

Minutes of a meeting of the Council of Engineers Geoscientists Manitoba held online and at 870 Pembina Hwy, Winnipeg, MB on Thursday, September 12, 2024.

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**PRESENT:** Kathryn Atamanchuk presiding; Jessica Adelman; David Amorim; Mike Houvardas; Carol Martiniuk; Christina McDonald; Crystal Paculan; Alan Pollard; Ian Smallwood; Lisa Thomson; Shipra Verma; Kyle Ward; Steven Wu

**ALSO PRESENT:** Michael Gregoire; Fiona Hillier; Leslie Ekrebe; Angela Moore; Scott Sarna; Lisa Stepnuk; Ian Wiebe; Anjanette Zielinski

**REGRETS:** Doug Bell; Jitendra Paliwal

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**24.06.1 CALL TO ORDER**

President Atamanchuk called the meeting to order at 12:30 p.m.

**24.06.2 TRADITIONAL TERRITORIES ACKNOWLEDGEMENT**

President Atamanchuk read the statement acknowledging the traditional lands on which Engineers Geoscientists Manitoba sits and to recognize Engineers Geoscientists Manitoba's commitment to Indigenous peoples and communities.

**24.06.3 INTRODUCTIONS**

President Atamanchuk welcomed everyone to the September Council meeting.

**24.06.4 ADOPTION OF AGENDA**

President Atamanchuk asked if there were any changes or additions to the agenda. Hearing none, the agenda was adopted as presented.

**24.06.5 CONFLICT OF INTEREST DECLARATION**

President Atamanchuk asked if anyone had a conflict of interest to declare on any item on the agenda. Hearing none, Council was reminded that a conflict of interest could be declared at any time, for any item, on the agenda.

REPORTS TO COUNCIL

**24.06.6 B1. CHAIR'S REPORT - PRESIDENT KATHRYN ATAMANCHUK, P.ENG., FEC**

President Atamanchuk highlighted the events in her report, which included the meeting with Minister Marcelino on September 3, 2024 to discuss the potential rewrite of the Engineering and Geoscientific Professions Act. She commented that the Minister is supportive of this initiative. Other items discussed included the EGASAR Joint Board, which will be re-populated and will require the Minister's appointment of a Chair per 67(2) of the Act, and the EGAIAR Joint Board, which will not be re-populated.

**24.06.7 B2. CEO'S REPORT – MICHAEL GREGOIRE, P.ENG., FEC**

Michael Gregoire highlighted the key pieces in his report, which included the Draft Chapter Policy, the Draft CofA Policy, the revised Days in Office Policy, and the Governance Scorecard.

Councillor Thomson noted that the Draft Chapter Policy did not include a minimum number of members required for continuance of a chapter. Michael commented that this could be incorporated into the policy.

Council discussed the CofA Task Group's recommendation that the Investigation Committee establish a guideline, which can provide guiding principles to CofA holders.

**24.06.8 B3. ENGINEERS CANADA DIRECTOR'S REPORT**

President Atamanchuk noted that the report is linked to the agenda.

**24.06.9 B4. GEOSCIENTISTS CANADA DIRECTOR'S REPORT**

President Atamanchuk noted that the report is linked to the agenda.

**24.06.10 B5. GOVERNANCE COMMITTEE REPORT**

Councillor McDonald, Chair of the Governance Committee, referred Council to agenda item P4 GP-8.15 Governance Committee monitoring report.

**24.06.11 B6. FINANCE COMMITTEE REPORT**

Vice President David Amorim spoke to the report and noted that going forward it will include quarterly financial statements (rather than quasi-monthly, i.e., at every Council Meeting) to align with standard business practices.

David spoke of the proposed revision to the committee's terms of reference, which suggests that one of the councillors on the committee ideally be the Vice-President.

MOTION 1:

It was MOVED by David Amorim and Seconded that Council approves revising partial Clause 3.2 of GP-8.13 as follows,

3.2 Membership

The Finance Committee is comprised of a minimum of five (5):

- Two (2) Councillors appointed by Council (Ideally one of the councillors appointed will be the Vice-President)
- One (1) Member-at-large appointed by Council
- ~~Manager of Finance~~ Director of Finance & IT
- CEO & Registrar

CARRIED

David spoke of the revision to the Association's Investment Policy as it related to investment risk tolerance.

MOTION 2:

It was MOVED by David Amorim and SECONDED that Council approves the revised Investment Policy as circulated for finalization.

President Atamanchuk opened the floor for discussion.

