



APPROVED

COUNCIL MEETING
April 22, 2005
Calgary APEGGA Office
Calgary, Alberta

MINUTES

PRESENT

President	Linda Van Gastel, P.Eng.
President-Elect	Larry Staples, P.Eng.
Vice-President	Dave Chalcroft, P.Eng.
Councillors	Julie Aitken, P.Geoph. Chrys. Dmytruk, P.Eng. Kim Farwell, P.Eng. Darcie Greggs, P.Geol. Jack Hole, P.Eng. Barbara Howes, P.Eng. Dr. Ian McIlreath, P.Geol. Dr. John Moldon, P.Eng. Dr. John Peirce, P.Geoph. Jane Tink, P.Eng. Nick Trovato, P.Eng.
Public Members	Bill Grace, FCA Hugh Planche
CCPE Directors	Darrel Danyluk, P.Eng. Dale Miller, P.Eng.
CCPG Directors	Dr. Gordon Williams, P.Geol. Brenda Wright, P.Geol.

Branch Observers Lisa Brouillard, P.Eng.
Dr. Ron Hinds, P.Geoph.
Darwin Juell, P.Eng.
Shiraz Kanzi, P.Eng.
Bessie Liang, E.I.T.
Robert Perrault, P.Eng.
Vic Saari, P.Eng.
Sheldon Stark, P.Eng.

Staff Neil Windsor, P.Eng.
Ray Chopiuk, P.Eng.
Penny Colton, P.Geoph.
Britt Hanson
George Lee
Lianne Lefsrud, P.Eng.
Pat Lobregt
Philip Mulder, APR
Ross Plecash, P.Eng.
Bill Santo, P.Eng.
Al Schuld, P.Eng.
Len Shrimpton, P.Eng.
Mark Tokarik, P.Eng.
Trish Williams

Observers Jim Beckett, P.Eng.
Dr. Ken Porteous, P.Eng.

Special Guests Dave Curtis, P.E., Executive Director,
Board of Professional Engineers & Professional. Land Surveyors, Idaho
Gary Young, P.E., Chair,
Board of Professional Engineers & Professional. Land Surveyors, Idaho
Dave Ennis, Executive Director, APEGM
Lloyd Henderson, P.Eng., Executive Director, NAPEGG
Dennis McJunkin, P.Eng., President, APEGBC
Marie Lemay, ing., CEO, CCPE

ABSENT

Past President Mike Smyth, P.Eng.

Councillor Wim Veldman, P.Eng.

Public Member Dr. Larry Ohlhauser

1. CALL TO ORDER

The meeting was called to order at 8:35 a.m. The President, Linda Van Gastel, P.Eng. Chaired the meeting and the Executive Assistant, Trish Williams recorded the minutes.

The President welcomed the special guests attending the meeting

2. APPROVAL OF AGENDA

The following items were added to the agenda:

- 3.4 Discussions With Government
- 8.8 Insurance Review Task Force
- 8.9 Inclusivity Update
- 11.3 Governance Model
- 11.4 CCPG Announcement & Appreciation of Outgoing Directors.

MOVED BY J. HOLE AND SECONDED BY J. PEIRCE

05-17

THAT the agenda be approved as revised.

CARRIED UNANIMOUSLY

IN-CAMERA MEETING

3. IN-CAMERA REPORTS

3.1 Ballot Counting Committee Report

Provided for information. Larry Staples, P.Eng., when President, will consider whether the results of the election should continue to remain confidential until the Annual General Meeting or be released earlier.

3.2 Investigative Committee Information Report

Al Schuld, P.Eng. presented the Investigative Committee information report.

Rob Schappert, P.Eng. has resigned his position as Manager Investigations and a replacement is being sought.

3.3 Practice Review Board Information Report

Ray Chopiuk, P.Eng. presented the Practice Review Board information report.

3.4 Discussions with Government

The Executive Director reported on a series of recent meetings held with Ministers by the President and himself. The reception was generally quite good with various Ministers having questions on specific issues.

5. CONSENT AGENDA

The following items were removed from the consent agenda to Item 11.

5.1 February 3, 2005 Council Minutes

5.6.10 Financial Report

MOVED BY N. TROVATO AND SECONDED BY D. GREGGS

05-18

THAT the consent agenda be approved as amended.

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. EXECUTIVE COMMITTEE REPORT

7.1 April 21, 2005 Meeting of the Executive Committee

This meeting comprised mainly reviewing the upcoming Council meeting agenda and the Annual General Meeting agenda.

