



Association of
PROFESSIONAL ENGINEERS & GEOSCIENTISTS
of British Columbia

APEGBC Council Meetings

Friday, June 16, 2017

Location:

Dan Lambert Boardroom, 2nd Floor (Large Room, Upstairs)
APEGBC Offices, 200 – 4010 Regent Street, Burnaby, BC

Meeting Schedule:

| | |
|----------------------|-----------------------------------|
| 08:30 – 10:15 | Closed Session |
| 10:20 – 10:35 | Morning Break |
| 10:35 – 12:20 | Closed Session (continued) |
| 12:20 – 13:20 | Lunch |
| 13:20 – 15:00 | Open Session |
| 15:00 – 15:30 | In-Camera Session |

For more information, contact Sarah Wray at swray@apeg.bc.ca or 604.412.4896.



Association of
PROFESSIONAL ENGINEERS & GEOSCIENTISTS
of British Columbia

Council Agenda – Open Session

Friday, June 16, 2017

Dan Lambert Boardroom, 2nd Floor (Large Room, Upstairs)

APEGBC Offices, 200 – 4010 Regent Street, Burnaby, BC

13:20 – 15:00

13:20

(5 mins)

4. OPEN SESSION CALL TO ORDER

Chair: Bob Stewart, P.Eng. President

4.1. Declaration of Conflict of Interest

13:25

(25 mins)

5. OPEN CONSENT AGENDA

MOTION: That Council approve all items (5.1 to 5.5) on the Open Consent Agenda.

5.1. April 28, 2017 Open Minutes

Open Minutes
April 28, 2017

MOTION: That Council approve the April 28, 2017 Open Meeting minutes as circulated.

5.2. Appointments Approval

MOTION: That Council approves the recommended appointments and re-appointments to APEGBC Volunteer Groups and to outside Organizations, as applicable.

5.3. Recommendation to Stand Down the Foundation Nominating Committee

Recommendations
to Stand Down the
Foundation
Nominating
Committee

MOTION: That the Foundation Nominating Committee be stood down, with thanks to its members.

Megan Archibald, Director, Communications and Stakeholder Engagement

5.4. Policy on Bylaw Consultation

Policy on Bylaw
Consultation

MOTION: That the revisions to the Council Policy on Bylaw Consultation be approved.

Governance Committee

Megan Archibald, Director, Communications and Stakeholder Engagement

5.5. Information Reports

5.5.1. CEO & Registrar Report

CEO & Registrar
Report

Ann English, P.Eng., Chief Executive Officer and Registrar

- | | | |
|--------------|--|-----------------------------|
| 5.5.2 | Engineers Canada Director's Report <i>Russ Kinghorn, P.Eng., FEC, FGC (Hon.), APEGBC Director to Engineers Canada</i> <i>Jeff Holm, P.Eng., FEC, FGC (Hon.), APEGBC Director to Engineers Canada</i> | EC Report |
| 5.5.3 | Geoscientists Canada Director's Report <i>Garth Kirkham, P.Geo., FGC, FEC (Hon.), APEGBC Director to Geoscientists Canada</i> | GC Report |
| 5.5.4 | AGM Motion Follow Up <i>Janet Sinclair, Chief Operating Officer</i> | AGM Motions |
| 5.5.5 | APEGBC Road Map for 2016/2017 <i>Ann English, P.Eng., Chief Executive Officer and Registrar</i> | Road Map - Update |
| 5.5.6 | Council Attendance Summary <i>Ann English, P.Eng., Chief Executive Officer and Registrar</i> | Council Attendance - Update |

13:50 6. OPEN REGULAR AGENDA

MOTION: That Council approve the Open Regular Agenda (with any additions from the Consent Agenda).

- | | | |
|----------------------------|--|------------------------------|
| 13:50 (10 mins) | 6.1 Governance Committee -Approval of Volunteer Guidelines Policy MOTION: That Council approve the Volunteer Guidelines Policy as presented. <i>Jennifer Cho, CPA, CGA, Director, Finance & Administration</i> <i>Kevin O'Connell, Manager Human Resources</i> | Volunteer Guidelines Policy |
| 14:00 (30 mins) | 6.2 2017 AGM Rules MOTION: That Council approve the (draft) 2017 AGM Meeting Rules for the ratification of members. <i>Governance Committee</i> <i>Megan Archibald, Director, Communications and Stakeholder Engagement</i> | Draft 2017 AGM Meeting Rules |
| 14:30 (30 min) | 6.3 Visiting Dean (UBC School for Mechanical Engineering) <i>Dr. Elizabeth Croft, B.A.Sc. (University of British Columbia), M.A.Sc. (University of Waterloo), Ph.D. (University of Toronto), Fellow of ASME, Engineers Canada, Past NSERC Chair for Women in Science and Engineering, BC and Yukon (2010-2015)</i> | |

15:00 END OF OPEN SESSION

MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING OF THE 2016/2017 COUNCIL
of the Association of Professional Engineers and Geoscientists of British Columbia,
held on April 28, 2017 in the DAN LAMBERT BOARDROOM, APEGBC OFFICES, BURNABY, BC

PRESENT

| Council | |
|--|-------------------|
| Bob Stewart, P.Eng. | President (Chair) |
| Dr. Ed Casas, P.Eng. | Vice President |
| Dr. Mike Wrinch, P.Eng., FEC, FGC (Hon.) | Past President |
| Kathy Tarnai-Lokhorst, P.Eng., FEC | Councillor |
| David Wells, JD | Councillor |
| Richard Farbridge, P.Eng. | Councillor |
| Ken Laloge, CPA, CA, TEP | Councillor |
| John Turner, P.Ag. (ret.) | Councillor |
| Brock Nanson, P.Eng. | Councillor |
| Caroline Andrewes, P.Eng. | Councillor |
| Susan Hayes, P.Eng. | Councillor |
| Ross Rettie, P.Eng., FEC | Councillor |
| Suky Cheema, CPA, CA | Councillor |
| Cassandra Hall, P.Geo., P.Eng. | Councillor |
| Larry Spence, P.Eng. | Councillor |
| Scott Martin, P.Eng. | Councillor |
| Chris Moser, P.Eng. | Councillor |

| Staff | |
|-------------------------|---|
| Ann English, P.Eng. | Chief Executive Officer & Registrar |
| Tony Chong, P.Eng. | Chief Regulatory Officer & Deputy Registrar |
| Janet Sinclair | Chief Operating Officer |
| Jennifer Cho, CPA, CA | Director – Finance & Administration |
| Gillian Pichler, P.Eng. | Director - Registration |
| Efrem Swartz, LLB | Director - Legislation, Ethics & Compliance |
| Peter Mitchell, P.Eng. | Director – Professional Practice, Standards & Development |
| Lindsay Steele, P.Geo. | Associate Director – Professional Practice, Standards & Development |
| Megan Archibald | Director – Communications & Stakeholder Engagement |
| Deesh Olychick | Director – Member Services |
| Don Gamble | Director - IS |
| Sarah Wray | Executive Assistant to Council and to the Chief Executive Officer & Registrar |
| Tracy Richards | Administrative Assistant |

| Guests | |
|--|--|
| Russ Kinghorn, P.Eng., FEC, FGC (Hon.) | APEGBC Director to Engineers Canada |
| Jeff Holm, P.Eng., FEC, FGC (Hon.) | APEGBC Director to Engineers Canada |
| Garth Kirkham, P.Geo., FGC, FEC (Hon.) | APEGBC Director to Geoscientists Ccanada |

OPEN SESSION – CALL TO ORDER

Bob Stewart, President and Chair, called the meeting to order at 11:23 am. Dr. Ed Casas, Vice President, acted as the Parliamentarian, Councillor Brock Nanson acted as the Membership Engagement Champion, and Councillor Kathy Tarnai-Lokhorst acted as the 30 by 30 Champion. Councillors Ken Laloge and John Turner attended the meeting via teleconference.

Guests: The Chair advised that Russ Kinghorn, P.Eng., FEC, FGC (Hon.) and Jeff Holm, P.Eng., FEC, FGC (Hon.) of Engineers Canada would be joining for the Open Session. Also joining for item 6.2 is Mike Currie, Chair of the Advisory Task Force on Corporate Practice

CO-17-44 OPEN CONSENT AGENDA

MOTION: It was moved and seconded that Council approve the Open Consent Agenda.
CARRIED

Motions carried by approval of the Consent Agenda:

- 5.1 **MOTION** that Council approve the February 10, 2017 Open Meeting minutes as circulated.
- 5.2 **MOTION** that Council approves the recommended appointments and reappointments to APEGBC Volunteer Groups and to outside Organizations, as applicable.

| Individual, Designation | Position | APEGBC Volunteer Group/Outside Organization | Staff Contact | Start Date | Expiry Date | New/Returning * Over 6 Years |
|--|----------|---|-----------------|----------------|----------------|------------------------------|
| Re-appointments (under six years) | | | | | | |
| Kevin Riederer, P.Eng. | Member | Registration Committee | Gillian Pichler | April 18, 2017 | April 17, 2019 | Returning |
| Dr. Mahmoud Mahmoud, P.Eng., FEC | Member | CEQB (Engineer Canada Qualifications Board) | Ann English | June 31, 2017 | June 31, 2020 | Returning |
| Kenneth J. Goosen, P.Eng. | Member | YVR Board | Ann English | May 11, 2017 | May 11, 2020 | Returning |
| Antigone Dixon-Warren, P.Geo. | Chair | Geoscience Committee | Jason Ong | April 28, 2017 | April 28, 2019 | Returning |
| Jeff Wilson, P.Geo. | Member | Geoscience Committee | Jason Ong | April 28, 2017 | April 28, 2019 | Returning |
| Jon Mikkelsen, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | Returning |
| Dr. Diane Cecile Kennedy | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | Returning |
| Dr. Hsi-Yung Feng, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | Returning |

| New Appointments and Re-Appointments (over six years) | | | | | | |
|--|--------|---|----------------|----------------|----------------|-----------------|
| Emmanuel Alberto Asuncion Domingo, P.Eng. | Member | Building Codes Committee | Peter Mitchell | May 2, 2017 | May 2, 2019 | New |
| Dr. Ed Casas, P.Eng. | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| David Wells, JD | Chair | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Dr. Michael Wrinch, P.Eng., FEC, FGC (Hon.) | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Margaret Li, P.Eng., FEC, FGC (Hon.) | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Timothy Smith, P.Geo., Eng.L. | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Tomer Curiel, P.Eng. | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Doug Barry, P.Eng. | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Mike Waberski, BCLS | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2017 | April 28, 2018 | New |
| Paul Gann, P.Geo. | Member | Geoscience Committee | Jason Ong | April 28, 2017 | April 28, 2019 | New |
| Gath Kirkham, P.Geo., FGC | Member | Fairness Panel | Mark Rigolo | April 11, 2017 | April 11, 2019 | *Over Six Years |
| Dr. Klaus Ulrich Mayer, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Dr. Scott Duncan McDougall, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Mr. Gregory William Johnson, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Dr. Satish Gopalakrishnan, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Dr. Philippe Bertrand Pierre Kruchten, P.Eng., FEC | Chair | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Xiaotao Bi, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |

