



ASSOCIATION OF CONSULTING
ENGINEERING COMPANIES | SK



“Success by Association”

Become an
ACEC-SK Volunteer



ELEVEN REASONS TO BE AN ACEC-SK VOLUNTEER

Success by Association

Work without pay? You bet! Volunteering may be one of the most valuable experiences of your life. It's a double win: all members of ACEC-SK benefit from your work and you benefit from your experiences.

There are volunteer opportunities for everyone, whether they benefit a specific sector, the entire industry, or the membership as a whole.

So why volunteer?

1. You develop a sense of **accomplishment** and **self-esteem**
2. You develop an industry knowledge-base, including understanding how the association **advances the interests of the industry**
3. You can help **improve the consulting engineering/geoscience industry** by contributing to industry solutions
4. It allows you to take action to **promote what you believe is important**
5. You can **advance your career** or your company's interests
6. It's an opportunity to **learn new skills** – leadership, communication, etc.
7. You have access to an **established support system** motivated to get things done
8. It provides a surge of positive energy, and gets you **Continuing Professional Excellence credits** all at the same time
9. It enables you to be more **connected to current issues**
10. It's a great way to challenge yourself to **try new things** you would not normally do
11. You make **new friends and business contacts** by being visible to your industry peers

What motivates **YOU** to volunteer?



ACEC-SK Committees

Issues affecting not only specific industry sectors, but the entire consulting/geoscience industry, are addressed primarily through the ACEC-SK Board of Directors with input and assistance from various Committees or Working Task Groups.

Governance Committees provide direct support to the ACEC-SK Board of Directors.

Client Sector Committees have been established to raise awareness and increase recognition within the industry of the services offered by ACEC-SK Member Firms, promote market expansion of our industry, identify and communicate opportunities within the industry to ACEC-SK Member firms, expand the services offered by ACEC-SK Member firms, meet with appropriate industry groups, and to discuss common issues/concerns with client groups.

Member Sector Committees have been established to offer specialized member services. They each perform specific functions that will benefit the entire membership.

External Committees are external bodies on which ACEC-SK has representation.

ACEC-SK Governance Committees (populated by Board Members and appointees):

- Executive
- Finance
- Risk Mitigation
- Nominations

ACEC-SK Member Services Committees:

- Awards
- Communications
- Human Resources
- Past Chairs' Club
- Young Professional Group

ACEC-SK Client Sector Committees:

- Buildings
 - Regina Buildings Sub-committee
 - Saskatoon Buildings Sub-committee
- Environment / Water Resources
 - Municipal Sub-Committee - Regina
 - Municipal Sub-Committee – Saskatoon
- Industry / Resources
- Transportation

Working/Task Groups

Are established from time to time to address specific issues of a short-term duration.

- ACEC-SK Schedule of Recommended Fees Task Group

External Committees

- Federal Roundtable of Executive Directors (FRED) – Association of Consulting Engineering Companies – Canada (ACEC-Canada)
- Saskatchewan Construction Association (SCA) – Advisory Committee
- Saskatchewan Construction Panel (SCP)
 - SCP Harmonizing Procurement Task Group

June 5, 2015

<i>Committee Name</i>	Awards Committee
<i>Mandate</i>	Pursues recognition for members' achievements by: <ul style="list-style-type: none"> (a) reviewing criteria of awards established by the Board, (b) developing criteria, sometimes in conjunction with other ACEC-SK committees, for new awards to be recommended for establishment by Board, (c) searching for candidates and making recommendations to the Board for recipients of awards, annually, (d) searching for candidates and making recommendations to the Board for submission of nominations of members for local, provincial, national, and international awards offered to consulting engineers or geoscientists, when appropriate, and (e) searching for candidates and making recommendations to the Board for submission of nominations of members for other awards as deemed appropriate by the committee or Board.
<i>Members</i>	Membership is open to all employees of member firms. Members should include representation of both engineering and geoscience professions. A Board member as appointed by the Board to act as Liaison.
<i>Sub-committees</i>	✓ Brian Eckel Awards Judging Panel
<i>Meeting frequency/duration</i>	This is a new committee that is taking over this important association work from the Board. Meetings shall be held at the call of the Chair, anticipated to be held approximately six times per year, with concentrated effort in early spring, and then periodic meetings in the fall and winter as necessary. The meetings will be approximately two hours each. Meetings may be held by telephone or teleconference.
<i>Chairs' Term</i>	Committee members shall serve a maximum term of three years, and a maximum of two consecutive terms. The Chair shall serve a maximum of two years as Chair, and a maximum of two consecutive terms as Chair. Board appointees serve at the pleasure of the Board.
<i>Minutes</i>	Committee members in conjunction with the ACEC-SK office
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Annual Work Plan:

