



2024-2025 ACEC-SK Annual General Meeting

June 13, 2025

Harbor Golf Club

Elbow, Saskatchewan

9:15am -11:00am

AGENDA

#	Item	Person	Time
1	Call to Order	Brett LaRoche, Chair	9:15am
2	Land Acknowledgment	Brett LaRoche	9:16am
3	Approval of the Agenda	Brett LaRoche	9:18am
4	Approval of Minutes from previous AGM	Brett LaRoche	9:19am
5	Report from the Chair	Brett LaRoche	9:20am
6	2024-25 Financial Statements and Report from the Treasurer	Lee Peters, Treasurer	9:25am
7	Committee Reports	Committee Representatives	9:30am
8	Board of Director Election Results	Ryan King	10:00am
9	Investiture of new Board Chair	Ryan King/Brett LaRoche	10:05am
10	Remarks from new Board Chair	Marc Bourassa, Chair	10:10am
11	Open dialogue	Marc Bourassa, Chair	10:15am
12	Adjourn	Marc Bourassa	



ACEC-SK Annual General Meeting

June 21, 2024 at 9:15 AM

Location: Elbow, Saskatchewan

1. Call to Order – 9:22 AM

Mark Cooper introduced himself and took care some housekeeping and safety items of the space. He spoke about the Simply Voting process and how in-person voting will work today.

2. Land Acknowledgement – Ryan King, Chair

3. Approval of Agenda – Ryan King, Chair

- Motion to approve the agenda of today's annual general meeting
 - Moved by Marc Bourassa; 2nd by Tyrel Lloyd – Carried

4. Approval of Minutes from Previous AGM – Ryan King, Chair

- Motion to approve the minutes from the previous AGM as presented
 - Moved by Ian Walker; 2nd by Scott Neurauter – Carried

5. Report from the Chair – Ryan King, Chair

Ryan King provided a verbal report highlighting the 2023-2024 fiscal year.

- The board created executive committees (finance and governance) within the board and the sub committees.
- Governance: The board worked on its understanding and approach to governance, improved structure and engagement.
- Financial: This year a financial policy was established; financial practices and processes were adjusted ultimately modernizing the organization.
- Administration – The association moved offices a couple of times which will save the organization money. Darlene was promoted to Director of Member Engagement. ACEC-SK contracted out 2 positions: Manager of Finance and Manager of Governance and Administration.
- Member Engagement – Mark and the admin team has been engaging with members regularly.
- Events – The Industry Summit was moved to October to accommodate our member's busy season.
- Future Leaders Group has gained a lot of momentum and energy and it is encouraging to all members and companies.
- Advocacy – There are a lot of concerns and we hear and see them. We hope to see change and traction in the next fiscal year as we continue to focus our energies on this aspect of the organization.



6. 2023-24 Financial Statement and Report from the Treasurer – Marc Bourassa, Treasurer

Financial statements were provided in the AGM package. Marc Bourassa presented the report and explained how the Finance Committee operates. Accounts were restructured to better reflect the needs of the association and expenditures.

No questions from the members present.

- Motion to accept the financial statements as presented
 - Moved by Marc Bourassa, 2nd by Brett LaRoche – Carried

Mark Cooper spoke on the need to appoint a financial reviewer.

- Motion to authorize the Board of Directors to select a reviewer for the 2024-2025 financial statements.
 - Moved by Marc Bourassa; 2nd by Ian Walker – Carried

7. Committee Reports – Committee Representatives

The Committee Reports were included in the Annual General Meeting package. The committee chairs that were present read through the written reports.

- Awards – Nicholas Kaminski was absent, Ryan King read the report.
- Buildings – Graham Baxter and Katelyn Sebastian spoke on the efforts of the committees.
- Careers in Consulting – Carolyn Wright spoke on the efforts of the committee.
- Environment Water Resources – Sean Bayer was absent, no verbal report was provided.
- Future Leaders Group – Travis Inglis was absent, no verbal report was provided.
- Industry Resources – Jaclyn Mann spoke on the efforts of the committee.
- Transportation – Brian Stang was absent, Jeff Horan presented on his behalf.
- Women In Consulting – Katherine Godwin was absent, Nick Wright presented on their behalf.
- Governance – Nick Wright presented the report as no written report was provided in the AGM package. This committee exists to ensure governance practices are happening. This year the committee reviewed the sub committee structures and made recommendations to move forward.
- Motion to accept all committee reports as presented.
 - Moved by Marc Bourassa; 2nd by Tyrel Lloyd – Carried



