



COUNCIL MEETING

October 16, 2024

8:30 a.m. - 4:30 p.m.

Windsor Boardroom, APEGA Office

Calgary, AB

MINUTES

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

Anjum Mullick, P.Eng. – Engineers Canada Director

Tim Joseph, P.Eng., PhD, FCIM - 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

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
P. H. A., MA, Executive Assistant to Council
Jill Arbuthnott, Executive Assistant to the Registrar & CEO
Dianne Johnstone, Senior Advisor & Director, Legislation & Government Relations
Andy Smith, P.Eng., Deputy Chief Regulatory Officer

Speakers & Guests

Ruth McHugh, MBA, FCPA, FCMA, ICD.D

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 opening remarks.

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

No conflicts of interest were declared.

3.0 ADOPTION OF THE MEETING AGENDA

[Motion 24-45](#)

Moved by Claudia Gomez-Villeneuve and seconded by Jason Vanderzwaag THAT the agenda of the October 16, 2024, Council Meeting be adopted as presented.

Adopted unanimously.

4.0 CONSENT AGENDA

The following items were adopted as presented in the October 16, 2024, meeting package:

4.1 Statutory Board Appointments ([Motion 24-46](#))

4.2 Conditional Reinstatement Recommendations ([Motion 24-47](#))

4.3 Council Meeting Minutes, June 19 & 20, 2024 ([Motion 24-48](#))

4.4 Special Council Meeting Minutes, August 13, 2024 ([Motion 24-49](#))

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 E-votes conducted since last Council meeting:
 - Appointment of William King to Council ([Motion 24-E07](#))
 - Revoking of P.Eng. Designation for APEGA Registrant ([Motion 24-E08](#))
 - Reinstatement of P.L. (Eng) for APEGA Registrant ([Motion 24-E09](#))
 - Appointment of Executive Committee to the Joint Councils Committee ([Motion 24-E10](#))
 - Appointment of Acting Deputy Registrar ([Motion 24-E11](#))
- 5.5 eVotes Conducted from 2004 to 2022
- 5.6 Council & Committees 3-Year Schedule
- 5.7 Council Attendance
- 5.8 APEGA Branches Summary of Key Data

6.0 COUNCIL DEVELOPMENT

- 6.1 Reporting Mechanisms to Provide Assurance to Council that APEGA is Fulfilling its Regulatory Function
Consultant Ruth McHugh led a governance session with a conversation focused on reporting best-practices to ensure effective exercise of regulatory duties.

7.0 PGA – PROJECT UPDATE

The Senior Advisor & Director, Legislation & Government Relations, presented an update in the Modernized Legislation Program (MLP) to implement the Professional Governance Act (PGA), which included the following highlights:

- Government updates, including revised legislative timelines.
- Revised timeline for PGA implementation.
- Guiding principles.
- Risks, unknowns, and mitigation strategies.

8.0 PGA – DELEGATION OF AUTHORITY

The Senior Advisor & Director, Legislation & Government Relations, presented the proposed framework for delegation of authority under the PGA. Council discussed the framework and provided feedback.

Council indicated that the authority for injunction process (Row 9 of appendix 2) required further consideration as it perhaps should remain with the governing body through delegation to the Policy & Standards Committee, as recently established by the authority granted to the committee in Council motion 24-07. It was also noted that the delegation of authority presented in row 12 of appendix 2 is reversed, which will be corrected.

[Motion 24-50](#)

Moved by Ken Hawrelko and seconded by Wendy Shier THAT Council endorses, in principle, the delegation of authority of the governing body and assignment of authority on behalf of the professional regulatory organization in the proposed Professional Governance Act as presented, excluding row 9 of Appendix 2, and amending row 12 of Appendix 2, and will be finalized in future bylaws.

Adopted unanimously.

9.0 PGA – MEMBERS IN TRAINING ON BOARD / OUT OF PROVINCE COUNCILLORS

9.1 Members in Training on APEGA Board

The Senior Advisor & Director, Council Relations, led a discussion on the proposal for Members in Training (MITs) becoming eligible to be elected for the APEGA Board under the PGA. The conversation focused on Council's historical direction and exploring the appetite to create bylaws that enable MITs to sit in the APEGA Board.

There was no consensus. The Governance Committee will continue the discussion, and a recommendation can come to Council to be considered at a future meeting.

9.2 Out of Province Councillors

The Senior Advisor & Director, Council Relations, led a discussion on whether bylaws should be created to clarify eligibility of out-of-province applicants to the APEGA Board under the PGA.