8. COUNCIL COMMITTEE/TASK FORCE REPORTS

8.1 Governance Committee

8.1.1 Finance Committee – Terms of Reference

The Governance Committee has met several times since the last Council meeting to update the Governance Manual and to prepare for the Strategic Retreat where a review of the governance model and the current approach to governance will be undertaken. **A draft revised Governance Manual may be available for review prior to the retreat.**

A final draft of the Finance Committee terms of reference has also been developed. Concern was expressed that there was a conflict with the terms of reference of the Audit Committee as some of the wording was duplicated. It was agreed that if the terms of reference was approved in principle adjustments would be implemented where necessary.

MOVED BY J. PEIRCE AND SECONDED BY C. DMYTRUK

05-19

THAT Council approve in principle the Finance Committee Terms of Reference as presented.

CARRIED (2 OPPOSED)

8.2 Audit Committee Recommendations on Association Auditors

The Audit Committee sent out six requests for audit proposals. Four firms replied with detailed proposals indicating that they could meet the year-end timelines required by APEGGA. Three of these firms were interviewed and then followed up with references. The committee agreed on the appointment of Kingston Ross Pasnak, LLP as the Association's auditors.

MOVED BY B. GRACE AND SECONDED BY J. MOLDON

05-20

THAT Council recommend to the members present and voting at the April 23, 2005 Annual Meeting, that the firm Kingston Ross Pasnak, LLP, be appointed as the Association's auditor for the year ending December 31, 2005

CARRIED UNANIMOUSLY (L. Staples abstained due to having personal acquaintance with participants at Kingston Ross Pasnak, LLP)

Concern was expressed that further changes to the Terms of Reference could be made by the Governance Committee. It was indicated that minor changes only would be made to wording where appropriate, leaving the intent of the document in place.

MOVED BY D. GREGGS AND SECONDED BY K. FARWELL

05-21

THAT the Audit Committee's proposed changes to its terms of reference be referred to the Governance Committee for consideration and inclusion in any further change that the Governance Committee sees fit to propose to Council.

CARRIED (14 IN FAVOUR - 2 OPPOSED)

The President commended Bill Grace and the members of the Audit Committee for their expedient work in retaining an auditor.

8.3 Strategic Planning Task Force

The President-Elect presented the updated Strategic Plan to Council.

The main work of the task force since the last Council meeting has been to undertake consultation through the website, *The PEGG*, direct mailings to internal stakeholders such as committee chairs, external stakeholders and other professional associations, and the Government of Alberta. Two hundred randomly selected members of APEGGA were emailed and asked to respond and comment on the Strategic Plan. Approximately 35 replies were received with detailed comments. The task force went through the comments carefully and incorporated suggested changes.

At the Strategic Retreat Council will finalize and prioritize the items to be moved from the Strategic Plan into the Business Plan with the final report being brought to Council at the June 16, 2005 Council meeting. The Strategic Plan will be a living document and will drive the Business Plan and the Budget each year. **Comments on the Strategic Plan may be forwarded to the President-Elect before the June 16, 2005 Council meeting.**

The APEGGA Mission and Vision statements along with the guiding principles have been revisited and they are contained in the planning document. Council will be asked to approve these at the June 16, 2005 Council meeting. **Comments on the two statements can be directed to the President-Elect before the next Council meeting. An ongoing Strategic Planning Committee will also be recommended at the June 16, 2005 Council meeting.**

8.4 Act, Regulations & Bylaws Committee

8.4.1 Proposed Amendments for 2005 AGM

The Vice President presented this report to Council.

Amendments in two categories will be presented at the AGM for approval as follows:

1. Voting and election rights for registered professional technologists.
2. Electronic Notice and Voting.

Further to the concern mentioned in the February 3, 2005 Council minutes it has been verified that RPT (Geological) and RPT (Geophysical) are granted the same rights as RPT (Engineering), in the proposed changes.

8.5 Appeal Board/Discipline Committee/Investigative Committee - Publication Policy

The Deputy Registrar presented this report to Council.

This issue facing the discipline process is that when members realize that their names will be published with the findings, instead of accepting a Stipulated Order they are prone to challenge their cases causing increased work for the Discipline Committee and increased litigation, elongating the discipline process. The Discipline Committee will order a decision to be published if it believes it is necessary.

