



## **COUNCIL MEETING**

December 11, 2024

7:30 a.m. - 2:00 p.m.

Lindberg Boardroom, APEGA Office

Edmonton, AB

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## **MINUTES**

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### **Council Executive:**

Tracey Stock, KC, P.Eng., PhD, FEC, FGC (Hon) – President and Council Chair

Terri Steeves, P.Eng., ICD.D, FEC, FGC (Hon) – President Elect

Margaret Allan, P.Eng., P.Geo., MEng, FEC, FGC – Vice President

Manon Plante, CD1, P.Eng., MDS, FEC – Past President

### **Councillors:**

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

Lorna Harron, P.Eng., MEng, MBA

Ken Hawrelko, P.Eng., MEng, FEC

Doak Horne, P.Eng.

Bill King, P.Eng.

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

Wally Kozak, P.Eng.

Seema Makwana, P.Eng.

Dean Mullin, P.Eng., PhD, MBA, FEC, FGC(Hon)

Jeffrey Priest, P.Eng., PhD

Wendy Shier, P.Geo., MSc

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

### **Directors:**

Darcie Greggs, P.Geol., PhD, FGC, FEC (Hon) - Geoscientists Canada Director

Lisa Doig, P.Eng., MBA, FEC, FGC (Hon.) – Engineers Canada Director

Tim Joseph, P.Eng., PhD, FCIM - Engineers Canada Director

Anjum Mullick, P.Eng. – Engineers Canada Director

John Van der Put, P.Eng., FEC, FGC (Hon) - Engineers Canada Director

### **Regrets:**

Mary Phillips-Rickey, FCPA, FCA – Public Member

### **Staff:**

Jay Nagendran, P.Eng., ICD.D, FCAE, FEC, FGC (Hon.), Registrar & CEO

John Corriveau, P.Eng., Deputy Registrar & Chief Regulatory Officer

Carole Stevenson-Roy, MBA, APR, 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  
Colette Fernandes, Council Relations Manager  
P. H. A., MA, Executive Assistant to Council  
Dianne Johnstone, Senior Advisor & Director, Legislation & Government Relations  
Andy Smith, P.Eng., Deputy Chief Regulatory Officer  
Gisela Hippolt-Squair, Director, Member Engagement & Communications (joined for item 6.0)  
Gavin Chan, P.Eng., Appeals Manager (joined for item 8.1)

### **Speakers & Guests**

Christina Clark, P.Eng. - Appeal Board Chair (Joined for item 8.1)  
Bashir Ikharia, P.Eng. - Fort McMurray Branch Chair  
Calvin van Mulligen, P.Eng. - Lethbridge Branch Chair  
Adria Coombs, P.Eng., FEC, FGC (Hon) - Medicine Hat Branch Chair

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## **1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:23 a.m.

The Chair conducted a Land Acknowledgement and made the following opening remarks:

- Welcome to Branch Chairs who joined the meeting.
- Mary Phillips-Rickey will conclude her term as Public Member in 2025.

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

## **2.0 COUNCIL MEETING CONDUCT**

### **2.1 Members of APEGA Council Code of Conduct and Ethics Policy**

The Members of APEGA Council Code of Conduct and Ethics Policy was included in the meeting package.

### **2.2 APEGA Council Guiding Principles for Effective Board Conduct**

The APEGA Council Guiding Principles for Effective Board Conduct was included in the meeting package.

### **2.3 Declaration of Conflict of Interest**

No conflicts of interest were declared.

## **3.0 ADOPTION OF THE MEETING AGENDA**

### **Motion 24-61**

**Moved by Ken Hawrelko and seconded by Geoff Kneller THAT** the agenda of the December 11, 2024, Council Meeting be adopted as presented.

Adopted unanimously.

#### 4.0 CONSENT AGENDA

The following items were approved as presented in the December 11, 2024, meeting package:

- 4.1 Statutory Board Appointments ([Motion 24-62](#))
- 4.2 Conditional Reinstatement Recommendations ([Motion 24-63](#))
- 4.3 Council Meeting Minutes, October 16 & 17, 2024 ([Motion 24-64](#))
- 4.4 Special Council Meeting Minutes, November 21, 2024 ([Motion 24-65](#))
- 4.5 Appointment of Engineers Canada Director ([Motion 24-66](#))

#### 5.0 REPORTS

The following reports were included in the meeting package 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 eVotes conducted since last Council meeting:
  - Ma Injunction ([Motion 24-E12](#))
  - Rescindment of Acting Deputy Registrar Appointment ([Motion 24-E13](#))
- 5.6 Council & Committees 3-Year Schedule
- 5.7 Council Attendance
- 5.8 EDI Update

#### 6.0 READING OF "THE HAND THAT WEARS THE RING" (THE CALLING OF AN ENGINEER POEM)

Ms. Gisela Hippolt-Squair, APEGA Director, Member Engagement & Communications, read the poem "*The Hand that Wears the Ring*", which she authored. The poem won the national competition ran by The Corporation of the Seven Wardens Inc. to celebrate the 100th anniversary of the "Ritual of the Calling of an Engineer" ceremony, and it will be adopted to be read at the ceremony from now on.