Councillor McDonald suggested that Council consider using a percentage of the investments to invest in equitable and sustainable related companies. Council asked the Finance Committee to explore the investment type.

Hearing no further discussion, President Atamanchuk called the question on the motion.

CARRIED

David spoke of the committee's recommended changes to the Restricted Funds, which included an increase to the Long-Term Reserve Fund, and the renaming of the Discipline By-law Fund to the Investigation and Hearing Fund.

MOTION 3:

It was MOVED by David Amorim and SECONDED by that Council approves the recommended changes to the Restricted Funds as follows,

- Increasing the Long-term Reserve Fund to a balance of 50% of the annual budgeted expenses. Note: Total budgeted expenses for 2025 (excluding investments) is \$5,543,720 x 50% = \$2,772,860 target balance. Current balance is \$1,200,000, thus requiring a transfer of \$1,572,860 from the unrestricted to the restricted fund to attain the target balance.
- Renaming the Discipline By-Law Fund to "Investigation and Hearing Fund" and increasing the value in this fund by \$258,730 the amount of the unused budgeted expenses from last year (from the legal expense account; presented as part of the "Legal and accounting fees" category on the financial statements).
- Wind up the "Hearings" fund, as it would be redundant with the above.

CARRIED

David spoke of the policy developed by the committee to establish guidelines for the management and use of restricted funds.

MOTION 4:

It was MOVED by David Amorim and SECONDED that Council approves the new Restricted Fund Policy as circulated for finalization.

CARRIED

CONSENT AGENDA

- 24.06.12 C1. MINUTES OF THE COUNCIL MEETING JUNE 13, 2024**  
**C2. MINUTES OF THE IN CAMERA SESSION OF JUNE 13, 2024**

By placement on the consent agenda, council has pre-approved these items with the approval of the agenda at the beginning of the meeting.

COUNCIL EDUCATION

- 24.06.13 D1. EVALUATION OF THE PREVIOUS COUNCIL MEETING**  
Councillors were thanked for their feedback from the June meeting.

GOVERNANCE

- 24.06.14 G1. AUDIT COMMITTEE RECOMMENDATIONS**  
Council referred to a Decision Background memo from the Audit Committee, dated September 12, 2024.

Micheal attended the Audit Committee meeting where the external auditor presented the 2023-2024 Audited Financial Statements. He noted two changes to the statements; recovery costs are now being recorded as a revenue item, and a note recognizing the contributions of volunteers has been included in the statements.

MOTION 1:

It was **MOVED** by Christina McDonald and **SECONDED** that Council approves the 2023-2024 Audited Financial Statements for the year ending June 30, 2024.

CARRIED

MOTION 2:

It was **MOVED** by Kyle Ward and **SECONDED** that Council approves the Audit Committee's recommendation that Fort Group be appointed as the Association's auditor for the 2024-2025 fiscal year and that the recommendation be presented to members for approval at the Annual General Meeting on October 24, 2024.

CARRIED

- 24.06.15 G2. TIMING OF BY-LAW AND COUNCIL VOTING PERIODS**  
Council referred to a Decision Background memo from the Michael Gregoire, dated September 12, 2024.

Michael noted that the previous misalignment of the voting periods had been corrected and this proposed change may have been a holdover from previous years.

MOTION:

It was MOVED by Alan Pollard and SECONDED that Council rescind the by-law proposal on Timing of By-law and Council Voting Periods, which was previously approved at the June 13, 2024 meeting of Council.

CARRIED

24.06.16

**G3. ACCOMPANYING POLICY AND PROCEDURE FOR BY-LAW PROPOSALS**

Council referred to a Decision Background memo from the By-law Review Committee, dated September 12, 2024.

MOTION:

It was MOVED by Alan Pollard and SECONDED that Council approves the proposed revisions to the Discipline Committee and Appeal Committee Terms of Reference in the event that the proposed changes to By-law 19.2 pass.

President Atamanchuk opened the floor for discussion.

Councillor Pollard moved to table the motion, noting that it was the responsibility of the Governance Committee to develop and maintain committee terms of reference, and this motion should come from them.

Council discussed the role of the Governance Committee and the proper procedure when making changes to a committee's TOR. Councillor McDonald commented that the Governance Committee is responsible for reviewing all policy changes and all committee terms of reference changes, in order to ensure consistency. It was not their responsibility to propose the changes, that would be up to the individual committees.

Michael raised a concern about tabling the motion until the next Council meeting (November), noting that a decision on the honorarium details should be provided to the members before they vote on the proposed by-law in October.

Council reviewed the proposed revisions to GP-8.4 Discipline Committee Terms of Reference and GP-8.17 Appeal Committee Terms of Reference.