APEGBC Council Meeting Minutes – Open
April 28, 2017

| | | | | | | |
|---|--------|--------------------|-------------|----------------|----------------|-----------------|
| Dr. Kun-Yu Ezra Kwok, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Anthony Ka-Pong Lau, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Michael Cameron Thompson, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Farrokh Sassani, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Robert William Parolin, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Roger Daniel Beckie, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Thomas William Gillies Calvert, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Oldrich Hungr, P.Eng./P.Geo., FGC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Harold Robert Davis, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| James Wesley Atwater, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Mabo Robert Ito, P.Eng., FEC, FGC (Hon.) | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. David Bruce Dreisinger, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. William George Dunford, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Sidney Mindess, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Rimas Pakalnis, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Kwang Victor Lo, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Siegfried Fritz Stierner, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Choon Jim Lim, P.Eng., FEC | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |

| | | | | | | |
|---------------------------------------|--------|----------------------------|----------------|----------------------|----------------------|--------------------|
| Dr. Stephen Karrer O’Leary, P.Eng. | Member | Board of Examiners | Mark Rigolo | April 16, 2017 | April 16, 2019 | *Over Six Years |
| Dr. Afzel Suleman, P.Eng. | Member | Experience Review Panel | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Svetlana Vology Ritter, P.Eng. | Member | Experience Review Panel | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |
| Yugang Liu, P.Eng. | Member | Experience Review Panel | Mark Rigolo | April 28, 2017 | April 28, 2019 | New |

- 5.3 **MOTION** that Council approve the updates to the Policy and Procedure on Academically Qualified Applicant Profiles and Review of Experience.
- 5.4 **MOTION** that Council approve the P.Tech. to Eng.L. Bridging Strategy.
- 5.5 **MOTION** that Council approve the updates to the Registration Committee Terms of Reference.
- 5.6 **MOTION** that Council approve the pilot phase for the Accredited Employer Member-in-Training Program be extended by one year to March 2018.
- 5.7 The following informational reports were received by Council:
- CEO & Registrar Report
 - Branch Engagement Report
 - Corporate Engagement Report
 - Piloting of Engineering Competencies for Limited Licence (Eng.L.)
 - Fairness Panel Annual Report
 - Engineers Canada Director’s Report
 - Geoscientists Canada Director’s Report
 - Investigation & Discipline Status Report
 - Enforcement Report
 - APEGBC Road Map for 2016/2017
 - Council Attendance Summary

CO-17-45 OPEN REGULAR AGENDA

MOTION It was moved and seconded that Council approve the Open Regular Agenda.
CARRIED

CO-17-46 APEGBC THREE YEAR BUDGET DRAFT

MOTION It was moved and seconded that Council approve the FY2018 APEGBC operating and capital budget, FY2019 & FY2020 proforma budget as presented.
CARRIED

CO-17-47 RECOMMENDATIONS AND NEXT STEPS: CORPORATE PRACTICE

MOTION 1 It was moved and seconded that Council thanks the Task Force for its comprehensive and thorough work on this project.
CARRIED

MOTION 2 It was moved and seconded that Council directs staff to publish the report “Phase 1 Recommendations Report of the Advisory Task Force on Corporate Practice”.
CARRIED

MOTION 3 It was moved and seconded that Council approves:

- a. That APEGBC pursue regulatory authority over corporate practice.
- b. That a corporate regulatory model be developed which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.
- c. That the corporate regulatory model be scaled according to the size and nature of the organization and be administratively efficient.

CARRIED

MOTION 4 It was moved and seconded that Council directs staff to work with the Advisory Task Force on Corporate Practice to review its Terms of Reference as the first step in proceeding with phase 2 for the September 2017 Council meeting.
CARRIED

CO-17-48 CLIMATE CHANGE ADVISORY GROUP’S RESPONSE TO THE AGM MOTION

MOTION It was moved and seconded that Council confirm, in response to the 2016 APEGBC AGM motion regarding net zero emissions, the following current work being carried out under the direction of the CCAG should continue as it meets the intent of the AGM motion:

1. The development and revision of relevant Professional Practice Guidelines, delivery of relevant continuing professional development events, relevant conference offerings and other events;
2. The highlighting of members employers who are developing net zero approaches in their practice; and,
3. The consideration of APEGBC working towards net zero emissions with the initial step being to undertake an audit of APEGBC office energy use and carbon emissions.

CARRIED

CO-17-49 PUBLISHING VOTER TURNOUT BY BRANCH

MOTION It was moved and seconded that Council approve publishing voter turnout by branch periodically during the election period as a pilot for the 2017/18 election.
CARRIED

CO-17-50 PUBLICATION OF PETITIONS

MOTION It was moved and seconded that Council shall endeavour to publish as many petitions as possible, but retain the ability to exercise discretion in determination of whether to publicize 25 member petitions.
CARRIED

CO-17-51 QUESTIONS AND ANSWERS WITH COUNCIL CANDIDATES

MOTION It was moved and seconded that Council delegate the decision for incorporating Q&A in the 2017 Council election and if included, the selection of questions to a sub-committee of Council consisting of the following members; Bob Stewart, P.Eng., Suky Cheema, CPA, CA, Ken Laloge, CPA, CA, TEP, John Turner, P.AG. (ret), David Wells, JD, and Ross Rettie, P.Eng., FEC and Scott Martin, P.Eng.
CARRIED

CO-17-52 POLICY ON GUESTS REQUESTING TO APPEAR AND ADDRESS COUNCIL AT A MEETING

MOTION It was moved and seconded that Council approve the policy regarding Guests Appearing Before Council as recommended by the Governance Committee.
CARRIED

CO-17-53 BRANCH TERMS OF REFERENCE

Staff presented on the Branch Terms of Reference report provided to Council.

MOTION It was moved and seconded that Council approve the revised Terms of Reference for branches.
CARRIED

END OF OPEN SESSION

The Open Session ended at 2:08 pm.



Date: May 31, 2017

Report to: **Council for Decision**

From: Governance Committee

Author: Megan Archibald
Director, Communications and Stakeholder Engagement

Subject: Recommendation to stand down the Foundation Nominating Committee

Linkage to Strategic Plan: Effective governance and resources that enable and guide APEGBC's operations.

| | |
|-----------------|---|
| Purpose: | To provide information and justification for standing down the Foundation Nominating Committee. |
| Motion: | That the Foundation Nominating Committee be stood down, with thanks to its members. |

Background

The APEG Foundation is a charitable entity operating at arms-length from the association under the *BC Society Act*. The Foundation operates under a Board of Directors, and its membership is comprised of the current members of Council. The purpose of the Foundation is to raise funds to support engineering and geoscience education through scholarships and bursaries.

In 2013, the Foundation Nominating Committee was established by Council, as a committee of Council. Its purpose is to identify candidates for appointment to the APEG Foundation Board of Directors (see TOR, Appendix 1). Council identified a need for this committee due to a desire for a more formal approach and oversight over the process by which individuals are nominated to serve as Foundation Directors.

The composition of the committee is three members of Council, and one Foundation Director. The current Council members are: Suky Cheema, CPA, CA, Brock Nanson, P.Eng., and David Wells, JD. A Foundation Director has not yet been appointed, pending the outcome of this proposal.

Discussion

The function and structure of this committee is unique. Nothing like it exists elsewhere within Council's governance structure, with the exception of the Council Nominating Committee. No other committee, board, or Task Force, including APEGBC's other charitable entity, the Benevolent Fund, has its own nominating committee. This has been a point of confusion for both Council (the Foundation's members), and the Foundation Directors themselves over the years.

Staff and committee members have made the following observations about the structure and functioning of the committee:

- The Council representatives who are assigned to this committee are often government appointees; they do not have a wide network of professional engineers and geoscientists to draw recommendations from. As a result, staff and Foundation Directors typically make recommendations themselves.
- The committee requires additional administrative support (at least four meetings and additional motion approvals via email) to duplicate a process that already exists under APEGBC's volunteer recruitment strategy and procedures.
- The Foundation is not regularly engaged by this group, and most Foundation directors are unaware it exists.
- When candidates are identified, the committee usually asks current Foundation directors to reach out to the candidates proposed, although this is a function of the committee's TOR. This tends to be because the committee is not familiar enough with the functioning of the Foundation to perform outreach on its behalf.

When the committee was struck, APEGBC did not have a formal volunteer recruitment process in place. It is felt that with this now well in hand, a duplicate process is not required, and is often not utilized as it was intended, as staff and Foundation Directors tend to do the majority of the recruitment on their own.

The Foundation Directors reviewed this recommendation at their meeting on May 12, 2017, and support the idea of standing this committee down. They are confident that recruitment can continue to be supported by Foundation Directors and staff support, and appointments will continue to be brought to the Foundation's members (Council) for ratification. Standing this committee down will not introduce any functional changes to the nomination or appointment processes.

The current members of the committee – Suky Cheema, CPA, CA, Brock Nanson, P.Eng., and David Wells, JD – have not met as a committee yet. As they are all new appointees, they have also not been oriented to the purpose of this group, and so this proposal has not been reviewed by them.

