



Association of  
**PROFESSIONAL ENGINEERS & GEOSCIENTISTS**  
of British Columbia

## **Council Agenda – Open Session**

Friday, June 17, 2016

Rivers Boardroom

Hotel 540, 540 Victoria Street, Kamloops, BC

10:35 – 12:15

**10:35 4. OPEN SESSION CALL TO ORDER**

**(5 min)**

*Chair: Dr. Mike Wrinch, P.Eng., FEC, FGC (Hon.) President*

4.1. Declaration of Conflict of Interest

**10:40 5. OPEN CONSENT AGENDA**

**(10 min)**

**MOTION: That all items (5.1 to 5.9) on the Open Consent Agenda be approved.**

5.1. April 15, 2016 Open Minutes

Open Minutes  
Apr 15, 2016

**MOTION: That the April 15, 2016 Open Meeting minutes be approved 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. Volunteer Guidelines

Volunteer  
Guidelines

**MOTION: That Council approve the Volunteer Guidelines subject to legal and editorial review.**

*Deesh Olychick, Director of Member Services*

5.4. Transitions of Responsibility for International Engineering Register Qualification to Engineers Canada

Transition of  
Responsibility

**MOTION: That APEGBC cease to be the national provider of assessments for the Canada International Professional Engineers and APEC Engineer Register; and that subject to final edits, the CEO be authorized to sign on behalf of APEGBC, the Memorandum of Agreement setting out the terms of the transition.**

*Gillian Pichler, P.Eng., Director of Registration*

- 5.5.** Policy on Applicants whose Discipline of Practice/Experience is Different from their Discipline of Academic Qualification Policy on Applicants Re Disciplines
- MOTION: That the changes to the Policy on Applicants whose Discipline of Practice/Experience is Different from their Discipline of Academic Qualification be approved.**
- David Harvey, P.Eng., Struct.Eng., FEC, Chair of the Registration Committee*
- 5.6.** Policy for the Publication of Disciplinary Decisions by APEG BC Publication Policy
- MOTION: That the revised Policy for the Publication of Disciplinary Decisions be approved.**
- Efrem Swartz, LLB, Director of Legislation, Ethics & Compliance*
- 5.7.** Revised Terms of Reference for the Advisory Task Force on Corporate Practice Revised TOR
- MOTION: That the proposed revisions to the Terms of Reference for the Advisory Task Force on Corporate Practice be approved.**
- Governance Committee*
- 5.8.** Delegation of Signing Authority DSA Policy
- MOTION: That the proposed Delegation of Signing Authority be approved.**
- Governance Committee*
- 5.9.** Information Reports
- MOTION: That Council receives the following informational reports.**
- 5.9.1.** CEO & Registrar Report CEO & Registrar Rpt
- Ann English, P.Eng., Chief Executive Officer & Registrar*
- 5.9.2.** Engineers Canada Directors Report Eng Can Dir Report
- Russ Kinghorn, P.Eng., FEC, FGC (Hon.), APEGBC Director to Engineers Canada*
- Jeff Holm, P.Eng., FEC, FGC (Hon.), APEGBC Director to Engineers Canada*
- 5.9.3.** Geoscientists Canada Directors Report Geo Can Dir Report
- Garth Kirkham, P.Geo., FGC, APEGBC Director to Geoscientists Canada*

- |               |   |                             |
|---------------|---|-----------------------------|
| <b>5.9.4.</b> | Branch Engagement Report<br><i>Deesh Olychick, Director of Member Services</i>                                    | Branch<br>Engagement        |
| <b>5.9.5.</b> | Annual Survey on Council Performance<br><i>Governance Committee</i>   | Annual Survey<br>on Council |
| <b>5.9.6.</b> | APEGBC Road Map for 2015/2016 - Update<br><i>Ann English, P.Eng., Chief Executive Officer &amp;<br/>Registrar</i> | Road Map                    |
| <b>5.9.7.</b> | Committee Summary<br><i>Ann English, P.Eng., CEO &amp; Registrar</i>  | Comm Summary                |

**10:50      6.    OPEN REGULAR AGENDA**

**MOTION: To approve the Open Regular Agenda (with any additions from the Consent Agenda).**

- |                           |   |                                |
|---------------------------|---|--------------------------------|
| <b>10:50<br/>(20 min)</b> | <b>6.1.</b> Position Paper on Human-Induced Climate Change<br><br><i>MOTION: That the APEGBC Council approves<br/>APEGBC's Position on Human-Induced Climate Change,<br/>for final editorial and legal review before publication.</i><br><br><i>Harshan Radhakrishnan, P.Eng., Practice Advisor,<br/>Professional Practice, Standards &amp; Development</i>   | Climate Change<br>Paper        |
| <b>11:10<br/>(25 min)</b> | <b>6.2.</b> Brand Development Update<br><br><b>MOTION 1: That Council approve the following visual identity for full development and implementation: (Direction 1)</b><br><br><b>MOTION 2: That Council approve the following business name for APEGBC: Engineers and Geoscientists British Columbia</b><br><br><i>Melinda Lau, Acting Director of Communications &amp;<br/>Stakeholder Engagement</i><br><br><i>Maria-Carmen Kelly, Marketing Specialist</i> | Brand<br>Development<br>Update |
| <b>11:35<br/>(10 min)</b> | <b>6.3.</b> Update on EIT Accredited Employer Pilot<br><br><i>Gillian Pichler, P.Eng., Director of Registration</i>   | Presentation                   |
| <b>11:45<br/>(30 min)</b> | <b>6.4.</b> TRU Engineering Initiative (Presentation)<br><br><i>Dr. Tom Dickinson, Dean, Faculty of Science</i>   | Presentation                   |
| <b>12:15<br/>(45 min)</b> | <b>End of Open Session and Lunch Break</b>  |                                |

**MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING OF THE 2015/2016 COUNCIL  
of the Association of Professional Engineers and Geoscientists of British Columbia,  
held on APRIL 15, 2016 in the WHISTER ROOM, APEGBC OFFICES, BURNABY, BC**

**Present**

**Council**

Dr. Mike Wrinch, P.Eng., FEC	President (Chair)
Bob Stewart, P.Eng.	Vice President
Dr. John Clague, P.Geo., FGC, FEC (Hon.)	Past President
Kathy Tarnai-Lokhorst P.Eng., FEC	Councillor
David Harvey, P.Eng., Struct.Eng., FEC	Councillor
Tajdin Mitha, LLB	Councillor
Caroline Andrewes, P.Eng.	Councillor
Dan Campbell, P.Eng.	Councillor
Carol Park, P.Eng.	Councillor
Ken Laloge, CPA, CA, TEP	Councillor
Chris Moser, P.Eng.	Councillor
Scott Martin, P.Eng.	Councillor
Cassandra Hall, P.Geo., P.Eng.	Councillor
John Turner, P.Ag.	Councillor

**Staff**

Ann English, P.Eng.	Chief Executive Officer & Registrar
Janet Sinclair	Chief Operating Officer
Jennifer Cho, CGA, CPA	Director - Finance & Administration
Sarah Wray	Executive Assistant to Council and to the Chief Executive Officer & Registrar
Tracy Richards	Administrative Assistant
Deesh Olychick	Director – Member Services
Megan Archibald	Director – Communication & Stakeholder Engagement
Peter Mitchell, P.Eng.	Director – Professional Practice, Standards & Development
Gillian Pichler, P.Eng.	Director – Registration
Efrem Swartz, LLB	Director – Legislation, Ethics & Compliance

**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	APEGBC Director to Geoscientists Canada

**Regrets**

Ana Fernandes, CIM, FCSI	Councillor
Richard Farbridge, P.Eng.	Councillor
Dr. Lyn Anglin, P.Geo.	Councillor

## OPEN SESSION – CALL TO ORDER

Dr. Mike Wrinch, President and Chair, called the meeting to order at 10:55 am. Bob Stewart acted as the Parliamentarian and Scott Martin acted as the Membership Engagement Champion.

Guests: The Chair advised the following guests would be welcomed over the course of the meeting: Russ Kinghorn and Jeff Holm of Engineers Canada and Garth Kirkham of Geoscientists Canada.

CO-16-45 OPEN CONSENT AGENDA

**MOTION:** It was moved and seconded that items 5.1 to 5.5 and 5.7 to 5.10 of the Open Consent Agenda be approved with item 5.6 being moved to the Open Regular Agenda.  
**CARRIED**

Motions carried by approval of the Consent Agenda:

- 5.1 **MOTION** that the February 12, 2016 Open Meeting minutes be approved 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
<b>Re-appointments (under six years)</b>						
Jerrick Dangan, P.Eng.	Member	CPD Committee	Deesh Olychick	April 15, 2016	April 15, 2018	Returning
Anja Lanz, EIT	Member	CPD Committee	Deesh Olychick	April 15, 2016	April 15, 2018	Returning
Dennis McJunkin, P.Eng., FEC, FGC (Hon.)	Member	CPD Committee	Deesh Olychick	April 15, 2016	April 15, 2018	Returning
<b>New Appointments and Re-Appointments (over six years)</b>						
Neil Nyberg, P.Eng.	Chair	Investigation Committee	Efrem Swartz	April 15, 2016	April 16, 2018	*Over 6 Years
Sebastian Guerrero, P.Eng.	Member	APEGBC Technical Review Board	Peter Mitchell	April 1, 2015	Ongoing	New
Allison Westin, GIT	Member	APEGBC Editorial Board	Megan Archibald	April 15, 2016	April 14, 2018	New
Dr. Houman Ghalibafian, P.Eng.	Member	APEGBC Editorial Board	Megan Archibald	April 15, 2016	April 14, 2018	New
Vijay Kullar, P.Eng., FEC	Member	Practice Review Committee	Peter Mitchell	April 4, 2016	April 4, 2018	New

Dr. Mahmoud Mahmoud, P.Eng., FEC	Member	CPD Committee	Deesh Olychick	April 15, 2016	April 15, 2017	*Over 6 Years
Kathy Groves, P.Eng.	Member	APEGBC ATFCP	Peter Mitchell	April 1, 2016	December 31, 2016	New
David Chwaklinski, P.Eng., FEC	Member	APEGBC ATFCP	Peter Mitchell	April 1, 2016	December 31, 2016	New
Ed Miska, P.Eng.	Member	APEGBC ATFCP	Peter Mitchell	April 1, 2016	December 31, 2016	New
Dirk Nyland, P.Eng.	Member	APEGBC ATFCP	Peter Mitchell	April 1, 2016	December 31, 2016	New
Patricia Chong, P.Eng.	Member	APEGBC ATFCP	Peter Mitchell	April 1, 2016	December 31, 2016	New

- 5.3 **MOTION** that the proposed APEGBC response to Geoscientists Canada's Board of Directors be approved.
- 5.4.1 **MOTION** that the President and CEO be authorized to sign the Agreement regarding Multiple Applications for Professional Engineer Regulator or Licence; and that APEGBC staff resources be allocated to work with other participating jurisdictions to mitigate identified operational issues prior to its implementation.
- 5.4.2 **MOTION** that the proposed APEGBC response to Engineers Canada's Linkages Task Force be approved.
- 5.4.3 **MOTION** that the amendments to the Foundation Nominating Committee Terms of Reference be approved.
- 5.5.1 **MOTION** that the proposed revisions to the process for Electing Members at Large to the Executive Committee be approved.
- 5.6 **This item was moved to the Open Regular Agenda.**
- 5.7 **MOTION** that the APEGBC Council approve the revisions to the Sustainability Guidelines May 30, 2013 for final editorial and legal review before publication.
- 5.8 **MOTION** that Council endorse the "British Columbia Pool Regulation Statement of Compliance", pending further editorial amendments.
- 5.9 **MOTION** that Council approve the APEGBC Professional Practice Guidelines – Site Characterization for Dam Foundations in BC for final editorial and legal review prior to publication.
- 5.10 **MOTION** that Council receives the following information report:
- CEO & Registrar Report
  - Branch Engagement Report
  - Engineers Canada Directors Report
  - Fairness Panel Annual Report
  - Climate Leadership Consultation
  - APEGBC Road Map for 2015/2016 – Update

- Committee Summary

CO-16-46      OPEN REGULAR AGENDA

**MOTION**      It was moved and seconded to approve the Open Regular Agenda with the addition of Item 5.6 of the Open Consent Agenda.  
**CARRIED**

CO-16-47      APEGBC POSITION PAPER ON HUMAN INDUCED CLIMATE CHANGE

**MOTION**      It was moved and seconded that this item be deferred to the June 17, 2016 Council meeting.  
**CARRIED**

CO-16-48      MEMBER SATISFACTION SURVEY RESULTS

Megan Archibald, Director of Communications and Stakeholder Engagement, presented the Member Satisfaction Survey Results.

CO-16-49      FEEDBACK ON AGM MOTION REGARDING CPD PROGRAM

**MOTION**      It was moved and seconded that Council not make any changes to the current voluntary CPD program and online recording centre at this time.  
**CARRIED**

CO-16-50      COUNCIL DIRECTION ON NEXT STEPS

**MOTION**      It was moved and seconded that in view of the guidance sought by the CPD Committee, Council affirms that the CPD Committee keep the CPD program under review and make appropriate recommendations to Council from time to time.  
**CARRIED**

CO-16-51      2016/17 OPERATING AND CAPITAL BUDGET

**MOTION 1**      It was moved and seconded that Council approve the FY2017 APEGBC operating and capital budget as presented.  
**CARRIED**

**MOTION 2**      It was moved and seconded that the Professional Practice Examination Fee remain at \$325.50 inclusive of GST.  
**CARRIED**

CO-16-52      FEBRUARY 29, 2016 FINANCIAL RESULTS

**MOTION**      It was moved and seconded that Council receives the APEGBC financial results as at February 29, 2016.  
**CARRIED**

CO-16-53      HUMAN RIGHTS & DIVERSITY GUIDELINE

**MOTION**      It was moved and seconded that the APEGBC Council approve the Professional Practice Guidelines – Human Rights and Diversity, for final editorial and legal review before publication.  
**CARRIED**

**END OF OPEN SESSION**

The Open Session ended at 2:00 pm.

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Date: June 2, 2016

Report to: **Council for Decision**

From: Executive Committee

Subject: Volunteer Guidelines

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

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<b>Purpose:</b>	For Council to review the Volunteer Guidelines and make a decision on the Executive Committee's recommendation
<b>Motion:</b>	That Council approve the Volunteer Guidelines subject to legal and editorial review.

### Background

In 2014, a Volunteer Engagement Survey was conducted and the need for a policy and procedure manual was identified by volunteers as a priority. 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. A copy of the document is attached as Appendix A.

At the May 30th meeting, the Executive Committee discussed the volunteer guidelines and passed the following motion:

*That the Executive Committee recommends to Council that the Volunteer Guidelines be approved subject to legal and editorial review.*

### Discussion

Some of the sections included in the Volunteer Guidelines outline APEGBC policies regarding confidentiality, conflict of interest, alcohol and drug policy, bullying, harassment and violence, engaging in political activities and interactions with the media. This document will be made available online and be accessible to all volunteers. All current volunteers would be requested to read and acknowledge their acceptance of the policies and procedures. Going forward, this process would be part of the orientation for new volunteers.