Mr. John Van der Put, Engineers Canada Director, presented the Fellow of Engineers Canada (Hon) recognition to Ms. Hippolt-Squair for her contributions to the engineering profession and Mr. Tracey Stock, APEGA President and Mr. Jay Nagendran, APEGA Registrar and CEO a presented Ms. Hippolt-Squair a framed copy of her poem.

##### [Motion 24-67](#)

**Moved by Bill King and seconded by Doak Horne THAT** Council congratulates Ms. Gisela Hippolt-Squair, FGC (Hon.), APEGA Director, Member Engagement & Communications, for having her poem, "*The Hand That Wears the Ring*" commissioned by The Corporation of the Seven Wardens after a national competition in the 100th anniversary poem contest, and that Council recognizes the high distinction that Ms. Hippolt-Squair's poem will be read across Canada at "Calling of an Engineer" ceremonies for decades to come.

Approved unanimously.

## **7.0 RCEO ORAL AND WRITTEN REPORT**

The Registrar and CEO (RCEO) answered questions submitted in advance by Councillors and presented his report, which included the following highlights:

- Metrics on compliance with the Fair Registration Practices Act.
- Need to revamp the registration system in cooperation with the Board of Examiners.
- APEGA is handling a high volume of applications in 2024, with 7,100 applications; there is no backlog.
- The Board of Examiners is reviewing the 1-year Canadian experience requirement.
- Work continues for implementation of the CPD standards modules in 2025.
- The National Memorandum of Understanding (MoU) that APEGA initiated has eight out of twelve regulators signed on and two other regulators are considering it.
- The Practice Review team achieved over 15% of practice reviews in 2024; the goal was 10%.
- APEGA administered over 11,300 National Professional Practice Exams in 2024. Engineers Canada has expressed interest in taking over the examination program; a meeting with the Engineers Canada Executive Director is scheduled to discuss it.
- The Work Readiness Program has over 700 participants. The Annual General Meeting and the Nexus conference also had over 1000 participants earlier this year, demonstrating increased engagement with registrants.
- The RCEO and the President attended the May 2024 meeting with the Government of Alberta (GoA) on foreign credentials.
- APEGA supported the Getting Ready for Inclusion Today (GRIT) program which supports children with disabilities. This initiative featured collaboration of APEGA volunteers who built and donated five carts for children with mobility challenges.

## **8.0 STATUTORY BOARD UPDATE**

### **8.1 Appeal Board**

The Chair of the Appeal Board, the Deputy Chief Regulatory Officer, and the Appeals Manager presented an update on the Appeal Board, which included information on the mandate and authority of the Board, types of appeals, impact of the appeal fee, case activity, decision outcomes, processing times, and 2025 priorities.

## **9.0 ROUTINE BUSINESS OF COUNCIL I**

### **9.1 Executive Committee Report**

The Chair of the Executive Committee provided a summary of the November 15, 2024, meeting. The highlights are included in the meeting package.

### **9.2 Governance Committee Report**

The Chair of the Governance Committee provided a summary of the October 30, 2024, meeting and presented the following motions:

9.2.1 President and Council Chair (PCC) Mandate

**Motion 24-68**

**Moved by Manon Plante and seconded by Margaret Allan THAT** Council approves the President and Council Chair (PCC) Mandate as presented and recommended by the Governance Committee.

Approved unanimously.

9.2.2 Council-R/CEO Relationship Policy

**Motion 24-69**

**Moved by Manon Plante and seconded by Terri Steeves THAT** Council approves the Council-R/CEO Relationship Policy as presented and recommended by the Governance Committee.

Approved unanimously.

9.2.3 Executive Committee Terms of Reference

**Motion 24-70**

**Moved by Manon Plante and seconded by Ken Hawrelko THAT** Council approves the Terms of Reference of the Executive Committee as presented and recommended by the Governance Committee.

Approved unanimously.

9.2.4 MITs and Out-of-province Applicants in the APEGA Board

**Motion 24-71**

**Moved by Manon Plante and seconded by Geoff Kneller THAT** Council rescinds motion 15-23, which reads: *“MOVED by George Eynon, and seconded, THAT Council endorse the recommendations from Members’ and Permit Holders’ round one consultations regarding the requirements for Professional Members or Members-in-Training to require Canadian citizenship or permanent residence status to be eligible to run for Council or participate on statutory boards and committees. There was clarification that this item could be captured in the Bylaws, instead of the Act.”* as recommended by the Governance Committee.