Previous Council appointees were Ken Laloge, CPA, CA, TEP (Chair), David Harvey, P.Eng., Struct.Eng., FEC, and Taj Mitha, LLB. Feedback on this proposal was sought from Ken Laloge, and he expressed his support for this proposal. He stated that he felt there is a need for an organized review of candidates for Foundation Directors, but that this could be easily accomplished by Foundation Directors and staff, without an independent committee.

The Governance Committee reviewed and approved this proposal at their May 29 meeting.

Recommendation(s)

That the Foundation Nominating Committee be stood down, with thanks to its members.

Appendix A – Foundation Nominating Committee Terms of Reference



Date: May 31, 2017

Report to: **Council for Decision**

From: Governance Committee

Author: Megan Archibald
Director, Communications and Stakeholder Engagement

Subject: Policy on Bylaw Consultation

Linkage to Strategic Plan: Effective governance and resources that enable and guide APEGBC's operations.

Purpose: To update the Council Policy on Bylaw Consultation.

Motion: That the revisions to the Council Policy on Bylaw Consultation be approved.

Background

The Policy on Bylaw Consultation (Attachment 1) was created to establish a consistent process for member and stakeholder engagement on proposed bylaw changes. The bylaw establishes the scale of consultation to be undertaken based on the level of impact anticipated by the proposed bylaw change. The bylaw was approved by Council on December 2, 2011. Formatting changes were made in 2014, but the content has not been updated since the policy was initiated.

Discussion

This policy and process has been a positive method of engagement between Council and members, and no substantive changes are being proposed. Staff are proposing the following revisions to the current policy:

- Minor editorial changes for clarity and to align with current terminology (e.g. referring to licensees, rather than "limited" licensees);
- Changing Item 2.1.2 as follows:

Council will vote on whether the proposed bylaw or amendment should ~~be approved in principle for consultation and~~ proceed to stakeholder consultation.

This proposed change speaks to some member concerns that consultation processes are run after Council has already made its decisions. The revised wording demonstrates an emphasis is on gathering information first, rather than assuming a predetermined outcome.

The revised policy was reviewed and approved by the Governance Committee on May 29, with one additional amendment to note that consultation results will be communicated to members and other stakeholders, as is current practice.

Recommendation

MOTION: That the revisions to the Council Policy on Bylaw Consultation be approved.

Attachment A – Tracked Policy of Bylaw Consultation



APEGBC Policy on Bylaw Consultation

Purpose and Scope

To guide the member and stakeholder consultation process for proposed APEGBC bylaw amendments. The process will respect the individual nature of each bylaw. ~~Unless otherwise stated, for~~ For the purposes of this document, “member” includes registered members, licensees, members in training, provisional members, ~~and students.~~

Policy

- 2.1 Bylaw consultation should follow the process outlined below:
 - 2.1.1 Bylaw or amendment identified and proposed to Council for consideration by a group or individual (committee, Division, Task Force, staff, or other; hereafter the “Proposer”)
 - 2.1.2 Council will vote on whether the proposed bylaw or amendment should ~~be approved in principle and~~ proceed to stakeholder consultation
 - 2.1.3 Feedback from members and other stakeholders will be gathered and reviewed by the Proposer.
 - 2.1.4 The Proposer will make any changes it considers necessary based on consideration of the feedback received, and will forward the wording to Council, along with a report on the consultation process and results.
 - 2.1.5 Consultation results will be communicated to members and stakeholders.
 - 2.1.~~56~~ Council will consider the Proposer’s report and draft wording and, if appropriate, vote on the final wording of the bylaw.
 - 2.1.~~76~~ If approved by Council ~~and required by the Act~~, the bylaw will proceed to those members eligible to vote (registered members and ~~limited~~ licensees) for ratification.
- 2.2 In consultation with staff, the Proposer will recommend to the Executive Committee an appropriate level of consultation and consultation process, along with a budget for the process if required.
- 2.3 The consultation process, and any changes to the process, will be approved by the Executive Committee.

APPROVED BY COUNCIL:

December 2, 2011 (Minute CO-12-22)



Date: May 10, 2017

Report to: **Council for Information**

From: Ann English, P.Eng.
CEO & Registrar

Subject: CEO and Registrar Report to Council

Linkage to Strategic Plan: Continue to implement best practices in governance.

This report summarizes activities of the Leadership Team related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties of the association since the April 28, 2017 meeting of Council.

1. Internal Operations

1.1 Compliance Statement

APEGBC has met all of its legal obligations. There are no outstanding lawsuits or other liabilities that would materially modify our financial position.

1.2 Brand Implementation Update

The renewed brand of the association will launch on August 23. Council will be receiving a verbal report on its implementation, as well as the communications strategy, at the meeting.

2. Member and Public Affairs

2.1 Media Interactions

Staff noted the following media interactions for this period:

- March 28 (The Tyee) and April 27 (Shawnigan Focus). Inquiries related to the status of the Shawnigan Lake investigation.
- May 5 (Journal of Commerce). Inquiry related to the development and implementation of the Professional Practice Guidelines on Performance-based Seismic Design of Bridges.

2.2 Corporate Engagement Update

The association continues to engage members' employers and industry stakeholders at many levels throughout its operations, including through the OQM program, the accredited MIT program, sponsorships, and partnerships.

In September, APEGBC will once again be hosting an industry breakfast with the Top 40 member employers and other industry stakeholders. This event engages key stakeholders in a breakfast strategy discussion to provide input on current issues and events impacting the engineering, geoscience, and regulatory industries. A date will be circulated to Council in the coming weeks.

2.3 Foundation Strategic Planning

The APEG Foundation is a charitable entity that operates at arms-length from APEGBC. Its members are the current members of Council. Currently, the Foundation is planning for its next three-year strategic plan to guide the delivery of its mandate: to support engineering and geoscience students as they pursue their education, through bursaries and scholarships. The Foundation will be focusing on some key priorities to grow its philanthropic reach and to increase the reach of its scholarship and bursary opportunities, as well as to continue to enhance donor stewardship. The strategic planning session will be held in July; if any members of Council are interested in being involved, please connect with Foundation Chair Kathy Tarnai-Lokhorst.

The Foundation is also keen to increase the level of engagement amongst its members (Council). Ideas and thoughts on how this might be achieved are welcome, and can be directed to Kathy Tarnai-Lokhorst.

2.4 Q&A with Candidates

On May 17, the sub-committee of Council met to discuss the inclusion of the Q&A for the 2017 Council election. The sub-committee supported including the Q&A and approved the following motion:

That the sub-committee of Council approve the inclusion of the Q&A for the 2017 Council election with a 250 word response limit per question, and approve the following three questions for the Q&A:

- 1. APEGBC is the regulatory authority charged with protecting the public interest with respect to the practice of engineering and geoscience in the province of BC. What is the key challenge facing APEGBC?*
- 2. What are the key issues facing the engineering and/ or geoscience professions?*
- 3. Looking five years ahead, what is your vision for APEGBC as a professional regulatory body in BC?*



Date: June 1, 2017

Report to: **Council for Information**

From: Russ Kinghorn, P. Eng. FEC
Jeff Holm P. Eng. FEC
APEGBC Directors to the Board of Engineers Canada

Subject: Engineers Canada Update

Governance at Engineers Canada

The Governance Committee held a facilitated meeting wherein a document was drafted on the future direction for governance at Engineers Canada. The Carver model will be dropped although some concepts may stay in place. The Regulators will be asked to collaborate in the changes particularly to bring them into the decision-making process on Engineers Canada governance and in joint planning and direction setting. Finally, the structure (board size) and effectiveness of the Board, including meeting frequencies and purposes will be developed.

The Board workshop, to be held June 26-27, will focus on kicking off the above process. Jeff Holm will be appointed to the Governance Committee at the workshop.

Strategic Plan

Engineers Canada will be developing a strategic plan over the next year. Work on the plan will start in earnest after the policies are implemented following the changes to governance at Engineers Canada.

Until there is a full strategic plan, an interim business plan is being developed to give direction to Engineers Canada staff for the next year. This work will include a “National Conversation on the Assessment of Non-Accredited Degree Applicants” by the Qualifications Board.

Accountability and Transparency

Stephanie Price, Interim CEO will be publishing monthly reports of what Engineers Canada is doing from here on in. This will improve accountability and transparency and is a very welcome change.

Competency Assessment Project

Federal funding has expired for this project Engineers Canada is applying for new funding based on implementation of the APEGBC tool as opposed to developing anything new.

Respectfully submitted by Jeff Holm P.Eng. FEC and Russ Kinghorn P. Eng., FEC



Date: June 4, 2017

Report to: **Council for Information**

From: Garth Kirkham, P.Geo., FGC
Director, Geoscientists Canada

Subject: Geoscientists Canada Report to Council

Background

On June 2-3, 2017, Geoscientist Canada held the Annual AGM and directors meetings in Yellowknife, NWT. The directors and Presidents meetings addressed regular items of business and discussions. The AGM transacted the affairs of Geoscientists Canada and related motions.

Discussion

All 9 Directors and full Executive Committee present. Also attending were: CEO/Registrars (including Ann English), CA Presidents (including Bob Stewart) and international and national observers; in addition to Geoscientists Canada staff. President Hendrik Falck chaired.

During the AGM, Mark Priddle (APGO) was elected as President Elect. Jeff O'Keefe was installed as President for 2017-2018.

APEGBC - Alexander David Kenneth Burton was awarded FGC.

The meetings and AGM are to transact the business of Geoscientists Canada, submit reports from Committees and Task Groups and to vote on motions as presented. On Friday, June 2, 2017, the CEO's, Presidents and Directors participate in breakout working groups to discuss the agenda and issues affecting the profession and to communicate requests and concerns.

Bruce Broster presented a report on behalf of the Geoscience Standards Council. A survey has been distributed to determine whether GKE is working for the CA's or not. Need this information regarding GKE to provide clarity and precision on the crafting of the document. The deadline for responses is within the next few weeks.