Recommendations from an Advisory Group are anticipated in the summer of 2015. Committee work anticipated to commence during fall of 2015 in preparation for the 2016 ACEC-SK Awards of Distinction (tentatively scheduled for late October/early November 2016).

<i>Committee Name</i>	Communications Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ To develop annual communications plans in conjunction with ACEC-SK's strategic plan, current industry issues of concern and items of importance to its members. ✓ To ensure communications tools developed as a result of the annual work plan adhere to the Association's core/key messages
<i>Members</i>	Any individual within a member firm, including those who offer communications support to a member firm; committee work will be of most interest to those who: are passionate about raising the profile of the consulting engineering/geoscience industry and/or who want to increase ACEC-SK exposure to individuals within member firms
<i>Standard Tasks</i>	Review and prioritize upcoming newsletter content developed by staff based on relevance and consistent messaging
<i>Committee composition</i>	<p>Two or more volunteer members and one staff member as follows: Chair to be selected by the committee and approved by the Board of Directors</p> <ul style="list-style-type: none"> • One or more volunteers selected from ACEC-SK member firms (Corporate or Associate) • ACEC-SK Board Liaison • May be one or more invited volunteer communications practitioners-at-large who are employed by an ACEC-SK member • ACEC-SK Communications Coordinator • ACEC-SK Executive Director (ex-officio)
<i>Meeting frequency/duration</i>	<p>Frequency: Morning meetings every second month at least 3 weeks in advance of publication of e-newsletter, or at call of Chair Duration: 7:30-9:00am Location: Teleconference meetings <u>Regina:</u> ACEC-SK office <u>Saskatoon:</u> TBD</p>
<i>Chairs' Terms</i>	Two years; under review
<i>Minutes</i>	Committee members in conjunction with ACEC-SK office
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Work Plan:

ACEC-SK STRATEGIC PRIORITY 1– ADVOCACY

Provide feedback on advocacy messaging – on-going

ACEC-SK STRATEGIC PRIORITY 2– PROFILE

1. Identify and maintain metrics for newsletter
2. Limited social media presence – one representative (proposal – ACEC-SK Chair)
3. Create business case for ads on website – making website revenue positive
4. Create business case for ads in newsletter – making newsletter revenue positive
5. Establish business relationships with print media

ACEC-SK STRATEGIC PRIORITY 3 – MEMBER ENGAGEMENT

Newsletter Editorial – member written

Create an annual list of topics deemed to be of interest to the membership. Subject matter will suggest possible authors

ACEC-SK STRATEGIC PRIORITY 4 - GOVERNANCE

Work Plan: The Communications Committee will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Member Engagement, Profile, and Governance.

Board Liaison Reporting: In conjunction with the Committee Chair, the Board liaison will offer a verbal committee progress report to each Board meeting; in addition, recent committee meeting minutes will be incorporated into ACEC-SK Board packages

***Populate Committee:** Seek two or three more members in 2015-2016 who have an interest in promoting the consulting industry and/or who work in public relations

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding Communications/Public Relations matters relevant to the industry.

<i>Committee Name</i>	Human Resources Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Promotes consulting engineering career opportunities on behalf of ACEC-SK; creates strategic awareness of consulting engineering as a career of choice. ✓ Performs a stakeholder function, on behalf of ACEC-SK, regarding Human Resource issues through identification, participation or response. ✓ Promotes long term growth and sustainability of ACEC-SK Member Firms
<i>Members</i>	Individuals within member firms who typically have an interest in promoting consulting engineering/geoscience as a career of choice; may include Human Resource professionals within member firms
<i>Meeting frequency/duration</i>	<p>Monthly lunch Meetings are held from September – June or at the call of the Chair.</p> <p>Currently are held on Wednesdays.</p> <p>This group meets by teleconference on a rotating office basis (offices of committee members)</p>
<i>Chairs' Term</i>	Two years
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Annual Work Plan:

ACEC-SK STRATEGIC PRIORITY 1 - ADVOCACY

***Survey to Determine Consulting Engineering Industry Capacity**

Develop, circulate and analyse a survey of the membership to determine current and future anticipated industry capacity. Explore whether this survey could also be adjusted to be delivered to non-members as a tool to engage their interest in our association.