Not all of the policies within the document are new and depending on the volunteer group, some volunteers currently do sign confidentiality and conflict of interest agreements. However, the policies have not been shared with volunteers in a consistent way. The creation of the Volunteer Guidelines and requiring volunteer acknowledgement of the policies and procedures helps



better support APEGBC operations and good governance. It also provides volunteers with resources to support them in their involvement with APEGBC.

### **Recommendation**

The Executive Committee recommends to Council that the Volunteer Guidelines be approved subject to legal and editorial review.

**MOTION:** That Council approve the Volunteer Guidelines subject to legal and editorial review.

### **Appendix A – Volunteer Guidelines**

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Date: June 6, 2016

Report to: **Council for Decision**

From: Gillian Pichler, P.Eng.  
Director, Registration

Subject: Memorandum of Agreement re: Transfer of Assessment Responsibility to  
Engineers Canada for the  
Canada Register – International Engineering Alliance

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

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<b>Purpose:</b>	<ul style="list-style-type: none"><li>i. To request Council's endorsement in principle of the Memorandum of Agreement to transition responsibility to Engineers Canada for the International Professional Engineer and APEC Register; and.</li><li>ii. To approve the CEO's signing of the agreement.</li></ul>
<b>Motion:</b>	That APEGBC cease to be the national provider of assessments for the Canada International Professional Engineer and APEC Engineer Register; and that, subject to final edits, the CEO be authorized to sign on behalf of APEGBC, the Memorandum of Agreement setting out the terms of the transition.

## Background

Engineers Canada is a signatory to [two multi-national agreements](#) that recognize 'substantial equivalence' of professional competence in engineering. These agreements carry their own registers of engineers who have demonstrated competence to be assessed to the agreed international standard set by signatories. The benefit of a signatory's having engineers on these two registers with a 'pre-screen' of some of these common credentials is that it may facilitate the review of their applications within members' jurisdictions.

The APEC Engineer Agreement was signed in 2000 with Engineers Canada (then CCPE) as the signatory for Canada. At that time, APEGBC conducted a pilot for evaluation of Canadian professional engineers wishing to be on the Canadian APEC Engineer Register. In 2002, APEGBC became the ongoing evaluation body for the Canadian APEC Engineer Register. In 2013 the International Professional Engineers was created with the same qualification requirements as the APEC Engineer Register, but with a slightly different set of participating organizations. Canadian Professional Engineers on the Canada register are entitled use the IntPE and APEC Engineer designations.

The Registers were not actively marketed by Engineers Canada in the past and have stagnated over time (there are currently 13 professional engineers on the Canada register), to the point that the most recent audit by the International Professional Engineers Alliance expressed concern about the low subscription rate and the inability to conduct a robust audit.

Engineers Canada is proposing to rejuvenate the Registers by developing a less-cumbersome process to be added to a publicly-visible register (for free). Applicants will self-assess their qualifications and retain supporting documentation such as references to supply to Engineers Canada in the case of an audit. There will therefore be no need for third-party assessment and APEGBC's role will come to an end.

### **Discussion**

APEGBC has requested a Memorandum of Agreement with Engineers Canada setting out the terms of the cessation of its responsibilities for assessments and a transition plan towards Engineers Canada's assuming full responsibility for the Register. This will make it clear when APEGBC's role in the Register ended and limits its ongoing responsibilities to participation in the next audit.

Engineers Canada is proposing that the transition begin after the Council meeting and be completed by the end of September. It has presented its proposal to the International Engineering Alliance and has received a positive response. Should there be any delay, the agreement allows for a final transition by December 2016.

The draft Memorandum of Agreement is attached in Appendix A. It has been reviewed by Engineers Canada and APEGBC and may require some final minor edits.

### **Recommendation**

That APEGBC cease to be the national provider of assessments for the Canada International Professional Engineer and APEC Engineer Register; and that subject to final edits, the CEO be authorized to sign on behalf of APEGBC, the Memorandum of Agreement setting out the terms of the transition.

### **Appendix A - Draft Memorandum of Agreement Terminating APEGBC's Responsibilities for the Canada International Professional Engineer and APEC Engineer Register.**

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Date: June 17, 2016

Report to: **Council for Decision**

From: D.I. (David) Harvey, P.Eng., Struct.Eng., FEC Member of Council  
Chair, Registration Committee

Issue: Revisions to Policy on Applicants whose Discipline of Practice/Experience is  
Different from their Discipline Of Academic Qualification

Linkage to the Strategic Plan: Members and Future Members

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<b>Purpose:</b>	To revise the policy to deal with applicants whose discipline of practice/experience is different from their discipline of academic qualification more effectively
<b>Motion:</b>	That the changes to the Policy on Applicants whose Discipline of Practice/Experience is Different from their Discipline of Academic Qualification be approved.

### Background

The Registration Committee has been piloting the achievement of engineering competencies as adequate proof that an otherwise academically qualified applicant whose discipline of studies is different than their discipline of practice has the knowledge and competencies to practice.

At its March 9, 2016 Registration Committee meeting, the committee requested that staff develop a policy or revise and existing one to reflect this practice.

### Discussion

In 2009, Council had approved the addition of the following wording to all relevant registration policies: *"If professional competency guidelines exist for the applicant's discipline, these will be used in the assessment. Such guidelines are intended to provide a more fair and objective measure of the applicant's qualifications."*

At the September 2011 meeting of the Registration Committee, the case of Fedor Vasilchikov was reviewed (RG 11-252). This case was ground breaking in that the applicant presented with an academic background that was considerably different than the field in which he practiced engineering. The facts are summarized below:

- Mr. Vasilchikov held a Diplom.Spec. from Samara State Tech. U. in Russia in Automated Systems of Information Processing and Management
- He applied in the Civil Engineering discipline.
- Mr. Vasilchikov's experience in Russia included 2 years as an IT specialist and 7 years as the Chief IT Specialist in a state department of urban planning and civil design.
- He moved to Canada and worked for 5 years with SNC-Lavalin as a Civil Designer.

- Mr. Vasilchikov had over five years of experience in Canada practicing as a Civil Engineer verified by strong references.

He would have been eligible for a Looking-to-Exempt fast track process that would grant registration without an interview. However, since he was applying in a discipline different than his academic background, this could not be done.

Staff review of Mr. Vasilchikov's work details and references showed that the applicant met all the requirements for technical competence in Civil Engineering. This was a tangible application of Council's 2009 approved wording. As a consequence, the Registration Committee concluded that Mr. Vasilchikov should be granted a licence based on the fact that he met the academic qualifications for registration and that he met the experience requirement through demonstration of the required engineering competencies, albeit in different disciplines.

The Registration Committee carried a motion that

- Mr. Vasilchikov be considered to have met the requirements for registration as a professional engineer subject to the successful completion of the Professional Practice Examination and the Law & Ethics Seminar and
- The evaluation of his application be considered as an example of evaluation of an out-of-discipline applicant through the Competency Framework.

The 2011 motion gave impetus to further reliance on the competency framework for determining whether applicants were adequately prepared for registration both on a knowledge and experience basis.

Furthermore, this process also provides a more efficient method to handle applications from applicants with low risk profiles<sup>1</sup> who practice in areas that are different than their academic background without having to undertake a detailed academic assessment of their qualifications by the Board of Examiners, followed by the resource intensive method of interviewing.

This approach has been incorporated into the revised version of the Policy on Applicants whose Discipline of Practice/Experience is Different from their Discipline Of Academic Qualification.

Clean and redlined versions of the Policy are attached.

## Recommendation

**MOTION:** That the changes to the Policy on Applicants whose Discipline of Practice/Experience is Different from their Discipline of Academic Qualification be approved.

## Appendix A – Proposed Policy

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<sup>1</sup> An applicant with a Low-Risk profile has:

- i. all references positive (recommending registration);
- ii. all technical competencies validated by validators in the applicant's field or practice; and
- iii. all competency categories achieved at the required level in the opinion of two APEGBC competency assessors

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Date: June 2, 2016

Report to: **Council for Decision**

From: Efrem Swartz, LLB  
Director, Legislation, Ethics & Compliance

Subject: Policy for the Publication of Disciplinary Decisions by APEGBC

Linkage to Strategic Plan: Improve resources and education as well as awareness and access to resources that help members practice to high professional and ethical standards.

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<b>Purpose:</b>	This revised policy was approved by the Discipline Committee on May 3, 2016.
<b>Motion:</b>	That the revised Policy for the Publication of Disciplinary Decisions be approved.

### Background

At its meeting on April 1, 2015, the Discipline Committee (the “Committee”) was provided with a draft Policy for the Publication of Disciplinary Decisions by APEGBC. The Committee discussed the proposed policy, made recommendations for revisions to staff and approved the draft policy. The draft policy was then reviewed and approved by Council at its meeting on April 17, 2015 (the “Publication Policy”).

### Discussion

Attached is APEGBC’s Publication Policy. In the first part of the document, the “memo” section explains the legal position (in BC). In Appendix “A”, the legal position is consolidated into 8 principles. Appendix “A” is designed to work as a standalone Public Policy. That is, we will not be posting the legal discussion, only the consolidated policy at Appendix “A” is intended for the public.

In general, the Publication Policy is working well and we have been sharing the appendix with those subject to discipline (or to their lawyers) as necessary. However, there is a flaw in the policy which needs amending.

The flaw is found at principle #6 of Appendix “A”, which says, “Anonymous publication will occur where APEGBC has not proven each element of the Notice of Inquiry to the requisite standard.” (emphasis added) In most instances, a Notice of Inquiry contains multiple elements – some of which are abandoned or not proven. Therefore, if the policy is followed strictly, in cases where “each” element of the Notice of Inquiry is not proven, publication should be anonymous. This is an error. The intent (as is seen in the memo section at item #4) was to allow for anonymous publication only where the entire Notice of Inquiry was not proven, that, where APEGBC failed to prove any element of the case. In that instance, anonymous publication would be appropriate. However, where APEGBC has mixed results, that is, where some elements of the

Notice of Inquiry are proven or are agreed to, we should be publishing the name of the member subject to discipline.

**Recommendation(s)**

**MOTION:** That the revised ***Policy for the Publication of Disciplinary Decisions*** be approved.

**Appendix A – Red-Lined Version of Policy (The only substantive change is at page 7)**

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Date: June 6, 2016

Report to: **Council for Decision**

From: Governance Committee

Subject: Revisions to Advisory Task Force on Corporate Practice Terms of Reference

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

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<b>Purpose:</b>	To seek Council's approval for the proposed revisions to the Terms of Reference for the Advisory Task Force on Corporate Practice.
<b>Motion:</b>	That the proposed revisions to the Terms of Reference for the Advisory Task Force on Corporate Practice be approved.

### Background

APEGBC's Council has formed the Advisory Task Force on Corporate Practice (regulation of engineering and geoscience companies/organizations) to guide consultation activities and consider member and stakeholder feedback in order to develop an informed opinion on whether APEGBC should pursue regulatory authority for corporate practice.

At their meeting on October 15, 2015, Council approved the Terms of Reference for the Advisory Task Force on Corporate Practice so that staff could proceed with the recruitment of volunteers and bring the recommended appointments to Council for approval at the Council meeting in February 2016.

### Discussion

The Advisory Task Force on Corporate Practice then met on February 24, 2016 and at that meeting reviewed their Terms of Reference. At their meeting on March 31, 2016 and with 13 members of the Task Force in attendance, revisions to Terms of Reference were approved by the Advisory Task Force on Corporate Practice. Nearly all of the proposed revisions are in the function/deliverables section of the Terms of Reference.

Clean and redline versions of the Task Force's Terms of Reference are attached.

### Recommendation(s)

The Governance Committee recommends that the proposed revisions to the Terms of Reference for the Advisory Task Force on Corporate Practice be approved by Council.

**Appendix A – Red-lined copy of the document referenced above.**

**Appendix B – Clean copy of the document referenced above.**



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Date: June 3, 2016

Report to: **Council for Discussion and Decision**

From: Governance Committee

Subject: Delegation of Signing Authority Policy

Linkage to Strategic Plan: Continue to Implement Best Practices in Governance

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<b>Purpose:</b>	Develop a policy to articulate Council's delegation of signing authority to the Chief Executive Officer and other staff.
<b>Motion:</b>	That the proposed Delegation of Signing Authority Policy (attached) be approved.

## Background

Prior to the April, 2016 Council meeting, a member of Council raised questions regarding the signing authority of the Chief Executive Officer (CEO) on an item in the Council agenda package. It was subsequently decided that this matter be reviewed and a policy on the delegation of signing authority be forwarded to the Governance Committee for consideration and recommendation.

## Discussion

Currently, there are several APEGBC documents (job descriptions, Council Governance Policies, Executive Committee Terms of Reference, etc...) that define the role and responsibilities of the CEO. The contents of these documents generally provide the CEO with broad responsibilities to administer the affairs of APEGBC. An external lawyer has been retained to review these documents to address the issue of the need to formalize Council's delegation of signing authority to the Chief Executive Officer.

The lawyer noted that the focus of these APEGBC documents is on responsibility, with very little said about the authority to carry out those responsibilities. One exception, however, is Council Governance Policy 7 (CG-7). Section 1.4 of this Policy details the role of the CEO and states that the CEO has the authority to direct the implementation of the Association's programs and services. In his opinion, this is too broad a scope of authority.

His suggestion is to consider the adoption of best practices and that is to prepare a clear statement, either in the form of a policy approved by Council or a Council Resolution. This statement should recognize the broad responsibilities of the CEO and delegates to the incumbent the general authority to carry out those responsibilities. Such authority should include the authority to sign contracts including financial instruments, cheques, etc...and to bind the Association within the scope of assigned duties. This same document should include the setting of appropriate limits on signing authority and permit the incumbent to sub-delegation of certain signing authority to other staff persons.

Consistent with this legal advice, a proposed policy on the delegation of signing authority has been prepared and is attached to this report. The Governance Committee has reviewed the initial draft policy, made revisions and recommends that the attached proposed policy be approved.

#### **Recommendation**

That the proposed Delegation of Signing Authority Policy (attached) be approved.

#### **Attachment – Proposed Delegation of Signing Authority Policy**

# Attachment – proposed Delegation of Signing Authority Policy

## Purpose

- 1.1 The purposes of this policy are for the Council to:
  - i. Delegate to the Chief Executive Officer and other staff, signing authority for the approval of financial transactions within APEGBC Council approved criteria;
  - ii. Delegate signing authority for financial and non-financial transactions that fall outside the scope of the signing authority delegated to the Chief Executive Officer; and
  - iii. Establish an internal control mechanism to provide assurance that financial transactions are in compliance with Council approved policies and procedures.
- 1.2 This policy applies to the financial and non-financial signing authority of the Chief Executive Officer and other members of the Senior Executive Team.