In 2016 Geoscientists Canada and the Canadian Federation of Earth Sciences (CFES) jointly applied for and obtained a Canadian Geological Foundation grant to fund the preparation of a Geoscience for Society ("G4S") colour booklet for Canada, like other recent national publications put by for the UK and the US. Last November, a contract was awarded to Kylie Williams of Resource Writers in Vancouver to draft the text. The selection of illustrations and graphic design is to follow as a separate phase. The target is to have this booklet ready in time for the global RFG2018 conference, which Canada will host in June of next year.

At the January Board meeting, the directors assigned an action to the CEO (with aid of the directors) to map out use of the P.Geo designation in “demand side” regulations and codes in all provinces and territories by practice activity (groundwater, geohazards, site assessments, etc., in addition to mining and energy). Ollie Bonham presented numerous examples and a map of the use of P.Geo. in “demand side” regulations and codes. Next steps will include completing the collection of responses and complete study report.

A draft proposal was presented to form a national practice advisory committee. With the principle focus of regulation being about practice, it had been suggested a second national committee might be established to compliment CGSC. The focus of CGSC is national issues concerning admissions and CGSC serves as the national forum for deliberations and standard setting on entry to the profession. A national forum on practice matters in geoscience is needed and could serve as a valuable resource to the CAs, allowing for national deliberations on geoscience risk and practice matters and guidance. As a national advisory committee, it would be called a “Council” – like CGSC and it would be composed of 9 appointees one from each CA and each CAs would have the opportunity to have staff attend - from their practice functions, as each CA may wish - to support the work of this new Council. It is envisaged over time specialist sub-committees may form focusing on particular practice areas.

With the pending retirement of Ollie Bonham, CEO in March 2018, the Board discussed a search process for a replacement and it was agreed a search committee structure, competitive hiring process and an updated job description were all necessary. The possibility of a change in office location using other CA hosting arrangements for the national office was raised. It was decided location was a secondary issue as much would hinge on finding a suitable candidate first and then determining their mobility. The detailed plan was presented.

Received a presentation of Mineral Exploration Health and Safety and the role of the P.Geo. by Janice Fingler of Prospectors, Developers Association of Canada to raise awareness at the head offices and in the board rooms.

G. Enyon of the Awards Committee presented a national awards concept which was approved and plan will be created.

The Securities Committee has submitted the QP Short Course for release and presentation. The course is designed for offering to universities to inform students as to what their professional obligations and applicable rules and regulations such as NI43-101 and NI51-101. The uptake from the CA’s has been good and the course is being offered at all. There has been a request from the Securities Regulators for a similar course to be offered to practicing professionals.

There was a request from the EFG to form a Task Group to analyze the Comprehensive Economic and Trade Agreement (CETA) signed by Canada and European Union and investigate the impacts on the profession and professional practice. It was agreed that this be investigated further.

Mark Priddle, Director Ontario, proposed a student membership be available in CA's. The goal is to engage early and insure membership in the future.

There was also a request to study and canvass the CA's with respect to health and safety incidents and liability, and the responsibility of the professional similar to the demand side piece.

Respectfully submitted,

Garth Kirkham, P.Geo., FGC

Director, Geoscientists Canada



Date: May 31, 2017

Report to: **Council for Information**

From: Janet Sinclair
Chief Operating Officer

Subject: 2016 AGM Motion Follow Up

Linkage to Strategic Plan: Continue to implement best practices in governance.

| | |
|-----------------|--|
| Purpose: | To advise Council regarding the status of Council's consideration of the member motions passed at the AGM. |
|-----------------|--|

| | |
|----------------|---------------------|
| Motion: | No motion required. |
|----------------|---------------------|

The following motions from the floor were brought forward by members for Council's consideration at the 97th (2016) Annual General Meeting of the Association of Professional Engineers and Geoscientists of British Columbia, held on Saturday, October 22, 2016, in Victoria, BC. The actions taken by Council are noted below each motion.

Motion 1

That Council consider developing a proactive guideline that will require all members to take into consideration options to achieve net zero emissions in their professional practice.

CARRIED

Action Taken

One of the activities of the Climate Change Advisory Group (CCAG) is to consider climate change mitigation. As such, Council directed the CCAG to report to Council on current activities being undertaken related to guideline development in this area and to provide advice with respect to any additional considerations regarding this motion. The Climate Change Advisory Group recommended and Council agreed that the following current work being carried out under the direction of the CCAG should continue:

1. The development and revision of relevant Professional Practice Guidelines, delivery of relevant continuing professional development events, relevant conference offerings and other events;
2. The highlighting of members employers who are developing net zero approaches in their practice; and,
3. The consideration of APEGBC working towards net zero emissions with the initial step being to undertake an audit of APEGBC office energy use and carbon emissions.

Motion 2

That Council consider reporting the results of membership voting by branch, which then would be aggregated to the total returns.

CARRIED

Action Taken

Council approved publishing voter turnout by branch periodically during the election period as a pilot for the 2017/18 election.

Motion 3

That, in the interest of improved openness and transparency with the membership and the public, Council consider implementing a policy of publishing, both in Innovation and by broadcasting to the membership by email, any received written request signed by 25 members [pursuant to section 12(7) of the Engineers and Geoscientists Act] at the earliest possible opportunity.

CARRIED

Action Taken

Council decided that it will endeavour to publish as many petitions as possible, but retain the ability to exercise discretion in determination of whether to publicize 25 member petitions.



Date: May 11, 2017

Report to: **Council for Information**

From: Ann English, P.Eng.
Chief Executive Officer & Registrar

Subject: Council Road Map (as at June 16, 2017)

Linkage to Strategic Plan: Effective governance and resources that enable and guide
APEGBC's operations

| | |
|-----------------|---|
| Purpose: | To provide Council with the current status of the actionable items listed on the Council Road Map for 2016/2017 |
| Motion: | No motion required. |

Background

The attached document summarizes the expected agenda items that are planned to be brought forward to Council during the 2016/2017 Council year. The items are aligned with the Strategic Plan and will help Council see the progress on elements of the Plan. This road map is not exclusive and additional items may be added as required throughout the year but will serve as a focus for this year's meetings.

Kindly note the following items on the Work Plan that have been postponed until future Council meetings:

The Canadian Environment Experience Alternatives Report, Working in Canada Seminar – Policy and Implementation Approval has been shifted from the June meeting to the September meeting as this item will not be heard by the National Administration Officials Group until late June.

Attachment A – Council Road Map (as at June 16, 2017)

APEGBC Council Road Map for 2016-2017

| | HIGHLIGHTS | November 25 (Council Mtg) | February 9 (Planning Session) | February 10 (Council Mtg) | April 28 (Council Mtg) | June 16 (Council Mtg) | September 8 (Council Mtg) | October 19-21 (Annual Conf & AGM) |
|---|--|---|---|---|--|---|---|--|
| Members & Future Members | BRANCHES, DIVISIONS & SOCIETIES REPORTS | Report of the October 2016 Branch Rep Meeting Branch Engagement Rpt | | | Branch Engagement Rpt | | APEG Foundation AGM and Benevolent Fund AGM Branch Engagement Rpt | |
| | IMPROVING MEMBER SUPPORT & BRAND | | Member Engagement Rpt | Brand Development Update | | | Public Opinion Survey Member Engagement Strategy Update Report on Eng.L. Title Research | |
| | ENHANCING REGISTRATION PROCESSES | Report on APEGBC's Role in Geoscience Competency Assessment | | | Report/Proposal Bridge P.Tech. to Eng.L. Enhanced MIT Program Policy Fairness Panel Annual Rpt | Canadian Environment Experience Alternatives Report, Working in Canada Seminar - Policy and Implementation Approval | Annual Update on Eng.L. to P.Eng. Bridging | |
| Members, Employers, etc. | EMPLOYER ENGAGEMENT | | | Corporate Engagement Rpt Update on OQM Program | Update on OQM Program Extend Accredited Employer Training Program from Pilot to Permanent | | | |
| Government, Public & Other Stakeholders | INCREASING PUBLIC CONFIDENCE | | | Coporate Practice Task Force Rpt Update from CPD Committee | | Approval of Award Nominations | Year End Rpts on (1) Investigation and Discipline and (2) Enforcement | |
| | ACADEMIC OUTREACH | | | | | Visiting Dean (UBC) | Visiting Dean (SFU) | |
| | ENGINEERS CANADA AND GEOSCIENTISTS CANADA | Directors Rpt Update & Prospectus for approval re: National Competency-Based Assessment | | Directors Rpt | Directors Rpt | Directors Rpt | | |
| Enabling Goal | STRATEGIC PLAN CYCLE AND MONITORING ACTIVITIES | | Prioritization of Strategic Plan Initiatives KPI Progress Update for 2016/2017 | | Approval of Strategic Plan Initiatives | | AGM Rules Strategic Plan and KPI Update | |
| | LEGISLATION CHANGES AND BYLAW CYCLE | | | | Gov Comm Rpt on possible Revisions to Bylaws and Procedures re Delegation to Comms (tentative) | Draft Bylaw changes w/ Consultation Plan (tentative) | | |
| | IMPROVING DIVERSITY | | | Update on Diversity Initiatives | | | Update on Volunteer Management Activities | |
| | EFFECTIVE GOVERNANCE | Council Governance Training; Approval of Nominating Committee Appointees; AGM Motion Referral | | Calendar 2016 Registration Admissions Report | Election Policy Approval | | Council Evaluation Fiscal 2017 Registration Admissions Report | Appointment of Councillors to Committees |
| | FINANCIAL OVERSIGHT | Quarterly Financial Report / Budget Guideline Approval | | Quarterly Financial Report | Quarterly Financial Report/ Budget approval | | Audited Financial Statements / Year End Review | Approval of Auditors |
| | Activities Completed | | | | | | | |
| | Activities Behind Schedule (by end of September) | | | | | | | |
| | New Item | Items Advanced | | | | | | |



Date: May 11, 2017

Report to: **Council for Information**

From: Ann English, P.Eng.
Chief Executive Officer & Registrar

Subject: Council Attendance Summary (as at June 5, 2017)

Linkage to Strategic Plan: Effective governance and resources that enable and guide
APEGBC's operations

Purpose: To provide updates on the Council Attendance Summary.

Motion: No motion required.

