

APPROVED

COUNCIL MEETING
Thursday, November 25, 2004
Calgary Conference Centre
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. Barbara Howes, P.Eng. Dr. Ian McIlreath, P.Geol. Dr. John Moldon, P.Eng. Dr. John Peirce, P.Eng. Nick Trovato, P.Eng. Wim Veldman, P.Eng.
Public Members	Hugh Planche Dr. Norm Wagner
CCPE Director	Dale Miller, P.Eng.
CCPG Director	Dr. Gordon Williams, P.Geol. Brenda Wright, P.Geol.

Branch Observers Darwin Juell, P.Eng.
Judith Lentin, P.Geol.
Jacob Oommachan, P.Eng
Sheldon Stark, P.Eng.

Edmonton District Daniel Bagheri, P.Eng.

Staff Neil Windsor, P.Eng.
Ray Chopiuk, P.Eng.
Penny Colton, P.Geoph.
Susan Durksen
George Lee
Lianne Lefsrud, P.Eng.
Pat Lobregt
Marie Locke
Ginny Nicholson
Al Schuld, P.Eng.
Len Shrimpton, P.Eng.
Philip Mulder, APR
Trish Williams

ABSENT

Councillors Jack Hole, P.Eng.
Jane Tink, P.Eng.

Public Members Dr. Larry Ohlhauser

CCPE Director Darrel Danyluk, P.Eng.

1. CALL TO ORDER

The meeting was called to order at 8:40 a.m. The President, Linda Van Gastel, P.Eng. Chaired the meeting and the Executive Assistant, Trish Williams recorded the minutes.

2. APPROVAL OF AGENDA

The agenda was approved as distributed with the recommended added items.

- 11.2 Branding
- 12.2 APEGGA Strategic Plan Discussion

IN CAMERA MEETING

3. IN-CAMERA REPORTS

3.1 Privacy Report

This issue was discussed by Council.

3.2 Investigative Committee Information Report

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

Staff will provide Council with a list indicating findings attributed to each member in discipline cases to track repeat offenders and to ensure appropriate action is being undertaken.

The Investigative Committee will review the policy process in dealing with repeat offenders to determine how to deal with the issue more appropriately and to determine whether it can be handled internally or whether other processes should be pursued.

In order to keep Council further informed with investigations, a more statistical report will be provided at each Council meeting on each case.

3.3 Practice Review Board Information Report

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

3.4 Summit Awards' Winners & CCPE Awards - 2005

Len Shrimpton, P.Eng. presented this report to Council.

Council considered the candidates presented by the Honors and Awards Committee for the various Summit Awards and recommended that all be approved as presented with one exception. Suitable candidates for the L.C. Charlesworth Professional Service Award were considered and it was recommended that this award be presented to Stewart McIntosh, P.Eng.

MOVED AND SECONDED

04-69

THAT the recommendations of the Honors and Awards Committee be accepted with the exception of the L.C. Charlesworth Professional Service Award, and that this award be presented to Stewart McIntosh, P.Eng, with the presentation to be made at an appropriate time due to health reasons, and that the nomination for the CCPE Meritorious Service Award for Professional Service be accepted.

Carried

3.5 Governance Committee Appointments

This issue was discussed by Council.

4. REPORT FROM IN-CAMERA MEETING

4.1 Summit Awards' Winners & CCPE Awards - 2005

MOVED AND SECONDED

04-70

THAT the recommendations of the Honours and Awards Committee for the 2005 recipients of the APEGGA Summit Awards® as listed under Recommendations 1 be approved as amended.

Carried

MOVED AND SECONDED

04-71

THAT the recommendations of the Honours and Awards Committee for the 2005 nominees for the CCPE Awards be approved as amended.

Carried

The President-Elect abstained from voting on these two motions.

The Honours and Awards Committee will be advised of Council's recommendations and the amendments will be approved subject to the committee's agreement.

4.2 Privacy Report

It was noted for purposes of the minutes, that Council has thoroughly discussed the privacy matter. The actions to date were endorsed by Council in-camera, and the actions to bring the matter to closure were agreed upon.

4.3 Governance Committee Appointments

MOVED AND SECONDED

04-72

That Dan Motyka, P.Eng. be appointed Chair of the Governance Model Review Committee and that one or more current members of the Executive Committee be appointed to the Committee, all terms to expire April 24, 2005, and that an ad-hoc committee be appointed to carry out the annual performance evaluation of the Executive Director for this year.