Approved unanimously.

**Motion 24-72**

**Moved by Manon Plante and seconded by Margaret Allan THAT** Council establishes in bylaws that Professional Members are required to have Canadian citizenship or permanent residence status to participate on statutory boards and committees and must be a resident of Alberta to be eligible to run for Council, as recommended by the Governance Committee.

Approved with two votes opposed.

9.3 Policy and Standards Committee Report

The Chair of the Policy and Standards Committee provided a summary of the October 23, 2024, meeting and presented the following motion:

**Motion 24-73**

**Moved by Wendy Shier and seconded by Doak Horne THAT** Council approves the reinstatement application lists presented, as recommended by the Practice Review Board, and endorsed by the Policy & Standards Committee.

Approved unanimously.

**10.0 ROUTINE BUSINESS OF COUNCIL II**

10.1 Strategy & Risk Committee Report

The Chair of the Strategy & Risk Committee provided a summary of the November 5, 2024, meeting. The highlights are included in the meeting package.

10.2 Audit Committee Report

The Chair of the Audit Committee provided a summary of the November 14, 2024, meeting. The highlights are included in the meeting package.

10.2.1 Q3 Financial Report and 2024 Forecast

The Chair of the Audit Committee presented the Q3 Financial Report and 2024 Forecast.

10.2.2 2025 Annual Budget Approval

The Chair of the Audit Committee presented the 2025 budget and the following motion:

**Motion 24-74**

**Moved by Dean Mullin and seconded by Claudia Gomez-Villeneuve THAT** Council approves the 2025 Operating and Capital Budget as presented.

Approved unanimously.

10.2.3 APEGA Offices (in-camera)

Council met in-camera at 11:20 a.m.

Council came out-of-camera at 12:00 p.m.

**Motion 24-75**

**Moved by Dean Mullin and seconded by Margaret Allan THAT** Council directs administration to research and develop an APEGA office strategy and brings a recommendation back to Council.

Approved with two votes opposed.

### 10.3 Nominating Committee Update

#### 10.3.1 Election Ballot

The Past President, as member of the Nominating committee, provided an update. The candidates for the 2025 election have been selected. The Chair of the Nominating Committee is in the process of notifying applicants of the result. There are thirteen candidates for Council and one candidate for Council Executive.

### 10.4 RCEO Selection Task Force Update

The Chair of the RCEO Selection Task Force provided an update. The embargo on the name of the selected individual has not been lifted. The approval of Council authorized the President to sign an employment agreement, which was completed. The contractual agreement will be effective April 1, 2025.

## 11.0 PGA UPDATE

Senior Advisor & Director, Legislation & Government Relations provided an update on the Modernized Legislation Program (MLP), which included updates from the Government of Alberta (GoA), planning constraints, revised timelines, constraints and challenges, guiding principles, approach to scope planning, and next steps.

## 12.0 FREEDOM OF EXPRESSION

The Advisor & Director, Legislation & Government Relations provided an update on the consultation that the GoA is conducting on Freedom of Expression for regulated professionals.

#### [Motion 24-76](#)

**Moved by Jason Vanderzwaag and seconded by Jeffrey Priest** THAT Council meets in-camera.

Approved unanimously.

Council met in-camera at 1:14 p.m.

#### [Motion 24-77](#)

**Moved by Jason Vanderzwaag and seconded by Manon Plante** to move out-of-camera.

Approved unanimously.

Council came out-of-camera at 1:23 p.m.

## 13.0 ITEMS FROM CONSENT AGENDA AND REPORTS THAT REQUIRE DISCUSSION

No items required discussion.

**14.0 ADJOURNMENT**

The meeting was adjourned at 1:25 p.m.





## **COUNCIL MEETING**

December 12, 2024

7:30 a.m. - 2:25 p.m.

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## **MINUTES**

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### **Council Executive:**

Tracey Stock, KC, P.Eng., PhD, FEC, FGC (Hon) – President and Council Chair

Terri Steeves, P.Eng., ICD.D, FEC, FGC (Hon) – President Elect

Margaret Allan, P.Eng., P.Geo., MEng, FEC, FGC – Vice President

Manon Plante, CD1, P.Eng., MDS, FEC – Past President

### **Councillors:**

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

Lorna Harron, P.Eng., MEng, MBA

Ken Hawrelko, P.Eng., MEng, FEC

Doak Horne, P.Eng.

Bill King, P.Eng.

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

Wally Kozak, P.Eng.

Seema Makwana, P.Eng.