8. Bylaw Amendments – Nick Wright, Past Chair

The bylaw amendments were included the Annual General Meeting package. Nick Wright provided a summary highlighted a few of the changes. A few highlights:

- Most of the changes to the bylaws are for modernization purposes.
- A Treasurer position was added to the executive ladder.
- The APEGs board position has been removed.
- The Board Chair position will receive voting permissions.
- Associate member liaisons will serve a 3-year term to give consistency to sub committees.
- Quorum will now be 50% +1 vote.

No questions were asked.

- Motion to approve all bylaw amendments as presented.
 - Moved by Nick Wright; 2nd Ian Walker – Carried

9. Board of Director Election Results – Nick Wright, Past Chair

There was a total of 5 candidates. All voting was done electronically. No voting members were present to vote in person.

Outgoing Board Members:

- Jeff Horan
- Nick Wright

Results:

- 67.6% voted
- Unsuccessful candidates are encouraged to run again

Incoming Board Members:

- Jaclyn Mann
- Jasyn Henry

Ryan King presented Nick Wright with a gift of recognition for his years of service with ACEC-SK.

10. Investiture of New Board Chair – Nick Wright, Past Chair; Ryan King, Chair

Ryan King presented Brett LaRoche as the new Board Chair of ACEC-SK.



11. Remarks from New Board Chair – Brett LaRoche, Chair

Brett LaRoche accepted the role of Board Chair. Brett acknowledged Nick's impact and thanked him.

The new Board of Directors is as follows (some positions are yet to be delegated):

- Brett LaRoche – Chair
- Ryan King – Past Chair
- Marc Bourassa – Vice Chair
- Sameer Kelkar – Associate Member Rep
- Travis Inglis – Future Leaders Group
- Nancy Inglis – ACEC Canada Rep
- Lee Peters
- Stephen Marcia
- Scott Neurauter
- Matt Feige
- Jaclyn Mann
- Jasyn Henry

12. Open Dialogue – Brett LaRoche, Chair

Brett LaRoche spoke about changes in the industry and the impacts the upcoming elections may have.

13. Adjournment – Moved by Scott Neurauter at 10:16 AM

Association of Consulting Engineering Companies - Saskatchewan
Financial Statements
March 31, 2025

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Association of Consulting Engineering Companies - Saskatchewan:

We have reviewed the accompanying financial statements of Association of Consulting Engineering Companies - Saskatchewan that comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Association of Consulting Engineering Companies - Saskatchewan as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Regina, Saskatchewan
June 3, 2025

Robert D. Szautner,
Chartered Professional Accountant

Association of Consulting Engineering Companies - Saskatchewan
Statement of Financial Position


As at March 31, 2025

	2025	2024
Assets		
Current		
Cash	181,972	174,834
Investments	131,978	127,704
Accounts receivable	30,629	54,911
GST receivable	-	5,256
Prepaid expenses	2,418	6,153
	346,997	368,858
 Liabilities		
Current		
Accounts payable	32,946	32,290
GST payable	5,366	-
Vacation pay accrual	9,404	5,383
Deferred revenue	12,500	24,790
	60,216	62,463
 Net Assets		
Unappropriated surplus	286,781	306,395
	346,997	368,858

Approved on behalf of the Board



Director



Director

The accompanying notes are an integral part of these financial statements

Association of Consulting Engineering Companies - Saskatchewan
Statement of Operations and Changes in Net Assets

For the year ended March 31, 2025

	2025	2024
Revenue		
Dues		
Associate	9,500	15,758
Corporate	209,360	206,589
ACEC-Canada	59,278	53,264
Awards	17,896	24,320
Golf tournament	23,457	23,321
Interest	3,845	5,620
Lease surrender fee and expense recovery	-	20,903
Partnership rebates	-	3,500
Special events	31,796	95,383
Scholarship	855	-
Sponsorships	48,850	58,350
	404,837	507,008
Expenses		
ACEC-Canada dues	59,278	60,484
Advertising	50	1,355
Bad debts	-	4,068
Bank charges	396	645
Board meetings and committee	2,862	3,263
Dues and subscriptions	2,140	3,240
Golf tournament	18,918	20,349
Insurance	1,766	1,131
Office	5,453	7,403
Professional fees	78,197	88,440
Rent and utilities	11,667	20,622
Salary and wages	118,870	123,621
Seminars and events	102,607	129,652
Software subscriptions	11,717	5,730
Travel	10,530	10,439
	424,451	480,442
Excess (deficiency) of revenues over expenses	(19,614)	26,566
Unappropriated surplus, beginning of the year	306,395	279,829
Unappropriated surplus, end of the year	286,781	306,395