The survey process will use a phased-in approach:

- i. Establish baseline goals (including goals and target audiences)
- ii. Forecasting
- iii. Recommendations

*Committee still requires further information about the U of R student consultant before being able to finalize what phases of the survey it can commit to achieving in 2015-16.

Liaise with Saskatchewan Ministry of the Economy

- i. Meet with Ministry of Economy staff to make them aware of the survey and obtain their input as to what information they would like to see from it

Advance Post-Secondary Engineering Capacity

- i. Building on the Engineering Capacity Summit, recommend to Board to further investigate funding of engineering seats at Saskatchewan post-secondary institutions
 - a. Committee representatives meet with Deans of the Colleges of Engineering (U of S / U of R) to determine how ACEC-SK can support increasing the universities' engineering graduation capacity

b. Committee representatives meet with Ministry of Advanced Education to voice concerns about post-secondary institution capacity for Engineering

ACEC-SK STRATEGIC PRIORITY 2 – PROFILE

Student Outreach:

- a. **Attend Career Fairs** to promote the business/consulting side of engineering/geoscience as a career of choice *in conjunction with Saskatoon and Regina volunteer coordinators:*
- i. Universities:
 1. University of Saskatchewan
 2. University of Regina
 - ii. Technical Institutions:
 1. SK Polytechnic – Engineering Technology –Moose Jaw
 2. SK Polytechnic – Saskatoon
 3. SK Polytechnic – (Funding and volunteers permitting) Prince Albert
 - iii. High Schools:
 1. If request received, will consider participating in high school career fairs if: they offer a large audience, and we have volunteers available.
 - iv. Recruit volunteers for specific career events – determine number and responsibilities
- b. **Host Classroom Information Sessions**
- i. U of S
 - ii. U of R

Goal: to raise awareness of career opportunities within Consulting Engineering / Geoscience Firms in Saskatchewan

Liaise with university contacts to facilitate the delivery of classroom information sessions to 1st year students with one message; explore opportunities to deliver a more targeted message to 4th year students

- i. Engage specific university professors to promote the Classroom Information Sessions
- ii. Recruit both senior and junior engineers/geoscientists to speak to students
- iii. Promote the event (creation of posters/pamphlets & posting them on campus)

ACEC-SK STRATEGIC PRIORITIES 3 – MEMBER ENGAGEMENT

Human Resources Conference:

Committee recommends delivery to the membership HR professional development opportunity or opportunities through facilitating pre-existing webinars

Canadian Outreach - Immigration Initiative:

Sustain the provision of immigration requirements information to member firms using a number of methods: All-**Member** Communication, Website, referrals

Support the Evolution of the Careers Section of the ACEC-SK Web Site:

Assist staff with identifying potential contributors to “career testimonial” web pages; sources for testimonials could be award winners/committee members/ad-hoc volunteers; contribute to developing questions for testimonial interviews

ACEC-SK STRATEGIC PRIORITY 4 – GOVERNANCE

Work Plan: The Human Resources Committee will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Member Engagement, Profile, and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal committee progress report to each Board meeting; in addition, recent committee meeting minutes will be incorporated into ACEC-SK Board packages

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding Human Resources matters relevant to the industry.

<i>Committee Name</i>	Risk Mitigation Committee
<i>Definition</i>	“Risk mitigation” in the context of the association is defined as an approach that incorporates strategies for recognizing and confronting any threat or danger that may cause harm and hinder ACEC-SK from fulfilling its mission.
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Support and advise the Board of Directors on the implementation and monitoring of a risk management strategy. The Committee coordinates and prioritizes risk management work. ✓ The ACEC-SK Board will undertake regular evaluation (timeframe to be recommended by the Risk Mitigation Committee) of the organization’s appetite for risk through the Risk Mitigation Committee. The Committee will determine processes to monitor organizational risk.
<i>Members</i>	Membership is open to all employees of member firms. A Board member appointed by the Board will be an ex-officio member of the committee and will act as the committee’s Liaison to the Board
<i>Meeting frequency/duration</i>	Meetings will be held every second month until identified risks and their thresholds are analyzed and recommendations made to the board. Meetings will be held once per year thereafter to maintain the risk registry unless additional effort is required because of a significantly changed risk environment.
<i>Chairs’ Term</i>	Two years
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Annual Work Plan:

- Review the identified risks
- Categorize the risks (high, medium, low)
- Identify current preventive controls and procedures
- Identify reactive controls and procedures
- Committee to recommend additional controls in all three categories (high, medium, low risks)
- Once recommendations are made to Board in 2015-16, committee will monitor the risk environment, and the status of controls implementation throughout the year.

<i>Committee Name</i>	Young Professional Group
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ To support Young Professionals (YP) within the consulting engineering and geoscience industry in Saskatchewan, and to promote consulting engineering and geosciences to those considering a career in the industry. ✓ Offers ACEC-SK a better understanding of issues and challenges facing young professionals, brings new ideas and enthusiasm to the association, and serves as a link to other young professionals who might be interested in consulting engineering and geoscience.
<i>Members</i>	The YPG will consist young professionals from member firms
<i>Committee composition</i>	<p>The YPG committee structure is unique in that it is set up to mimic a fully functioning board. The roles of each committee member are listed as follows:</p> <ul style="list-style-type: none"> ✓ Chair ✓ Past Chair ✓ Secretary/Communications ✓ Treasurer ✓ Liaison ✓ Regional Coordinators (Saskatoon & Regina) ✓ Directors-at-Large
<i>Meeting frequency/duration</i>	<p>Frequency: Late afternoon monthly meetings or at the call of the Chair, typically the third Thursday of the month Duration: 4:00-5:00pm Location: Teleconference meetings <u>Regina:</u> Rotating offices of committee members <u>Saskatoon:</u> Rotating offices of committee members</p>
<i>Chair's Terms</i>	Two years
<i>Minutes</i>	Committee members in conjunction with ACEC-SK office
<i>Reports to:</i>	Board of Directors through Board Liaison /YPG Chair

2015-16 Work Plan:

ACEC-SK STRATEGIC PRIORITY 1– ADVOCACY

Support the association's advocacy messages by direct communication of advocacy messaging to committee members.

ACEC-SK STRATEGIC PRIORITIES 2 & 3 – PROFILE & MEMBER ENGAGEMENT

Events

Professional Development

- Panel discussion, plus networking
- November, possibly align with Awards of Distinction

Social Mixer / Networking

- April
- December (Christmas)

Lunch n Learns (breakfasts)

- February
- September

Tour / Field trip

- TBD potentially the summer

ACEC-SK Annual Golf Tournament

- Friday June 5, 2015 – Elbow, SK

ACEC-SK Awards of Distinction

- Tuesday October 27, 2015 – TCU Place

Meetings

- Try to hold the same day of the week each month
- Conduct meetings at least one week in advance of the events
- Mid-month meetings, beginning or end of month events

Other

Liaison with other technical committees (i.e. CIM, CSCE, etc.)

June 11-13, 2015 ACEC National Summit – Niagara Falls, ON

ACEC-SK STRATEGIC PRIORITY 4 - GOVERNANCE

Work Plan: The Young Professional Group will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Member Engagement, Profile, and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal committee progress report to each Board meeting; in addition, recent committee meeting minutes will be incorporated into ACEC-SK Board packages

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding Human Resources matters relevant to the industry.

<i>Committee Name</i>	Buildings Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Pursues market opportunities and consulting engineering/geoscience issues with Saskatchewan-based public and private clients (e.g. business licensing, Codes, Regulations, RFPs, Best Practices) ✓ Performs a stakeholder function, on behalf of ACEC-SK, regarding Buildings issues through identification, participation or response.
<i>Members</i>	Individuals within member firms who work in the buildings sector, typically structural, mechanical, electrical or geotechnical engineers, EITs, or technologists.
<i>Sister-committees</i>	Regina Buildings Committee; Saskatoon Buildings Committee
<i>Meeting frequency/duration</i>	<p><u>Regina:</u> Frequency: Breakfast meetings every month, typically first Thursday of the month (September – June) or at the call of the Chair Duration: 7:30-8:30am Location: Ricky’s All Day Grill, 777 Albert Street North</p> <p><u>Saskatoon:</u> Frequency: Breakfast meetings every second month or at the call of the Chair Duration: approximately 1 – 1.5 hours Location: WSP Office, 203 Wellman Crescent, Saskatoon</p>
<i>Chairs’ Term</i>	Two years
<i>Reports to:</i>	Board of Directors through Board Liaison

