



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

**Regulating the
professions.
Protecting the
public.**

Proposed Bylaw Amendment

At the March 7, 2025 meeting, Council reviewed and approved, with not less than three-quarters of the councillors, recommending the following amendment to members in attendance for consideration at the May 3, 2025 Annual Meeting:

- Administrative Bylaw 6(1) – Banking and financial

NOTE: In accordance with *The Engineering and Geoscience Professions Act, 1997*, Section 15(2) A bylaw made by the council pursuant to subsection (1) has effect only until the next annual or special meeting of the association and, unless confirmed or varied by the members in accordance with subsection (3), ceases to have any effect after that time.

15 (3) With the approval of a two-thirds majority of those members who vote at an annual or special meeting, the association may:

(a) make bylaws for any purpose set out in section 16; and

(b) confirm, vary or revoke any bylaw made by the council pursuant to subsection (1).

If approved by the members, the administrative bylaw comes into force on the date specified in the bylaw.

Rationale for Amendment:

The enclosed Bylaw amendment will increase the authorization values of financial commitments and payments for employees and officers of the association. This change is intended to be more reflective of modern costs and more effectively use the officers time, whom are volunteers.

Employees of the association are the Executive Director or their designates, with the designates being internal Directors reporting to the Executive Director. Officers of the association are the APEGS Executive, including the President, Vice-President, President Elect and the immediate Past President.

The current values within this delegation are requiring APEGS Executive to be called on frequently, sometimes multiple times in a month, to concur on contracts and sign cheques over \$15,000. Often these cheques are for budgeted items that have already been approved by the Council.

The cost of operations has increased significantly since the values were last reviewed. The current \$6,000 authorization was last updated from \$3,000 in 2005 and the \$15,000 authorization level has been in place since 1997. This situation requires time to acquire dual authorization from executive members for payments or contracts, including budgeted items, over \$15,000.

It is proposed that the values of financial commitments and payment authorizations increase to be more reflective of current costs. Further, it is intended to enable the Executive Director to oversee

business operations and be more aligned to levels of other engineering and geoscience associations in Canada. Below is a jurisdictional scan of the signing authority levels for some of the engineering and geoscience associations across Canada:

- Alberta: the Executive Director up to 3 per cent of revenue (~\$1.2 million);
- Manitoba: any two managers or directors up to \$20,000, the CEO and any manager above \$20,000, and council must approve if over \$50,000 and not budgeted;
- Ontario: the CEO up to \$100,000;
- Northwest Territories and Nunavut: the Executive Director may only enter into contracts up to \$100,000 in value, and borrow money or pledge assets up to \$50,000; and
- Quebec: managers up to \$14,999.99, directors from \$15,000 to \$49,999.99, the Executive Director from \$50,000 to \$299,999.99, and the Board of Directors \$300,000 and over.

The proposed bylaw amendment:

- Increases the first payment authorization from \$6,000 to \$30,000 with no change to the individuals who can approve. Approval within this range can still be authorized by the Executive Director or their designate.
- Increases the second payment authorization from \$15,000 to \$100,000 and requires dual approval by either the Executive Director or an APEGS Executive, and one of the Executive Director's designates. This second range could previously be approved by the Executive Director or an APEGS Executive; however, since this range is proposed to increase to \$100,000, additional oversight is being proposed. This change means that up to \$100,000 can be approved in-house by the Executive Director and one of the Executive Director's designates and provides additional oversight.
- Increases the third payment authorization from greater than \$15,000 to greater than \$100,000, with no change to the individuals who must approve. Approval within this range must be from the Executive Director with the concurrence of one the APEGS Executive.

Administrative Bylaw 6(1) – Banking and financial

Section 6(1) of the Administrative Bylaws outlines authorization of employees and officers to approve financial commitments and authorize payments. Each year at the June council meeting, a new motion is put forward to outline the names of the individuals who are in the role for the year, along with the values that align with 6(1) of the Administrative Bylaws.

The proposed bylaw amendment increases the first approval authorization from \$6,000 to \$30,000, the second authorization from \$15,000 to \$100,000, and the last authorization from greater than \$15,000 to greater than \$100,000. As the approval values will be increased, it is also proposed that the second approval will require dual authorization. This change means that up to \$100,000 can be approved in-house and provides additional oversight.

Existing Bylaw

ASSOCIATION

Banking and financial

6(1) The following employees and officers of the Association are authorized to approve financial commitments and authorize payments within the dollar range specified:

- (a) the Executive Director or his or her designate, amounts less than \$6,000;
- (b) the Executive Director, or the President, or the Vice-President, or the President Elect, or the immediate Past President, amounts between \$6,000 and \$15,000;
- (c) the Executive Director or his or her designate, with the concurrence of any one of the President, Vice-President, President Elect or immediate Past President, amounts more than \$15,000.

Proposed

ASSOCIATION

Banking and financial

6(1) The following employees and officers of the Association are authorized to approve financial commitments and authorize payments within the dollar range specified:

- (a) the Executive Director or their designate, amounts less than \$30,000;
- (b) the Executive Director, or the President, or the Vice-President, or the President Elect, or the immediate Past President, and one of the Executive Director designates, amounts between \$30,000 and \$100,000;
- (c) the Executive Director or their designate, with the concurrence of any one of the President, Vice-President, President Elect or immediate Past President, amounts more than \$100,000.