DRAFT MINUTES OF THE 62nd ANNUAL GENERAL MEETING
HELD FRIDAY, JUNE 5, 2015
12:00 PM – 1:00 PM
SHERATON HOTEL NEWFOUNDLAND, ST. JOHN'S, NL

In Attendance
Board Members:
Dr. D. Peters, P. Eng., FEC Chair
J. Card, P. Eng. Chair-Elect
S. LaCour, P. Eng., FEC Past-Chair
G. Antle, P. Eng. Director
N. Cleary, P. Eng. Director
D. Evans-Lamshaw, P. Geo. Director
J. Kieley, P. Eng. Director
I. Osmond, P. Eng., FEC Director
A. Peach, P. Geo. Director
Dr. J. Hanchar, P. Geo. ex-officio member
Dr. G. Naterer, P. Eng. ex-officio member

Staff:
J. Bradshaw, P. Eng. Professional Standards Director
G. Emberley, P. Eng., FEC CEO & Registrar
M. Fewer COO & Deputy Registrar
A. Peach Operations Coordinator
K. Willmott Compliance Officer

Dennis Peters, P. Eng., FEC, Chair of the PEGNL Board of Directors, called the meeting to order at 12:03 pm.

Payment of Respect for Deceased Members
A minute of silence was observed in memory of deceased PEGNL members, especially those who passed away over the past year:

Peter Alaverdy, P. Eng., Life Member
Leo Cole, P. Eng., Life Member
Anthony MacKey, P. Eng.
Charles MacLean, P. Eng.
Eric Paul, P. Eng., Life Member
Kester Sung, P. Eng.
Khasraw Talabany, P. Eng., Life Member
Robert White, P. Eng.

Chair Peters welcomed all members and out-of-province invited guests. Chair LaCour introduced the 2014-2015 members of the PEGNL Board of Directors.

Motion to adopt the meeting agenda
It was moved by Barry Roberts, P. Eng. and seconded by Gerry Antle, P. Eng., that the meeting agenda be adopted as presented.

- MOTION CARRIED –
Minutes of the 2014 Annual General Meeting
It was moved by Darryl Benson, P. Eng., FEC, and seconded by Jane Kieley, P. Eng., that the minutes of the 2014 Annual General Meeting be adopted as circulated.

- MOTION CARRIED –

Chair and Chief Executive Officer’s Report
Chair Peters presented his report (included on pages 3-5 of the 2014 Annual Report). Chair Peters informed the members of the envisioning process that the Board is currently engaged in. Chair Peters discussed the discipline and complaints process and apprised the members of the number of allegations received in 2014 and the processes that were followed for each. Chair Peters also noted the significant growth in members and permits during 2014.

Geoff Emberley, P. Eng., FEC, PEGNL CEO & Registrar, presented his report (included on pages 3-5 of the 2014 Annual Report). CEO Emberley discussed some of the items addressed by the organization in the past year, including increased compliance activities and growth in the number of limited licenses issued. CEO Emberley noted that online voting was successful again this year with approximately 30% of the members participating. CEO Emberley informed the members that Leo White, P. Eng., FEC recently retired from his position as Professional Standards Director, and thanked Leo for his many years of service to PEGNL and to the professions. CEO Emberley thanked all volunteers for their tremendous contributions.

It was moved by Andrew Peach, P. Geo., and seconded by Dick Myers, P. Eng., FEC that the Chair and Chief Executive Officer’s Report be accepted as presented.