ACEC-SK Regina Buildings Committee 2015-16 Annual Work Plan

ACEC-SK STRATEGIC PRIORITY 1 - ADVOCACY

Comment on Proposed Industry Changes or Trends:

- Review and provide, at the request of industry clients and/or regulators, comments on proposed changes to legislation, regulations and/or specifications on behalf of the industry.

Meet with Central Services:

Current issues requiring committee input to provide as feedback to Deputy Minister:

- Indemnification Clause
- Performance Evaluation
- Architects and Engineers Procurement Guidelines

City of Regina Aquifer Protection Zone:

The Regina Buildings Committee is engaging the City of Regina regarding a request for a review of the current Aquifer Protection Zone requirements.

ACEC-SK STRATEGIC PRIORITY 2 – MEMBER ENGAGEMENT

Balanced Representation on Committee: The majority of participants on the committee continue to have a structural background. The committee will engage more mechanical, electrical, and geotechnical members to join committee as appropriate.

Lunch & Learn(s): Regina Buildings Committee will deliver topics of current interest to the local industry for which a registration fee will be charged:

- Legislature Dome (August 2015)
- TBD

Tours:

ACEC-SK Buildings Committee is coordinating with Construction Specifications Canada (CSC) – Regina Chapter to participate in tours of projects of interest currently underway or recently completed.

Meeting with Architects: Representatives from the Buildings Committee to meet with the Executive Team of the Saskatchewan Association of Architects to discuss issues of mutual interest.

ACEC-SK STRATEGIC PRIORITY 3 – PROFILE

Invite Speakers to Committee Meetings: Speakers will address topical, inter-disciplinary issues. The committee is currently working on a list of proposed speakers for 2015-2016. When ACEC-SK invites speakers to address topics of interest to our members, it reinforces to stakeholders that ACEC-SK is a recognized association working in this sector, and they should be approaching association representatives when issues of mutual interest arise. It maintains and grows the Association's profile.

ACEC-SK STRATEGIC PRIORITY 4 – GOVERNANCE

Work Plan: The Buildings Committee will link its Annual Work Plan to the organization's Strategic Priorities, which are currently Advocacy, Profile, Member Engagement and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal report at each board meeting regarding the committee's activities. In addition, the most recently available committee minutes will be included in each board package.

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Succession Plan: The committee will identify a Vice Chair in order to support committee continuity.

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as necessary.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding matters related to the Buildings sector of the industry.

<i>Committee Name</i>	Environment-Water Resources Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Pursues market opportunities and consulting engineering issues with the environment/water resource sectors and agencies of the federal government in Saskatchewan, and provincial government ministries and crown corporations. ✓ Performs a stakeholder function, on behalf of ACEC-SK, regarding environment/water resources issues through identification, participation or response.
<i>Members</i>	Individuals within member firms who work in the environment/water resources sector as engineers, EITs, technologists, or other professionals (e.g. biologists) who are part of ACEC-SK member firms.
<i>Sub-committees</i>	<ul style="list-style-type: none"> ✓ Regina Municipal Sub-Committee – lunch meeting twice a year (includes lunch) – typically spring and fall – with City of Regina. Open to all interested individuals from ACEC-SK member firms ✓ Saskatoon Municipal Sub-Committee – meets twice a year – typically spring and fall – with City of Saskatoon. Open to all interested individuals from ACEC-SK member firms
<i>Meeting frequency/duration</i>	<p>Meetings are held approximately every 6 weeks from September – June or at the call of the Chair.</p> <p>Recently introduced process is to hold a morning breakfast teleconference, starting at 7:00am for 1.5 hours</p> <p><u>Regina Location:</u> Associated Engineering, 1922 Park Street</p> <p><u>Saskatoon:</u> Catterall & Wright, 1221 8th Street East</p> <p>When Saskatoon committee members are not available, the Regina group will continue to meet for breakfast at Nicky’s Café, 1005 – 8th Ave.</p>
<i>Chairs’ Term</i>	Two years
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Annual Work Plan:

ACEC-SK STRATEGIC PRIORITY 1 - ADVOCACY

Meet semi-annually with the following clients / stakeholders:

1. SaskWater (client) - Semi-annual meetings (typically May and December) to discuss:
 - a. Organizational Developments
 - b. Consulting and Project Service Needs
 - c. Procurement processes/issues
2. Water Security Agency (client) – Semi-annual meetings (typically May and December) to discuss:
 - a. Organizational Developments
 - b. Consulting and Project Service Needs
 - c. Policy and Process Implementation
 - d. Organization and Delivery of Innovation Workshop
 - e. Professional Development Opportunities

3. Work to improve relationships with City of Regina & City of Saskatoon through its sub-committees, and typically meet in the spring and fall.

Meet annually with the following clients:

1. Saskatchewan Ministry of Environment (client) – Arrange meetings as follows:
 - a. Senior ministry officials (Deputy Minister/Assistant Deputy Minister) to discuss policy direction on topics such as the Environmental Code (engineers' role/expectations)
 - b. Line/operations managers to discuss process issues from time to time
2. SUMA
 - a. Annual meeting with leader and policy group to discuss federal funding models and financing for municipal infrastructure projects, and how municipalities procure professional engineering services; opportunity remains for potential ACEC-SK presentation at Urban Municipal Administrators Association of Saskatchewan (UMAAS) Convention
 - b. Opportunity for joint advocacy regarding Building Canada Fund
3. SARM
Exploratory meeting to discuss issues of mutual interest - procurement
4. Aboriginal Affairs & Northern Development Canada
Opportunity will be explored this year now that reorganization at Aboriginal Affairs is complete.

ACEC-SK STRATEGIC PRIORITY 2 – MEMBER ENGAGEMENT

Client Mixer:

1. Members from the water/wastewater/supply will undertake a Blue Skies session with senior Water Security Agency (WSA) representatives to explore opportunities for innovation. The deliverable from this session will be translated into a presentation to which all member firms will be invited to gain an appreciation of WSA's future expectations and opportunities.

ACEC-SK STRATEGIC PRIORITY 4 – GOVERNANCE

Work Plan: The Environment/Water Resources Committee will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Profile, Member Engagement, and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal report to each Board meeting. In addition, a copy of the most recent available committee meeting minutes will be included in every Board package.

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding matters related to the Buildings sector of the industry.

<i>Committee Name</i>	Industry/Resources Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Pursues market opportunities and consulting engineering issues with the Saskatchewan based Industry (i.e. potash, manufacturing etc.), Resources (i.e. mining, oil & gas exploration) and Crowns (i.e. SaskPower, SaskTel, SaskEnergy & others), and/or their associations as appropriate. ✓ Performs a stakeholder function, on behalf of ACEC-SK, regarding industry/resources issues through identification, participation or response.
<i>Members</i>	Individuals within member firms who work in the industry/resources sector, including engineers, EITs, or technologists.
<i>Committee composition</i>	One committee with representation in both Regina and Saskatoon
<i>Meeting frequency/duration</i>	Frequency: Morning meetings every 6 weeks or at the call of the Chair Duration: 8:00-9:00am Location: Teleconference meetings <u>Regina:</u> ACEC-SK office <u>Saskatoon:</u> ENGCOMP
<i>Chairs' Terms</i>	Two years
<i>Minutes</i>	Committee members in conjunction with ACEC-SK office
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Work Plan:

ACEC-SK STRATEGIC PRIORITY 1– ADVOCACY

SaskPower – Working with key stakeholders within the SaskPower system, address:

- Risk clauses (priority); working with one person identified in SaskPower’s legal business unit
- Innovation
- Evaluations: Director of Procurement implementing vendor evaluations as part of future procurement processes; consulting engineers’ experiences with other clients’ use of evaluations affords opportunity for feedback
- Connect procurement issues with lower quality project outcomes
 - Solicit project examples from members who have done work with SaskPower that help define the problem ACEC-SK is trying to solve; position the request to obtain examples of where SaskPower processes ultimately impacted the quality of the project outcome
 - Summarize these examples to demonstrate a pattern that in turn can be used to make process improvement recommendations that benefit both parties.