MOTION:

It was MOVED by David Amorim and SECONDED to amend the original motion, by modifying the changes to GP-8.4 and DP-8.17 as follows,

GP-8.4 Discipline Committee Terms of Reference

5. Honoraria

- 5.1. Lay members serving on the Discipline Committee may claim an honorarium of \$250 per day (more than 3.5 hours) or \$125 per part day (of less than 3.5 hours). This honorarium will be paid for in person committee meetings and discipline panel hearings.

- 5.2 Members serving on the Discipline Committee may claim an honorarium of \$250 per day (more than 3.5 hours) or \$125 per part day (of less than 3.5 hours). This honorarium will be paid for discipline panel hearings.
- 5.3 Vehicle usage allowances shall be paid at the Manitoba Government per kilometer rate for the distance travelled by the normal route, round trip, to attend hearings.

and amend GP-8.17 as follows,

#### GP-8.17 Appeal Committee Terms of Reference

##### 5. Honoraria

- 5.1 Lay members serving on the Appeal Committee may claim an honorarium of \$250 per day (more than 3.5 hours) or \$125 per part day (of less than 3.5 hours). This honorarium will be paid for in person committee meetings and appeal panel hearings.
- 5.2 Members serving on the Appeal Committee may claim an honorarium of \$250 per day (more than 3.5 hours) or \$125 per part day (of less than 3.5 hours). This honorarium will be paid for appeal panel hearings.
- 5.3 Vehicle usage allowances shall be paid at the Manitoba Government per kilometer rate for the distance travelled by the normal route, round trip, to attend hearings.

CARRIED

Hearing no seconder to table the motion and no further discussion, President Atamanchuk called the question on the original motion with approved amendments.

CARRIED

President Atamanchuk noted that in the future, any changes to a committee's terms of reference should go through the Governance Committee for review before coming to Council for approval.

Council reviewed the proposed changes to By-law 18.2.

Michael commented that by-laws come into effect soon after they are passed. If the intention is to provide practitioners with time to comply with this by-law, then Council should pass a motion to that effect. He also suggested that Council set what the required amount of insurance shall be, so members know in advance of voting on the proposed by-law.

#### MOTION:

It was MOVED by Lisa Thomson and SECONDED that the requirements for By-law 18.2 be that individual practitioners would hold the same insurance as CoA holders and that the coming into effect date would be December 31, 2025.

CARRIED

At 2:37 p.m. Council took a break

At 2:57 p.m. Council returned from break

At 2:57 p.m. Councillor Adelman joined the meeting at 2:57

**24.06.17**

**G4. PUBLIC INTEREST REVIEW COMMITTEE**

Council referred to a Decision Background memo from President Atamanchuk, dated September 12, 2024.

MOTION:

It was MOVED by Carol Martiniuk and SECONDED that Council recommends that the By-law committee consider modifying By-law 6.5.1 to state that the Public Interest Review Committee be an ad hoc committee of Council to be established when deemed necessary by Council and populated with appropriately skilled members.

President Atamanchuk opened the floor for discussion.

Council discussed possible options for the committee going forward, how members access the committee, and whether issues of a public interest should come through Council only.

Hearing no further discussion, President Atamanchuk called the question on the motion.

CARRIED

In the interim, Council agreed to have President Atamanchuk and Michael Gregoire ask the current committee members to meet and review their TOR, review the PIRC related comments from the Practitioner Survey, and provide a report to Council at the November meeting. Council also agreed that access to the PIRC email be given to the chair and the president.

**24.06.18**

**G5. PROPOSED UPDATES TO THE MANUAL OF ADMISSIONS**

Council referred to a Decision Background memo from Michael Gregoire, dated September 12, 2024.

MOTION 1:

It was MOVED by Lisa Thomson and SECONDED that Council approves the proposed updates to the Manual of Admissions.

CARRIED  
Councillor Houvardas abstained

MOTION 2:

It was MOVED by Carol Martiniuk and SECONDED that Council approves waiving the \$150 application fee for intern applicants from other Canadian regulators.

CARRIED

**24.06.19**

**G6. 2024-2025 COUNCIL MEETING SCHEDULE**

Council referred to a Decision Background memo from Michael Gregoire, dated September 12, 2024.

MOTION:

It was MOVED by Lisa Thomson and SECONDED that Council approves the 2024-2025 Council Meeting dates as presented.

President Atamanchuk opened the floor for discussion.