There was no consensus. The Governance Committee will continue the discussion, and a recommendation can come to Council to be considered at a future meeting.

10.0 EXECUTIVE SESSION

Council met in-camera with staff.

11.0 EQUITY DIVERSITY AND INCLUSION

The Chief Professional Sustainability Officer led a discussion on Equity, Diversity, and Inclusion (EDI) highlighting the EDI objectives as reflected in the APEGA Strategic Plan and grounded by the 30 by 30 goal. The discussion explored options on how to proceed with EDI efforts, which included obtaining Council's direction on focusing on external or internal initiatives and better linking EDI with APEGA's mandate as regulator.

Consensus was to continue pursuing EDI external initiatives funded by grants and to explore collaborations with other organizations toward an attainable goal.

12.0 ITEMS FROM CONSENT AGENDA AND REPORTS THAT REQUIRE DISCUSSION

No items required discussion.

13.0 EXECUTIVE SESSION (Council only)

Council met in-camera.

14.0 ADJOURNMENT

The meeting was adjourned at 4:10 p.m.



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MINUTES

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

Anjum Mullick, P.Eng. – Engineers Canada Director

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

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

Regrets:

Mary Phillips-Rickey, FCPA, FCA – Public Member

Staff:

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Zac Parsons, BCom, Senior Advisor & Director, Council Relations
P. H. A., MA, Executive Assistant to Council
Jill Arbuthnott, Executive Assistant to the Registrar & CEO
Dianne Johnstone, Senior Advisor & Director, Legislation & Government Relations
Andy Smith, P.Eng., Deputy Chief Regulatory Officer
Amit Banerjee, P.Eng., Director, Registrations (Joined for item 6.1)
Allan Ng, P.Eng., Director, Professional Practice
Ryan Arbour, P.Eng., Engineer, Unlicensed Practice

Speakers & Guests:

Frank George, P.Eng., FEC, FGC (Hon) – Board of Examiners Chair
Clodia Kanna, P.Eng. – Edmonton Branch Chair
Calvin van Mulligen, P.Eng. – Lethbridge Branch Chair

1.0 CALL TO ORDER

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

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2.3 Declaration of Conflict of Interest

No conflicts of interest were declared.

3.0 ADOPTION OF THE MEETING AGENDA

Follow up on item 8.0 Delegation of Authority from the October 16, 2024, Council meeting was added to the agenda as item 7.1.

[Motion 24-51](#)

Moved by Margaret Allan and seconded by Wally Kozak, THAT the agenda of the June 20, 2024, Council Meeting be adopted as amended.

Adopted unanimously.

4.0 RCEO ORAL & WRITTEN REPORT

The Registrar & CEO (RCEO) welcomed new Councillor Bill King, answered questions submitted in advance by Councillors, and delivered his report, which included the following highlights:

- Renewal of National Professional Practice Exam contracts with the fourteen participating regulators.
- Deputy Registrar & Chief Regulatory Officer return to work.
- Women in APEGA Advisory Committee candidate selection.
- Formal complaint and investigation about an incident at the Calgary golf tournament.
- Practice review initiated with the City of Calgary for the water main issue.
- APEGA presentation to the Foreign Credential Advisory Committee.
- Public awareness campaign on APEGA's foreign credentials process.
- Changes to the timeline for launching the Continuous Professional Development (CPD) project.
- Move to the new Edmonton office.
- Recognitions for Professional Sustainability staff by Engineers Canada and the Seven Wardens.

5.0 ROUTINE BUSINESS OF COUNCIL

5.1 Executive Committee Report

The Chair of the Executive Committee provided a summary of the September 20, 2024, meeting. The highlights are included in the meeting package.

5.1.1 Castledowns Pointe

The Deputy Chief Regulatory Officer provided an update on the Castledowns Pointe file.

Councillor Claudia Gomez-Villeneuve stepped out of the meeting at 9:38 a.m. per conflict-of-interest procedures.

5.1.2 ASET / JPRB

The Deputy Chief Regulatory Officer provided an update on letters sent to the Joint Practice Review Board and to the ASET President, in response of their letters.

Councillor Claudia Gomez-Villeneuve returned to the meeting at 9:45 a.m.

5.2 Governance Committee Report

The Chair of the Governance Committee provided a summary of the September 13, 2024, meeting and presented the following motions:

5.2.1 Governance Committee Terms of Reference

[Motion 24-52](#)

Moved by Manon Plante and seconded by Seema Makwana, THAT The Terms of Reference of the Governance Committee be approved as presented and recommended by the Governance Committee.