- MOTION CARRIED –

Scrutineers’ Report
Chair Peters called upon Dick Myers, P. Eng., FEC, to present the Scrutineers Report. Mr. Myers introduced the members of the Scrutineers Committee: Frank Blackwood, P. Geo., Mark Fewer, Andrew Peach, and Dick Myers, P. Eng., FEC. Mr. Myers discussed the process followed by the Committee, and confirmed the following:

4,647 total ballots were produced for the 2015 elections
1,331 ballots were received and counted
0 ballots were spoiled

The following results were noted:

Elected          Position
Neil Cleary, P. Eng.       Chair Elect
Rayna Luther, P. Eng.       Resident Non-Eastern Non-Executive Director (three year term)
David Goosney, P. Eng.       Non-Executive Director (three year term)

It was moved by Jeff Card, P. Eng., and seconded by Andrew Peach, P. Geo., that the Scrutineers Report be accepted as presented.

- MOTION CARRIED –

Chair Peters thanked all those who ran in the elections.

Registration Committee Report
Chair Peters called upon Steve Piercey, P. Geo., Chair of the Registration Committee, to present the Registration Committee report. Mr. Piercey presented the Registration Committee Report (included on
pages 10-12 of the 2014 Annual Report). Mr. Piercey discussed the registration statistics for 2014 and commented on the positive growth. Mr. Piercey commented on the significant work of the Experience Review Committee (ERC) and the Limited License Assessment Committee (LLAC) during the past year. Mr. Piercey thanked all members of the Registration Committee, ERC, and LLAC, as well as PEGNL staff, for their contributions.

It was moved by Kim Kieley, P. Eng., FEC, and seconded by Darryl Benson, P. Eng., FEC that the Registration Committee report be accepted as presented.

- MOTION CARRIED –

**Professional Standards Director’s Report**
Chair Peters called upon Janet Bradshaw, P. Eng., PEGNL Professional Standards Director, to present the Professional Standards Director Report. Ms. Bradshaw presented her report (included on page 13 of the 2014 Annual Report). Ms. Bradshaw described the role of the Professional Standards Director. Ms. Bradshaw apprised the members on the number of complaint cases received in 2014 and discussed the processes followed as well as the status of each.

It was moved by Tony Hancock, P. Eng. and seconded by Dick Myers, P. Eng., FEC that the Professional Standards Director’s Report be accepted as presented.

- MOTION CARRIED –

**Complaints Authorization Committee Report**
Chair Peters called upon Sean LaCour, P. Eng., FEC, Chair of the Complaints Authorization Committee (CAC), to present the Complaints Authorization Committee report. Mr. LaCour presented the CAC report (included on page 14 of the 2014 Annual Report). Mr. LaCour described the roles and responsibilities of the Complaints Authorization Committee. Mr. LaCour confirmed that the committee met four times in 2014 and resolved the three cases before it: two of which were resolved with the CAC issuing a caution and counsel and the other was referred to a disciplinary panel for resolution by an adjudication tribunal. Mr. LaCour thanked the members of the CAC as well as PEGNL’s legal counsel Paul Coxworthy. Mr. LaCour also thanked Leo White, P. Eng., FEC for his many years of service assisting the CAC.

It was moved by John Evans, P. Eng., FEC, and seconded by Steve Piercey, P. Geo. that the Complaints Authorization Committee Report be accepted as presented.

- MOTION CARRIED –

**Financial Report**
Chair Peters presented the Financial Report (included on pages 6-9 of the 2014 Annual Report). Chair Peters discussed the Audited Financial Statements as prepared by BDO Canada LLP, including the Statement of Financial Position, Statement of Operations, and the Statement of Cash Flow. CEO Emberley presented the organization’s budget (included on page 8 of the 2014 Annual Report) for the 2015 fiscal year. CEO Emberley was asked how the organization will manage expenses given a forecasted decrease in growth from previous years. CEO Emberley noted that the organization will evaluate and monitor spending, but also noted that the organization has significant financial reserves that can be drawn upon if necessary. CEO Emberley also noted that there has not been an increase in fees since 2007, however it is possible that an increase may be required at some point in the future to ensure that the operations of the organization are maintained.

It was moved by Andrew Peach, P. Geo. and seconded by Sean LaCour, P. Eng. that the audited financial statements of PEGNL as at December 31, 2014 be accepted.