Background

The Council Attendance Summary is used to track individual Councillor attendance at the Council meetings and other related events and Committee meetings that Councillors are a part of (e.g. the Executive Committee, the Governance Committee, the Registration Committee, etc.). Each Councillor is assigned a column which is regularly updated. Presently the table only shows the Council meetings, Executive Committee meetings, and a few other events; the table will be updated as the dates of the other Committees are determined.

At the end of the Council year, each Councillor's column will be tallied and a percentage applied. The intent in curating this summary is to provide information that will assist with future correspondence relating to things such as the election; this will enable staff to display the high level of dedication that is required of candidates. The Council Attendance Summary will also provide a clear visual of the amount of meetings that the average Councillor is required to attend and how many meetings each Committee holds.

Attachment A – Council Attendance Summary (as at June 5, 2017)

| | Rob Stewart, P. Eng. | Dr. Ed Coates, P. Eng. | Dr. Mike Winnch, P. Eng., REC, FCC (Hon.) | Sukky Chems, CA, CPA | David Wells, JP | Ken Labadie, CPA, CA, TEP | Kathy Tarnai-Lokhorst, P. Eng., REC | Brock Munson, P. Eng. | Caroline Andrewes, P. Eng. | Larry Spence, P. Eng. | Susan Hayes, P. Eng. | Ross Reddie, P. Eng. | Cassandra Hall, P. Eng., REC | Richard Fairbridge, P. Eng. | Scott Martin, P. Eng. | Chris Moser, P. Eng. | John Turner, P. Ag. (ret) |
|--|----------------------|------------------------|---|----------------------|-----------------|---------------------------|-------------------------------------|-----------------------|----------------------------|-----------------------|----------------------|----------------------|------------------------------|-----------------------------|-----------------------|----------------------|---------------------------|
| Oct 22, 2016 (Inaugural Council) | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Nov 7, 2016 (ATECP) | | | | | | | | | | | | | | | ✓ | | ✓ |
| Nov 9, 2016 (Orientation) | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | ✓ | | | | | | |
| Nov 9, 2016 (Reg Comm) | | | | | | | ✓ | | ✓ | | ✓ | ✗ | | | | | |
| Nov 10, 2016 (Prof Prac Comm) | | | | | | | | | ✓ | ✓ | ✓ | | | | | | |
| Nov 16, 2016 (Exec Comm) | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | | |
| Nov 16, 2016 (Gov Comm) | | | ✓ | | | | | ✓ | | | | | ✓ | | ✓ | ✓ | ✓ |
| Nov 22, 2016 (Orientation for New GAs) | | | | ✓ | ✓ | | | | | | | | | | | | |
| Nov 23, 2016 (Geo Comm) | | | | | | | | | | | | ✓ | | | ✗ | | |
| Nov 24, 2016 (New Council AG Walk-Thru) | ✓ | ✓ | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | | | | | |
| Nov 25, 2016 (Council) | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dec 6, 2016 (ATFCP) | | | | | | | | | | | | | | ✓ | | | ✓ |
| Dec 7, 2016 (Exec Comm) | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | | |
| Jan 18, 2017 (Exec Comm) | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | | |
| Jan 18, 2017 (Gov Comm) | | | ✓ | | | | | ✓ | | | | | ✓ | | ✓ | ✓ | ✓ |
| Jan 25, 2017 (Reg Comm) | | | | | | | ✓ | | ✓ | | | ✓ | ✗ | | | | |
| Jan 26, 2017 (VP Branch Visit - Rich/Delta) | | ✓ | | | | | | | | | | | | | | | |
| Jan 26, 2017 (Prof Prac Comm) | | | | | ✓ | | | | ✓ | ✓ | ✓ | | | | | | |
| Jan 31, 2017 (Audit Comm) | | | | ✓ | | ✓ | | ✓ | | | | | ✗ | | ✗ | | |
| Feb 6, 2017 (Audit Comm) | | | | ✓ | | ✓ | | ✓ | | | | | ✓ | | ✓ | | |
| Feb 8, 2017 (Nominating Comm) | | | ✓ | | | | | | | | | | | | | | |
| Feb 8, 2017 (Planning Session, Pt 1) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✓ |
| Feb 9, 2017 (Geo Comm) | | | | | | | | | | | | ✗ | | ✗ | | | |
| Feb 9, 2017 (Planning Session, Pt 2) | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ |
| Feb 10, 2017 (Council) | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ | ✗ | ✗ | ✓ | ✓ |
| Feb 23, 2017 (Gov Comm) | | | ✓ | | | | | ✓ | | | | | ✗ | | ✓ | ✓ | |
| Feb 23, 2017 (Exec Comm) | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | | |
| Feb 27 - Mar 1, 2017 (Eng Can Board Mtg) | ✓ | | | | | | | | | | | | | | | | |
| Mar 1, 2017 (Nom Comm) | | | ✓ | | | | | | | | | | | | | | |
| Mar 2, 2017 (CCAG) | | | | | | | | | | ✓ | | | | | | | |
| Mar 2, 2017 (VP Branch Visit - Central Int) | | ✗ | | | | | | | | | | | ✓ | | | | |
| Mar 6, 2017 (Question Period) | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | ✓ |
| Mar 6 & 7, 2017 (Govt Reception) | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ |
| Mar 8, 2017 (Reg Comm) | | | | | | | ✓ | | ✗ | | ✓ | ✗ | | | | | |
| Mar 9, 2017 (ACEC-BC/APEGBC Joint Exec) | ✓ | ✓ | ✓ | | | ✗ | ✓ | | | | | | | | | | |
| Mar 14, 2017 (ATFCP) | | | | | | | | | | | | | | ✓ | | | ✓ |
| Mar 16, 2017 (Exec Comm) | | | | | | | | | | | | | | | | | |
| Mar 29, 2017 (Exec Comm) | ✓ | ✓ | ✓ | | | ✓ | ✓ | | | | | | | | | | |
| Mar 29, 2017 (CPD Comm) | | | | | ✓ | | ✓ | ✓ | | ✓ | | | | | | | |
| Apr 5, 2017 (Special Council Session) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Apr 5, 2017 (Right Touch Regulation) | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ |
| Apr 6, 2017 (Spring Branch Rep Dinner) | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Apr 7, 2017 (Spring Branch Rep Mtg) | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Apr 6, 2017 (Geo Comm) | | | | | | | | | | | | | ✓ | | ✓ | | |
| Apr 19, 2017 (Reg Comm) | | | | | | | ✓ | | ✗ | | ✓ | ✗ | | | | | |
| Apr 20, 2017 (Branch Visit - Vancouver) | | | | | | | | | | | | | | | | | |
| April 24, 2017 (Nom Comm) | | | ✓ | | | | | | | | | | | | | | |
| Apr 26, 2017 (Councillor Agenda Teleconference) | ✗ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ |
| Apr 27, 2017 (CCAG) | | | | | | | | | | ✓ | | | | | | | |
| Apr 27, 2017 (Council Forum) | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✗ | ✗ |
| Apr 28, 2017 (Council) | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| May 4, 2017 (Audit Comm) | | | | ✓ | | ✓ | | ✓ | | | | | ✓ | | ✓ | | |
| May 10, 2017 (Geo Comm) | | | | | | | | | | | | | ✓ | | ✗ | | |
| May 19, 2017 (Prof. Prac. Comm) | | | | | ✓ | | | | ✓ | ✓ | ✓ | | | | | | |
| May 23-28, 2017 (Eng Can Board Mtg) | ✓ | | | | | | | | | | | | | | | | |
| May 25, 2017 (VP Branch Visit - Peace River) | | ✗ | | | | | ✓ | | | | | | | | | | |
| May 25, 2017 (VP Branch Visit - Van) | | ✓ | | | | | | | | | | | | | | | |
| May 25, 2017 (Exec Comm) | | | | | | | | | | | | | | | | | |
| May 29, 2017 (Gov Comm) | | | ✓ | | | | | ✗ | | | | | ✓ | | ✓ | ✓ | ✓ |
| May 31, 2017 (Reg Comm) | | | | | | | ✓ | | ✓ | | ✓ | ✗ | | | | | |
| June 2-3, 2017 (Geo Can Board Mtg) | ✓ | | | | | | | | | | | | | | | | |
| June 8, 2017 (VP Branch Visit - Okanagan) | | | | | | | | | | | | | | | | | |
| June 16, 2017 (Council) | | | | | | | | | | | | | | | | | |
| June 16, 2017 (Past Presidents Forum) | | | | | | | | | | | | | | | | | |
| June 20, 2017 (Audit Comm) | | | | | | | | | | | | | | | | | |
| June 28, 2017 (Reg Comm) | | | | | | | | | | | | | | | | | |
| Aug 9, 2017 (Exec Comm) | | | | | | | | | | | | | | | | | |
| Aug 16, 2017 (Reg Comm) | | | | | | | | | | | | | | | | | |
| Aug 23, 2017 (Audit Comm) | | | | | | | | | | | | | | | | | |
| Aug 28, 2017 (Exec Comm) | | | | | | | | | | | | | | | | | |
| Sept 8, 2017 (Council) | | | | | | | | | | | | | | | | | |
| Sept 29, 2017 (Reg Comm) | | | | | | | | | | | | | | | | | |
| Oct 19, 2017 (Conference) | | | | | | | | | | | | | | | | | |
| Oct 20, 2017 (Conference) | | | | | | | | | | | | | | | | | |
| Oct 21, 2017 (AGM) | | | | | | | | | | | | | | | | | |
| Percentage of Attendance | | | | | | | | | | | | | | | | | |

☐ Attendance Required
■ Attendance Not Required
/// Meeting Cancelled
/ Attendance for Partial Meeting



Date: May 29, 2017

Report to: **Council for Decision**

From: Governance Committee
Jennifer Cho, CPA, CGA
Director of Finance & Administration

Subject: Volunteer Guidelines Policy

Linkage to Strategic Plan: Effective governance and resources that enable and guide
APEGBC's operations.

Purpose:

For Council to review and approve the Volunteer Guidelines Policy.

Motion:

That Council approve the Volunteer Guidelines Policy as presented.