Dean Mullin, P.Eng., PhD, MBA, FEC, FGC(Hon)

Jeffrey Priest, P.Eng., PhD

Wendy Shier, P.Geo., MSc

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

### **Directors:**

Darcie Greggs, P.Geol., PhD, FGC, FEC (Hon) - Geoscientists Canada Director

Lisa Doig, P.Eng., MBA, FEC, FGC (Hon.) – Engineers Canada Director

Tim Joseph, P.Eng., PhD, FCIM - Engineers Canada Director

Anjum Mullick, P.Eng. – Engineers Canada Director

John Van der Put, P.Eng., FEC, FGC (Hon) - Engineers Canada Director

### **Regrets:**

Mary Phillips-Rickey, FCPA, FCA – Public Member

Jay Nagendran, P.Eng., ICD.D, FCAE, FEC, FGC (Hon.), Registrar & CEO

### **Staff:**

John Corriveau, P.Eng., Deputy Registrar & Chief Regulatory Officer

Carole Stevenson-Roy, MBA, APR, 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  
Colette Fernandes, Council Relations Manager  
P. H. A., MA, Executive Assistant to Council  
Dianne Johnstone, Senior Advisor & Director, Legislation & Government Relations  
Andy Smith, P.Eng., Deputy Chief Regulatory Officer  
Allan Ng, P.Eng., Director, Professional Practice (joined for item 4.1)

**Speakers & Guests:**

Mahendra Samaroo, P.Eng., P.Geol., PhD, FEC – Practice Review Board Chair (joined for item 4.1)  
Frank George, P.Eng., FEC, FGC (Hon) – Board of Examiners Chair

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**1.0 CALL TO ORDER**

The Chair called the meeting to order at 8:00 a.m.

The Chair conducted a Land Acknowledgement and reviewed the meeting agenda, Robert's Rules of Order, and document management.

**2.0 COUNCIL MEETING CONDUCT**

**2.1 Members of APEGA Council Code of Conduct and Ethics Policy**

The Members of APEGA Council Code of Conduct and Ethics Policy was included in the meeting package.

**2.2 APEGA Council Guiding Principles for Effective Board Conduct**

The APEGA Council Guiding Principles for Effective Board Conduct was included in the meeting package.

**2.3 Declaration of Conflict of Interest**

No conflicts of interest were declared.

**3.0 ADOPTION OF THE MEETING AGENDA**

**Motion 24-78**

**Moved by Wally Kozak and seconded by Geoff Kneller, THAT** the agenda of the December 12, 2024, Council Meeting be adopted as presented.

Adopted unanimously.

**4.0 STATUTORY BOARD UPDATES**

**4.1 Practice Review Board**

The Chair of the Practice Review Board and the Director, Professional Practice, presented an update on the Practice Review Board, which included a follow up on previous Council feedback and an overview of integrated professional practice management, GRAPH KPIs, practice review processes, and compliance metrics.

The Board Chair presented a request for a bylaw that would allow the collection and use of data to create a professional practice dashboard with the purpose of informing internally and publicly the regulatory processes conducted by the Board. The request will be reviewed by the Policy and Standards Committee.

## 5.0 GEOSCIENTISTS CANADA PRESENTATION

The Geoscientists Canada Director presented an overview of Geoscientists Canada and its projects, which included an introduction to Geoscientists Canada, an overview of the “AI Project” undertaken by the Professional Practice Committee, and an introduction to the 38th International Geological Congress 2028 that will take place in Calgary.

## 6.0 SUMMIT AWARDS RECOMMENDATIONS

The Event Planning & Member Recognition Manager presented the candidates for Honours and Awards and provided an overview for the process of nomination and selection of awards recipients.

### Motion 24-79

**Moved by Ken Hawrelko and seconded by Terri Steeves, THAT** Council approves the recommendations of the Honours & Awards Committee for the 2025 recipients of the APEGA Summit Awards.

Approved with one abstention.

The President and Council Chair stepped out of the meeting at 11:39 a.m. per conflict-of-interest procedures. The President-Elect chaired the meeting.

### Motion 24-80

**Moved by Margaret Allan and seconded by Seema Makwana, THAT** Council approves the recommendation of the Honours & Awards Committee for the 2025 recipient for Honorary Life membership.

Adopted unanimously.

The President and Council Chair returned to the meeting at 11:41 a.m. and resumed chairing the meeting.

### Motion 24-81

**Moved by Claudia Gomez-Villeneuve and seconded by Bill King, THAT** Council approves the recommendations of the Honours & Awards Committee for the 2026 nominees of the Engineers Canada Awards.

Adopted unanimously.

## 7.0 EXECUTIVE SESSION (In-camera) (Council + RCEO)

Council met in-camera with the RCEO.

**8.0 EXECUTIVE SESSION** (In-camera) (Council only)

Council met in-camera.

**9.0 EXECUTIVE SESSION SUMMARY**

No summary was provided.

**10.0 ADJOURNMENT**

The meeting was adjourned at 1:59 p.m.