The accompanying notes are an integral part of these financial statements

Association of Consulting Engineering Companies - Saskatchewan
Statement of Cash Flows
For the year ended March 31, 2025

	2025	2024
Cash provided by (used for) the following activities		
Operating activities		
Excess (deficiency) of revenues over expenses	(19,614)	26,566
Net change in non-cash working capital items:		
Accounts receivable	24,282	78,142
GST receivable	5,256	(5,256)
Prepaid expenses	3,735	(187)
Accounts payable	656	22,628
Vacation pay accrual	4,021	(4,017)
GST payable	5,366	(7,029)
Deferred revenue	(12,290)	(237,419)
	11,412	(126,572)
Investing activities		
Net change in investments	(4,274)	(4,447)
	(4,274)	(4,447)
Financing activities		
Repayment of Canada Emergency Benefit Account	-	(40,000)
	-	(40,000)
(Decrease) increase in cash resources	7,138	(171,019)
Cash resources, beginning of year	174,834	345,853
Cash resources, end of year	181,972	174,834

The accompanying notes are an integral part of these financial statements

Association of Consulting Engineering Companies - Saskatchewan

Notes to the Financial Statements

For the year ended March 31, 2025

1. Nature of operations

The Association of Consulting Engineering Companies - Saskatchewan (the "Organization") is incorporated under The Non-profit Corporations Act of Saskatchewan. The principal activity of the Organization is to be the leading "business" advocate for consulting engineering and geoscience firms in the province. The Organization is exempt from income tax as a not-for-profit organization.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations using the following significant accounting policies:

Cash and cash equivalents

Cash and cash equivalents consist of cash and short-term investments with maturity dates of less than 90 days from the date of purchase.

Revenue recognition

The Organization follows the deferral method of accounting for contributions and grants. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Memberships and sponsorships are recorded as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Measurement uncertainty (use of estimates)

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting date, and the reported amounts of revenues and expenses for the reporting period. Actual results could differ from these estimates. Significant financial statement items that require the use of estimates are as follows:

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

These estimates are reviewed periodically and adjustments are made, as appropriate, in the statement of operations in the year they become known.

Financial instruments

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

Impairment

For financial assets measured at cost or amortized cost, the Organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the Organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Association of Consulting Engineering Companies - Saskatchewan
Notes to the Financial Statements

For the year ended March 31, 2025

3. Financial instruments

The Organization as part of its operations carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Liquidity risk

Liquidity risk is the risk that the Organization may not be able to meet a demand for cash or fund its obligations as they come due. The Organization is exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The Organization manages this risk by holding assets that can be readily converted into cash. There has been no change in liquidity risk from the prior year.

Credit risk

Credit risk is the risk that one party to a financial asset will cause a financial loss for the company by failing to discharge an obligation. The organization's main credit risks relate to its accounts receivable and grants receivable.

4. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.



ACEC-SK 2024-2025 AGM Committee Reports

Awards

- **Past Year:**
 - The committee focused on promoting the Awards of Distinction by discussing student engagement, improving event format, and enhancing outreach to stakeholders.
 - The committee improved the judge selection process with an emphasis on diversity and inclusion. Debra Anderson was appointed as a new judge.
 - The committee developed a new strategy to boost attendance and promote submissions by changing the timing and public announcement of award winners.
- **Upcoming Year:**
 - The committee aims to increase attendance and engagement by announcing award winners months before the awards ceremony
 - The committee will continually refresh the judging panel to maintain quality and continuity.

