



COUNCIL MEETING

March 20, 2024

8:00 a.m. - 4:45 p.m.

Windsor Boardroom, APEGA Office

Calgary, AB

MINUTES

Council Executive:

Manon Plante, CD1, P.Eng., MDS – President and Council Chair

Tracey Stock, KC, FEC, PEng, PhD – President Elect

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

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

Councillors:

Mihaela Ciulei, P.Eng. PMP, MEng

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

Lorna Harron, P.Eng., MEng, MBA

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

Wally Kozak, P.Eng.

Seema Makwana, P. Eng.

Dean Mullin, P.Eng., PhD

Jeffrey Priest, P.Eng., PhD

Wendy Shier, P.Geo., MSc

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

Directors:

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

Natasha Avila, P.Eng., Engineers Canada Director

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

Regrets:

Ken Hawrelko, FEC, P.Eng., MEng

Devarsh Sood, P.Eng., PMP

Mary Phillips-Rickey, FCPA, FCA, Public Member

Heather Kennedy, FCAE, P.Eng., Engineers Canada Director

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

Staff:

Jay Nagendran, FCAE, FEC, FGC (Hon.), P.Eng., ICD.D, 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
Amit Banerjee, P.Eng. Director, Registration (Joined for item X.X)
Sanjay Rikhi, PMP, Senior Advisor & Director, Business Planning (Joined for item 6.0 and X.X)

Speakers & Guests

Terri Steeves, FEC, FGC (Hon), P.Eng., ICD.D, newly elected President Elect
Doak Horne, P.Eng., newly elected Councillor
Amy Wisniewski, P.Eng., Chair, Enforcement Review Committee (Joined for item 7.0)
Mohamed Quadir, P.Eng., Calgary Branch Chair (Joined at 1:00 p.m.)
Calvin Van Mulligan, P.Eng., Lethbridge Branch Chair (Joined at 1:00 p.m.)
Justin McRae, P.Eng., Vermilion Branch Chair (Joined at 1:00 p.m.)

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:31 a.m.

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

- Welcome to new President Elect, Terri Steeves, and new Councillor Doak Horne.
- Welcome to returning Councillors Claudia Gomez-Villeneuve and Seema Makwana.
- Welcome to new Chief Professional Sustainability Officer, Carole Stevenson-Roy

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

2.0 COUNCIL MEETING CONDUCT

2.1 Council Code of Conduct

The Code of Conduct was included in the meeting package.

2.2 Code of Ethics

The Code of Ethics was included in the meeting package.

2.3 Declaration of Conflict of Interest

Councillor Claudia Gomez-Villeneuve declared a conflict-of-interest for item 4.1 PGA P.Tech Regulations of the March 21, 2024, agenda.

3.0 ADOPTION OF THE MEETING AGENDA

Motion 24-01

Moved by Jason Vanderzwaag and seconded by Geoff Kneller, THAT the agenda of the March 20, 2024, Council Meeting be adopted as presented.

Adopted unanimously.

4.0 CONSENT AGENDA

The following items were adopted as presented in the March 20, 2024, meeting package:

- 4.1 Statutory Board Appointments ([Motion 24-02](#))
- 4.2 Conditional Reinstatement Recommendations ([Motion 24-03](#))
- 4.3 Council Meeting Minutes, December 13 & 14, 2024 ([Motion 24-04](#))
- 4.4 Appointment of Directors to National Associations – Engineers Canada Directors ([Motion 24-05](#))

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 E-votes conducted since last Council meeting:
 - R/CEO Position ([Motion 24-E01](#))
 - R/CEO Selection Task Force Terms of Reference ([Motion 24-E02](#))
 - Appointment of Members to R/CEO Selection Task Force ([Motion 24-E03](#))
- 5.6 Council & Committees 3-Year Schedule
- 5.7 Council Attendance

6.0 PROFESSIONAL GOVERNANCE ACT UPDATE

The Senior Advisor & Director, Legislation & Government Relations and the Senior Advisor & Director, Business Planning, presented an overview of the plan to operationalize the Professional Governance Act (PGA), including program scope, roster and structure, guiding principles, approach, overview of work in progress, outline of risks and unknowns, expected Council engagement, and timelines for transition of current bylaws.

