors with professional governance background. The discussion ranged from the efficiencies of a smaller board to the potential challenges in executing the board's work with fewer directors. It also was noted that a smaller board and requiring Councillors to have a professional governance background will make it less likely that APEGA Council represents the diverse backgrounds of its members. Any future consideration to reduce the size of APEGA Council would require the submitted legislative changes to be proclaimed by the Government of Alberta (GoA), as the current Council size of nineteen (19) is established through Part 2 of the Engineering and Geoscience Professions Act. (Note to reader: Council made a motion [16-20] to submit a recommendation to the GoA to reduce the size of Council to a minimum of twelve (12) – this was submitted to the GoA in March 2019)

Council also discussed the current APEGA governance-related initiatives that are ongoing (Governance Framework Review Task Force, SCCNP, and the legislative review) and their relationship with governance trends.

11.0 ADJOURNMENT

The meeting adjourned at 4:55 pm.



COUNCIL MEETING

October 8, 2020

In-Person (The Westin Hotel, Calgary) and Remote (via WebEx) Meeting

8:30 pm – 4:40 pm

MINUTES

PRESENT

Council Executive:

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

Brian Pearce, P.Eng. – President Elect

Lisa Doig, P.Eng. – Vice-President

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

Councillors:

Margaret Allan, P.Eng., P.Geo.

Jennifer Enns, P.Eng.

Darren Hardy, P.Eng.

Tim Hohm, P. Eng.

David Johnson, P.Geo.,

Wally Kozak, P.Eng.

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

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Jane Tink, P.Eng., FEC, FGC (Hon.)

Victor Benz, P.Eng., FEC

Staff:

Jay Nagendran, P.Eng., FCAE, ICD.D, FEC, FGC (Hon.), Registrar & CEO (RCEO)
Jill Arbuthnott, Executive Assistant to Council
Nancy Biamonte, ABC, Director of Communications
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Dianne Johnstone, CPP, Director of Legislative Review & Government Relations
Matthew Oliver, CD, P.Eng., Deputy Registrar & Chief Regulatory Officer (CRO)
Zac Parsons, B.Comm, Senior Advisor, Business Planning
Allan Ng, P.Eng., Director, Professional Practice (item #5.0)

Guests:

Kjersti Powell, MA, Governance Consultant (item #6.0)
Mahendra Samaroo, P.Eng., P.Geo., Chair, Practice Review Board (item #5.0)

Regrets:

Mary Phillips-Rickey, FCA
Mark Tokarik, P.Eng., LL.B., FEC, Senior Advisor, Legislation & Regulatory Affairs
Colin Yeo, P.Geo., FGC, FEC (Hon.) – Geoscientists Canada Director

1.0 CALL TO ORDER

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

The Chair welcomed all the attendees and provided direction for the day.

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 MEETING AGENDA

MOTION 20-24

MOVED by Margaret Allan and seconded by Jason Vanderzwaag, THAT the October 8, 2020 Council agenda be adopted as presented.

Number of votes in favour: 16/16

Necessary for adoption: 9/16

Motion unanimously adopted.

4.0 ROUTINE BUSINESS OF COUNCIL

4.1 Executive Committee Report

The Chair of the Executive Committee provided an overview of the report provided to Council in the meeting package, highlighting the President's Virtual Town Hall on September 24th. A few themes that were of interest to the membership during the Town Hall were being able to hold a remote AGM, APEGA's support to members during the pandemic, APEGA's role in outsourced work, and registration timelines. Another item that was highlighted were the President's visits with the Peace Region branch, the Yellowhead branch, and the Fort McMurray branch; all the visits were held virtually.

4.2 Governance Committee Report

The Chair of the Governance Committee provided an overview of the report provided to Council in the meeting package. There was no discussion.

4.3 Nominating Committee Report

The Chair of the Nominating Committee provided an overview of the report provided to Council in the meeting package. It was noted that the candidate interviews were in process and that the final meeting would take place on October 19, 2020. There was no discussion.

4.4 Audit Committee Report

The Chair of the Audit Committee provided an overview of the report and documents supplied to Council in the meeting package.