Buildings Committee

- **Past Year:**
 - The Regina and Saskatoon subcommittees were merged to streamline efforts and address municipal issues more efficiently across both cities.
 - The committee maintained engagement with the cities of Regina and Saskatoon to address procurement challenges, building approval processes, and concerns with the prequalified vendor lists.
 - Four working groups were established to focus on geotechnical issues, municipal and provincial government engagement, and updates to the buildings recommended fee schedule.
- **Upcoming Year:**
 - Subcommittees will begin meeting to define action plans and advance work on the priority issues identified including municipal procurement processes, geotechnical requirements, coordination fee structures, and government engagement strategies.



- The Recommended Schedule of Fees subcommittee will focus on updating the buildings recommended fee schedule to reflect current industry practices and expectations.
- The committee will explore improved coordination between architects and engineers, including discussions with Alberta professionals to learn from their collaborative processes.
- Monthly meetings with the City of Regina and biannual meetings with the City of Saskatoon will continue, with a City of Regina forum planned in early 2026 to strengthen industry-municipal collaboration.

Careers In Consulting

- **Past Year:**

- The committee participated in career fairs at the University of Regina, University of Saskatchewan and Sask Polytechnic, where members promoted the consulting industry and addressed student questions about career paths.
- Committee members have explored different options for sourcing resources for student information sessions elementary, middle school, and high school students.
- Connections were built with the Open Door to support mentorship for new Canadians.
- Industry profiles were completed to highlight career paths and increase awareness of the diversity in the consulting industry.
- Committee members explored new engagement formats like reverse career fairs and expanded student info sessions.
- The committee welcomed a new member, Jon Osback from Clifton Engineering Group.

- **Upcoming Year:**

- The committee will address labor shortages by planning consulting-specific outreach initiatives.
- A centralized volunteer form will be launched to collect information on members' roles, specializations, and availability, helping to better match volunteers to mentorship, student information sessions, career fairs, and committee needs.
- Outreach to universities will be strengthened by inviting academic contacts from U of R and U of S to join planning efforts and improve alignment with student-focused initiatives.



Environment Water Resources

- **Past Year:**

- The committee held meetings with SaskWater and WSA, to address infrastructure funding challenges, procurement processes, and regulatory changes.
- Hosted annual WSA Forum with updated format of short presentations and networking stations.
- Committee members met with the Cities of Regina and Saskatoon to discuss procurement transparency and improve communication about vendor lists and project opportunities.
- ACEC-SK promoted member firms at the 2025 SUMA convention, distributed a physical member directory.
- The committee met with the Ministry of Environment to discuss landfill regulations, groundwater monitoring, and updates to environmental standards.

- **Upcoming Year:**

- The committee will organize monthly meetings to plan the SaskWater Tech Exchange, scheduled for January 2026.
- The committee is exploring the option of expanding the WSA Forum to include the Ministry of Environment.
- Continue to meet with the Ministry of Environment to discuss landfill regulations, groundwater monitoring, and updates to environmental standards.
- The committee will continue working with SaskWater and WSA to improve communication around procurement timelines and ensure clarity on capital project planning.
- Succession planning will remain a focus, as Sean Bayer enters his final year as chair and members are encouraged to step into leadership roles.

Future Leaders

- **Past Year:**

- The virtual leadership series continued in 2024-2025 with Ryan King, Carolyn Wright, Rahim Ahmad and Dino Philopoulos.
- The committee successfully hosted the 2025 Future Leaders Conference (April 2-3, Saskatoon), which drew over 75 attendees. The event theme was “Unlock Your Potential: Accelerate Your Path to Leadership.” The event included: a networking event, Keynote Speakers, Work life balance panels and speed mentoring.



- They held three social events to give an opportunity for young professionals/future leaders in the industry to reconnect and network.
 - April 2024 – Saskatoon Bowling & Networking Night
 - April 2024 – Regina Networking Night
 - December 2024 - Saskatoon Wings & Trivia Night
 - The group formalized leadership roles and election procedures with Ivanna Montani as the Chair, Allison Kruger as the Vice Chair and Brett Mozdzen as the treasurer.
 - The committee established a practical budget and event schedule for the upcoming year.
 - A new recruitment strategy was created, featuring testimonials from current members and a volunteer tracking form to help attract, engage, and manage new committee participants more effectively.
- **Upcoming Year:**
 - The Future Leaders Group will contribute to ACEC-SK's strategic priorities, with plans to lead or support association initiatives
 - Fall social events are planned in Regina and Saskatoon, with an emphasis on student engagement through partnerships with university engineering societies.
 - The Annual Conference is scheduled for winter 2026.
 - The Leadership Series will continue this year.
 - Recruitment will focus on targeted outreach and using the new volunteer tracking form to grow committee membership.
 - Two representatives are planned to attend the national conference in Ottawa.
 - The committee will update its banner with support from sponsorship.