Each of the committees has commented slightly differently from each other with respect to this issue informing Council on what the publication policy might be. Despite these differences there is a common thread that runs through all three and that thread appears to be the one that returns some discretion in this matter to the statutory committees which are dealing with the particulars of the cases that are before them. The three committees wish to respect the views of Council that underlies its original policy acknowledging that

there is public good to be accomplished through whatever policy Council has. The policy in place is intended to be an open hearing process and de facto public information.

Council considered adopting the policy of one of the reporting committees or to have a separate group review this issue and was made aware that these three statutory committees are at arms length from the Association and do have the authority to set their own policies being very aware of consistency and transparency.

Council agreed that the three Chairs of the three committees should meet and develop recommendations that will be brought to Council at the June 16, 2005 Council meeting for discussion.

8.6 Nominating Committee Recommendations for the AGM

Council reviewed the list of recommended names for the Nominating Committee which had been revised the day before at the Executive Committee meeting.

After further revision by Council the list was agreed upon.

MOVED BY J. HOLE AND SECONDED BY I. MCILREATH

05-22

THAT the list of members to be invited to sit on the 2005 Nominating Committee be approved subject to the changes proposed.

CARRIED UNANIMOUSLY

8.7 Staff Benefits Committee Information Report

This report specified the following activities for Council's information:

- Triennial Actuarial Valuation
- Asset Liability Model Study
- Optional Ancillary Benefits

8.8 Insurance Review Task Force

The Vice-President gave a verbal update on the Insurance Review Task Force work.

There have been a number of consultation meetings with stakeholders in the consulting industry and in the geological and geoscience industries. The question of mandatory declaration of whether or not to carry professional liability insurance was the key question put before these stakeholder groups. Feedback was also received from the Consulting Engineers of Alberta Board of Directors.

The task force will meet and consider this feedback and then bring recommendations to the June 16, 2005 Council meeting. The feedback from all the stakeholder meetings has been fairly unanimous that they are opposed to having a requirement imposed by APEGGA to declare whether or not they offer professional

liability insurance to their clients. The task force will review this issue from the public's point of view along with the stakeholders' point of view.

APEGGA has a very active program to improve the quality of risk management seminars which the task force had recommended to Council the previous year. The Professional Practice Department is moving forward on the recommendations. The Practice Review Board when asked to make a submission to the Insurance Review Task Force did strongly suggest that mandatory disclosure be put into place as a result of the practice reviews that it is completing.

It was noted that other professional associations have mandatory insurance and mandatory disclosure. It was also noted that at a meeting between the President, Executive Director and the Minister of Justice when this issue arose during discussions the Minister was surprised that it is not mandatory in our industry to carry professional liability insurance.

Some provinces do require mandatory insurance in the geosciences and there is some concern amongst CCPG Board members that the geoscientists are treated similarly to the engineers and that perhaps the risks are a little different in the professions.

8.9 Inclusivity Update

The Vice President gave a verbal update of this issue.

The inclusivity concept was brought forward in 2003 and presented at the President's Visit meetings in early 2004 and at town hall meetings at that time. Considerable feedback was received from members and in particular from members of the Board of Examiners. As a result Council agreed to refocus this initiative and make some changes. Council reaffirmed pursuing this initiative at the June 2004 Council meeting and as a result struck a new task force called the Inclusivity Consultation Group which comprises members of Council along with four members of the Board of Examiners who had expressed interest in this topic.

This group has developed a strategy which includes writing a White Paper. The White Paper has been developed and is now ready for publication and is called "A Consultation Draft". The group has also developed a consultation and communication program and has engaged an independent consultant Ipsos-Reid to assist with this process. **Focus groups will review this paper and the results will be brought to Council at the June 16, 2005 Council meeting.**

The goal is to bring the final results to Council early to mid 2006.

Darrel Danyluk, P.Eng., President of CCPE updated Council on the issue of "From Consideration to Integration", dealing with international engineering graduates and how this fits into inclusivity.

9. EXECUTIVE COMMITTEE REPORT

9.1 Future Council Dates

Provided for information.

9.2 Practice Standards Committee

9.2.1 Advertising Guideline

The President and the Executive Director have met with the Director Professional Practice for discussions on the guideline. The President was satisfied with the explanation of the use of the words “shall” and “should” as used in the guideline and that legal opinion was sought.

