



APPROVED

COUNCIL MEETING
December 6, 2007
Edmonton APEGGA Office
Edmonton, Alberta

MINUTES

PRESENT

President	John McLeod, P.Eng.
President-Elect	Dr. Gordon Williams, P.Geol.
Past-President	Dave Chalcraft, P.Eng.
Councillors	Jim Beckett, P.Eng. Chrys. Dmytruk, P.Eng. John Hogg, P.Geol. Leah Lawrence, P.Eng. Dr. Judith Lentin, P.Geol. Marc Sabourin, P.Eng. Jim Smith, P.Eng. Kim Sturgess, P.Eng. John Van der Put, P.Eng. Dick Walters, P.Eng.
Public Members	Al Scherbarth, CMA
CCPE Director	Linda Van Gastel, P.Eng.
CCPE Executive	Dan Motyka, P.Eng.
CCPG Past-President	Brenda Wright, P.Geol.
CCPE Director	Dr. Ian McIlreath, P.Geol.
Branch Observers	Babatunde Cole, E.I.T. Sheldon Dattenberger, P.Eng. Sloane Dieken, P.Eng. Jason Kachur, P.Eng. David Lario, P.Eng. Len Ring, P.Eng. Kim Ng, P.Eng. Mike Ricketts, P.Eng.
Staff	Neil Windsor, P.Eng. Allan Bartolcic, M.A. Ray Chopiuk, P.Eng.

George Lee
Lianne Lefsrud, P.Eng. (P.M. Only)
Sharon Lindgren
Pat Lobregt
Philip Mulder, APR
Frank Perich, P.Eng.
Dr. Milt Petruk, P.Eng.
Ross Plecash, P.Eng.
Park Powell, P.Eng.
Gary Reavie, CMA
Sandy Roth
Bill Santo, P.Eng.
Len Shrimpton, P.Eng.
Al Schuld, P.Eng.
Dave Todd, P.Eng.
Mark Tokarik, P.Eng.
Trish Williams

REGRETS

Vice-President

Lisa Doig, P.Eng.

Councillors

Dr. Ron Hinds, P.Geoph.
Anne Simpson, P.Eng.

Public Member

Gary Campbell, QC

1. CALL TO ORDER

The meeting was called to order at 8:35 a.m. The President, John McLeod, P.Eng. chaired the meeting and the Executive Assistant, Trish Williams recorded the minutes.

The following new staff members were introduced to Council:

Frank Perich, P.Eng. – Assistant Director Compliance
Park Powell, P.Eng. – Assistant Director Registration

It was announced that Councillor Leah Lawrence, P.Eng. has been nominated to run for the Alberta Progressive Conservatives in the constituency of Calgary-Mountain View.

Councillor, Kim Sturgess was congratulated for her recognition as being amongst Canada's top 100 powerful women by the Women's Executive Network (WXN), with partners Scotiabank and the Ivey School of Business.

2. IT SEMINAR

Sharon Lindgren conducted a short seminar instructing Council on how to utilize the electronic agenda and assessment form.

All Council participants were invited to complete the assessment form electronically or in hard copy, returning the completed form to the Past-President. It was requested that each person completing the form indicate whether he/she was a Council member, Staff Member or Branch Member.

3. CONSENT AGENDA

MOVED BY D. WALTERS AND SECONDED BY J. BECKETT

07-61

THAT the Consent Agenda be approved as presented with the removal of item 3.1.

CARRIED

4. BUSINESS LIFTED FROM THE CONSENT AGENDA

4.1 September 20, 2007 Council Meeting Minutes

The minutes were approved after two minor revisions.

5. EXECUTIVE COMMITTEE REPORT

5.1 December 4, 2007 Executive Committee Meeting

The Executive Committee discussed the December 6, 2007 Council meeting agenda and other current issues. The Committee met with the

Past Presidents in Calgary on December 4 and with the Past Presidents in Edmonton on December 5. Both meetings went well with the support from the Past Presidents on Council initiatives.

6. COUNCIL COMMITTEE REPORTS

6.1 Governance Committee

6.1.1 Council Assessment Results

Council reviewed the Council assessment results from the September 20, 2007 Council meeting.