## Terminology

- 2.1 *Senior Executive Team* means the Senior Executive Team of APEGBC, including the CEO, COO, CRO and Director of Finance and Administration.
- 2.2 *Financial transactions* are those for the commitment or expenditure, including human resources, of funds controlled by APEGBC, or those that obligate APEGBC to the provision of goods and services.

## Policy Principles

- 3.1 The Council of APEGBC has the general and overriding power to enter into all financial transactions of whatever nature, binding APEGBC. It retains such power generally, notwithstanding the delegation of authority conferred upon specified delegates in this policy or any other policy, document or instrument in writing, and for greater clarity, continues to possess the residual power where no specific delegation of authority has been made.
- 3.2 Subject at all times to restrictions or limitations set out by any applicable resolutions, budget approvals, policies, procedures, or instructions issued by Council and Section 3.3 below, the Chief Executive Officer is authorized to sign in relation to any financial transactions and commitment documents (MOU or other agreements) except where:
  - i. the financial transaction exceeds, on aggregate, a total of \$3 million in value; or
  - ii. the financial transaction falls within one or more of the categories listed in Appendix 1.
- 3.3 Financial transactions with an aggregate value in excess of \$1 million and that are not within an approved budget must be:
  - i. Reviewed, prior to approval, by the Director of Finance and Administration;
  - ii. Approved by the Chief Executive Officer;
  - iii. In the absence of the Chief Executive Officer, approved jointly by any two members of the Senior Executive Team; and
  - iv. Reported to Council for information at the next Council meeting.
- 3.4 The Chief Executive Officer shall diligently bring to the attention of the Executive Committee those financial transactions within the Chief Executive Officer's authority that

are considered to be high risk or politically controversial, regardless of value, prior to their signature. In the event that there is disagreement between the Executive Committee and the Chief Executive Officer, the matter will be forwarded to Council for decision prior to approval.

- 3.5 On the recommendation of the Executive Committee, the President is authorized to approve financial commitments or obligations (which will be billed directly to APEGBC) that are not within the authority of the Chief Executive Officer. The President shall diligently bring to the attention of Council of such approvals. For the purpose of this clause, the Vice President is authorized to sign and act in the absence or inability of the President.
- 3.6 Department Heads (Directors) are authorized to approve research grant contracts and program service contracts which APEGBC will receive funding from the Government up to a maximum aggregate value of \$500,000 per contract. The Chief Executive Officer is authorized to approve such contracts without limit.
- 3.7 The Chief Executive Officer, Director of Finance and Administration, or the Associate Director of Finance and Administration, is authorized to approve financial transactions in respect of statutory or regulatory (taxes, WCB assessments, insurance, etc...) payments and payroll deductions without limit.
- 3.8 The Chief Executive Officer is authorized to execute non-financial MOU's or agreements with other Constituent Association Chief Executive Officers on matters that pertain to the regulation or promotion of the Engineering and Geosciences Professions. The execution of such MOU's or agreements shall be reported for information at the next Council meeting. Such MOU's or agreements do not replace those contemplated in Section 14.1 or 14.2 of the Engineers and Geoscientists Act.

#### **Guidelines**

- 4.1 The spirit and intent of Council should take precedence in determination of the application of this policy.
- 4.2 Similar and related transactions should be grouped together and accumulated for the purpose of applying the criteria established in this policy.
- 4.3 Financial transactions spread over more than one year shall be valued based on the total contractual commitment for the duration of the contract or commitment.

#### **4.4 Conflict of Interest**

- a. An individual cannot approve a transaction that might confer a benefit on that same individual or a party with which he or she is not at arms-length.
- b. In cases of potential conflict of interest, it should be assumed that there is a conflict of interest unless the contrary can be clearly demonstrated.
- c. Typical expenditures where a conflict of interest, perceived or real, may occur include, but are not limited to, all expense reimbursement claims, conference fees, educational expenses, travel expenses, advances, entertainment, membership fees, items that could be used personally, and items that are intended to be located within an individual's home.

**Approved by Council:      Month Day, Year (CO-xx-xx)**

# Delegation of Signing Authority Policy – Appendix 1

## Restrictions of Authority

The Chief Executive Officer and any other personnel to whom authority and responsibility has been delegated by the Chief Executive Officer, are restricted as to signing authority for the following:

### Borrowing

- 1.1 Subject to Council approval, the Chief Executive Officer may authorize any borrowing on behalf of APEGBC.

### External Auditor

- 1.2 APEGBC Members will appoint an auditor at the Annual General Meeting.

### In Accordance with the Act:

- 1.3 Council reserves the authority to approve:
  - i) The hiring or termination of the Chief Executive Officer;
  - ii) The Chief Executive Officer's compensation; and
  - iii) The annual compensation adjustment of the Chief Executive Officer.

### In Accordance with Policies and Orders Issued by Council:

### Non-Audit Services

- 1.4 The Audit Committee of Council reserves the authority to approve all non-audit services to be undertaken by the external auditor.

### Capital

- 1.5 Acquisitions and disposals of real property require prior approval by Council.

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Date: May 17, 2016

Report to: **Council for Information**

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

Subject: CEO and Registrar Report to Council

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

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This report summarizes activities of the Leadership Team related to the policy agenda and work implementation of the Strategic Plan and ongoing Regulatory duties of the Association since the April 15, 2016 meeting of Council.

## 1. Regulatory Matters

### 1.1 Update on the Organizational Quality Management (OQM) Program

At the April 15, 2016 Council meeting APEGBC staff was authorized to continue discussions with Engineers Canada and Geoscientists Canada on the implementation of APEGBC's OQM Program on a national basis. The "Prospectus-OQM National Program" was recommended by the Engineers Canada Executive Committee and approved by the APEGBC Council at their last meeting. This document lays out the principles to be followed in looking at the expansion of OQM nationally. Importantly these principles include the following two items in order to protect the intellectual property and trademark APEGBC has over the OQM Program and all supporting materials.

- " 6. Ongoing participation of APEGBC in the development and roll out of the program nationally (Note: APEGBC owns the OQM Trademark and has spent significant resources over 5 years in building the brand so APEGBC needs to protect the brand's reputation).
7. Licensing of the Trademark through a model which recognizes APEGBC's ownership of the OQM Trademark and allows APEGBC to oversee quality management issues related to the development and roll out of the program nationally."

As a result of the above APEGBC staff has coordinated with Engineers Canada CEO Kim Allen, P.Eng. and his senior staff the delivery of a 2 day OQM Training Session/National Implementation Strategy session in Ottawa on July 5 and 6.

- Day 1 will be spent having APEGBC deliver the OQM training.
- Day 2, the first half of the day attendees provide feedback on OQM as this would be the first time OQM is formally delivered outside of BC .
- Day 2, second half of the day will be spent discussing the implementation of OQM nationally and what a business model might look like if OQM was offered as a national program through Engineers Canada.

The following engineering firms that are OQM certified in BC but which also have offices in Ontario have confirmed they will be attending the two day session:

- Associated Engineering (Ontario office)
- CCI Group ( Ontario)
- Read Jones Christoffersen (Ontario office)
- Stantec Consulting Ltd. (Ontario)
- Golder Associates (Ontario)

In addition, Chris Roney, P.Eng. (President of EC and Past Councillor for Professional Engineers Ontario) and Darryl Ford, P.Eng. (President of Engineers and Geoscientists New Brunswick) will be attending the training session as well with the intent that their engineering companies become OQM certified. Also Carol Moen (Registrar) from APEGA will attending as well as Mark Priddle, P.Geo. (President 2015-16) of the Association of Professional Geoscientists Ontario.

Finally Engineers Canada is approaching other engineering firms in Quebec to attend and has decided to contact all constituent engineering associations across Canada to encourage them to send a representative to the two day session.

## **1.2 Update on Accredited Employer Member in Training Program**

We remain at four organizations who have received provisional accreditation. Now that four employers are on board, others are expressing interest in the program. Interactive training modules and a training video have been developed for Registration Coaches, Competency Assessors and participants in the program.

## **1.3 Update on Eng.L. to P.Eng. Bridging Program Pilot**

From March 10 through April 17 thirteen Eng.L.'s have applied to bridge to P.Eng. licensure. We have sent them a 'roadmap' with a suggested order for fulfilling the requirements of the bridge and several have contacted Mark Rigolo who is managing the bridging pilot to discuss their situations further. We are aiming to ensure that our Eng.L.'s are informed and supported in the pilot; however, some applicants may find the program extremely challenging and not what they had anticipated. A recent survey of Eng.L.s indicates that some of the impetus to apply for P.Eng. is the difficulties that APEGBC's Eng.L.'s experience with recognition of their designation and professional expertise.

## **1.4 Nominating Committee Update**

The Nominating Committee announced its slate of candidates on May 30, 2016. All criteria were met. The deadline for Nominations by 25 members is June 29 at 5PM as per bylaw 3.

## **1.5 Interim Report on Eng.L./Geo.L. Designation Consultation**

Following a survey of Eng.L. and Geo.L.s on possible modification of their designations, two focus groups were recently held with Engineering Licensees who enthusiastically attended; some from out of town as they felt it was important to provide information to the consultation process. The main topic of the focus groups was the designations and the potential inclusion of the word 'professional'. The groups had other feedback to offer on their perceived stature and professional trust by APEGBC and recognition of their licence and designation by others, including authorities having jurisdiction. This is Phase I of a 3-phase consultation of which Phase II will incorporate Phase I findings and



consult with employers, clients and appropriate Authorities having Jurisdiction; and Phase III will be with a representative group of members who are in the fields of practice of current Eng.L. and Geo.L.s.

## **2. Association Matters**

### **2.1. Engineers Canada**

APEGBC's director Russ Kinghorn was elected as President Elect of Engineers Canada (EC) at its recent AGM. He will serve as President Elect until May of 2017 and as President until May of 2018. APEGBC's CEO, Ann English was selected as the Chair of the Engineers Canada CEO Group and also as a member of the Engineers Canada Executive Committee for the following two years. President Michael Wrinch is the Chair of the Presidents Group until October 2016. Additional information about the recent meetings is provided in the EC directors report.

### **2.2. Association of Consulting Engineering Companies British Columbia (ACEC-BC)**

ACEC-BC's CEO attended APEGBC's Industry Forum on May 12. Janet Sinclair will attend ACEC-BC's AGM on June 7.

### **2.3. Applied Science Technologists and Technicians of BC (ASTTBC)**

Vice President, Bob Stewart, and Janet Sinclair attended the ASTTBC AGM on May 27. This event was well attended by several MLAs and special guests. Three new Council members were elected though the Executive Committee remains the same. ASTTBC is undertaking many stakeholder engagement activities and a report by their public representatives was given. A major area of focus continues to be obtaining practice rights for the PTech designation. To date six PTechs have been registered. APEGBC had a booth at the AGM where information regarding the EngL bridging program was available. There was significant interest in this program by ASTTBC members.

### **2.4. Association of BC Forest Professionals (ABCFP)**

On Tuesday May 17 APEGBC President Mike Wrinch, PhD., P.Eng., FEC and ABCFP President Christopher Stagg, RPF signed the revised Memorandum of Understanding (MOU) between the two associations at a formal ceremony attended by senior staff and councillors from the two associations. The MOU authorizes the formation and function of the APEGBC/ABCFPO Joint Practice Board which has become a model as to how two professions with overlapping areas of practice can work together in promoting good professional practice which protects the public's interest. The MOU provides the framework by which this work is carried out. The APEGBC/ABCFP JPB updated the Memorandum of Understanding (MOU) between the two associations and the APEGBC and ABCFP Councils previously approved the revisions to the MOU in 2014.

## **3. Internal Operations**

### **3.1. 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.

### **3.2. Space Update**

Renovation plans and drawings have been finalized and the City of Burnaby has approved the building permit for the project. On-site construction is expected to start by the end of June. Tender pricing has been reviewed and the project is expected to be



completed within the approved budget range of \$1.2M-\$1.5M. Substantial completion of the project is expected to be in October 2016.

#### **4. Member and Public Affairs**

##### **4.1. Media Interactions**

Recent APEGBC representation in externally generated media outreach has been positive. In May, a BC Government press release “Province invests in emergency mitigation and response” referred to \$100k in funding awarded to APEGBC for the development of the Professional Practice Guidelines for Flood Hazard Mapping in BC. APEGBC was also included in the City of Vancouver press release recognizing the city as the first municipality to receive OQM certification and a related article in *Construction Business*. Additionally, a number of BC award winners were featured in Engineers Canada’s press release and promotional material for the Engineers Canada Awards.

##### **4.2 Professional Member Induction Ceremony**

The next Professional Member Induction Ceremony is scheduled for Tuesday, June 28<sup>th</sup> from 5pm to 7:30pm. The event will take place at the Fairmont Hotel Vancouver, Pacific Ballroom located at 900 West Georgia Street, Vancouver. Councillors are encouraged to attend this event to meet the Association’s newest members.

##### **4.3. Past Presidents Forum**

The next Past Presidents Forum is scheduled for Tuesday, June 28<sup>th</sup>. The event will start with a lunch beginning at noon and will be followed by the Forum. The event will take place at the Fairmont Hotel Vancouver - Waddington Room, located at 900 West Georgia Street, Vancouver. A calendar invite was sent to all Council members and an agenda will be circulated soon. Should you have any topics suggestions, please forward these to John Clague at [pastpresident@apeg.bc.ca](mailto:pastpresident@apeg.bc.ca)

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Date: June 7, 2016

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

Linkage to the Strategic Plan: Continue to implement best practice in governance.

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<b>Purpose:</b>	To update Council on Engineers Canada activities.
<b>Motion:</b>	No motion required.

### Canadian Engineering Accreditation Board (CEAB)

There are still some issues with the CEAB for which solutions are still being worked out:

- It has not been determined yet as to how to handle the administration of policy versus operational duties of the Accreditation Board
- The Accreditation Criteria are evolving slowly. There is an AB meeting June 11 and as well there will be a conference in August to consider the way forward. The main issue is that the National Council of Deans of Engineering and Applied Science (NCDEAS) are anxious to move toward measuring educational outcomes instead of inputs as the CEAB is requiring reporting of both inputs and outputs which the NCDEAS finds onerous. The Deans have published a 10 point action list that includes a call to action for freedom to innovate delivery. The AB and some regulators are still concerned about quality and structure of the national accreditation program.

### Elections

Ann English was elected as chair of the CEO Group, Mike Wrinch was elected as the chair of the President's Group and Russ Kinghorn was elected as President-Elect and will become President in May, 2017... Of course you knew all of that already...