MOVED BY K. FARWELL AND SECONDED BY I. MCILREATH

05-23

THAT the motion tabled at the February 5, 2005 Council meeting be lifted from the table.

CARRIED UNANIMOUSLY

The Director Professional Practice informed Council that the legal counsel confirmed that the guideline was lawful, clearly and properly written and that it is the decision of the Association as to what it wants to have in the document for requirements.

MOVED BY K. FARWELL AND SECONDED BY B. HOWES

05-24

THAT Council approve the “Guideline for Advertising of Professional Services” for publication, subject to editorial changes.

CARRIED UNANIMOUSLY

9.3 APEGGA Education Foundation – Addition of Members

The APEGGA Education Foundation Bylaws indicate that all new members of the Foundation must be nominated by the Council of the Association of Professional Engineers, Geologists, and Geophysicists of Alberta. The persons described in the report have indicated their interest in joining the Foundation.

MOVED BY B. HOWES AND SECONDED BY D. CHALCROFT

05-25

THAT Council approve that Stan Smuga-Otto, P.Eng., Peggy Simons, P.Eng. and Dave Stelck, P.Geol. be nominated for membership in the APEGGA Education Foundation.

CARRIED UNANIMOUSLY

9.4 CCPG Funding

At its November 2004 meeting, the CCPG Board of Directors agreed to forward a letter requesting funding, along with the current version of the CCPG Strategic Plan, to the constituent associations.

The CCPG's total current budget is based on the same member assessment that is provided to CCPE. This is \$11.05 per professional member and \$9.10 per member-in-training.

The letter requests 2006 additional funding for CCPG be provided at \$16.70 per geoscientist to assist the CCPG in accomplishing more of the objectives outlined in the Plan.

The reactions of various associations are varied. The largest impact on the proposed change is obviously to APEGGA, as it has over 50% of the membership numbers of all the constituent associations combined.

The Executive Committee has considered this and agrees that CCPG is a very valuable vehicle which needs to be supported, and recommends that this funding be approved.

Brenda Wright, P.Geol. thanked APEGGA for previous staff and financial support and expanded on the request for funding.

Option 2

Approve the assessment increase and absorb it into APEGGA's budget for CCPE and CCPG activities. Cost to APEGGA - \$71,850. This is not currently in the 2005 budget, nor in the 2006 budget projections. Some of the associations with small numbers of geoscientists have already approved or are prepared to approve the change.

MOVED BY L. STAPLES AND SECONDED BY I. MCILREATH

05-26

THAT the assessment payable to CCPG be increased by an amount of \$16.70 per geoscience member in accordance with option 2 as presented and that these funds be provided in the 2006 budget, the Executive Director to seek means of providing funding from the 2005 budget if possible.

CARRIED UNANIMOUSLY

9.5 Attracting Aboriginals

Aboriginals are present in very small numbers in our professions. If engineers and geoscientists were represented in the aboriginal community in the same percentage they are in the rest of Alberta there would be about 2600. It is estimated that there are presently about 30.

Yet, people with aboriginal origins represent 6.7% of the Alberta population according to the 2001 census. This segment of the population is growing much faster than the rest of the population. They are typically younger (median age of 23.4 years vs 35.4 for non-aboriginals), suffer from more unemployment (typically 2.6 times more than non-aboriginals) and have fewer University degrees (typically one third those of non-aboriginals). Some predict a huge societal problem if more aboriginals can't be integrated into the main stream. The Executive Committee has encouraged some preliminary work to scope out the problem and to start the process of determining whether APEGGA has a role in solving the problem and, more specifically, encouraging more into the professions.

Discussions have been held with 7 academic and business leaders and statistics have been gathered from the Alberta Government. Everyone spoken to agrees that this is a long term project but one that should be undertaken.

It was suggested at the Council meeting that some industry associations and also the Edmonton Chamber of Resources be contacted for discussions.

Council expressed caution about going forward with this project as, although it is a positive thing to do, it would need a lot of careful thought before undertaking since the area is a new one for APEGGA.

MOVED BY D. CHALCROFT AND SECONDED BY J. AITKEN

05-27

THAT an Aboriginal Advisory Committee be set up to assist the Director Internal Affairs to continue to work on this initiative and that a terms of reference for the committee be brought back to Council for approval no later than September 2005.