Seema Makwana stepped out of the meeting at 9:00 a.m.

7.0 STATUTORY BOARD UPDATE

7.1 Enforcement Review Committee

The Chair of the Enforcement Review Committee (ERC) and the Deputy Chief Regulatory Officer presented an update on the work of the ERC, including an overview of the mandate and authority of the ERC, right to practice and use of title legislation, compliance process, structure of the committee, and case volume update.

8.0 GOVERNANCE MODEL UNLICENSED PRACTICE ENFORCEMENT

The Chief Regulatory Officer and the Deputy Chief Regulatory Officer presented an overview of the Governance model for unlicensed practice enforcement. Including a summary of title protection information, operational changes and lessons learned, governance direction from Council, authorities, and recommendations.

Motion 24-06

Moved by Jeffrey Priest and seconded by Lisa Doig, THAT Council rescinds all Terms of Reference for the Enforcement Review Committee.

Approved unanimously.

Council recognizes the contributions of the members of the ERC.

Motion 24-07

Moved by Margaret Allan and seconded by Dean Mullin, THAT Council amend Section 4 “Authorities” of the Policy and Standards Committee Terms of Reference to read: *“The Policy and Standards Committee has delegated authority from Council including, but not limited to, endorsement of reinstatement recommendations by the Practice Review Board to Council, endorsement of Part 1 Compliance Enforcement actions, and standing up a Committee of Inquiry when required by Council.”*

Approved unanimously.

The update of the Policy and Standards Committee (PSC) Terms of Reference to include this authority should return to Council for approval at the June 2024 Council Meeting.

Seema Makwana returned to the meeting at 12:15 p.m.

Branch Chairs Mohamed Quadir, Calvin Van Mulligan, and Justin McRae joined the meeting at 1:00 p.m., the Chair and the RCEO welcomed them.

9.0 RCEO ORAL & WRITTEN REPORT

The RCEO made the following remarks:

- Congratulations to New Elected President Elect Terri Steeves and newly elected Councillors Doak Horne and Peter Timmins.
- Congratulations to Newly elected Vice President Margaret Allan and returning Councilors Seema Makwana and Claudia Gomez-Villeneuve.
- Thanks to President Manon Plante for her leadership during her presidency.
- Thanks to Lisa Doig for her contributions as Past President.
- Thanks to outgoing Councillors Mihaela Ciulei and Devarsh Sood for their service in Council.
- Welcome Carole Stevenson-Roy, Chief Professional Sustainability Officer.

The RCEO answered questions submitted in advance by Councillors and delivered his report, which included the following highlights:

- Meeting with the PRO22 to discuss the PGA.
- Update on the conversations for a Memorandum of Understanding (MOU) on CPD recognition across jurisdictions.
- Update on judicial review of Appeal Board decision.
- Updates from Engineering and Geoscience regulators in other jurisdictions.
- Update on compliance with the Fair Registration Practices Act.
- Summary of results of the 2023 Staff Survey.
- Update on the move to the new Edmonton office.

10.0 MODERNIZED CPD PROGRAM UPDATE

The Chief Regulatory Officer and the Senior Advisor & Director, Business Planning presented an update on the CPD Modernization Program, including an overview of the new Continuing Professional Development (CPD) Program, self-regulation framework, future state of the program, timeline for modernization, and ongoing change management and communication tactics.

11.0 CBA PROCESS OVERVIEW

The Chief Regulatory Officer and the Director, Registration, presented an overview of the Competency Based Assessment (CBA) including an overview of the CBA process, changes in the engineering environment, CBA framework, categories, and competencies, national scenario, and file review process.

12.0 2024 AGM

[Motion 24-08](#)

Moved by Wally Kozak and seconded by Jason Vanderzwaag THAT, Council approves the 2024 Annual General Meeting Special Rules.

Approved unanimously.