It was requested that the five following recommendations be approved by Council:

1. Set up an Orientation session to familiarize Council members on the regulatory functions that APEGGA provides.
2. When a Motion for Decision is proposed in the Agenda package it should be highlighted by a bold box to distinguish it from Motions for Information or Feedback only.
3. Council members would benefit from an IT seminar organized to display how best to use our new electronic agenda process.
4. The Council Self-Assessment process should also be made electronic and Councillors should be given a couple of days to complete and return them by email to the Past-President.
5. Staff should provide a few "Hard" copies of the agenda package at each Council meeting for the use of Branch Chairs and Guests who do not have access to the Council only website. Confidential material is not to be included.

MOVED BY GOVERNANCE COMMITTEE AND SECONDED BY J. BECKETT 07-62

THAT the five recommendations from the September Council meeting assessment be approved.

CARRIED

6.1.2 New Policies Arising From Record of Council Decisions

Earlier in the year the Committee reviewed the practice of Councillors serving on Advisory Committees and Task Forces that report to the Executive Director.

MOVED BY D. CHALCROFT AND SECONDED BY J. BECKETT 07-63

THAT members of APEGGA Council may serve on Advisory Committees and Task Forces reporting to the Executive Director where their interest and expertise may benefit those groups. Should a conflict of interest arise, the Councillor should declare so and excuse him/herself from the committee or task force.

CARRIED

6.2 Finance Committee

6.2.1 3rd Quarter Financial Report

Reviewed by Council

6.2.2 APEGGA Investment Fund Performance Review

The Committee believes the investment policy is still sound and agrees to stay the course with respect to the investment mix and target returns.

6.2.3 2008 Budget

The Finance Committee presented a growth budget based on the following three guiding principles.

- 1) Maintain the unrestricted reserve within the midrange of 15% to 20% of normal operating expenses.
- 2) Ensure membership dues are adjusted to cover APEGGA's increased costs of doing business.
- 3) Incorporate the costs to address those strategic initiatives identified by Council in the annual Business Plan.

Over the past year the heated Alberta economy has greatly affected APEGGA. Staff has been added and it is proposed that more be added, primarily to address registration and compliance needs. Salaries have increased beyond inflation in order to be competitive. To accommodate more staff, additional space in Edmonton has been leased and the space improved. To manage business better and to provide a more professional interface with members, improvements in the member management systems have had to be undertaken. Superimposed on these administrative imperatives, are Council's strategic priorities.

MOVED BY K. STURGESS AND SECONDED BY D. WALTERS

07-64

THAT Council approve the proposed 2008 annual membership fee increase to \$265.

CARRIED UNANIMOUSLY

There was consensus that there should be an appropriate communications strategy to inform the membership on why an increase in dues is necessary.

MOVED BY K. STURGESS AND SECONDED BY D. WALTERS

07-65

THAT Council approve the 2008 budget as presented.

CARRIED UNANIMOUSLY

Budget approval is the first time that Councilors are exposed to the costs associated with the priorities determined at the May strategic planning session. It was recommended that some thought be given to how to reassess the priorities once costs are determined prior to budget approval. Finance did not feel it had the authority to redefine the priorities.

6.2.4 GST on Members Dues

With the reduction in GST to 5% in 2008, it was decided that APEGGA would not change the association's policy of not charging GST on Membership Renewals, and Finance Committee would review the net effect on overall operations every two years.

6.2.5 Budget Transfer Policy – Executive Director Discretion

Upon review of the current policy Finance Committee is satisfied that the present policy is appropriate.

6.2.6 Technology Update

The Manager Administration updated Council on the progress of the following:

- Financial Accounting / Reporting System
- Member Management System
- Electronic Council Agendas – Laptops

6.3 Geoscience Committee

Council was updated on the following items:

- Geoscience Demographics and Compliance Survey
- Geoscientist Nominations for Summit Awards
- Conversion to P.Geol.
- Compliance Activities
- International Year of Planet Earth (IYPE)
- Atlantic Geoscience Society
- ASBOG

“Licensure of Geoscientists” will be placed on the Strategic Retreat agenda in May 2008.

7. EXECUTIVE DIRECTOR REPORTS

7.1 2007 Business Plan Progress Report

Presented for information.