CARRIED UNANIMOUSLY

9.6 Privacy Report

APEGGA's Privacy Policies were provided to Council in a report in November, 2003. At that time, provincial legislation was under active consideration. Alberta has since approved the Personal Information Protection Act (PIPA). This legislation contains specific references to the conduct of organizations such as APEGGA, under a Section entitled "Professional Regulatory and Non-Profit Organizations".

APEGGA's Privacy Policies were put in place and took effect January 1, 2004.

It was intended that at the end of 2004, APEGGA's first year's experience with Privacy Policies be reviewed, and any changes warranted or needed would be considered and implemented.

The Deputy Registrar provided Council with a compilation of information as to how administrative issues are being implemented and working in line with the new privacy policy. The system appears to be working well and Government is satisfied that no complaints have been received regarding APEGGA in relation to the privacy policy.

10. **BRANCH REPORT**

Sheldon Stark, P.Eng., Chair of the Vermilion River Branch, presented this report to Council on behalf of the Branch Chairs.

There is a new video conferencing system called “Business Link” which currently has 23 locations throughout Alberta. For a low cost the smaller Branches would be able to link to presentations in Edmonton or Calgary when it is not economically viable to hold presentations on their own. **The Director Corporate and Member Affairs will inform Council further on this initiative when he has had more experience of it at the smaller Branch level.**

The President informed Council that she was pleased with the discussions she had with the Branches on her President’s Visits this year.

11. **OTHER BUSINESS**

11.1 Items From The Consent Agenda

11.1.1 February 3, 2005 Council Minutes

Minor amendments were made to the minutes.

MOVED BY J. PEIRCE AND SECONDED BY D. GREGGS

05-28

THAT Council approve the February 3, 2005 Council meeting minutes as amended.

CARRIED UNANIMOUSLY

11.1.2 Financial Report

The Finance Committee was commended for the financial statements’ layout and the information provided.

11.3 Governance Model

Slides will be intermittently displayed on the screen during Council meetings to remind Councilors of certain aspects of the governance model. **Feedback was requested from Council regarding this action.**

11.4 CCPG Announcement & Appreciation of Outgoing Directors.

Dr. Gordon Williams, P.Geol. announced that the CCPG Nominating Committee has nominated Brenda Wright, P.Geol. as President of CCPG and that APEGGA has appointed Julie Aitken, P.Geoph. as its voting member for CCPG. On behalf of CCPG, Dr. Williams thanked APEGGA for its support through CCPE and continuing financial provision.

The President thanked Dr. Williams for his leadership and his long service with APEGGA. She also congratulated Ms. Wright and Ms. Aitken.

The President then also thanked Dale Miller, P.Eng. for his long service with APEGGA and noted that this would be the last Council meeting he would attend as APEGGA CCPE Director.

12. STRATEGIC ISSUES

12.1 Executive Director Report

The Executive Director provided his annual report which indicated what has been accomplished from the operational perspective over the last year and highlighted the following aspects:

- APEGGA Governance Structure
- Annual Business Cycle
- APEGGA Organizational Structure
- 2004 Council Initiatives and Staff Support
- 2004 Business Plan Goals (Regulatory)
- Complaints, Discipline Cases, Appeal
- Legislation Changes
- Practice Reviews
- Practice Standards
- Compliance Effect on Permit Growth
- Compliance Revenue
- Compliance Activity
- Membership Applications
- Registration
- Permit to Practice Seminars
- National Professional Practice Examinations
- 2004 Business Plan Goals (Non-Regulatory)
- Participation and Support – National, Provincial and Territorial
- Communications, Public Relations and Outreach
- Geoscience Affairs
- APEGGA Student Advantage Program
- Editorial Services
- Website Use
- Salary Survey
- Professional Development
- New APEGGA Endorsed Member Services
- Administration
- Planning & Reporting
- Efficiency Comparison
- The 20-Year Context – Total Membership and Expenses Compared
- The 20-Year Context – Expenditures Corrected for Inflation

- The 20-Year Context – Professional Members and Members-In-Training
- The 20-Year Context – Professional Engineers and Engineers-In-Training
- The 20-Year Context – Professional Geoscientists and Geoscientists-In-Training
- The 20-Year Context – Permit Holders

13. ADJOURNMENT

Before adjourning the outgoing Councillors were presented with gifts and thanked for their input and participation on Council during their terms. The President was also presented with a gift and thanked for her leadership and dedication over the past year.

The meeting adjourned at 2:00 p.m.

14. COUNCIL CAUCUS

A Council Caucus was held at the conclusion of the Council meeting.