[Motion 24-09](#)

Moved by Seema Makwana and seconded by Lorna Harron THAT, Council approves the 2024 Annual General Meeting Agenda.

Approved unanimously.

13.0 ITEMS FROM CONSENT AGENDA AND REPORTS THAT REQUIRE DISCUSSION

No items required discussion.

14.0 COUNCIL ONLY DISCUSSION

15.0 ADJOURNMENT

The meeting was adjourned at 4:45 p.m.



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

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

Councillors:

Lorna Harron, P.Eng., MEng, MBA

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

Wally Kozak, P.Eng.

Seema Makwana, P. Eng.

Dean Mullin, P.Eng., PhD

Jeffrey Priest, P.Eng., PhD

Wendy Shier, P.Geo., MSc

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

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Regrets:

Mihaela Ciulei, P.Eng. PMP, MEng

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

Ken Hawrelko, FEC, P.Eng., MEng

Devarsh Sood, P.Eng., PMP

Mary Phillips-Rickey, FCPA, FCA, Public Member

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

Heather Kennedy, FCAE, P.Eng., Engineers Canada Director

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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, FGC (Hon), BA, Director, Member Engagement & Communications
(Joined for item 6.0, 8.0, and 9.0)
Mohammed El Daly, P.Eng., M.Sc., CDE, CCIP, Director, Outreach & Product Services
(Joined for items 8.0 and 9.0)

Speakers & Guests:

Johanne Poirier Mouallem, P.Eng., Vice Chair, Discipline Committee (Joined for item 7.1)

1.0 CALL TO ORDER

The Chair called the meeting to order at 8:43 a.m.

The Chair conducted a Land Acknowledgement and 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

The Code of Conduct was included in the meeting package.

2.2 Code of Ethics

The Code of Ethics 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 24-10](#)

Moved by Lorna Harron and seconded by Geoff Kneller, THAT the agenda of the March 21, 2024, Council Meeting be adopted as presented.

Adopted unanimously.

4.0 EXECUTIVE SESSION (In-camera) (Council + Staff)

Council met in-camera with staff.

5.0 ROUTINE BUSINESS OF COUNCIL

5.1 Executive Committee Report

The Chair of the Executive Committee provided a summary of the February 23, 2024, meeting.

5.1.1 Council Committee Assignments

The President Elect presented the Committee assignments for the 2024-2025 Council cycle.

5.2 Governance Committee Report

The Chair of the Governance Committee provided a summary of the January 30, 2024, meeting.

5.2.1 Filling of Vacancies on Council Policy

The Governance Committee presented the following recommendation:

[Motion 24-11](#)

Moved by Lisa Doig and seconded by Jeffrey Priest, THAT The Policy POL-REGL-CCL-7140 Filling of Vacancies on Council be approved as presented and recommended by the Governance Committee.

Approved unanimously.

5.3 Policy and Standards Committee Report

Ms. Wendy Shier on behalf of the Chair of the Policy and Standards Committee provided a summary of the January 24, 2024, meeting and presented the following motion:

[Motion 24-12](#)

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

Approved unanimously.

5.4 Strategy & Risk Committee Report

The Chair of the Strategy & Risk Committee provided a summary of the February 8, 2024, meeting.

5.4.1 Council Retreat Future Recommendations

The Chair of the Strategy & Risk Committee presented the committee's recommendations for future Council Retreats for Council's consideration. A recommendation for decision will be presented at the June Council meeting.

5.5 Audit Committee Report

The Chair of the Audit Committee provided a summary of the March 7, 2024, meeting.

5.5.1 2023 Management Financial Statements and Variance Analysis
The auditors issued a clear audit statement.

5.5.2 Approval of 2023 Financial Statements

Motion 24-13

Moved by Wally Kozak and seconded by Dean Mullin, THAT Council approves the 2023 Draft Audited Financial Statements as presented and that any two members of Council be authorized to sign the Statement of Financial Position on behalf of Council.

Approved unanimously.