Background

As part of the volunteer orientation program that is in development, guidelines for volunteers have been created. This document provides volunteers with information on policies and procedures that influence their involvement with APEGBC. At the June 17, 2016 meeting, Council approved the Volunteer Guidelines (Appendix A), subject to legal and editorial review. Both legal and editorial reviews have since been completed.

Discussion

The creation of the Volunteer Guidelines and requiring volunteers to agree to abide by them helps to better support APEGBC operations and is good governance, as well as aides to limit our legal liability with respect to some of the sections in the document. It also provides volunteers with resources to support them in their involvement with APEGBC.

The Volunteer Guidelines will be made available online and be accessible to all volunteers. All current volunteers would be requested electronically confirm that they have read, understand and agree to abide by the Volunteer Guidelines. Going forward, this process will be part of the orientation for new volunteers.

As part of the legal review of the Volunteer Guidelines, it was confirmed that every organization by law must have a respectful workplace policy that addresses bullying, harassment and violence. These policies apply to everyone, including volunteers, and as such, evidence confirming that all volunteers have been made aware of these required policies is required.

Several other key policies within the document (confidentiality, ownership of copyright, conflict of interest, etc.) have no legal requirement to exist but may be of particular value to the organization not only for improved functional clarity but also to generally limit our liability. Similarly, if the organization wants to terminate a volunteer relationship based on a breach of policy, having the Volunteer Guidelines agreed to by the volunteer in question will assist in confirming the related breach.

Recommendation(s)

The Governance Committee at their February 2017 meeting reviewed the Volunteer Guidelines Policy. In consideration of both the legal requirements and the general benefits to the organization of having volunteers agree to abide by the Volunteer Guidelines, the Governance Committee recommends that the attached policy (Appendix B) be approved. The policy **requires** all volunteers to electronically confirm that they have read, understand and agree to abide by the Volunteer Guidelines. Without this confirmation, individuals would not be permitted to function in the capacity of Volunteer with APEGBC.

Attachment A – Volunteer Guidelines

Attachment B – Volunteer Guidelines Policy

Volunteer Guidelines

Welcome to Our Team

On behalf of APEGBC's Council and staff, it is my privilege to express our deep appreciation for the volunteers that commit their time and expertise to our association and the professions of engineering and geoscience. APEGBC's accomplishments are due in large part to the engaged participation of volunteers like you.

We want to ensure that you receive the resources and support necessary for you to achieve success and enjoy your volunteer experience with us. These guidelines outline your role as a volunteer and are intended to support you during your volunteer time with APEGBC. Please take a few minutes to familiarize yourself with the information below. If you have any questions about these guidelines or any of our policies or procedures, please contact APEGBC's Human Resources Manager, Kevin O'Connell, at koconnell@apeg.bc.ca.

After you have read through and reviewed the guidelines, you will be asked to acknowledge that you have read, understand and agree to abide by them by checking a box at the bottom of the page and clicking "Submit".

The knowledge and experience you contribute as a volunteer is essential to enabling APEGBC to support and promote the professions as a trusted partner and progressive regulator. Thank you.

Ann English

Chief Executive Officer & Registrar

Welcome to APEGBC

Dedicated volunteers are at the heart of APEGBC's work as the engineering and geoscience licensing and regulatory authority for BC, and play a part in almost every aspect of the association—from reviewing applications for professional registration to participating on committees that set and uphold practice standards.

OUR MISSION, VISION, & VALUES

Vision

Professional engineers and geoscientists creating a better future for all.

Mission

To support and promote the engineering and geoscience professions as a trusted partner and progressive regulator that serves the public good.

Values

Integrity
Accountability
Innovation

Much of the work our volunteers do links directly to our 3-year Strategic Plan. Learn more about our Strategic Plan [here](#).

GOVERNANCE STRUCTURE

APEGBC's purpose and duties as the provincial licensing and regulatory body for engineering and geoscience in BC are defined by legislation, the *Engineers and Geoscientists Act*. APEGBC is governed by a council of 13 elected members and four government appointees. Council is accountable to the public through the Ministry of Advanced Education and to the members for both the governance and management of the association.

VOLUNTEER COMMITMENT

Volunteering with APEGBC provides ongoing opportunities for:

- Giving back to your profession and industry;
- Meeting new people and building your network;
- Earning professional development credits;
- Learning and developing skills;
- Contributing your ideas; and
- Receiving recognition of your contributions.

In return we ask that you approach your role with enthusiasm, a team mentality, and a genuine interest in giving back. We also ask that you:

- Respect confidentiality;
- Arrive on time for meetings and events;
- Be prepared for meetings and events;
- Encourage a respectful working environment;

- Provide constructive feedback; and
- Be accountable.

We understand our volunteers lead busy lives and we are grateful for the time they dedicate to volunteering with us. As such, we ask that you recognize when you are unable to meet the commitments of the volunteer position and work with the group leader to identify a solution.

APEGBC is committed to ensuring that its operations and business are conducted in an ethical and legal manner. We ask that you support this by familiarizing yourself with, and to adhering to, all policies and procedures during your time as a volunteer with APEGBC.

CONFIDENTIALITY

Some of the information accessed by volunteers during their activities with APEGBC is confidential. A volunteer must maintain the confidentiality of all confidential information to which they are privy, unless otherwise permitted or required by APEGBC.

If you are unsure whether the information shared is of a confidential nature, please check with your volunteer group's APEGBC staff support person.

Anyone, either during the course of, or subsequent to, becoming a volunteer of APEGBC, must not:

1. Divulge any confidential information communicated to, produced, or acquired as a result of his or her participation in activities with APEGBC;
2. Divulge any confidential information acquired in the performance of APEGBC related duties and responsibilities to any person or third party not authorized by APEGBC or by law to have such information;
3. Benefit directly or indirectly in consideration for revealing any confidential information; and
4. Use confidential information in any personal undertaking in which he or she may be, or may become, involved.

These terms of confidentiality are of a general nature and apply to all volunteers. Some volunteers working with specific groups may be required to uphold additional confidentiality requirements. Should an additional confidentiality agreement be required, your volunteer group's APEGBC staff support person will discuss this with you.

OWNERSHIP OF COPYRIGHT

Volunteers sometimes assist APEGBC by authoring documents, such as reports or guidelines, or by making contributions to the authorship of such documents. Whenever

a written work product or any other type of intellectual property is created for APEGBC in the course of volunteering, the copyright will belong to APEGBC.

CONFLICT OF INTEREST

Volunteers should perform their duties for APEGBC in such a manner that confidence and trust in the integrity, objectivity and the impartiality of the process are observed.

A conflict of interest arises, or may appear to arise, when a volunteer's private or public interest takes precedence over, or competes with the voluntary duties or responsibilities to APEGBC. Conflicts of interests may be real, perceived or potential, and may evolve at any time before, during, or after appointment to, voluntary participation with APEGBC.

The recognition of a real, perceived or potential conflict of interest is a matter of judgment and the primary responsibility for recognizing a conflict of interest rests with each volunteer in the course of his or her participation in activities with APEGBC. If you feel you may be in a real, perceived or potential conflict of interest, discuss this with your volunteer group's APEGBC staff support person. If a conflict arises at any point, the volunteer will be expected to declare and excuse him or herself from the conflicting portion of volunteering activities.

GIFTING, HOSPITALITY AND OTHER BENEFITS

As an APEGBC volunteer you choose to volunteer your time and service to APEGBC and understand that in doing so you are not considered to be employed by APEGBC at any time. You understand that you will not be compensated in any way for the service you provide as an APEGBC volunteer. As a volunteer, you are free to stop volunteering your time and service to APEGBC at any time.

From time to time, a volunteer might receive gifts from APEGBC in recognition for their contributions. These gifts are ethically acceptable for volunteers to receive because they are given as tokens of appreciation, are non-compensatory in nature, and do not hold significant value.

However, there may be other times when a volunteer is presented with gifts from other sources, and these may be inappropriate. Gifts, hospitality, or other benefits should not be given by, or received by, any volunteer in the course of his or her participation in activities with APEGBC, if that gift, hospitality, or other benefit could – or be perceived to – influence the volunteer's judgement or performance of their duties and responsibilities with APEGBC, or be viewed as compensation. Giving or receiving an inappropriate gift can easily create a conflict of interest or the appearance of one – for instance, a volunteer might be swayed to act more favorably than he or she otherwise would towards a person who has given them a gift. If there is any doubt as to the

perceived effect of the gift, hospitality, or other benefit, please bring it to the attention of your volunteer group's APEGBC staff support person.

ALCOHOL AND DRUGS

As a volunteer of APEGBC, you may be invited to attend social events or other functions where alcohol may be served. If you (including guests) choose to enjoy an alcoholic beverage, it is expected that you will drink responsibly and will not put yourself or others at risk of injury, or drink and drive.

We expect that you will represent the association in a professional manner. When at an APEGBC function, please ensure the following:

- If you consume alcohol, do so responsibly.
- You will not operate or have care and control of a motor vehicle while under the influence of alcohol.
- You ensure your safety and the safety of others by having a designated driver or alternate method of transportation home.
- You will be free from the effect of any illegal drugs.

EXPENSE REIMBURSEMENT

APEGBC will reimburse preauthorized travel expenses. Please contact your APEGBC staff support person to confirm what expenses you are eligible for and to receive a reimbursement form.

Receipts must be submitted together with the expense reimbursement form before the end of the fiscal year in which the expenses occurred. APEGBC's fiscal year runs from July 1–June 30.

POLITICAL ACTIVITIES

Non-Partisan Stance In circumstances where APEGBC or any volunteers participate in the public policy arena **on behalf of APEGBC**, this participation shall be of a non-partisan nature. These occurrences can include: direct relations with the government, engagement in lobbying activities or attendance at political campaigns, conferences or events. APEGBC volunteers will be expected to participate with all political parties, with no preference or undue advantage being extended to any one political party, political figure or political ideology over another.

Activities in Personal Capacity Members and volunteers must receive authority from APEGBC before identifying they are representing the interests of APEGBC. Under any circumstances where a volunteer is acting in a personal capacity, he or she must exercise scrupulous judgment to avoid the appearance of representing the interests of APEGBC.