4.4.1 June 30, 2020, Q2 Management Financial Statements and Variance Analysis

4.4.2 2020 Q2 Forecast of Year-End Operating Results

4.4.3 2021 Business Planning & Budget Assumptions

4.5 Policy Standards Task Force Report

The Chair of the Policy Standards Task Force provided an overview of the report provided to Council in the meeting package. The following motion was presented:

MOTION 20-25

MOVED by Theresa Watson and seconded by Melanie Popp, THAT Council approve the reinstatement application list presented, as recommended by the Practice Review Board and endorsed by the PSTF.

Number of votes in favour: 15/15

Necessary for adoption: 8/15

Motion unanimously adopted.

Note: The number of voting members decreased to fifteen (15) for this item as one Councillor was unavailable at the time of the motion.

5.0 STAT. BOARD UPDATE – PRACTICE REVIEW BOARD

The Chair of the Practice Review Board (PRB) and the Director of Professional Practice provided Council with an overview of the PRB and its functional structure.

- The Practice Standards Subcommittee and SME Panels work within the Practice Standards & Guidelines; they "set the bar" and provide relevant, enforceable best practices.
- The CPD Subcommittee and the Licensure Admin Subcommittee perform audits on individuals, while the Practice Review Subcommittee performs practice review audits on permit holders; together, they "evaluate against the bar" set by Practice Standards.
- To assist in educating the membership, Regulatory PD seminars and courses are made available to all members; in order to "educate to exceed the bar."
- Continuous improvement is made to adapt and implement lessons learned.

6.0 GOVERNANCE FRAMEWORK REVIEW TASK FORCE UPDATE

The Governance Committee is responsible to review the Governance Manual every three (3) years. The current Governance Manual is in reasonable shape, but contained gaps and conflicts. It was lacking a comprehensive framework that represents APEGA governance, and the key relationships between Council, Statutory Boards, and Committees. The Governance Framework Review Task Force (GFRTF) was created to fulfil this mandate.

The purpose of the GFRTF is to conduct a self-assessment of the APEGA governance system against "benchmark criteria" developed through external research suggesting robust governance practices. The scope includes Council's intersecting relationships with Statutory Boards and Operations/Management but not regulatory compliance itself.

The Chair of the GFRTF and the Governance Consultant provided Council with an update on the status of the framework, reviewed the Pillar 1 "Governance Leadership" recommendations proposed to close high and medium risk gaps, provided context on the deliverables of phase 1 of the project, and the next steps leading into phase 2.

7.0 C2020 UPDATE

The Chief Professional Sustainability Officer (CPSO) provided an update on Centennial activities, with many of them being virtual:

- July 16: Legislative Assembly – introduction by Hon. Nathan Cooper, Speaker, and a congratulatory speech by Calgary-North MLA Muhammad Yaseen, P.Eng., Parliamentary Secretary of Immigration.
- July/August: launched the Century of Accomplishments video series.
- September 11: 100 Acts of Kindness, A Community Well Built Charitable Activity began; this is a staff event, and contributions to registered charities are being captured. This is in conjunction with the annual United Way campaign.
- September 28: Building a Future Together webinar – the webinar targeted internationally trained engineers and geoscientists; there were a total of 111 attendees.
- DiscoverAPEGA.ca – continuing to publish new stories, including topics on COVID responses.
- The introductory video shown at the April 2019 Summit Awards has won an Award of Distinction at the Advertising Club of Edmonton (ACE) awards.

8.0 PUBLIC RELATIONS CAMPAIGN FOR 2021

The CPSO presented the Public Relations campaign plan for 2021. The objectives will be to emphasize APEGA's vital role as a regulator and the importance of modernized legislation. The campaign will focus on "The How of Wow" and will promote both professions.

9.0 EXECUTIVE SESSION (Council & RCEO)

10.0 EXECUTIVE SESSION (Council only)

11.0 EXECUTIVE SESSION SUMMARY

The following items were summarized after the Executive Sessions:

- Staff will explore creating a centennial book to commemorate APEGA's centennial year.
- Staff will investigate different platforms that can be used for hybrid meetings that will allow for a video feed and a presentation feed at the same time for future meetings.

The following motion was proposed to continue operating a physical office in Calgary:

MOTION 20-26

MOVED by Wally Kozak and seconded by Manon Plante, THAT Council approve that APEGA will continue to operate a physical office in Calgary.

Number of votes in favour: 15/15

Necessary for adoption: 8/15

Motion unanimously adopted.

Note: The number of voting members decreased to fifteen (15) for this item as one Councillor was unavailable at the time of the motion.

12.0 ADJOURNMENT

The meeting adjourned at 4:05 pm.