Motion 24-14

Moved by Wally Kozak and seconded by Jason Vanderzwaag, THAT Council approves that the Legislative Review Reserve be retained at a balance of \$1 million and the Regulatory Risk Management Reserve be retained at a balance of \$8 million as at December 31, 2023.

Approved unanimously.

5.5.3 Approval of 2023 Draft Summary Financial Statements for Annual Report

Motion 24-15

Moved by Wally Kozak and seconded by Dean Mullin, THAT Council approves the 2023 Draft Audited Summary Financial Statements as presented and that the 2023 Audited Summary Financial Statements be included in the 2023 Annual Report.

Approved unanimously.

5.5.4 Appointment of Auditor for 2024

Motion 24-16

Moved by Wally Kozak and seconded by Dean Mullin, THAT Council recommends to Membership at the 2024 Annual General Meeting the re-appointment of BDO Canada LLP as external auditor for the year ended December 31, 2024.

5.6 Nominating Committee Update

5.6.1 Appointment of the Nominating Committee Update

The Senior Advisor & Director, Council Relations, provided an update on the ongoing recruitment for the 2024 Nominating committee.

5.7 RCEO Selection Task Force Update

Ms. Terri Steeves recused from the meeting at 11:30 a.m. per conflict-of-interest procedures.

The Chair of the RCEO Selection Task Force provided an update on the selection of the executive recruiter, including the options that were considered and cost, and presented the following motion:

Motion 24-17

Moved by Tracey Stock and seconded by Wendy Shier, THAT Council approves the appointment of Terri Steeves, professional member, and incoming president-elect 2024-2025, as a member at large of the RCEO Selection Task Force.

Approved unanimously.

Ms. Steeves returned to the meeting at 11:36 a.m.

6.0 ENGINEERS CANADA

6.1 Engineers Canada 2026 Per Capita Fee

Motion 24-18

Moved by Jason Vanderzwaag and seconded by Geoff Kneller, THAT Council supports a 2026 Per Capita Assessment Fee at \$10 per Registrant and that the APEGA President votes in favour of the motion to approve it at the Engineers Canada Annual Meeting of Members.

Approved unanimously.

6.2 Engineers Canada 2025-2029 Strategic Plan

Motion 24-19

Moved by Margaret Allan and seconded by Lisa Doig, THAT Council supports the 2025-2029 Engineers Canada Strategic Plan and that the APEGA President votes in favour of the motion to approve it at the May 2024 Engineers Canada Annual Meeting of Members.

Approved unanimously.

6.3 Engineers Canada National Statement of Collaboration

Motion 24-20

Moved by Lorna Harron and seconded by Jason Vanderzwaag, THAT Council supports the Engineers Canada National Statement of Collaboration and that the APEGA President votes in favour of the motion to approve it at the May 2024 Engineers Canada Annual Meeting of Members.

Approved unanimously.

7.0 STATUTORY BOARD UPDATE II

7.1 Discipline Committee

The Vice Chair of the Discipline Committee (DC) and the Deputy Chief Regulatory Officer presented an update on the work of the DC, including an overview of the committee's mandate and authority, priorities, structure of the committee, annual statistics, engagement of independent legal counsel, and trends, challenges, and mitigation strategies.

8.0 EMERGING RISK

8.1 APEGA Branches Future

The Chief Professional Sustainability Officer and the Director, Outreach & Product Services, provided an overview of the APEGA Branches including their purpose, volunteer engagement, activities, and future vision. Council discussed options to explore on how to shape the Branche's future.

9.0 ALIGNMENT ON EDI ACTIVITIES

The Chief Professional Sustainability Officer presented an overview of APEGA's EDI activities, including background information about the 30 by 30 initiative. Council discussed the role of a regulator in leading EDI initiatives.

10.0 EXECUTIVE SESSION (In-camera) (Council + RCEO)

Council met in-camera with the RCEO.

11.0 EXECUTIVE SESSION (In-camera) (Council only)

Council met in-camera.

12.0 EXECUTIVE SESSION SUMMARY

No summary was provided.

13.0 ADJOURNMENT

The meeting was adjourned at 4:00 p.m.