### Ownership Linkage

Engineers Canada is owned by 12 Constituency Associations (CAs) of which one is APEGBC thus there is a need for it to engage those owners and keep them informed of its activities. Items of significance reported at this meeting included:

- The Open Forum looked at:

- Linkages Task Force has been changed into the permanent Linkages Committee. The recommendations from the last year of work include:
  - Involvement of the Regulators in setting the strategic plan through the Open Forum sessions and the Annual Meeting of Members (Regulators)
  - A list of questions for the Board to consider at its planning session to consider where the profession is, where it's going and what the envisioned future should look like.
  - A policy conference be held annually with the Annual Meeting of Members. This recommendation was called to question by the Regulator presidents in their meeting so work is required before trying to set anything like this up.
- WebScape site review. WebScape is an interactive site that contains data on numbers and types (including gender and discipline) of engineers across the country that can be aggregated and looked with various views. The site will likely be launched in June
- New website launch. The new site has been designed based on past traffic on the old site.
- A panel discussion which included Ann English, P. Eng. for the 30 by 30 program. We are currently at 12.8% women registered engineers in Canada. In order to meet our goal, we will have to double the number of women entering engineering university by 2021.
- Big Picture Thinking focused on "The Future of Self-Regulation. Examples of problems that have arisen for self-regulators included BC teachers, BC veterinarians, BC realtors, Charboneau Commission issues for Quebec corruption, Ontario building inspector complaints about bad designs submitted on stamped drawings, resulting in a certification being required in order to qualify to submit drawings for building projects. The message that came out is that public perception of poor regulation by a self-regulator may result in losing the right of self-regulation.
- Engineers Canada had a clean audit for 2015
- Engineers Canada will be doing a cross-Canada review of Discipline and Enforcement at the regulators. It has finished a comprehensive cross-Canada review and comparison of admissions (registration) methods and procedures which will be compiled and shared in the near future.

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

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Date: June 8, 2016

Report to: **Council for Information**

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

Subject: Geoscientists Canada Report to Council

Linkage to the Strategic Plan: To continue to implement best practice in governance.

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<b>Purpose:</b>	To update Council on Geoscientists Canada activities.
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<b>Motion:</b>	No motion required.
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### Background

On June 3-4, 2016, Geoscientist Canada held the Annual AGM and directors meetings in Calgary, AB. 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, CA Presidents and international and national observers; in addition to Geoscientists Canada staff. President George Enyon chaired.

During the AGM, Jeff O'Keefe (PEGNL) was elected as President Elect.

Dr. Mike Wrinch was awarded FGC (Hon.).

The meetings and AGM are to transact the business of Geoscientists Canada, submit report from Committees and Task Groups and to vote on motions as presented.

Of note, the Securities Committee has submitted the QP Short Course for release and presentation, the GIT Task Force has submitted the National Guideline for GIT Programs and the Definitions for Geoscience was submitted. All were approved.

Respectfully submitted,

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

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Date: June 1, 2016

Report to: **Council for Information**

From: Deesh Olychick, Director, Member Services  
Mara Buzgar, Member Services Coordinator  
Tim Verigin, Member Services Coordinator

Subject: Branch Engagement Report

Linkage to Strategic Plan: Improve resources and education as well as awareness and access to resources that help members practice to high professional and ethical standards

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<b>Purpose:</b>	To update Council on current Branch engagement
<b>Motion:</b>	No motion required.

### Background

Council has identified branches as playing a fundamental role in increasing member engagement. Branches currently support and drive member engagement in several different ways. All branches were asked to provide information updates for this report to Council. Information presented here is based on those branches that provided reports.

### Engagement Report for March 29 to May 31, 2016

We have identified three main areas in which branches support the association through member engagement: Outreach Initiatives, Association and Member Support, and Events and Activities. Branch activities in each of these areas are reported on for the period of time since the last branch engagement report.

### Outreach Activities

#### ***Elementary and High School Students***

During this reporting period APEGBC branches directly engaged over 819 elementary and high school students and over 300 public fair attendees. Several branches held their annual events as part of National Engineering and Geoscience Month (NEGM), with some of the NEGM events extending into April. Outreach activities included the following:

- Northern branch had a series of events that they held as part of NEGM. This included visits to 6 elementary schools, 2 middle schools and 3 secondary schools reaching over 325 students in total.
- Peace River Branch also held one of their NEGM events in April and together with one other event, they reached 260 students.
- The Sea-to-Sky Branch held their annual North Shore Popsicle Bridge Building competition attracting over 26 kids (and 18 adults) and also participated in the annual

Blocks and Bricks Lego Festival: “Build a Car” that attracted over 85 students and children.

- The Vancouver Island Branch held their annual Popsicle Bridge Competition with 40 participants.
- Fraser Valley Branch held a community event that reached over 80 kids.
- The Peace River, Richmond/Delta and Victoria branches participated in three community outreach events which included a presentation to the Northern Coalition, the Richmond Public Works fair, and the Vancouver Island Regional Science Fair. In total they reached over 515 people.

### ***University Students***

With respect to University engagement, Richmond/ Delta Branch attended the Delta Trades & Technical Career Fair. They engaged with over 130 students ranging in age from elementary to university level students.

### **Association and Member Support**

The branches continue to promote association programs and events as part of their announcements and a rotating slide presentation at their branch events. These programs include the mentoring program, OQM program, volunteer opportunities, call for awards nominations, and the Nominating Committee’s call for nominations.

### ***Branch Governance***

At the Peace River Branch’s AGM in May, members welcomed Mr. Chris Flury, P.Eng. as the new branch chair and thanked Chantelle Bailey, EIT for her term as chair for the 2015/16 term.

### **Events and Activities**

Branch hosted events are held in almost all branches, and include tours of local projects, and breakfast, lunch or dinner presentations that are eligible for professional development hours.

These events help to build a sense of community amongst members and are also open to members of the public interested in connecting with the professional engineering and geoscience community.

Collectively, out of the 11 branches that submitted their member engagement forms to APEGBC for this reporting period, the branches held 23 successful events which attracted over 717 attendees. Some of these events included:

- A tour of the Moly-Cop plant in Kamloops
- An EIT/GIT Seminar in Surrey, Comox and Victoria on the topic of “How to Obtain your P.Eng. or P.Geo. Designation”.
- A Wood Production Plant Tour on Annacis Island as well as a tour of the Annacis Wastewater Centre (on separate occasions) hosted by the Richmond/Delta Branch.
- A dinner presentation on the topic of “Vancouver Action Plan as the Greenest City” hosted by the Sea-to-Sky Branch
- A panel discussion targeting internationally trained engineers and geoscientists and a salary negotiation seminar targeting women in engineering and geoscience hosted by the Vancouver Branch. They also held a breakfast seminar on the topic “Port of Vancouver’s ECHO Program”.

- Numerous social events and mixers by various branches
- A Vice President's dinner, a social mixer and a tour of International Wastewater Systems hosted by the Tri-City Branch
- Dinner meetings with speakers from the City of Port Alberni Water Treatment Plant and the Hakai Institute who reviewed the remote marine research station on Calvert Island.
- A presentation by BC Ferries as part of the Victoria Branch's Talbot Award (student scholarship) dinner, and a tour of a community workshop in Victoria.

### Upcoming Events

Below is a list of upcoming events. Many of the branches slow down for the Summer season and use this time to plan for the Fall season. The branches encourage Council to attend these events where possible.

Organizer	Date	Event Type	Description
Sea to Sky	June 25, 2016	Tour	Tour and Presentation: "Yacht Building in BC"
Burnaby/New West	June 26, 2016	Golf Tournament	5 <sup>th</sup> Annual Golf Tournament

For more Branch Events please visit the [Branch Events Calendar](#).

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Date: June 6, 2016

Report to: **Council for Information**

From: Governance Committee

Subject: Annual Survey on Council Performance

Linkage to Strategic Plan: Implement Best Practices in Governance

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<b>Purpose:</b>	To inform Council on last year's Questionnaires and Process, and consider any enhancements.
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<b>Motion:</b>	That this report be received for information.
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### Background

The Questionnaires and Process implemented in conducting the annual survey on Council Performance in 2015 were substantially different than prior years. There were significantly more questions than the previous year (32 vs 7). The lead time provided to complete the questionnaires was only 2 days before a Council meeting in September when the results of the survey were tabulated and shared with Council in the afternoon. Surprisingly, all members of Council completed the survey for the first time. A number of comments were provided by Council members for subsequent discussion/consideration by Council. Having considered the results of the 2015 survey, Council passed the following motion at the October 15, 2015 meeting:

**That the Governance Committee continues with the administration of this survey for another two years to provide a consistent evaluation and comparison of results.**

### Discussion

The Annual Survey of APEGBC Council in 2015 had 32 questions. The results of this survey indicated that all of the questions appeared to be easily understood by members of Council except question 12 – *The Council plays an effective role in advocacy for APEGBC and its members*. The interpretation of the word “advocacy” varied. Most interpreted this question as meaning the promotion of APEGBC as a Regulator of two Professions (Engineering and Geoscience) including the functions that APEGBC carries out to meet its primary mandate under the *Engineers and Geoscientists Act*. Additionally, the advocacy of its members was interpreted as the promotion of its members as competent and accountable Professionals in whom the public can place its trust. However, some members of Council appeared to have interpreted the question as Council lobbying to promote the self-interest of its members. To avoid the differences in interpretation in the 2016 survey, the Governance Committee proposed that we clarify the meaning of this question by splitting the question into two parts as follows:

**12a. Council plays an effective role in advocacy for APEGBC.**

**12b. Council plays an effective role in advocacy for its members.**



Additionally, the Governance Committee also reviewed the process used last year to administer the survey. As stated earlier, only 2 days were given to complete the survey. The instructions sent to Council members in 2015 on behalf of the Governance Committee were as follows:

***“Dear Members of Council,***

***Evaluation of Council and its members’ performance and effectiveness is part of “Best Practices” in the governance of organizations so that continuous improvements can occur. It is that time of the year again when the Governance Committee is requesting your assistance in answering a number of questions that are relevant to Council.***

***Please click the following link to complete the ANNUAL SURVEY OF APEGBC COUNCIL 2015.***

***<https://www.surveymonkey.com/r/GWQ6YW8>***

***Please NOTE:***

- 1. Similar to past years, we are sending the survey ahead of the last Council meeting before our AGM.***
- 2. There will NOT be any dedicated time at the Friday Council meeting to administer this survey.***
- 3. The deadline for responses will be 9:00 a.m. on Friday, September 11th.***
- 4. Completing the Survey Monkey Questionnaires should not take more than 30 minutes.***
- 5. At the end of the Survey, you are requested to state your name. Please note that this is to track who has responded and who has not for reminder purposes only. Your responses to the questionnaires will remain “confidential”.***
- 6. It is our plan to collate and summarize the results (without noting who said what) of the survey no later than 3:00 p.m. on September 11th so that this information can be shared with Council at the In-camera session to be held at the end of the day this Friday.***
- 7. There is only ONE response allowed from your computer and therefore, you are encouraged to complete the survey at one go.***

***Finally, Council members’ cooperation in completing the survey questionnaires via Survey Monkey prior to the deadline will be very much appreciated.***

***Thank you!”***

While there were some concerns expressed at the Governance Committee meeting last year that giving Council only a couple of days to complete the questionnaire may not be sufficient time, the final decision was to proceed on this basis. The end result was 100 per cent participation! The writer believes that the success achieved was largely attributed to two factors; members were assured that the results would be presented on the same day as the deadline and the President announced at the beginning of the Council meeting that the survey deadline is almost upon us and encouraged those who have not completed the survey do so as soon as possible. Given the success achieved last year, it is recommended that we follow the

same process this year with a slight modification. The Governance Committee has decided that the 2016 survey will be issued a few weeks ahead of the deadline for completion so that Council members will have more time to consider their responses to the survey.

### **Recommendation**

That this report be received for information.

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Date: May 25, 2016

Report to: **Council for Information**

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

Subject: APEGBC Road Map for 2015-2016 - Update

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

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<b>Purpose:</b>	To update Council on the current status of the actionable items listed on the Council Road Map for 2015-2016.
<b>Motion:</b>	No motion required.

### Background

The attached document summarizes expected agenda items that are planned to be brought forward to Council during the 2015/2016 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 shift of the following items from the June 17, 2016 meeting to the September 9, 2016 meeting to allow for additional time for review and/or consultation (noted in red):

- 'Update on Engineers Canada Bylaws' within the Government, Public & Other Stakeholders row.

Kindly note the shift of the following items from the June 17, 2016 meeting to the April 15, 2016 meeting as they were dealt with in the previous meeting:

- 'Update on Law & Ethics Online Program' within the 'Member and Future Members' row.

Kindly note the removal of the following items from the Council Work Plan (noted with strike-through):

- 'DEERE Presentation' within the 'Members and Future Members' row.

APEGBC Road Map for 2015-2016 - for the June 17, 2016 Council Meeting

	HIGHLIGHTS	27 Nov Council mtg	11 Feb Planning Session	12 Feb Council mtg	15 April Council mtg	June 15, 16 Planning session	17 Jun Council mtg	9 Sept Council mtg	20 -22 Oct Annual Conference and AGM
Members & Future Members	BRANCHES, DIVISIONS & SOCIETIES REPORTS	Report of the October 2015 Branch Rep Meeting		Branch Engagement Report DEP Presentation			Branch Engagement Report DEERE Presentation	APEG Foundation AGM and Benevolent Fund AGM DAWEG Presentation	
	IMPROVING MEMBER SUPPORT & BRAND		Member Engagement Report	Change to Limited Licence Title	Member Satisfaction Survey Results Brand Development Update		Brand Development Update		
	ENHANCING REGISTRATION PROCESSES	Update on Geoscience Comptencies for Registration		1. Update on Canadian Environment Experience Pilot 2. Registration Admissions Report to Council for Calendar 2015	Update on Law & Ethics Online Program  Fairness Panel Annual Report			1. Update on Canadian Environment Experience Pilot 2. Update on Eng.L. to P.Eng. Bridging Pilot 3. Registration Admissions Report to Council for Fiscal 2016	
Members, Employers, etc.	EMPLOYER ENGAGEMENT	Labour Market Study Report		Corporate Engagement Report Visit from VP of BC Hydro Update on OQM Program	Update on OQM Program		Update on EIT Accredited Employer Pilot	Update on OQM Program	
Government, Public & Other Stakeholders	INCREASING PUBLIC CONFIDENCE		Discussion on Offshoring		Human Rights and Diversity Guideline		Approval of Award Nominations	Year End Reports on (1) Investigation and Discipline and (2) Enforcement	
	ACADEMIC OUTREACH	Visiting Dean					Visiting Dean	Visiting Dean	
	ENGINEERS CANADA AND GEOSCIENTISTS CANADA	Directors Report Joint Executive Committee Dinner with Engineers Canada (December 10)		Directors Report	Directors Report		Directors Report Update on Engineers Canada Bylaws		
Enabling Goal	STRATEGIC PLAN CYCLE AND MONITORING ACTIVITIES	New KPI Metrics	Strategic plan tweak and future visioning, semi-annual progress update on plan		Revised 2016/17 Strategic Plan for Approval	Build the 2017 - 2020 Strategic Plan		AGM Rules Strategic Plan and KPI Update	
	LEGISLATION CHANGES AND BYLAW CYCLE	CPD Bylaw Review			Update on Legislative Amendment Progress Approval in principle of housekeeping bylaws				
	IMPROVING DIVERSITY		Update on WIEG Activities Update on Volunteer Diversity	First Nations Greeting Decision				Update on Volunteer Management Activities	
	EFFECTIVE GOVERNANCE	Council Governance Training; Council Team Building Workshop; Risk Management Assessment; Approval of Nominating Committee Appointees; AGM Motion Referral		Agenda Publication Decision Salary Publication Decision				Council Evaluation	
	FINANCIAL OVERSIGHT	Quarterly financial report/ Budget Guideline approval		Quarterly Financial Report AGM Special Guest Policy	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	Item has been brought forward from a previous meeting	Items Advanced						



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Date: May 25, 2016

Report to: **Council for Information**

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

Subject: Councillor Committee Summary

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

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<b>Purpose:</b>	To provide Council with a summary of committee and Council meetings that they are to attend in the form of a live trackable chart that is easy to navigate.
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<b>Motion:</b>	No motion required.
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#### Background

The summary has been updated and is posted on the Council website on the homepage.