7.2 2008 Business Plan

MOVED BY G. WILLIAMS AND SECONDED BY J. SMITH

07-66

THAT Council approve the 2008 Business Plan as presented.

CARRIED UNANIMOUSLY

7.3 Electronic Voting

Council reviewed the process of electronic voting along with the terms and conditions to permit members to vote in Council elections, and on matters directed by the Council to a mail vote.

MOVED BY D. CHALCROFT AND SECONDED BY L. LAWRENCE

07-67

THAT Council approve electronically conducting Council elections and member voting on such resolutions as may be put to a mail vote of members by the Council

CARRIED UNANIMOUSLY

7.4 Policy on Electronic Documentation Retention

Increasingly documents and letters are being received electronically and are being filed electronically as well. This is rapidly becoming an accepted way of doing business and is providing huge efficiencies in terms of time costs; ease of recovering filed documents; reduced costs in terms of paper and storage space requirements; reduced environmental impact etc. APEGGA Council has recently joined in this approach through implementation of fully electronic Council Agendas and supporting reports and other documentation. As well, Government has recently approved the use of an electronic format for conducting Council Elections and Member votes thereby confirming acceptance of this modern way of conducting official business.

MOVED BY D. WALTERS AND SECONDED BY J. LENTIN

07-68

THAT electronic retention of official documents, and Minutes of Council be approved as an appropriate method of safely recording this information and ensuring availability as required, and that affixing the electronic signatures of the President and the Executive Director and Registrar be deemed equivalent to a manual signature.

CARRIED UNANIMOUSLY

7.5 Public Member Recommendations

Council was presented with the current appointments and terms of the present Public Members. Dr. Larry Ohlhauser has decided to step down from his position as one of the public members on Council, effective immediately. Accordingly there are three public member nominations required.

Council and Executive staff were asked to give consideration to provision to the Executive Director of additional recommendations for public members. **A final listing will be brought to Council on February 21, 2008 for approval.**

7.6 Practice Standards Committee

7.6.1 Guideline for Preserved Wood Foundations

This guideline is an update of the document entitled *Professional Practice for Preserved Wood Foundations – A Guideline*, originally issued in 1991. It was revised to recognize that changes to the *Alberta Building Code* allow, in certain instances, preserved wood foundations to be designed and built without the involvement of a professional engineer. For instances where engineering involvement is required, the guideline focuses on the practices and responsibilities of engineers in connection with the design, construction and inspection of a PWF, as specified in the applicable sections of the *Alberta Building Code*.

MOVED BY D. WALTERS AND SECONDED BY J. SMITH

07-69

THAT Council receive the “Guideline for Professional Practice – Preserved Wood Foundations for review”.

CARRIED UNANIMOUSLY

8. EDUCATION FOUNDATION REPORT

Dr. Dave Devenney, P.Geol., P.Eng., President of the Education Foundation presented this report to Council.

The Education Foundation recommended that current unrestricted funds of the Foundation be used to endow equally the U of A and U of C Endowment Funds. The disbursement of future funds will be decided on an annual basis.

MOVED BY L. LAWRENCE AND SECONDED BY D. WALTERS

07-70

THAT the APEGGA Council concur with the APEGGA Education Foundation’s recommendation that current unrestricted APEGGA Education Foundation funds be used to endow equally the University of Alberta and University of Calgary Endowment Funds within the terms of a Trust Agreement that will be negotiated with each University to ensure the continuation of our scholarship and awards program.

CARRIED

It has proven to be somewhat cumbersome to have only APEGGA recommend new members to the Foundation. The Foundation would also like to have the right to recommend new members for APEGGA’s approval. A Foundation by-law change is proposed to enable this.

MOVED BY J. VAN DER PUT AND SECONDED BY J. BECKETT

07-71

THAT the APEGGA Council concur with the APEGGA Education Foundation's recommendation that the current process for approving AEF Board Members be enhanced by enabling both the AEF Board and APEGGA Council to recommend new members for the concurrence of the other party.

CARRIED

9. REPORT FROM ENGINEERS CANADA

Dan Motyka, P.Eng. presented this verbal information report to Council.

10. REPORT FROM CCPG

Dr. Ian McIlreath, P.Geol. presented this verbal information report to Council.