SaskEnergy – Develop similar relationship with SaskEnergy as with SaskPower with the goal of achieving process improvements that benefit both the consulting engineering industry and this Crown Corporation.

ACEC-SK STRATEGIC PRIORITY 3 – MEMBER ENGAGEMENT

Client Mixer:

- Committee representatives will seek SaskEnergy’s support to deliver a reception where SaskEnergy’s Capital Program will be presented, and to indicate SaskEnergy’s consulting needs in the near-,

medium-, and long-term. All members who either work or wish to work for this client will be invited to attend, with an appropriate fee charged for attendance.

- Potential for an annual Forum with SaskPower

ACEC-SK STRATEGIC PRIORITY 4 - GOVERNANCE

Populate Committee: The Industry-Resources Committee Chair, supported by Executive Director, will contact those who:

- have expressed interest in joining the committee, or have been identified through a committee recruitment exercise as able to contribute industry knowledge to this committee.

Work Plan: The Industry/Resources Committee will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Member Engagement, Profile, and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal committee progress report to each Board meeting; in addition, recent committee meeting minutes will be incorporated into ACEC-SK Board packages

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding Industry/Resources matters relevant to the industry.

<i>Committee Name</i>	Transportation Committee
<i>Mandate</i>	<ul style="list-style-type: none"> ✓ Pursues market opportunities and consulting engineering issues with the transportation sector primarily [Saskatchewan] Ministry of Highways and Infrastructure. ✓ Performs a stakeholder function, on behalf of ACEC-SK, regarding transportation issues through identification, participation or response.
<i>Members</i>	Individuals within member firms who typically do work in the provincial transportation sector as engineers, EITs, or technologists. ACEC-SK requests that there be a limit of one representative on the committee from each member firm working in this sector.
<i>Reporting Structure</i>	This committee is very large, and in order to nimbly respond to client/stakeholder requests, changes, etc., the group is now represented by an elected Transportation Executive Committee.
<i>Meeting frequency/duration</i>	<p>Meetings are held quarterly either pre- or post-meetings with various levels of the Ministry of Highways and Infrastructure, or at the call of the Chair.</p> <p>These meetings are either tele-conference or face-to-face, and rotate between Saskatoon and Regina. The meetings are typically 2 – 3 hours in length.</p>
<i>Chairs' Term</i>	Two years
<i>Reports to:</i>	Board of Directors through Board Liaison

2015-16 Annual Work Plan:

ACEC-SK STRATEGIC PRIORITY 1 - ADVOCACY

Examples of Current industry issues:

- Lab Certification
- Indemnification Clause from Professional Services Agreement (PSA)
- Performance Evaluation
- Expressions of Interest - SaskTenders
- Pre-qualification Criteria
- Civil3D

ACEC-SK STRATEGIC PRIORITY 2 – MEMBER ENGAGEMENT

There are now three levels of engagement at this committee:

- Tri-Party (Deputy Minister's Office initiative includes senior representatives from Ministry of Highways and Infrastructure, Saskatchewan Heavy Construction Association, and ACEC-SK)
- Transportation Executive Committee, that holds meetings with Minister of Highways, senior executive team at MHI, and the larger Transportation Committee
- Larger Transportation Committee

The larger Transportation Committee member firms rely on ACEC-SK to receive pertinent information to assist them do business better. The Transportation Executive Team will focus this year on improving two-way communication.

ACEC-SK STRATEGIC PRIORITY 4 – GOVERNANCE

Work Plan: The Transportation Committee will link its Annual Work Plan to the organization's Strategic Priorities, which currently are Advocacy, Profile, Member Engagement, and Governance.

Board Liaison Reporting: In conjunction with the Chair, the Board liaison will offer a verbal report to each Board meeting. In addition, a copy of the most recent available committee meeting minutes will be included in every Board package.

Committee Chair: The Chair will attend one Board meeting per year to provide a summary of the committee's activities (which will supplement/augment the Liaison's progress reports).

Committee Mandate: Committee members will review the committee's mandate and make recommendations to the Board regarding the mandate's relevancy/currency as appropriate.

Board/Committee Communication: The committee will incorporate into its Work Plan direction from the Board as appropriate, and will make recommendations to the Board regarding matters related to the Transportation sector of the industry.