		Dr. Mike Winch, P. Eng., FEC	Bob Stewart, P. Eng.	Dr. John Crague, P. Geo., FGC, FEC (Hon.)	Ana Fernandes, CIM, FCSI	David Harvey, P. Eng., Struct Eng., FEC	Ken Lalage, CPA, CA, TEP	Kathy Tama-Lokhorst, P. Eng., FEC	Tai Mittha, LLB	Caroline Andrewes, P. Eng., FEC	Dr. Lyn Anglin, P. Geo.	Dan Campbell, P. Geo.	Carol Park, P. Eng.	Cassandra Hall, P. Eng.	Richard Farbridge, P. Eng.	Scott Martin, P. Eng.	Chris Moser, P. Eng.	John Turner, P. Ag.
	Oct 17, 2015 (Council)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓		
	Oct 28, 2015 (Orientation)	✓	✓		✓							✓	✓	✓	✓	✓		
	Nov 10, 2015 (Exec Comm)	✗	✓	✓	✓				✓									
	Nov 10, 2015 (Reg Comm)				✓		✓					✗	✗					
	Nov 26, 2015 (Orientation)	✓	✓									✓	✓	✓	✓	✗	✗	
	Nov 26, 2015 (Eli Mina and Team-Building)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓	✓	✗	✗	
	Nov 27, 2015 (Council)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	
	Dec 7, 2015 (Gov Comm)																	Meeting cancelled.
	Dec 8, 2015 (Exec Comm)	✓	✓	✓	✓				✓									
	Dec 16, 2015 (Reg Comm)				✓		✓					✓	✓					
	Jan 11, 2016 (Prof Prac Comm)												✗	✓				
	Jan 13, 2016 (Nom Comm)			✓														
	Jan 21, 2016 (CCAG)															✓		
	Jan 21, 2016 (Geo Comm)																	Meeting cancelled.
	Jan 25, 2016 (Gov Comm)																	Meeting cancelled.
	Jan 27, 2016 (Reg Comm)				✓		✓					✗	✓					
	Feb 2, 2016 (ASTTBC/APEGBC JB)						✓											
	Feb 9, 2016 (Nom Comm)			✓														
	Feb 10, 2016 (Gov Comm)			✓				✓						✓	✓	✓		
	Feb 11, 2016 (Planning Session)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✗
	Feb 12, 2016 (Council)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Feb 26, 2016 (Foundation Nom Comm)				✓	✓		✓										
	Feb 29 - Mar 1, 2016 (Govt Lobby Receptions)	✓	✓	✓	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	✗	✗	Victoria
	Mar 2, 2016 (Nom Comm)			✓														
	Mar 3, 2016 (Geo Comm)								✓	✗		✗						
	Mar 9, 2016 (Reg Comm)				✓		✓					✗	✓					
	Mar 17, 2016 (Exec Comm)																	Meeting cancelled.
	Mar 17, 2016 (Foundation Nom Com)				✓	✓		✓										
	Mar 22, 2016 (Gov Comm)			✓				✓						✗	✗	✓		
	Mar 30, 2016 (Exec Comm)	✓	✓	✓	✓				✓									
	Apr 15, 2016 (Council)	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓	
	Apr 20, 2016 (Nom Comm)			✓														
	Apr 21, 2016 (Geo Comm)								✓	✓		✓						
	Apr 27, 2016 (Reg Comm)				✓		✗					✓	✓					
	May 12, 2016 (Industry Breakfast)	✓	✓	✗	✗	✓	✗	✗	✓	✗	✗	✗	✓	✓	✗	✗	✗	
	May 25, 2016 (Geo Comm)									✗	✓		✓					
	May 30, 2016 (Exec Comm)	✓	✓	✓	✓				✓									
	May 30, 2016 (Gov Comm)			✓				✓							✗	✓	✓	
	June 13, 2016 (Reg Comm)																	
	* June 15-16, 2016 (Planning Session)																	Kamloops (allow for travel time)
	June 17, 2016 (Council)																	Kamloops (allow for travel time)
	June 23, 2016 (Audit Comm)																	
	June 28, 2016 (PP Forum & Induction)																	
	July 14, 2016 (Geo Comm)																	
	Aug 3, 2016 (Exec Comm)																	
	Aug 3, 2016 (Gov Comm)																	
	Aug 17, 2016 (Reg Comm)																	
	Aug 24, 2016 (Audit Comm)																	
	Aug 25, 2016 (Exec Comm)																	
	Sept 8, 2016 (1/2 Day Forum)																	
	Sept 9, 2016 (Council)																	
	Sept 15, 2016 (Geo Comm)																	
	Sept 28, 2016 (Reg Comm)																	

The following Committees have not set their schedule as of yet:

- Advisory Task Force on Corporate Practice (number of meetings required has not been determined)
- Professional Practice Committee (will meet at least four times)
- ASTTBC/APEGBC Joint Board (will meet four to six times)
- Climate Change Advisory Group (will meet at least two times)
- Foundation Nominating Committee (will meet at least three times)

☐ Attendance Required

☒ Attendance Not Required

/// Meeting Cancelled

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Date: June 3, 2016

Report to: **Council for Decision**

From: Harshan Radhakrishnan, P.Eng.  
Practice Advisor, Professional Practice Standards and Development

Subject: Council Approval of Position Paper on Climate Change

Linkage to Strategic Plan: Members and future members: Improve resources and education as well as awareness and access to resources that help members practice to high professional and ethical standards.

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<b>Purpose:</b>	To present the APEGBC's Position on Human-Induced Climate Change for approval by the Council.
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<b>Motion:</b>	That the APEGBC Council approves APEGBC's Position on Human-Induced Climate Change, for final editorial and legal review before publication.
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### Background

The Climate Change Advisory Group (CCAG) forwarded the APEGBC Position on Human-Induced Climate Change (Climate Change Mitigation) for Council's approval at their April 2016 meeting as an "Open Consent" agenda item. Attached is the Position Paper prepared by the CCAG for Council's endorsement (Appendix A) and the accompanying report prepared for the April Council meeting (Appendix B). One of the Councillors (Lyn Anglin, P.Geo.) identified that members of the Geoscience Committee had raised some concerns with the paper and specifically, the causality of climate change being human-induced. As a result, it was removed from the Consent Agenda and placed under "Open Regular" to allow for Council discussion. By Council vote, the agenda item was deferred to the following council meeting for discussion. Following the Council vote, the latest draft of the position paper was referred back to the Geoscience Committee for their comments on the changes to the paper since the time it was last presented to them. In reviewing the latest draft, the Geoscience Committee made a motion expressing its concern regarding the inclusion of causality elements in the paper, requested that they be removed and raised questions relating to the purpose of the paper, the legal ramifications and the consultation process. The CCAG has responded to the motion and the issues raised by the Geoscience Committee (discussed below) and is seeking a Council motion in favour of approving the position paper.

### Discussion

In preparing the APEGBC Position on Human-Induced Climate Change, the CCAG engaged in an extensive consultation process carried out over a span of five months during which feedback was received from nine APEGBC Committees and Divisions. The CCAG made several changes to the position paper in response to these consultations and prepared a detailed response to the comments received from the consultation process. As one of the reasons mentioned by the Councillor for deferring the position paper discussion was that the draft had significantly changed from the time the Geoscience Committee last saw the paper, the Geoscience

Committee was provided another opportunity at their 25<sup>th</sup> May meeting to review the latest draft of the mitigation position paper. The motion and issues raised by the Committee at their meeting are provided below:

Motion:

**The Geoscience Committee expresses appreciation for the work that has been done by the CCAG; however, would like to express its concern regarding the inclusion of causality elements in the paper and request that they be removed.**

Issues:

- What is the ultimate purpose of the paper? (there were questions related to the timing and mandate to take such a position on this issue, especially when a paper had already been published in 2014 and considering the fact that APEGBC does not publish position papers concerning other areas affecting practice)

Response from CCAG: The first paper published in 2014 only addressed climate change adaptation. The ultimate purpose of the paper is to identify for our membership and other stakeholders that APEGBC accepts best available science confirming that the global climate is changing and that anthropogenic emissions are the leading contributor of this change. In addition, the position paper is intended to raise our profile with government with respect to actions they are taking specific to climate change mitigation to ensure that the Association and its members are engaged at a high level in the development of policies and related legislation that could have a significant impact on the practice of engineering and geoscience in BC.

- What are the legal ramifications this paper would have to the individual practitioner? (e.g. with regards to non-compliance)

Response from CCAG: In response to this concern, the CCAG added a specific paragraph confirming that APEGBC members are constrained by the requirements of their clients as well as existing codes, standards, regulation and legislation. In this way, the paper doesn't impose any mandatory obligations on APEGBC professionals. Also, additional text was added to the paper to confirm that engineers and geoscientists would not be expected to take on responsibilities where they did not have the appropriate knowledge or expertise to advise clients on climate change matters. Finally, the CCAG's proposed motion recommends that a legal review be carried out to ensure that the legal ramifications have been appropriately addressed.

- Was the consultation process for such an issue robust enough? (There was some discussion that the committees and divisions that were asked for feedback do not accurately reflect the general sentiment if consultation was expanded to the membership)

Response from CCAG: While the CCAG engaged in an extensive consultation process carried out over a span of five months during which feedback was received from nine APEGBC Committees and Divisions, sector specific engagement on the issue of mitigation with the wider membership was not done. However, articles in *Innovation* magazine have been written on the topic of evolving adaptation and mitigation needs and opportunities which will impact the engineering and geoscience professions at a fundamental level. While there are minority of members that still question the attribution, the feedback from a number of members has highlighted the need APEGBC to have a stronger stance on this issue and the need for more guidance to be provided to the membership. The robustness of the consultation process done to date was supported by the Professional Practice Committee through its motion that the paper be approved by Council subject to editorial and legal review.



The Chair and the Vice-Chair of the CCAG met on the 1<sup>st</sup> of June to discuss the motion and reviewed the issues raised and recommended that no further changes were required to the position paper.

The CCAG appreciates the feedback from the Geoscience Committee, but respectfully maintains that the causation, i.e., stating that humans are responsible for increased CO<sub>2</sub> concentrations in the atmosphere and thus climate change is backed up by extensive science and the science is unassailable. In light of world-wide efforts including the meetings of the Conference of the Parties 21 where more than 190 countries including Canada signed on to aggressive mitigation efforts, APEGBC's position on the causality of climate change will seek to accomplish the following:

1. Professional practice support to APEGBC professionals so they can meet their obligations under the *Engineers and Geoscientists Act*, which includes protecting the public's interest, when carrying out professional activities related to climate change
2. Allows APEGBC to provide input into the various levels of government to take note of how their climate action plans could have profound implications to the practice of APEGBC members and encourage them to invite APEGBC to be part of their conversations as a stakeholder
3. Focus and justify the efforts of APEGBC members: recognize that having an active fossil fuel industry doesn't preclude discussions about energy efficiency; and recognize that APEGBC members, as always, will continue to define the new frontiers in climate change adaptation and mitigation while holding paramount public health and safety and protecting the environment

In addition, the CCAG intends that the outcomes from this paper will include:

1. Instilling in the membership a sense of confidence that mitigation focussed climate action is a worthwhile goal to strive for,
2. Enabling discussions in the "solution sphere" which includes discussion of changing how we produce, transform, transport, and use energy instead of focussing solely on "deep cuts" and "equitable allocation of pain", and,
3. At a fundamental level, pronouncing to our stakeholders that APEGBC communicates well in the language of adaptation and mitigation and that it's members are ready to be engaged in realizing a future where climate resilience is achieved in equal measure through adaptation and through innovative solutions including, but not limited to greenhouse gas reductions.

Finally, a survey has been planned by the CCAG (see objectives below) following the approval of the paper which will seek to determine how best the Association can support its members.

#### Survey Objectives:

- To engage Geoscientists and Engineers and obtain a broader spectrum of feedback on the recent mitigation and earlier adaptation position paper. What roles and responsibilities do we have in addressing this global challenge?
- To gauge members knowledge of climate change and how applicable they believe it is to their area of practice
- To identify where there are gaps in knowledge, resources or regulations
- To determine which kinds of information members require and the preferred format for receiving information

### Recommendation(s)

It is recommended that the APEGBC Council approve the following motion:

**MOTION:** That the APEGBC Council approves *APEGBC's Position on Human-Induced Climate Change* for final editorial and legal review before publication.

### Appendix A – APEGBC's Position on Human-Induced Climate Change

### Appendix B – Report to APEGBC Council on Position Paper on Climate Change for the April 15, 2016 Council meeting

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Date: June 6, 2017

Report to: **Council for Decision**

From: Melinda Lau  
Acting Director, Communications and Stakeholder Engagement

Maria-Carmen Kelly  
Marketing Specialist

Subject: Branding Development Update

Linkage to Strategic Plan: Members and Future Members, Enabling Goal

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<b>Purpose:</b>	To provide approval of the direction for APEGBC's branding initiative in order to initiate the next phase the process—roll-out and implementation.
<b>Motion:</b>	<p>That Council approve the following visual identity for full development and implementation: Direction 1.</p> <p>AND</p> <p>That Council approve the following business name for APEGBC: Engineers and Geoscientists British Columbia</p>

## Background

To deliver on the 2014–2017 Strategic Plan objective to develop and implement an organizational brand strategy for APEGBC, the association has engaged in a rebranding process under the guidance of the Branding Working Group, comprising APEGBC members, council members, and staff. The work is being supported by Karacters Design Group, the specialized branding and design unit of DDB Canada.

The branding initiative began in July 2014 and has thus far included a thorough research and consultation phase where input was gathered through a member survey, one-on-one interviews with a representative group of members, discussion at Council and at Branch representatives meetings, as well as engagement activities at the 2015 APEGBC Conference and AGM.

Council was provided an update on Phase Two of the branding initiative at the September 2015 meeting and passed a motion to move forward with exploring the following two name options:

1. Engineers and Geoscientists British Columbia
2. Professional Engineers and Geoscientists British Columbia

## Discussion

We are currently at the end of Phase Three, where the business name and creative direction must be decided on. Council is being asked to approve the working group's recommendation of a single name option and visual identity.