Governance

- **Past Year:**
 - The committee created and refined a comprehensive governance cycle schedule, outlining timelines for major decisions, reviews, and elections to ensure organizational clarity and consistency.
 - A volunteer roster system was introduced and developed, capturing key details of committee members to support recruitment and succession planning.
 - The elections policy was developed, clarifying nomination timelines, voting procedures, and executive role eligibility, including a structured process for the treasurer election.



- Progress was made on EDI (Equity, Diversity, Inclusion) initiatives, including gathering provincial policies, drafting internal guidelines, and developing an EDI Speaker Guidance Policy.
- **Upcoming Year:**
 - A comprehensive bylaw review is scheduled for the 2025–2026 governance cycle, with review activities planned between September and April.
 - The newly introduced volunteer intake form and updated roster will be used actively to guide recruitment and ensure balanced committee representation.
 - The EDI Speaker Guidance Policy will be rolled out across all committees and shared with member firms to promote inclusive practices.
 - A formal post-election debrief process will be initiated between the Executive Director and new Governance Chair to continuously improve the election process and board culture.

Industry Resources

- **Past Year:**
 - The committee organized an AI information session featuring Ryan Quiring, which attracted over 100 attendees and generated valuable feedback on industry-specific applications of AI
 - The committee began exploring long-term collaboration opportunities with SIMSA, particularly around shared interests like mining and nuclear development
 - Planning resumed for the SaskPower Forum, with support from SaskPower to relaunch the event after a two-year pause due to external factors
- **Upcoming Year:**
 - An AI workshop will be delivered virtually in September 2025 by Pattison Media, with potential follow-up advanced sessions depending on feedback.
 - The committee aims to collaborate more closely with SIMSA, especially in the nuclear sector, where engineering input will be crucial
 - A renewed SaskPower Forum is planned for September 30, 2025, with a focus on procurement, nuclear, and environmental issues
 - Recruiting new members to support succession planning as Jaclyn prepares to conclude her term as chair.



Transportation

- **Past Year:**

- The committee proactively reviewed the Tri-Party model and worked with SHCA and MoH to make the strategic decision to transition to a new steering committee structure with three working groups, aiming to improve collaboration and accountability across stakeholders.
- Members consistently engaged in efforts to enhance procurement practices by identifying areas for improvement in RFP templates, evaluation feedback, and surfacing design standards.
- Strong engagement with the Ministry of Highways included regular bi-lateral meetings and collaborative dialogue, fostering clearer communication and shared understanding of project needs and expectations

- **Upcoming Year:**

- The committee will participate in the updated Tri-Party steering committee structure with project-specific working groups for Roads, Bridges, and Procurement, aiming for quarterly meetings to improve responsiveness.
- There are plans to follow up with ministries on the GEM procurement system, performance evaluations, and addressing concerns raised during evaluation debriefs.
- Continued outreach is planned with external stakeholders and other provinces to gather comparative procurement practices and potentially present on topics like CPI Adjustments.

Women in Consulting

- **Past Year:**

- The committee successfully launched a four-part Women in Consulting/Construction Virtual Speaker Series, with strong attendance and high satisfaction scores. Topics included life starting as a future leader, starting a family, work-life balance, and sunset challenges.
- The committee maintained collaboration with other ACEC-SK groups, notably the Future Leaders Group and external partners like the Saskatchewan Construction Association, to promote inclusivity and resource sharing.
- The Committee discussed hosting a social event in collaboration with the Future Leaders Group in the spring; however, due to external factors, the event has been postponed to the fall.

- **Upcoming Year:**



- Planning will begin in late summer for the next round of the *Virtual Speaker Series*, with improvements such as earlier scheduling, expert guest speakers, and tighter session formats. Future content will broaden to include professional experts on menopause, caregiving, and postpartum, and continue integrating male perspectives to diversify discussions.
- The committee will aim to successfully host the previously postponed in-person networking event in the fall, with low-cost ticketing to ensure better turnout and budgeting.
- Recruitment of a new committee chair is a key priority, with encouragement for more member engagement and support for leadership succession.