BULLYING, HARASSMENT AND VIOLENCE

APEGBC is committed to providing a positive environment in which all individuals are treated, and treat each other, with respect and dignity. We expect all employees and volunteers to support and contribute to a positive and respectful environment. As an APEGBC volunteer, supporting a respectful environment includes ensuring respectful behaviour during volunteer activities related to your role, as well as while traveling, at conferences, training sessions and seminars you attend. It also includes volunteer-related phone calls, emails, text messages and other communications, during volunteer-related social events sponsored or supported by APEGBC and elsewhere if you are there as a result of your responsibilities to APEGBC.

Bullying or harassing behaviour includes any conduct or comment (whether verbal or written) by a person towards another that is inappropriate, vexatious, or offensive and that was known or reasonably ought to have been known by the alleged bully or harasser to be humiliating, insulting, threatening, or intimidating. This behaviour includes inappropriate or offensive conduct, or comments that are based on a protected ground of discrimination as defined in the *Human Rights Code* and will not be tolerated by APEGBC.

The offender could be another volunteer or someone other than a volunteer, but with whom the volunteer is required to be in contact as part of their volunteer work for APEGBC.

Although bullying and harassment is generally considered in terms of a pattern of ongoing behaviour, it may include behaviour that occurs on a one-time basis.

Examples of behaviour that may constitute bullying or harassment include but are not limited to:

- Jokes or gestures that are abusive or degrading;
- Personal ridicule and malicious gossip;
- Abuse of authority to intimidate or coerce, improperly control, or influence someone;
- Racial epithets or slurs;
- Taunting or ostracism;
- Displaying derogatory, humiliating, or offensive objects, cartoons, drawings, or photos; and
- Sexual harassment, which is defined as one or more incidents involving unwelcome conduct of a sexual nature.

Accusations of bullying and harassment are serious and are reserved for serious behaviours. Not all interpersonal conflict, differences of opinion, or disputes that are rude or thoughtless will constitute bullying or harassing behaviour unless the behaviour was also inappropriate.

Should a volunteer ever encounter a violent situation, he or she should never attempt to intervene directly in a physically dangerous or violent situation; however such situations should be reported immediately to APEGBC and the proper authorities. Volunteers must advise of any and all incidents of bullying, harassment and/or violence at APEGBC or at APEGBC-sponsored meetings or events of which they have knowledge, are witness to, or in which they are involved. Incidents should be reported to APEGBC's Human Resources Manager.

BREACHES OF CONFIDENTIALITY, CONFLICTS OF INTEREST OR INCIDENTS OF BULLYING, HARASSMENT OR VIOLENCE

APEGBC is committed to ensuring that its operations and business are conducted in a fair, ethical and legal manner and that volunteers support and contribute to a positive and respectful work environment. In the event that APEGBC becomes aware of an alleged breach of confidentiality, conflict of interest or an incident of bullying, harassment or violence, the Registrar will conduct an independent investigation in a suitable manner as is required in the circumstance, respecting principles of procedural fairness. For APEGBC members, this process may initiate a formal investigation under the *Engineers and Geoscientists Act*.

Complaints may be referred directly to the Registrar at registrar@apeg.bc.ca or your volunteer group's APEGBC staff support person.

CRIMINAL RECORD CHECK

For specific circumstances, volunteers may be required to undergo a criminal record check. Your volunteer group's APEGBC staff support person will advise if this applies to you.

SOCIAL MEDIA

APEGBC uses social media to enhance member engagement and communication with members, stakeholders and the public, and to promote the professions of engineering and geoscience. We encourage volunteers to actively engage in online discussions and dialogue through social media channels. APEGBC has corporate accounts on the following social media platforms:

Twitter - [Follow us @APEGBC](#)

LinkedIn - [Join the APEGBC Discussion Group](#)

YouTube - [View and share APEGBC videos promoting engineering and geoscience](#)

Facebook - [Like the APEGBC Student Program page](#)

In posting material relating to APEGBC on personal social media accounts (such as Twitter, LinkedIn, Facebook, Instagram or YouTube) either directly through a mention of APEGBC, using relevant hashtags, or indirectly, we ask that you adhere to the following principles:

- Respect APEGBC, its members and staff: Social media sites are public spaces and we expect you to be respectful of the association, staff, volunteers and members.
- Use common sense: Think before you post. Social media accounts are accessible to the public and what you post could have significant consequences. If you would not be comfortable with your supervisor, co-workers, or APEGBC staff reading your words, do not write them.

In posting material relating to APEGBC on personal social media accounts either directly through a mention of APEGBC, using relevant hashtags, or indirectly, you agree not to:

- Post material that is profane, obscene, offensive, libelous, defamatory, threatening, harassing, abusive, inappropriate, inflammatory or otherwise objectionable towards any individual or entity.
- Post material that infringes on the rights of APEGBC or any individual or entity, including privacy, intellectual property or publication rights.
- Disclose any information that is confidential or proprietary to APEGBC or any third party that has disclosed information to APEGBC.

To maintain consistency in our brand and communications, APEGBC's corporate social media accounts are managed by the association's Communications Department. Our online dialogue thrives when volunteers participate in the conversation. Although you may have your own personal social media accounts, volunteers must not create an APEGBC branded account.

APEGBC reserves the right to ask volunteers to remove or edit posts on social media sites at any time should they violate the principles noted in this policy.

If you have questions or would like more information on appropriate use of social media, email APEGBC's Acting Manager, Communications, Laurel Buss, at lbuss@apeg.bc.ca.

INTERACTION WITH THE MEDIA

The objectives of APEGBC's media relations efforts are to create positive public awareness about the professions of engineering and geoscience, and to increase awareness of APEGBC and its duty of ensuring public safety through the work of the association and its members.

In general, when responding to inquiries from the media, only designated spokespeople are permitted to speak on behalf of APEGBC. If you are contacted by a journalist to offer comments on behalf of APEGBC, please refer them directly to the Acting Director, Communications & Stakeholder Engagement, Melinda Lau, at mlau@apeg.bc.ca.

In certain circumstances, the CEO or President will appoint subject-matter experts for technical issues, and volunteers who participate on committees may be called on to speak to media by APEGBC media relations staff. If contact is initiated directly by journalists however, volunteers should first contact APEGBC.

Volunteers involved in organizing local events on behalf of APEGBC branches may sometimes be approached by journalists regarding these activities. Before speaking to journalists, volunteers are asked to seek advice from APEGBC media relations staff who can help with effectively engaging media, or if this is not feasible, to inform staff after the interaction has taken place.

PHOTOS AND VIDEOS

At times, APEGBC may be photographing or videotaping events, sessions, workshops, or even meetings where you might be volunteering and your likeness may be used to promote APEGBC. If you do not wish to participate, please advise your volunteer group's APEGBC staff support person.

POLICY REVISIONS

APEGBC reserves the right to amend these policies and guidelines from time-to-time in our judgment to address issues that may arise and changes in our operations or the law.

ADDITIONAL INFORMATION

If you have any questions regarding your role as a volunteer or APEGBC, please feel free to connect with your volunteer group's APEGBC staff support person.

Volunteer Guidelines Policy

1. Volunteer Guidelines Purpose

The Volunteer Guidelines help to support APEGBC operations and in good governance, provide volunteers with resources to support them in their involvement with APEGBC and educate and inform volunteers of important policies and procedures that are applicable to them.

2. Volunteer Guidelines Access & Distribution

2.1 The Volunteer Guidelines are available online through the APEGBC website and are accessible to all members who have logged in via their UserID and Password. Non-members interested in becoming volunteers will be given special access to the website so that they can access the Volunteer Guidelines, as required.

2.2 Communications directing volunteers and prospective volunteers to the Volunteer Guidelines will occur proactively by Human Resources with any required follow up being communicated by the Support Staff that liaises with them in relation to their function as a volunteer. This ensures that all existing and prospective volunteers are given the opportunity to review the Volunteer Guidelines, ask questions regarding the document's content and confirm their understanding of and their agreement to abide by it.

3. Volunteer Guidelines Acknowledgement

3.1 The Volunteer Guidelines contain sections that APEGBC is legally required to have all volunteers agree to abide by. These sections include Bullying, Harassment and Violence. Other sections also assist in limiting APEGBC's general liability. For these reasons, this policy requires all volunteers to confirm their understanding of and their agreement to abide by the Volunteer Guidelines.

3.2 Upon completing their review of the Volunteer Guidelines online, all existing volunteers and prospective volunteers are required to confirm electronically, where indicated on the document, that they have read, understand and agree to abide by the Volunteer Guidelines. All

confirmations are tracked by Human Resources through Qlickview and are based on the login used.

- 3.3** Existing volunteers that have not confirmed electronically that they have read, understand and agree to abide by the Volunteer Guidelines within 30 days of the initial release of the document will no longer be permitted to function in the capacity of Volunteer with APEGBC.
- 3.4** New volunteers will only be able to function in the capacity of Volunteer with APEGBC once they have provided the electronic confirmation that they have read, understand and agree to abide by the Volunteer Guidelines.



Date: May 31, 2017

Report to: **Council for Decision**

From: Governance Committee

Author: Megan Archibald
Director, Communications and Stakeholder Engagement

Subject: Draft 2017 AGM Meeting Rules

Linkage to Strategic Plan: Effective governance and resources that enable and guide
APEGBC's operations.

| | |
|-----------------|--|
| Purpose: | To provide recommended amendments to the AGM Meeting Rules for Council's consideration. |
| Motion: | That Council approve the (Draft) 2017 AGM Meeting Rules for the ratification of members. |

Background

Each year, the Governance Committee reviews the meeting rules for the Annual General Meeting and takes any proposed amendments to Council for approval. The rules are also reviewed by Eli Mina, APEGBC's designated Registered Parliamentarian, in consultation with staff.

DISCUSSION

The Governance Committee reviewed and considered proposed amendments to the 2016 AGM meeting rules at their May 29 meeting. Minor editorial changes were proposed to clarify who can speak at the AGM upon invitation of the Chair (see item 1.3 in the attached red-lined version of the (Draft) Annual General Meeting Rules) and to simplify language (see new item 2.3 in the attached red-lined (Draft) AGM Rules).