To ensure a full understanding of both the process and the visual identities and name choices that will be decided on, a webinar was scheduled on Friday, June 10 to review the concept in detail with Council. The presentation will walk through each option, sharing the details of each, including their potential application, extension to a brand architecture system, and naming variations.

In considering the business name and the creative direction options, Karacters outlined the following evaluation criteria based on the ideas and values identified in the Brand Conviction:

- Does the identity bring the brand idea to life? For Ethics. For Excellence. For Progress.
- Does the identity balance the need to inspire but also bring clarity around who the association is and what it does?
- Does the identity balance progressiveness with credibility?
- Does the identity bring the prestige of the professions to life in a modern way?

This guided the working group's evaluation of the name and visual identity options and has resulted in the recommendations provided below.

## Recommendations

The working group has indicated support for creative direction 1 and the name option "Engineers and Geoscientists British Columbia."

These recommendations are supported by DDB and the APEGBC branding initiative staff team.



Should Council provide approval of the name and creative direction, the Branding Initiative would then move on to the Activate/Roll-out Phase (Phase 4) and start an action plan for roll-out and implementation.

# Appendices

Item 5.3      Appendix A

Item 5.4      Appendix A

Item 5.5      Appendix A

Item 5.6      Appendix A

Item 5.7      Appendix A  
Appendix B

Item 6.1      Appendix A  
Appendix B

# Volunteer Guidelines

## Welcome to Our Team

On behalf of the staff and Council of APEGBC, 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 is 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 any of our policies or procedures please contact APEGBC's Human Resources Manager, Kevin O'Connell at [koconnell@apeg.bc.ca](mailto:koconnell@apeg.bc.ca).

After you have read through and reviewed the content, you will be asked to acknowledge that you have read and understand the policies and procedures by *insert electronic acknowledgement instructions*.

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.

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## Welcome to APEGBC

Dedicated volunteers are at the heart of APEGBC's work as a professional regulator, 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](#).

## **ORGANIZATIONAL STRUCTURE & GOVERNANCE**

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
- Innovation
- 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 workplace
- Provide constructive feedback
- Be accountable

We understand our volunteers lead busy lives and we are grateful for the time they dedicate to volunteering with us. We do, however, ask you to 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 volunteering with APEGBC.

## **CONFIDENTIALITY**

Some of the information accessed by volunteers during their activities with APEGBC is confidential. A volunteer must keep the confidentiality of all confidential information that the volunteer accesses, 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.

## **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 and enhanced.

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.

Any gifts of recognition that you may receive as an APEGBC volunteer should not hold any significant value and should not be construed as compensation for the time and services that you have provided as a volunteer.

From time to time, volunteers may receive recognition for their service from APEGBC that may be in the form of gifts and this is considered acceptable. However, there may be other times where volunteers receive gifts from other sources that 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 the gift, hospitality or other benefit could, or could be perceived to, influence his or her judgment or performance of any duties and responsibilities with APEGBC or be viewed as compensation.** 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; and
- 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 of each year.

## 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 by 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 & 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, texts 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, or witness 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](mailto: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, key 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 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 the Communications Officer at [lbuss@apeg.bc.ca](mailto: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 mandate 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 Director, Communications & Stakeholder Engagement at [marchibald@apeg.bc.ca](mailto:marchibald@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.

**Appendix A – Draft Memorandum of Agreement Terminating APEGBC's Responsibilities for the Canada International Professional Engineer and APEC Engineer Register.**

**Draft  
Memorandum of Agreement Concerning the Canada APEC Register and the  
Canada International Professional Engineers Agreement Register**

This Memorandum of Agreement (the “**MOA**”) dated for reference June \_\_, 2016.

**BETWEEN:**

ENGINEERS CANADA  
55 Metcalfe Street, Suite 300  
Ottawa, ON K1P 6L5  
(“**Engineers Canada**”)

**AND:**

The ASSOCIATION OF PROFESSIONAL ENGINEERS AND  
GEOSCIENTISTS OF THE PROVINCE OF BRITISH COLUMBIA  
4010 Regent Street, Suite 200  
Burnaby, BC V5C 6N2  
(“**APEGBC**”)

**WHEREAS:**

- A. In 2002, following a pilot evaluation program, Engineers Canada and APEGBC agreed that APEGBC would provide evaluations with respect to Canadian professional engineers applying for appointment to the Canada APEC Engineer Register and the Canada International Professional Engineers Agreement Register (hereinafter collectively referred to as the “**Registers**”). Since that time, APEGBC has been the sole provider of evaluations for the Registers and has been responsible for most operations associated with the Registers, including in terms of supporting the audits of evaluations by representatives of the International Engineering Alliance (the “**Alliance**”).
- B. Engineers Canada now wishes to assume, and APEGBC wishes to relinquish, the role as the sole provider of evaluations for the Registers and responsibility for all operations associated with the Registers, including in terms of supporting the audits of evaluations by representatives of the Alliance.

**NOW THEREFORE THIS MOA WITNESSES THAT** for and in consideration of the promises, covenants and agreement set out in the MOA, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

1. On a date that will be agreed to by the Parties in the future, but which in any event will be no later than December 31, 2016, (the “**Transition Date**”), APEGBC will provide to Engineers Canada a list of individuals who have been evaluated by APEGBC and are registered as professional engineers in Canada and appointed to the Registers.
2. On the Transition Date, APEGBC will cease in accepting applications in respect of appointments to the Registers, and will remove from APEGBC’s website all representations to the effect that APEGBC provides evaluation services to professional engineers registered or licensed outside of British Columbia in respect of appointments to the Registers.
3. On the Transition Date, APEGBC will cease in fulfilling any role or function in respect of:
  - (a) evaluations for the Registers; and
  - (b) operations associated with the Registers.
4. On or before the Transition Date, APEGBC will provide to Engineers Canada all archival documents that APEGBC may have in its possession relating to the Registers.
5. From the day after the Transition Date, Engineers Canada will maintain and update the Registers, and will fulfill all roles and functions previously assumed by APEGBC in respect of evaluations for the Registers and all operations associated with the Registers, including in terms of supporting the audits of evaluations by representatives of the Alliance.
6. Notwithstanding the terms set out at paragraphs 1 to 5 above, the Parties agree that after the Transition Date:
  - (a) APEGBC may participate in the evaluation of any APEGBC member or licensee (as the terms “member” and “licensee” are defined in British Columbia’s *Engineers and Geoscientists Act*); and
  - (b) at the request of Engineers Canada, APEGBC will provide reasonable assistance to Engineers Canada in respect of the first audit initiated by the Alliance after the Transition Date.
7. The Parties do not intend, and there is no obligation under the MOA, for APEGBC to provide to Engineers Canada any personal information that is in APEGBC’s possession or control which APEGBC is prohibited by British



Columbia's *Freedom of Information and Protection of Privacy Act* from disclosing to Engineers Canada.

8. At any time and from time to time after the reference date of the MOA, the Parties will execute any document and will perform, or cause the performance of, any act that is necessary for the effective performance of the MOA.
9. Effective from the reference date of the MOA, the MOA replaces and supersedes all previous agreements and understandings between the Parties in respect of the matters described in the MOA.
10. The MOA will be governed by the laws of the province of British Columbia and the laws of Canada applicable therein.
11. The MOA may be executed in two or more counterparts, each of which will be deemed to be an original, and all of which together will constitute one and the same instrument.

**IN WITNESS WHEREOF** each Party has caused the MOA to be executed as of the reference date by its duly authorized officer.

**APEGBC**

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Name: Ann English  
Title: Chief Executive Officer and Registrar

**Engineers Canada**

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Name: Kim Allen  
Title: Chief Executive Officer

Clean version of proposed policy.



## Registration

### ● Policy

### ○ Procedure

#### Treatment of Applicants whose discipline of Practice/Experience is different from their discipline of Academic Qualification

PURPOSE	To address the theoretical knowledge required of applicants who choose to practice in a discipline of engineering or geoscience that is substantially different from their discipline of graduation; and to provide for a method of evaluation that takes into account the professional development, experience and competencies of the applicant.		
CREATED	BY: COUNCIL	Date: December 7, 2007 June 17, 2017	Reference: CO 08-21 CO 16-XX
POLICY	<p>Applicants who are academically qualified in their discipline of engineering or geoscience studies, and whose current engineering or geoscience area of practice is different from their discipline of studies, will be assessed to determine whether they have bridged the gap between the engineering or geoscience fundamentals learned at the undergraduate level and engineering or geoscience fundamentals necessary to support their discipline of engineering or geoscience practice.</p> <ol style="list-style-type: none"> <li>If an applicant for professional engineer or professional geoscientist registration/licence has completed a 'traditional' experience template with references, a detailed academic assessment will be conducted, followed by a Looking-to-Exempt interview.</li> <li>If an applicant for professional engineer registration/licence has completed a competency assessment, it will be used as the basis for the assessment.</li> </ol>		
PROCEDURE:	<p>A. <u>Traditional Experience Report Plus References</u></p> <p>If the discipline of engineering or geoscience studies is different from the engineering or geoscience practice; and the applicant has completed a 'traditional' experience template with references, the assessment of the applicant must include the following two elements:</p> <ol style="list-style-type: none"> <li>an assessment of the academic credentials in the discipline of practice to determine what syllabus topics have not been covered by the academic formation of the applicant and would normally require assignment of courses and/or an examination program; <u>and</u></li> <li>an assessment of the applicant through a Looking-to-Exempt type interview so the applicant can explain what additional courses, postgraduate degrees, employer-sponsored seminars/training and experience has been obtained in order to bridge the gap between the engineering or geoscience fundamentals learned at the undergraduate level and engineering or geoscience fundamentals</li> </ol>		



## Registration

### ● Policy

### ○ Procedure

necessary to support his/her discipline of engineering or geoscience practice.

The assessment may result in waiver of missing syllabus topics or the assignment of:

- specific courses or examinations;
- confirmatory examinations or the Fundamentals of Engineering Examination; and/or
- a report on an approved topic, and/or additional experience in the discipline in question.

#### B. Competency-Based Assessment – Conditions Met

If the applicant is applying for professional engineer registration/licence and their discipline of engineering studies is different from their engineering practice; and the applicant has:

- a. submitted a competency-based assessment of his/her experience using APEGBC's Competency-Based Assessment system ,
- b. all positive references
- c. demonstrated at least four years of engineering experience in the discipline of application
- d. had his/her Technical Competencies validated by at least two validators in the applicant's discipline of practice;
- e. all competency categories validated at the required level; and
- f. achieved all competency categories at the required level in the opinion of two competency assessors;

the applicant will be brought to the Registration Committee for approval of academic and experience requirements for registration in the applicant's discipline of practice.

- If the applicant has not demonstrated at least one year or equivalent of engineering experience in a Canadian Environment, the assignment by the Registration Committee will be subject to gaining one year or equivalent of engineering experience in a Canadian Environment;

#### C. Competency-Based Assessment – Conditions Not Met

If the applicant has submitted a competency-based assessment of his/her experience using APEGBC's Competency-Based Assessment system, but has failed to meet the conditions outlined in Section B a. through f. above:

the applicant will be required to have a detailed assessment of academic credentials followed by a Looking-to-Exempt interview as



## Registration

### ● Policy

### ○ Procedure

outlined in procedure A. above.

If professional competency guidelines exist for assessment of professional geoscience experience they will be used in the assessment of applicants for professional geoscience registration/licence.

See next page for Process Flowchart

### CROSS- REFERENCES

APEGBC Policy 51993 *Engineering – All Disciplines - Minimum Academic Requirements for Registration*

*Engineers and Geoscientists Act* s.13 Admission to Membership

*Bylaws of the Association* s.11(e) Registered Members

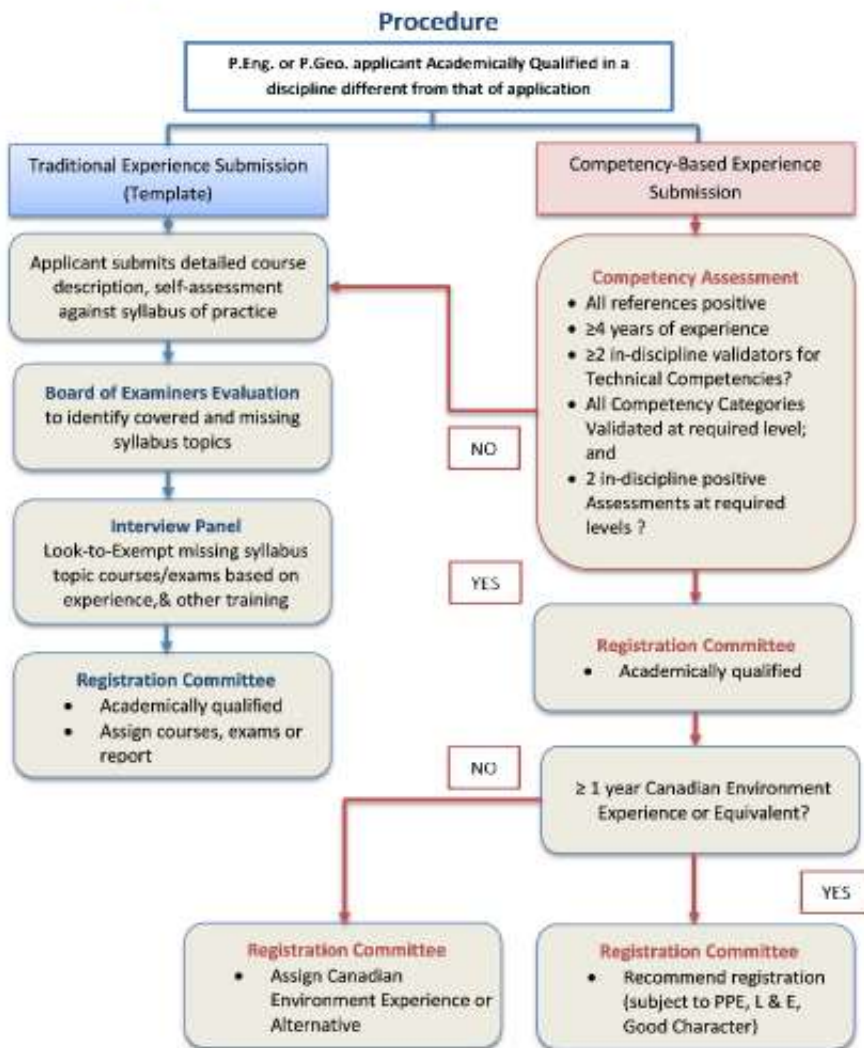
APEGBC Policy re: *Screening of Looking-to-Exempt Interviewees*

Registration Committee meeting minutes of September 2011 (RG 11-252)

# Registration

## ● Policy

## ○ Procedure





Red-lined version of proposed policy.