Carried

5. **CONSENT AGENDA**

MOVED AND SECONDED

04-73

THAT the consent agenda be approved as presented with the removal of 5.6.3.3 for discussion.

Carried

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Electronic Voting

The Deputy Registrar reported that the Act, Regulations and Bylaws Committee had directed its legal counsel to draft proposed Bylaw amendments that would be needed to enable a Council election to be conducted by electronic voting. The proposed changes will be considered at the committee meeting in early January. He also reported that the Law Society of Alberta, the Institute of Chartered Accountants of Alberta and the Certified Management Accountants have ventured into considering or using electronic voting in their Council election processes. The Law Society has indicated their willingness to arrange collaboration and information sharing with the other associations.

7. EXECUTIVE COMMITTEE REPORT

7.1 November 24, 2004 meeting of the Executive Committee

The Executive Director reported on the November 24, 2004 Executive Committee meeting.

The approved minutes of the November 5, 9 and 10 meetings were circulated for information.

8. COUNCIL COMMITTEE/TASK FORCE REPORTS

8.1 Finance Committee Report

8.1.1 Financial Management Audit

Len Shrimpton, P.Eng. presented the Financial Management Audit report.

MOVED AND SECONDED

04-74

THAT Council accept the operational changes being implemented by staff and approve the recommendations from the Finance Committee regarding changes to financial governance.

Carried

8.1.2 Budget

The Executive Director presented what the Finance Committee considers to be a “good news” budget to Council. Members will not be asked for a dues increase and the Association will still be able to implement some new initiatives. This is possible only because revenue increases, which are a direct reflection of member growth, are forecast to increase at a rate that is greater than increases forecast for goods, services and salaries.

MOVED AND SECONDED

04-75

THAT the 2005 budget be approved as presented.

Carried

8.2 Strategic Planning Task Force

The President Elect presented this report. **A consultation draft is still being developed and will be available for Council's approval at the February 3, 2005 Council meeting.**

8.3 Regulatory Task Force

Kim Farwell, P.Eng. presented the discussion document to Council. The Regulatory Task Force was created to answer four questions that were posed at the 2004 Strategic Planning Session and the report was provided to Council to answer these questions and discuss some philosophy of regulation.

The questions asked were:

- Do we understand why and for whom we regulate?
- Do we understand our responsibilities to implement the Act?
- Are we interpreting the Act correctly for our regulatory responsibilities?
- Is our arm's length relationship with committees and boards effective in implementing the Act?

Staff will review the work of the Regulatory Task Force and provide a revised draft at the February 3, 2005 Council meeting, identifying the policies, proposing action to be taken and determining whether any concepts have been missed or are not agreed upon. In the review staff will consider the following two questions:

- 1. Can we clarify our mandate to regulate?**
- 2. Is the arms length relationship with committees and boards effective?**

8.4 Consultation Committee

An Inclusivity Consultation Committee report was circulated to Council. Working Group One and Working Group Two have now merged as one, resulting in the Consultation Committee which will consult with members on the inclusivity concept. The committee will meet on January 12, 2005 to finalize a White Paper after which Ipsos Reid will begin to develop the Consultation Program. **A more complete report will be provided to Council on February 3, 2005.**

9. EXECUTIVE DIRECTOR REPORTS

9.1 Staff Benefits Committee

9.1.1 Pension Plan

The committee made recommendations to Council on the following four options:

1. A defined contribution option
2. Long term forecasting
3. Optional ancillary benefits
4. Employee contributions for 2005

MOVED AND SECONDED THAT

04-76

1. The plan not be expanded to include the choice of a defined contribution plan.

2. The Staff Benefits Committee undertake an asset-liability study and that the fee be paid from the pension plan.

3. The plan be enhanced to allow employees to make optional ancillary contributions that will be used to purchase optional ancillary benefits directly related to the defined benefit plan effective January 1, 2005 as per the details outlined in Appendix A. And, that these enhancements be incorporated into the pension plan definition only if 10 employees or more express an interest in a pre-poll.

4. The employee contributions be increased to 5% of salary effective January 1, 2005.

Carried

9.2 Business Plan

MOVED AND SECONDED

04-77

THAT the Business Plan be approved as presented.

Carried

9.3 Appeal Board Information Report

Al Schuld, P.Eng. presented the Appeal Board information report to Council.