Councillor Thomson suggested moving the January meeting to the end of January, noting that there wasn't a lot of time between it and the December meeting, and such a big break until the March meeting. Micheal will review alternate dates and a motion to change the January date will be brought forward at the November meeting.

Hearing no further discussion, President Atamanchuk called the question on the motion.

CARRIED

**24.06.20**

**G7. REVIEW OF OUTSTANDING ACTION ITEMS LIST**

Council referred to a Decision Background memo from Michael Gregoire, dated September 12, 2024 and the following updates were made,

- Off-site Storage Recommendation: based on further consultations with the IC, it was agreed that we would retain historical, paper files indefinitely (to be removed from list)
- Develop Info Package to Council candidates (on hold for next year)
- One ballot system for P.Geo. and P.Eng. election candidates; Michael Gregoire reported that he did some research on the topic and that it is likely possible to have the voting system modified to allow for more than two professional geoscientists to be elected to Council. However, it would require amalgamation of the engineer and geoscientist candidates into one ballot (at present they are separate) (to be removed from list).
- Look into Council access to committee lists; requests for current lists can be made anytime and will be provided for monitoring reports (to be removed from list)



At 4:06 p.m. President Atamanchuk moved that the meeting go in camera for the purposes of discussing private and confidential matters about an individual, labour relations, investigations, discipline, appeals, litigation or potential litigation.

At 4:47 p.m. Council came out of camera

At 4:48 Councillor Thomson left the meeting

### EXECUTIVE LIMITATIONS AND ENDS

**24.06.22 M1. E-6 CONSUMERS HAVE ACCESS TO A REASONABLE SUPPLY OF PRACTITIONERS' SERVICES – GREGOIRE**

Michael Gregoire, CEO & Registrar spoke to his monitoring report dated September 12, 2024.

**24.06.23 M2. EL-7 COMPENSATION AND BENEFITS – GREGOIRE**

Michael Gregoire, CEO & Registrar spoke to his monitoring report dated September 12, 2024.

**24.06.24 M3. EL-8 COMMUNICATION AND SUPPORT TO COUNCIL - GREGOIRE**

Michael Gregoire, CEO & Registrar spoke to his monitoring report dated September 12, 2024.

At 4:56 p.m. Councillor Wu left the meeting.

### COUNCIL PERFORMANCE

**24.06.25 P1. GP-8.1 NOMINATING COMMITTEE - SMALLWOOD**

Past President Smallwood spoke to his monitoring report dated September 12, 2024.

**24.06.26 P2. GP-8.3 EXECUTIVE COMMITTEE – ATAMANCHUK**

President Atamanchuk spoke to her monitoring report, dated September 12, 2024.

**24.06.27 P3. GP-8.14 HUMAN RESOURCES COMMITTEE – VERMA**

Councillor Verma spoke to her monitoring report, dated September 12, 2024.

**24.06.28 P4. GP-8.15 GOVERNANCE COMMITTEE – MCDONALD**

Councillor McDonald spoke to her monitoring report, dated September 12, 2024.

### INFORMATION ITEMS

**24.06.29 COUNCIL RECEIVED THE FOLLOWING INFORMATION ITEMS:**

N1. Applications approved by the Registration Committee

N2. Planning agenda for the next meeting

- N3. Membership statistics as at August 31, 2024
- N4. 2024 Committee Reports
- N5. Jobber/Getty Appeal
- N6. Candidates for 2024 Council Elections and By-law Petitions
- N7. 2024 Practitioner Survey Results
- N8. Summary of 2024 Practitioner Survey Equity-related Data
- N9. Geoscientists Canada CEO Report
- N10. Court of King's Bench Decision - File 13.01 - V.J. Thielmann, P.Eng.
- N11. CCIL Request for Interpretation Letter and Response
- N12. New CBA Guides
- N13. 2024 University of Manitoba-Industry Forum – Summary of Discussion
- N14. Thank you from Brandon GAC MAC PEG 2024
- N15. Important Fall Event Dates and AGM Agenda

At 5:08 p.m. Councillor McDonald left the meeting

At 5:09 p.m. Councillor Verma left the meeting

### SELF-EVALUATION

#### **24.06.30 V1. EVALUATION PAGE FOR THIS MEETING**

President Atamanchuk asked for councillors to complete and submit the evaluation form for today's meeting.

### ADJOURNMENT

**24.06.31** The meeting adjourned at 5:10 p.m.

The next Council meeting will be Thursday, November 14, 2024 at 12:30 p.m.

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Kathryn Atamanchuk, P.Eng., FEC  
President

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Michael Gregoire, P.Eng., FEC  
CEO & Registrar