## Registration

### ● Policy

### ○ Procedure

#### Treatment of Applicants whose discipline of Practice/Experience is different from their discipline of Academic Qualification

<u>PURPOSE</u>	<u>To address the theoretical knowledge required of applicants who choose to practice in a discipline of engineering or geoscience that is substantially different from their discipline of graduation; and to provide for a method of evaluation that takes into account the professional development, experience and competencies of the applicant.</u>		
<u>CREATED</u>	<u>BY:</u> <u>COUNCIL</u>	<u>Date:</u> <u>December 7, 2007</u> <u>June 17, 2017</u>	<u>Reference:</u> <u>CO 08-21</u> <u>CO 16-XX</u>
<u>POLICY</u>	<u>Applicants who are academically qualified in their discipline of engineering or geoscience studies, and whose current engineering or geoscience area of practice is different from their discipline of studies, will be assessed to determine whether they have bridged the gap between the engineering or geoscience fundamentals learned at the undergraduate level and engineering or geoscience fundamentals necessary to support their discipline of engineering or geoscience practice.</u>  <u>i. If an applicant for professional engineer or professional geoscientist registration/licence has completed a 'traditional' experience template with references, a detailed academic assessment will be conducted, followed by a Looking-to-Exempt interview.</u>  <u>ii. If an applicant for professional engineer registration/licence has completed a competency assessment, it will be used as the basis for the assessment.</u>		
<u>PROCEDURE:</u>	<u>A. Traditional Experience Report Plus References</u>  <u>If the discipline of engineering or geoscience studies is different from the engineering or geoscience practice; and the applicant has completed a 'traditional' experience template with references, the assessment of the applicant must include the following two elements:</u>  <u>a) an assessment of the academic credentials in the discipline of practice to determine what syllabus topics have not been covered by the academic formation of the applicant and would normally require assignment of courses and/or an examination program; and</u>  <u>b) an assessment of the applicant through a Looking-to-Exempt type interview so the applicant can explain what additional courses, postgraduate degrees, employer-sponsored seminars/training and experience has been obtained in order to bridge the gap between the engineering or geoscience fundamentals learned at the undergraduate level and engineering or geoscience fundamentals</u>		



## Registration

### ● Policy

### ○ Procedure

necessary to support his/her discipline of engineering or geoscience practice.

The assessment may result in waiver of missing syllabus topics or the assignment of:

- specific courses or examinations;
- confirmatory examinations or the Fundamentals of Engineering Examination; and/or
- a report on an approved topic, and/or additional experience in the discipline in question.

#### B. Competency-Based Assessment – Conditions Met

If the applicant is applying for professional engineer registration/licence and their discipline of engineering studies is different from their engineering practice; and the applicant has:

- a. submitted a competency-based assessment of his/her experience using APEGBC's Competency-Based Assessment system;
- b. all positive references
- c. demonstrated at least four years of engineering experience in the discipline of application
- d. had his/her Technical Competencies validated by at least two validators in the applicant's discipline of practice;
- e. all competency categories validated at the required level; and
- f. achieved all competency categories at the required level in the opinion of two competency assessors;

the applicant will be brought to the Registration Committee for approval of academic and experience requirements for registration in the applicant's discipline of practice.

- If the applicant has not demonstrated at least one year or equivalent of engineering experience in a Canadian Environment, the assignment by the Registration Committee will be subject to gaining one year or equivalent of engineering experience in a Canadian Environment;

#### C. Competency-Based Assessment – Conditions Not Met

If the applicant has submitted a competency-based assessment of his/her experience using APEGBC's Competency-Based Assessment system, but has failed to meet the conditions outlined in Section B a. through f. above:

the applicant will be required to have a detailed assessment of academic credentials followed by a Looking-to-Exempt interview as



## Registration

### ● Policy

### ○ Procedure

outlined in procedure A. above.

If professional competency guidelines exist for assessment of professional geoscience experience they will be used in the assessment of applicants for professional geoscience registration/licence.

See next page for Process Flowchart

### CROSS-

### REFERENCES

APEGBC Policy 51993 Engineering – All Disciplines - Minimum Academic Requirements for Registration

Engineers and Geoscientists Act s.13 Admission to Membership

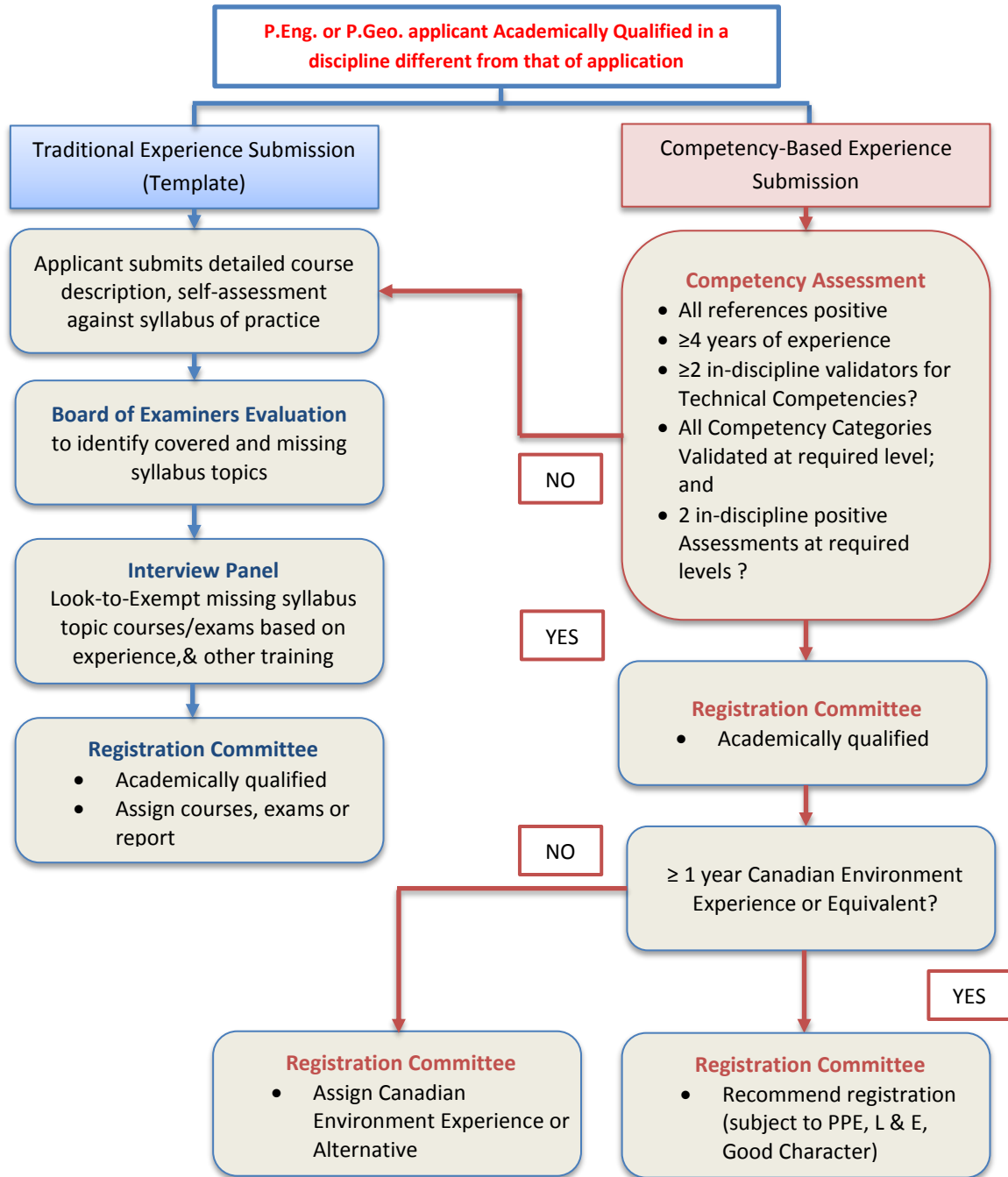
Bylaws of the Association s.11(e) Registered Members

APEGBC Policy re: Screening of Looking-to-Exempt Interviewees

Registration Committee meeting minutes of September 2011 (RG 11-252)



## Procedure



Date: April 2, 2015

Report to: **Council for Decision**

From: Efrem Swartz, LLB  
Director, Legislation, Ethics □ Compliance

Subject: **Policy for the Publication of Disciplinary Decisions by APEGBC**

Linkage to Strategic Plan: Improve resources and education as well as awareness and access to resources that help members practice to high professional and ethical standards.

**Note: This policy was created in consultation with the Discipline Committee and approved by the Discipline Committee on April 1, 2015. The first part of this document discusses the background and sets out the elements of the policy in narrative form. Appendix “A” consolidates the policy into eight distinct categories and is intended to be published by APEGBC as the policy governing the publication of Disciplinary Decisions.**

**The recommended motion is set out after Appendix “A”.**

## **1. Background - Legal Authority to Publish**

Section 46(1) of the *Engineers and Geoscientists Act* (the “Act”), requires persons acting under the authority of the Act to keep confidential all facts, information and records obtained or provided under the Act except so far as public duty requires or the Act or the Bylaws permit. Therefore, there is a presumption of privacy under the Act except where “public duty requires” disclosure. Apart from section 46 of the Act, the Act and the Bylaws are silent on publication of disciplinary decisions.

APEGBC is also subject to the *Freedom of Information and Protection of Privacy Act* (the “FIPPA”). Accordingly, APEGBC may only disclose personal information in its custody or control as authorized by the FIPPA.<sup>1</sup>

If APEGBC had a specific Bylaw regarding publication, section 33.1(1)(c) of the FIPPA would give APEGBC the authority to disclose information. However, APEGBC cannot rely on s. 33.1(1)(c) without such a Bylaw. The Legislative Implementation Task Force has the consideration of a publication Bylaw on its agenda.

Nevertheless, absent a Bylaw, it is permissible for APEGBC to publish disciplinary decisions. The justification is found in s. 33.2 of the FIPPA, which reads:

A public body may disclose personal information referred to in s. 33 inside Canada as

<sup>1</sup> The definition of “personal information” in the FIPPA is very broad. It reads, “recorded information about an identifiable individual other than contact information.”

follows:

- (a) for the purpose for which it was obtained or compiled or for a use consistent with that purpose (see section 34);

The concept of a "consistent purpose" was considered in an investigation by the Office of the Information and Privacy Commissioner for BC (the "OIPC") on the disclosure by the BC College of Teachers of personal information concerning discipline matters [OIPC Investigation P99-013]. In the investigation, the OIPC found that the College was legally authorized to disclose personal disciplinary information and noted that "disclosure of personal disciplinary information to members and the public is an extension of the disciplinary process and is, therefore, a consistent purpose." (p.11)

The *Teaching Profession Act* under consideration in the OIPC investigation gave the College a mandate to establish standards for its members, having regard to public interest. In the Investigation Report, the Commissioner gave a great deal of weight to the College's public interest mandate, finding that the College "has a duty to inform its members and the public of the types of behaviour it finds unacceptable in a member. I also find that it is appropriate for the College to publish members' names in most cases, together with details of their transgressions so members have concrete examples of behaviour which is deemed unacceptable by College standards."

However, the Commissioner stated it may not be appropriate to release the identity of the member in some cases, such as where the teacher is judged not to be a danger to others, has learned his or her lesson, or where publication would reveal the victims' identities.

APEGBC is similarly charged with a public interest mandate, as set out at section 4.1 of the Act:

4.1(1) It is the duty of the association

- (a) to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience

APEGBC is therefore also authorized to publish personal disciplinary information under the exception in s. 33.2 (a ) of the FIPPA for a consistent purpose.

In a subsequent publication,<sup>2</sup> the OIPC introduced the concept of a "privacy continuum" for a tribunal such as the Discipline Committee to consider in assessing the necessary level of privacy, given the mandate of the tribunal. The OIPC suggested that the tribunal consider not publishing "sensitive" personal information unless the information is critical to the decision being made and the parties' and public's understanding of why the decision is being made. Subsequently, the OIPC set out a list of factors related to privacy that a tribunal should consider in its release of personal information.<sup>3</sup>

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<sup>2</sup> *Access and Privacy Issues: A Guide for Tribunals*, OIPC, pp. 6-7, 17-18.

<sup>3</sup> *Balancing Privacy and Openness: Guidelines on the Electronic Publication of Decisions of Administrative Tribunals (July 2011)*, OIPC, pp.2-3

In light of the Act and the Bylaw being silent on publication, this policy is intended to guide APEGBC in publishing disciplinary decisions. In general, the APEGBC policy should be to protect the personal information of complainants, non-professional witnesses and third-parties, but not be concerned with any adverse reputational effect of discipline on an APEGBC Professional<sup>4</sup> as a result of APEGBC fulfilling its mandate to regulate the professions and to protect the public interest.

## **2. The Existing Practice**

APEGBC currently publishes Notices of Inquiry on its website in advance of disciplinary inquiry hearings. APEGBC publishes the full text of Consent Orders agreed to by the Discipline Committee, as well as Interim Orders and Disciplinary Determinations made by the Discipline Committee (collectively, "Disciplinary Decisions"). The practice is for staff to redact the names of complainants and non-professional witnesses, along with any specific addresses of properties related to complainants, non-professional witnesses and third-parties.

APEGBC has published summaries of Disciplinary Decisions in its magazine since at least the early 1980s.

A document entitled "APEGBC Complaints Procedure" which has been updated but is not currently on the APEGBC website, is useful as it sets out the usual investigation and discipline procedure. The document states that Consent Orders are to be distributed to municipalities, other relevant regulators, and are published in APEGBC's magazine, on its website and in local newspapers. The same procedural document explains that discipline inquiries are open to the public and if the Notice of Inquiry is proven, the decision of the Discipline Committee is published in the same manner as a Consent Order.

## **3. Reasons to Publish**

Pursuant to section 4.1(1)(a) of the Act, APEGBC has a duty to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience. Accordingly, APEGBC has a duty to inform APEGBC Professionals and the public of the types of behaviour it finds unacceptable for the following non-exhaustive reasons:

- a. Specific deterrence of the APEGBC Professional subject to discipline from similar future conduct;
- b. General deterrence of other APEGBC Professionals and communication of professional standards to APEGBC Professionals;
- c. Protection of the public so that the public may know of the disciplinary history of an APEGBC Professional; and,
- d. Protecting self-governance of APEGBC by:
  - i. exhibiting transparency of the decision-making process (i.e. public display of the effectiveness of APEGBC and the maintenance of confidence in APEGBC as a regulatory body); and,

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<sup>4</sup> The phrase APEGBC Professional is used to refer to both members and licensees under the Act.

- ii. avoiding bringing APEGBC into disrepute in the future by the failure to publish in the present (i.e. if the APEGBC Professional re-offends in the future, APEGBC will not be accused of having previously "swept the matter under the rug.")

Accordingly, APEGBC should publish the full text of all Disciplinary Decisions unless one of the exceptions listed below applies.