Approved unanimously.

5.2.2 Members of APEGA Council Code of Conduct and Ethics Policy

[Motion 24-53](#)

Moved by Manon Plante and seconded by Doak Horne, THAT Council approve the Members of APEGA Council Code of Conduct and Ethics Policy as presented and recommended by the Governance Committee.

Approved unanimously.

5.2.3 Guiding Principles for Effective Board Conduct

[Motion 24-54](#)

Moved by Manon Plante and seconded by Seema Makwana, THAT Council approve the Guiding Principles for Effective Board Conduct as presented and recommended by the Governance Committee.

Approved unanimously.

5.3 Policy and Standards Committee Report

The Chair of the Policy and Standards Committee provided a summary of the August 28, 2024, meeting and presented the following motions:

[Motion 24-55](#)

Moved by Wendy Shier and seconded by Claudia Gomez-Villeneuve, 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 24-56](#)

Moved by Wendy Shier and seconded by Doak Horne, THAT Council authorizes the RCEO, or their delegate, to instruct APEGA's legal counsel to seek an injunction on behalf of Council against Essential Inspections Ltd. and Sir Brent Habetler with the Alberta Court of King's Bench, enjoining Essential Inspections Ltd. and Sir Brent Habetler from contravening Part 1 of the *EGP Act*.

Approved unanimously.

5.3.1 CPD Standard Approval

The Practice Standard Continuing Professional Development and Practice Guideline was presented for approval.

[Motion 24-57](#)

Moved by Wendy Shier and seconded by Margaret Allan, THAT Council approve the V1.4.21 Continuing Professional Development practice standard for publication and implementation. The standard

would have a 12-month transition period after its initial publication date and be published as V2.0.

Approved with one vote opposed.

5.4 Strategy & Risk Committee Report

The Chair of the Strategy & Risk Committee provided a summary of the September 16, 2024, meeting. The highlights are included in the meeting package.

5.5 Audit Committee Report

The Chair of the Audit Committee provided a summary of the September 12, 2024, meeting. The highlights are included in the meeting package.

5.5.1 Q2 Financial Report and Forecast

The Chair of the Audit Committee presented the Q2 Financial Report and Forecast.

5.5.2 Annual Budget Assumptions

The Chair of the Audit Committee presented the 2025 budget assumptions.

5.6 Nominating Committee Update

The Senior Advisor & Director, Council Relations provided an update on the Nominating Committee, which included the following highlights:

- There was a record-breaking number of applicants, with thirty-seven applications being assessed by the Nominations Committee.
- Pre-screen and interview process will take place in October and November.
- Only one application was received for Council executive, who will be acclaimed President.

Council inquired if there is an obligation to have two vice presidents. It was clarified that the bylaw requiring two vice presidents was repealed in 2015, and it was noted that there is no process in place for the scenario of only having one applicant for Council executive. Council asked the Governance Committee to look into the governance framework and bring back a recommendation.

5.7 RCEO Selection Task Force Update

The Chair of the RCEO Selection Task Force provided an update on the activities of the RCEO Selection Task Force, which included the following highlights: The RCEO Selection Task Force has identified the candidate that will be recommended for the RCEO position.

- The recommendation will be presented to Council in November.

6.0 STATUTORY BOARD UPDATE

6.1 Board of Examiners

The Chair of the Board of Examiners (BoE) and the Director, Registration, presented an update on the work of the BoE, including an overview of the purpose and role of the board, its membership structure, procedures for low-risk and high-

risk applications, application volume trends, compliance with the Fair Registration Practices Act, proposed changes to address compliance, Government of Alberta audit, compliance with the Labour Mobility Act, proposed Canadian work environment competencies framework, achievements, and challenges.

7.0 REFELECTION ON REPORTING TO COUNCIL

7.1 Delegation of authority for injunctions

Council discussed the proposed delegation of authority framework related to injunctions that was excluded from Council motion 24-50. Consideration was given to procedures and the authority granted to the Policy and Standards Committee (PSC) under Council motion 24-07. Consensus was that the authority remains with the PSC and to revisit in the future if needed.

7.2 Reflection on Reporting to Council

Council discussed the current process for reporting to Council. It was noted that a new RCEO may have a different way to shape their report, and that a prescribed format for reporting against the strategic plan can be discussed at the Council retreat.

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

Council met in-camera with the RCEO.

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

Council met in-camera.

10.0 EXECUTIVE SESSION SUMMARY

No summary was provided.

11.0 ADJOURNMENT

The meeting was adjourned at 2:47 p.m.