- MOTION CARRIED –
Appointment of Auditor
Chair Peters confirmed that Section 7.2 of the Engineers and Geoscientists Act, 2008 requires the Association to appoint an auditor at its annual general meeting. The PEGNL Board recommended to the Members that BDO Canada LLP be appointed as PEGNL’s auditors for the 2015 fiscal year.

It was moved by Jane Kieley, P. Eng. and seconded by Bill Hunt, P. Eng., FEC that BDO Canada LLP be appointed as PEGNL’s auditors for the 2015 fiscal year.

- MOTION CARRIED –

Remarks from Engineers Canada President
Chair Peters called upon Dr. Digvar Jayas, P. Eng., FEC, Chair of the Board of Engineers Canada, to bring greetings on behalf of Engineers Canada. Dr. Jayas thanked PEGNL for extending the invitation to partake in its 2015 AGM & Conference and for its continued support of Engineers Canada. Dr. Jayas discussed the roles and purpose of Engineers Canada. Dr. Jayas also highlighted some of the activities of Engineers Canada during the past year, including the competency based assessment model, the engineering credentials assessment initiative and the continued work of the Women In Engineering committee. Dr. Jayas thanked those PEGNL members and staff whom serve on Engineers Canada committees.

Remarks from Geoscientists Canada
Chair Peters apprised the members that the Geoscientists Canada AGM was taking place on the same date as PEGNL’s and as a result a representative from Geoscientists Canada could not be present to bring greetings. Chair Peters acknowledged the report prepared by PEGNL’s Geoscience Canada Board member, Jeff O’Keefe, P. Geo., P. Eng., in the 2014 Annual Report.

Other Business
It was noted that the 2016 Annual General Meeting and Conference will be held on June 17, 2016 in St. John’s, NL.

A suggestion was made from the floor that the Board consider the idea of PEGNL forming a Geoscience Issues Committee that could report to the Board. CEO Emberley responded that PEGNL would give this suggestion further consideration.

A comment was raised from the floor that the processing time for applications, specifically permit applications, was too lengthy. CEO Emberley responded that the processing time for applications varies on a case-by-case basis and that the length of time depends on the nature of the application. CEO Emberley also noted that during particular times of the year, such as summer months, processing applications may take longer as a result of the schedule availability of volunteers and staff. CEO Emberley explained however that application processing times will continue to be monitored by PEGNL.

Introduction of Chair and Members of Board of Directors
In recognition of his efforts, Chair Peters presented outgoing Past Chair Sean LaCour, P. Eng., FEC with a token of appreciation. Chair Peters noted that Ian Osmond, P. Eng., FEC, was not able to attend and would receive the token of appreciation at a later date. Chair Peters then introduced the 2015-2016 PEGNL Board of Directors:

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<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Jeff Card, P. Eng.</td>
<td>Chair</td>
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<tr>
<td>Neil Cleary, P. Eng.</td>
<td>Chair-Elect</td>
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<td>Dennis Peters, P. Eng., FEC</td>
<td>Past Chair</td>
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<td>Gerry Antle, P. Eng.</td>
<td>Director</td>
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<td>Dawn Evans-Lamswood, P. Geo.</td>
<td>Director</td>
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<td>Sherry Freake, RN</td>
<td>Director</td>
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<td>David Goosney, P. Eng.</td>
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<tr>
<td>Ed Grant</td>
<td>Director</td>
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<td>Jane Kieley, P. Eng.</td>
<td>Director</td>
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<td>Rayna Luther, P. Eng.</td>
<td>Director</td>
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In-Coming Chair Card thanked out-going Chair Peters and departing Board members for their efforts over the past year and noted that he was looking forward to serving as Chair in 2015-2016.

**Adjournment**
It was moved by Darryl Benson, P. Eng., FEC, and seconded by Barry Roberts, P. Eng., that the 62nd annual general meeting be adjourned at 1:00 p.m.

- MOTION CARRIED –