9.4 Public Members

Three new public members are needed to fill the vacancies within APEGGA. **Council and Executive Staff were asked to forward suggested appointments to the Executive Director to be considered for approval at the February 3, 2005 Council meeting.**

Hugh Planche thanked Council for the years spent working together. The President, the Executive Director, Dr. Norm Wagner and Julie Aitken, P.Geoph., thanked Mr. Planche for his wise advice over the years, commended him on all his efforts and wished him well.

9.5 Member Services – Registered Education Savings Plan

Len Shrimpton, P.Eng. presented this report to Council.

MOVED AND SECONDED **04-78**

THAT APEGGA accept the Heritage Education Funds Group Registered Education Savings Plan as a new Member Service and use appropriate means to make APEGGA members aware of the plan that is subsequently available.

Carried

9.6 Practice Standards Committee

9.6.1 Advertising Guideline

MOVED AND SECONDED **04-79**

THAT Council receive the Guideline for Advertising of Professional Services for review.

Carried

It was requested that comments on the guideline be forwarded to either Ray Chopiuk, P.Eng., or Lianne Lefsrud, P.Eng. in the Professional Practice Department. **This guideline will be returned to Council for approval at the February 3, 2005 Council meeting.**

9.6.2 Developing Consulting Rate Structures and Contracts

MOVED AND SECONDED **04-80**

THAT the "Guideline for Developing Consulting Rate Structures And Contracts" be made available for review and comment by the membership at large.

Carried

Comments are to be directed to Ray Chopiuk, P.Eng. and Lianne Lefsrud, P.Eng. Approval will be sought at the

February 3, 2005 Council meeting after consultation with the membership on the APEGGA website.

9.7 Communications Planning Committee

9.7.1 Internal Communications Subcommittee
/APEGGA Editorial Board Terms of Reference

At the request of Council, an independent editorial board has been struck to advise the Editor of *The PEGG* regarding the appropriate treatment of controversial matters in Members' letters to the Editor within the stated editorial policy as summarized in the masthead of the Readers' Forum.

A listing of the editorial board members was provided to Council.

9.8 Innovation 2005

The Department of Innovation and Science has committed funding in the amount of \$85,000 in support of this project, although this amount is short of what was requested.

A revised draft Business Plan and Budget has been forwarded to the Department of Innovation and Science for final approval and release of the funds.

On February 5, 2004, Council approved funding of \$25,000 in 2004 and 2005 to cover the total commitment of \$50,000 made to the project.

9.9 CCPE Director Appointments to CCPE Board

MOVED AND SECONDED

04-81

THAT Mr. Dan Motyka, P.Eng. be appointed as a CCPE Director representing APEGGA for a two year term ending at the CCPE AGM in May 2007

Carried

9.10 Discipline Policy Report

This item stems from the annual meeting between the President, Executive Director and the Committee Chairs. Concern was expressed that Council's current policy requesting the Editor of *The PEGG* to publish all discipline decisions with names is apparently causing reluctance on the part of some Members to accept a stipulated order proposed by the Investigative

Committee, leading those Members to present their cases at a formal Discipline Committee hearing instead.

MOVED AND SECONDED

04-82

THAT the issue of publishing discipline cases with names be referred to the Investigative Committee, the Discipline Committee and Appeal Board for comment and recommendations to be brought back to Council.

Carried

10. BRANCH REPORT

Darwin Juell, P.Eng., Chair of the Peace River Branch, presented the Branch report to Council.

11. OTHER BUSINESS

11.1 Items from Consent Agenda

11.1.1 Microsoft Certified Systems Engineer Title

Council discussed the status of the Microsoft Certified Systems Engineer title.

11.2 Branding

Council was updated on the APEGGA branding issue by Brown Communications Group at the Council Dinner on November 24.

MOVED AND SECONDED

04-83

THAT staff continue with the branding process along with consultation of members for their input, after removing the Diamond Perspective Logo from the logo options.

Carried

12. STRATEGIC ISSUES

12.1 CCPE Strategic Plan Discussion

Dale Miller, P.Eng. presented this second draft of the CCPE Strategic Plan to Council. **Comments are to be directed to Mr. Miller who will forward them to the President and a formal reply will be formulated.**

12.2 APEGGA Strategic Plan Discussion

The President Elect led Council in a discussion on this topic with a slide presentation. Potential new Mission and Vision statements were presented and comments were requested.

13. ADJOURNMENT

MOVED AND SECONDED

04-84

That the meeting be adjourned at 3:55 p.m.

CARRIED

14. COUNCIL CAUCUS

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