In addition, the Governance Committee felt that amendments should be introduced this year to encourage members to submit their AGM motions well ahead of the meeting so that members will be able to read these motions in advance and be prepared to engage in an informed debate at the AGM. In order to review, publish and distribute the accepted motions in advance, it is proposed that member motions be submitted no later than 30 days prior to the AGM. However, the Governance Committee also recognized that this length of time ahead of the AGM may not allow urgent and important member motions to be introduced at the meeting. To accommodate such motions, the Governance Committee proposed that such motions may be submitted no later than 10:00 am on the day of the AGM and that such motions will only be accepted for consideration with the consent of 2/3 votes. It was felt by the Governance Committee that these proposed amendments (see items 2.1 and 2.2 in the attached red-lined (Draft) AGM Rules) are reasonable in terms of improving the way that member motions are managed.

The foregoing proposed amendments to the AGM Meeting Rules have been shared with our Parliamentarian Consultant, Mr. Eli Mina. While he understands the intent behind the proposed amendments to how the member motions will be managed, he issued caution that some members may be opposed to these amendments given his past observations of APEGBC. Should that occur at the beginning of the AGM when these rules are to be ratified by the members, this may negatively impact the rest of the meeting. Notwithstanding Eli's concerns, the Governance Committee felt that the proposed amendments are steps in the right direction. Acknowledging that there may be some risk, the Governance Committee still recommends that Council consider and approve the proposed amendments to the AGM Rules.

Staff will update the format of the document to align with the association's new brand (e.g. updating the association's name and logo) prior to the meeting.

As in previous years, members will be encouraged to develop and submit motions in advance of the AGM via various forms of communication. Motion forms will be made available online. Additionally, accepted member motions submitted by the 30 days ahead of the AGM deadline will be published for the members' information ahead of the meeting.

RECOMMENDATION

MOTION: **That the (Draft) 2017 AGM Meeting Rules be approved for the ratification of members.**

Attachment A – red-lined version of the (Draft) Annual General Meeting Rules



(Draft) Annual General Meeting Rules

October 21, 2017

The Annual General Meeting rules of order set out below are intended to facilitate progress at the meeting, include members in orderly debate and decision-making, and ensure fairness, equality and common sense.

1. General Rules

- 1.1 The meeting will be run in accordance with the relevant provisions of the *Engineers and Geoscientists Act* and Bylaws. Where the *Act* and the Bylaws are silent, the current edition of Robert's Rules of Order Newly Revised (RONR) will apply.
- 1.2 The meeting shall be scheduled to conclude by 12:30 PM.
- 1.3 Only members in good standing (APEGBC-registered P.Eng., P.Geo, and/or Licensee) are entitled to make or second motions, speak to motions, and vote. At the Chair's discretion, ~~a~~ staff members, ~~or a~~ public appointees to Council, or ~~other persons~~ guests may be invited to speak.

2. Member Motions

- 2.1 ~~To be considered, member motions must be submitted in writing to AGM staff no later than 10:00 AM on the day of the meeting so they can be reviewed prior to presentation. Member motions to be considered at an AGM must be submitted in writing no later than 30 days prior to the day of the meeting for review and distribution to the membership in advance of the meeting.~~
- 2.2 ~~Urgent member motions may be introduced from the floor for discussion at the AGM with the consent of 2/3 vote. To be considered, urgent member motions must be submitted in writing to AGM staff no later than 10:00 AM on the day of the meeting so they can be reviewed prior to presentation.~~
- 2.23 All submitted motions will be reviewed by the Chair, the Parliamentarian, ~~and the eChair~~ or a member of the Governance Committee, ~~and if the latter is not available, a member of the Governance Committee, so as to~~ ensure they are in order (as per Robert's Rules)¹ for consideration by the meeting.
- 2.34 All member motions must be written as advisory for the consideration of Council.
- 2.45 The mover and seconder of a member motion must be present when the motion is considered.
- 2.56 Member motions may not include a preamble that is part of the motion. However, after the motion, the written statement may include a brief rationale that is not part of the motion.

¹ In essence, Roberts Rules of Order require that a motion will be considered to be out of order if, amongst other things, it is beyond the objects and business of the Association, or is absurd, discourteous or uses language that reflects on a member's conduct or character.

3. Debate

- 3.1 A member who wishes to speak at the meeting will approach a microphone, wait to be recognized by the Chair, and open by stating his/her name.
- 3.2 On each issue or motion, each member is entitled to speak up to two (2) times, and for no longer than three (3) minutes each time. Speaking a third time or for longer than 3 minutes will require permission from the assembly. If an individual has questions, he or she may ask one follow-up question within the same three-minute time slot.
- 3.3 To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have spoken.
- 3.4 Debate must be germane to the pending motion. The Chair may alternate between proponents and opponents to a pending motion.
- 3.5 Speakers must observe decorum, and must avoid personal attacks and disorderly or discourteous behaviour.

4. Voting

- 4.1 Members must not pass their voting cards to someone else.
 - 4.2 Voting will be by a show of voting cards, except when three or more members present request a ballot vote.
-

MOTION REFERENCES

Proposed motions should relate to the mandate of the association and be respectful.

APEGBC BYLAWS

Bylaw 2(i)

The rules contained in the latest edition of Robert's Rules of Order shall govern the conduct of meetings in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of this association.

ROBERT'S RULES

With respect to form, Robert's Rules of Order has the following to say:

A main motion – particularly an original main motion – is frequently offered as a resolution, either because of its importance or because of its length or complexity. Any resolution – and any long or complicated motion, whether cast as a resolution or not – should always be submitted in writing...In preparing an important written motion or resolution (which should be done in advance of the meeting if possible), it is often advisable to consult with members who can be of assistance in perfecting it... (RONR, 11th edition, p. 105).

Basis to refuse consideration of a motion:

- 1. *Any main or other motion that is absurd in substance is dilatory and cannot be introduced (RONR, 11th edition, p. 342).*
- 2. *Motions that conflict with the corporate charter, constitution or bylaws of a society, or with procedural rules prescribed by national, state or local laws, are out of order, and if any motion of this kind is adopted, it is null and void (RONR, 11th edition, p. 343).*
- 3. *No motion can be introduced that is outside the object of the society or assembly as defined in the bylaws, unless by a two-thirds vote the body agrees to its consideration (RONR, 11th edition, p. 343).*
- 4. *A motion must not use language that reflects on a member's conduct or character, or is discourteous, unnecessarily harsh, or not allowed in debate (RONR, 11th edition, p. 344).*

Appendices

Item 5.3 Appendix A



TERMS OF REFERENCE

1. Name: Foundation Nominating Committee

2. Type/Reporting Relationship: Advisory Committee

2.2 Reporting Relationship:

The Committee is appointed by the members of the APEG Foundation (Council) and reports to the members of the APEG Foundation (Council).

3. Purpose:

To nominate members for the office of Director of the Foundation in accordance with the *Guidelines on Nomination Procedures* as provided in Appendix I.

4. Authorities of the Committee:

The Committee shall act on behalf of the members of the Foundation (Council) in facilitating the selection process for Directors of the Foundation.

5. Function/Deliverables:

- 5.1 Affirm or modify a list of relevant criteria for the evaluation of potential nominees.
- 5.2 Solicit names of potential nominees from members and current Directors.
- 5.3 Develop candidate profiles of potential nominees that describe their qualifications and suitability for the position.
- 5.4 Evaluate potential nominees based on the previously identified criteria and the completed profile.
- 5.5 Contact intended nominees to affirm their willingness to be nominated as a Foundation Director.
- 5.6 Select a single slate of nominees to be brought forward for ratification by the membership. The number of nominees should be equal to the number of positions available.

6. Budget:

Except as set out above and as allocated in the Association's annual budget, the committee has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.

7. Membership:

- 7.1 Four members, of which:
 - Three members must be current members of Council, selected by Council; and
 - One member must be a Director of the APEG Foundation, selected by the Foundation Directors, who is not eligible for re-appointment or who confirms not be considered for re-appointment during the term he or she is a sitting member of the committee. (If no such Director can be identified, then a member of current Council will instead be selected.)

8. Term of Office:

- 8.1 Appointments are one year, renewable twice unless otherwise extended by Council.
- 8.2 The terms of office are from September to September.

9. Selection of Officers:

- 9.1 The Chair is elected by the Committee. The Chair must be, and remain, a member of current Council.

10. Quorum:

Three members.

11. Frequency of Meetings:

The committee will meet as many times as required to fulfill its duty.

12. Conduct of Meetings:

The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

13. Minutes:

Minutes, notes or recording of decisions are the responsibility of staff support.

14. Periodic Reporting and Review of Terms of Reference:

The Committee shall review its Terms of Reference on an annual basis, and bring forward any proposed changes to the Executive Committee for approval.

15. Staff Support:

Director, Communications and Stakeholder Engagement

APPROVED BY APEGBC COUNCIL: November 29, 2013 (CO-14-21)

REVISED AND APPROVED BY COUNCIL: April 15, 2016 (CO-16-45)

Appendix I – Guidelines on the Nomination and Ratification of Directors

1. When a vacancy for a Foundation Director arises, either through the completion of a term, or through a resignation before the completion of a term, staff will alert the Nominating Committee; the Nominating Committee then meets to initiate the nomination process.
2. The Nominating Committee will affirm, or modify the list of criteria for the evaluation of potential nominees; in the case of modification, the views of current Directors will be sought.
3. All members and all Directors are advised of the details of the vacancies arising, and are invited to propose potential nominees to staff or the Committee Chair by a specified deadline (without the need to obtain the endorsement of the relevant individuals); simultaneously, if eligible for re-appointment, the relevant Directors will be invited to declare their interest or not in being considered for reappointment; if they do so, their names will be added to the list of potential nominees.
4. The Nominating Committee develops nominee profiles that summarize qualifications with respect to the criteria.
5. The Nominating Committee reviews the information that has thereby been developed, and develops a draft slate of nominees.
6. Each nominee is then invited to affirm his or her concurrence with being nominated.
7. The final slate is thereby developed and brought forward to a meeting of members for ratification. Additional nominees cannot be brought directly to the floor of the meeting, and therefore there will be no election of nominees.