11. BRANCH CHAIRS' REPORT

Sheldon Dattenberger, P.Eng. presented the Branch report to Council.

12. IN CAMERA SESSION

12.1 Investigative Committee

The Director Corporate Affairs & Investigations presented this information report to Council

12.2 Practice Review Board

The Director Professional Practice presented this information report to Council.

12.3 Honours and Awards Committee

The Manager Member Affairs presented this information report to Council.

13. REPORT FROM IN CAMERA SESSION

13.1 Honours and Awards Committee

MOVED BY K. STURGESS AND SECONDED BY C. DMYTRUK

07-72

THAT the recommendations of the Honours and Awards Committee for the 2008 recipients of the APEGGA Summit Awards® be approved.

CARRIED

MOVED BY J. SMITH AND SECONDED BY J. HOGG

07-73

THAT the recommendations of the Honours and Awards Committee for the 2009 nominees of the Canadian Engineers' Awards be approved.

CARRIED

14. STRATEGIC & POLICY ISSUES

14.1 Member Vote on 1A2A Regulation and By-Law Changes

Officials are working on these changes and will encourage the negotiating teams to work together on finalizing them in the New Year.

14.2 Member Vote on MIT Status Changes

Articles on both of these issues have been published in *The PEGG and E-PEGG*. Very little feedback has been received, but MITs have responded fully in favour of the MIT status changes.

Council discussed the timing of going to the membership for a vote on this issue. The Executive Committee suggested moving forward with the vote as appropriate articles have already been published in *The PEGG and E-PEGG* inviting feedback. Concern was expressed that not enough consultation with the membership has yet taken place.

MOVED BY D. CHALCROFT AND SECONDED BY J. BECKETT

07-74

Moved and Seconded that Council recommend to the membership that Members-In-Training be granted the rights and privileges to hold office and to vote, and that this question be placed on the 2008 election ballot.

CARRIED

In the meanwhile it was recognized that there is a need to continue to incorporate consultation and communication with the membership on this issue.

14.3 Member Vote on Conversion to P.Geo.

Enhanced mobility is an issue of great concern and interest to Alberta's geoscience community. Having the P.Geo. designation would align Alberta with the practice in other jurisdictions and be a small but important step toward greater recognition and mobility between jurisdictions.

Articles on this issue have been published in *The PEGG and E-PEGG*, but again there was concern that not enough consultation with the membership has taken place.

MOVED BY J. SMITH AND SECONDED BY J. VAN DER PUT

07-75

Moved and Seconded that Council recommend to the membership that the change in designation to P.Geo. be placed on the 2008 election ballot.

CARRIED

In the meanwhile it was recognized that there is a need to continue to incorporate consultation and communication with the membership on this issue.

14.4 Current & Future Environment

This item including the potential outcome of the current growth of Alberta will be placed on the May Strategic Retreat agenda.

Concern has been expressed by the P7 group with possible intrusion by government into the affairs of the regulatory bodies. The Executive Directors of the P7 group are meeting to discuss this issue in the New Year and communication is also taking place with the sister associations on this matter.

It was recognized that there is no whistleblower policy in Alberta. **A report will be developed regarding this issue and brought to Council on February 21, 2008**

14.5 Full Mobility - IAMA

APEGGA continues to reserve the right to thoroughly review applications by its Board of Examiners if warranted and is not prepared to sign on to full mobility without the opportunity to exercise due diligence.

14.6 Canada – US Mobility for Geoscientists

As NCEES does for engineering, so ASBOG does for geology. It produces the Fundamental of Geology and the Practice of Geology exams administered by the State Boards for licensure. The President-Elect will work with ASBOG to approve APEGGA as a proctor of their exams, just as NCEES has done.

15. COMPLETION OF SELF-ASSESSMENT FORM

Councillors completed their self-assessment forms.

16. ADJOURNMENT

The meeting adjourned at 3:15 p.m.

Signed by President, John McLeod, P.Eng.

A handwritten signature in black ink, appearing to read "J McLeod", written in a cursive style.

Signed by Executive Director & Registrar, H. Neil Windsor, P.Eng.

A handwritten signature in blue ink, appearing to read "H. Neil Windsor", written in a cursive style.