APEGBC staff should continue to redact the names of the complainants, non-professional witnesses and third-parties, along with any specific identifying locations, so as to protect the personal information of complainants and witnesses. In the future, to avoid having staff make such decisions, the Discipline Committee should adopt a practice of drafting reasons without revealing personal information about the complainants, non-professional witnesses, third-parties and locations, if appropriate, so subsequent redactions by staff are not necessary.

#### **4. Exceptions to Publication Resulting in Anonymous or Redacted Publication**

##### *If all the Elements of the Notice of Inquiry are not Proven*

Anonymous publication is available where APEGBC has not proven any element of the Notice of Inquiry to the requisite standard. That is, given that none of the "charges" were proven, the name of the APEGBC Professional or any identifying details need not be published.

However, as the goals of communicating professional standards and making the decision-making process transparent are enhanced by publication, the decision should be published anonymously. For instance, APEGBC should publish the decision, or a summary of the decision, using only the name "Engineer A" or "Geoscientist A" and adopt a sequential lettering system if further such cases arise in the future.

Failing to prove a discipline case is not a matter of embarrassment to APEGBC, rather the anonymous publication of such a case enhances the regulatory process by illustrating APEGBC's efforts to regulate the professions of engineering and geoscience and communicating professional standards to the professions.

However, as Notices of Inquiry are published on the APEGBC website in advance of the inquiry hearing, an APEGBC Professional may indicate that he or she wants his or her name published in the Disciplinary Determination to make it known that none of the elements of the Notice of Inquiry were proven to the requisite standard. In this instance, the Discipline Committee has the option to publish the name of the APEGBC Professional.

##### *Where Elements of the Case are Proven*

In cases where some or all of the elements of the Notice of Inquiry are proven to the requisite standard, the name of the APEGBC Professional should continue to be published along with all necessary details so as to communicate the professional standards to APEGBC Professionals and to protect the public interest.

However, the Discipline Committee should determine whether disclosure of personal information of the complainant, witnesses and third-parties involved, other than the APEGBC Professional, is necessary or appropriate to satisfy the public interest in disclosure. In most cases, the names of the complainants, witnesses and third-parties should be anonymized or redacted so as to protect their privacy interests.

### *Anonymous Publication in Exceptional Cases*

In exceptional cases, the name of the APEGBC Professional and the circumstances of the matter may be anonymized or redacted prior to publication, at the discretion of the Discipline Committee, in the circumstances where:

- a. the Discipline Committee considers it necessary to protect the monetary, reputational or other interests of the complainant, if any, or another person, other than the APEGBC Professional subject to discipline; or
- b. if the APEGBC Professional makes an admission or is found by the Discipline Committee to suffer from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs his or her ability to practice professional engineering or geoscience.<sup>5</sup>

## **5. Where to Publish**

APEGBC should publish Disciplinary Decisions as follows:

1. The full text of Disciplinary Decisions will be posted on APEGBC's website.
2. Either the full text or summaries of Disciplinary Decisions will be published in APEGBC's electronic and paper communications.
3. APEGBC will notify other relevant regulatory bodies of Disciplinary Decisions by email.
4. APEGBC should distribute its Disciplinary Decisions to affected municipalities.
5. A press release should be issued by APEGBC summarizing any Disciplinary Decisions where there is a suspension or cancellation of an APEGBC Professional.
6. Disciplinary Decisions may be distributed in local newspapers or by means of electronic communications to the public.
7. APEGBC should establish a relationship with CanLii (the free national database of legal decisions) and begin publishing its Disciplinary Decisions on CanLii for greater accessibility.

### **Retention of Disciplinary Decisions on the APEGBC Website**

Disciplinary Decisions setting out a practice restriction will stay posted on APEGBC's website for the career of the APEGBC Professional. The Disciplinary Decision will be moved to a searchable archive section of the webpage if the APEGBC Professional is no longer the subject to a practice restriction.

Disciplinary Decisions setting out a suspension will stay posted on APEGBC's website for the course of the suspension. The Disciplinary Decision will be moved to a searchable archive section of the webpage once the suspension is lifted.

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<sup>5</sup> These tests are adapted from s. 39.3 of the *Health Professions Act*.

Disciplinary Decisions setting out a cancelation (or resignation in the face of discipline) will stay posted on APEGBC's website for the life of the former APEGBC Professional and then moved to a searchable archive section of the webpage.

## Appendix A: Consolidated Policy Statement - APEGBC's Procedure for Publishing Consent Orders, Interim Orders and Disciplinary Determinations (collectively, "Disciplinary Decisions")

1. A Notice of Inquiry should be published on the APEGBC website in advance of the hearing date. The publication should occur at least 14 days prior to the hearing.
2. Disciplinary hearings are open to the public. The Discipline Committee can close the hearing room to protect privacy interests when appropriate. The Discipline Committee also has the ability to manage the number of people able to attend a public hearing given the size of the particular hearing room.
3. APEGBC will publish the full text of all Disciplinary Decisions including the name of the APEGBC Professional and all details necessary to communicate professional standards to the profession, the public, and to protect self-regulation of APEGBC.
4. In drafting its reasons, the Discipline Committee should determine whether disclosure of personal information of the complainant or third-parties involved, other than the APEGBC Professional, is necessary or appropriate to satisfy the public interest in disclosure. In most cases, the names of the complainants, non-professional witnesses and third-parties, along with any identifying information including locations, should be anonymized or redacted so as to protect the privacy interests of those individuals. There is no need to redact the names of expert witnesses, as expert witnesses are professionals acting in the scope of their profession.
5. In exceptional cases, the name of the APEGBC Professional and/or circumstances of the matter may be anonymized or redacted prior to publication, at the discretion of the Discipline Committee, in the circumstances where:
  - a. the Discipline Committee considers it necessary to protect the monetary, reputational or other interests of the complainant, if any, or another person, other than the APEGBC Professional subject to discipline; or
  - b. if the APEGBC Professional makes an admission or is found by the Discipline Committee to suffer from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs his or her ability to practice professional engineering or geoscience.
6. Anonymous publication will occur where APEGBC has not proven ~~each~~any elements of the Notice of Inquiry to the requisite standard. However, the Discipline Committee has the option of publishing the name of the APEGBC Professional where the APEGBC Professional indicates that he or she wants his or her name published to make it known that the matter was not proven to the requisite standard.
7. APEGBC should publish the full text of its Disciplinary Decisions on its website and publish the full text or summaries in its electronic and paper communications. APEGBC should issue a press release where there is a suspension or cancellation of an APEGBC Professional. APEGBC should also distribute its Disciplinary Decisions to affected municipalities and any other relevant regulatory bodies. APEGBC has the discretion to publish Disciplinary Decisions in local newspapers and other means of electronic communications to the public. APEGBC should establish a relationship with CanLii, and begin publishing its Disciplinary Decisions on CanLii.



8. With respect to the retention of Disciplinary Decisions on the APEGBC website:
  - a. Disciplinary Decisions setting out a practice restriction will stay posted on APEGBC's website for the career of the APEGBC Professional. The Disciplinary Decision will be moved to a searchable archive section of the webpage if the APEGBC Professional is no longer the subject to a practice restriction.
  - b. Disciplinary Decisions setting out a suspension will stay posted on APEGBC's website for the course of the suspension. The Disciplinary Decision will be moved to a searchable archive section of the webpage once the suspension is lifted.
  - c. Disciplinary Decisions setting out a cancelation (or resignation in the face of discipline) will stay posted on APEGBC's website for the life of the former APEGBC Professional and then moved to a searchable archive section of the webpage.

### Recommendation

Motion: That the ***Policy for the Publication of Disciplinary Decisions*** be approved.

Efrem Swartz, LLB  
Director of Legislation, Ethics and Compliance



## TERMS OF REFERENCE

### **1. Name:**

Advisory Task Force on Corporate Practice

### **2. Type/Reporting Relationship:**

2.1 Task Force

### **2.2 Reporting Relationship:**

The Task Force is appointed by Council and reports to Council.

### **3. Purpose:**

Through consultation with members and stakeholders, to examine the issue of regulating companies, organizations, and [sole proprietorships](#) ~~/or individuals~~ that provide professional engineering and geoscience services, and to deliver recommendations to Council on whether APEGBC should pursue regulatory authority in this area.

### **4. Authorities of the Committee/Task Force:**

The Task Force is authorized to provide advice, guidance, and recommendations to APEGBC Council. Recommendations to Council will be based on a majority vote of all Task Force members.

### **5. Function/Deliverables:**

5.1 Implement the following collaborative, three-phased approach to evaluate the regulation of engineering and geoscience organizations employing professional engineers, professional geoscientists, and licensees [including sole proprietorships](#) :

#### 5.1.1 Phase 1 – Strategic Consultation and Recommendation

- Guide consultation and consider member and stakeholder feedback in order to develop an informed opinion on whether APEGBC should pursue regulatory authority for corporate practice.
- Define the types of entities, if any, that should be subject to APEGBC regulatory oversight.
- Document options identified through the consultation process that could inform a potential approach to corporate [practice](#) oversight.
- Upon completion of Phase 1, the Task Force will provide a recommendation to Council on whether to pursue regulatory authority for corporate practice. Council [will may](#) consider the recommendation and determine how to proceed.

#### 5.1.2 Phase 2 (Subject to Council approval) – Recommend a Model for Corporate [Practice](#) Oversight

- Further develop options for corporate [practice](#) oversight.
- Consider regulatory measures that would not be detrimental to OQM but compliment and support it.

- Review and comment on the current authority in the Act to regulate entities corporate practice.
  - Develop a preliminary regulatory model for corporate practice oversight and determine whether further consultation is required.
  - Obtain a legal review of the preliminary regulatory model, and a suggested legislative framework to support the proposed model.
  - Update the proposed regulatory model.
  - Make a recommendation to Council on the regulatory model, including legislative framework.
- 5.1.3 Phase 3 (Subject to Council Approval) – Develop a Business Plan
- Identify resource requirements to implement the regulatory model approved by Council.
  - Develop a business plan with timelines.

## **6. Resources:**

6.1 The Task Force will be allocated one-time funding of \$20,000 to carry out its purpose.

## **7. Membership:**

7.1 A maximum of ~~18~~-19 members, with representation from the following groups/sectors:

- ACEC-BC
- AMEBC
- Non-ACEC-BC consulting firm
- OQM-certified organization
- Investigation or Discipline committee
- Professional Practice committee (Council representative)
- Council member sitting as a government appointee (Council representative)
- Manufacturing industry
- Hi-tech industry
- Mining industry
- Municipal government
- Provincial government
- Sole practitioners
- Small organization with less than five APEGBC Professionals
- A major consumer of engineering or geoscience services
- A member-at-large

7.2 If APEGBC members are not available as representatives from the sectors above, non-members may be appointed.

7.3 Two members of the Task Force must be current members of Council.

## **8. Term of Office:**

8.1 The terms of office are until February 2018 or later as directed by Council.

## **9. Selection of Officers:**

9.1 The Chair is appointed by Council.

## **10. Quorum:**

10.1 Majority of members.

## **11. Frequency of Meetings:**

11.1 Meetings are at the call of the Chair.

**12. Conduct of Meetings:**

12.1 The Task Force 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.

12.2 On occasion, the Task Force Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Task Force Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Task Force members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Task Force. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Task Force. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Task Force meeting and recorded in the minutes of that meeting.

Information circulated and discussed at meetings is non-confidential unless communicated otherwise.

**13. Minutes:**

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

**14. Periodic Reporting and Review of Terms of Reference:**

14.1 The Task Force shall review its Terms of Reference on establishment and shall recommend any changes to the Terms of Reference (through the Governance Committee) and set out a Work Plan with budget implications for approval.

**15. Staff Support:**

Director, Professional Standards and Development and Director, Communications and Stakeholder Engagement

**Approved by Council:      October 15, 2015 (CO-15-94)**



## TERMS OF REFERENCE

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- Document options identified through the consultation process that could inform a potential approach to corporate practice oversight.
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#### 5.1.2 Phase 2 (Subject to Council approval) – Recommend a Model for Corporate Practice Oversight

- Further develop options for corporate practice oversight.
- Consider regulatory measures that would not be detrimental to OQM but compliment and support it.

- Review and comment on the current authority in the Act to regulate corporate practice.
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**15. Staff Support:**

Director, Professional Standards and Development and Director, Communications and Stakeholder Engagement

**Approved by Council:      October 15, 2015 (CO-15-94)**

## **APEGBC's Position on Human-Induced Climate Change**

Final version, incorporating feedback received in response to consultation

Version date: March 29, 2016

### **Position**

- A. APEGBC accepts that there is strong evidence that human activities, in particular activities that emit greenhouse gases, are contributing to global climate change.
- B. APEGBC Registrants<sup>1</sup> have the potential to influence greenhouse gas emissions through their professional activities, and are expected to consider the impact of their work on the climate.

### **Greenhouse gas emissions are changing the climate**

Scientific evidence shows a global warming trend which has accelerated over the past 100 years. Further, multiple lines of evidence show that emissions of greenhouse gases (in particular carbon dioxide and methane) from human activities are the primary driver of this trend (IPCC, 2014). Data from the US National Oceanographic and Atmospheric Administration show that nine of the 10 warmest years on record have occurred since the year 2000 (NOAA, 2015). Projections based on global climate models indicate that global temperatures will continue to rise (IPCC, 2014). Climate scientists have confidence in the ability of these models to produce credible, quantitative projections of the future climate since they are based on fundamental physical principles and have consistently been shown to reproduce observed features of the current climate and past climate changes.

The scientific community has determined that in order to stabilize the climate, greenhouse gas emissions must be reduced by 40-70% from current levels by mid-century (IPCC, 2014). The Province of British Columbia has legislated a target of 33% reductions by 2020 and 80% reductions by 2050 from a 2007 baseline (Province of BC, 2007). The BC Government continues to develop and refine climate change legislation and policies in consultation with a broad range of stakeholders including local governments, professional associations such as APEGBC and the general public. Significantly, the December 2015 Paris Climate Conference achieved a legally binding and universal agreement on climate action, with over 190 countries recognizing that climate change represents an urgent and potentially irreversible threat to human societies and the planet and that deep reductions in global greenhouse gas emissions will be required.

As outlined in APEGBC's first position paper on climate change (APEGBC, 2014), a range of regional climate impacts are predicted in British Columbia, including changes in precipitation patterns (particularly the intensity, duration and frequency of precipitation events) and warmer summer and winter temperatures. As a result of these changes, there are expected to be increased risks to manage, including risks related to flooding, forest fires, air pollution events, and supply of fresh water. Adaptation measures will be required to increase infrastructure resilience and protect the public from climate change. APEGBC's first position paper describes the evolving role for APEGBC Registrants related to adapting infrastructure to a range of potential future climate patterns. Adaptation should also be combined with actions that mitigate human-induced climate change.

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<sup>1</sup> APEGBC Registrants are: professional engineers, professional geoscientists, provisional members, licensees, limited licensees, engineers-in-training and geoscientists-in-training.



## **Engineers and geoscientists can contribute to mitigating human-induced climate change through their professional activities**

At its core, climate change “mitigation” includes actions to reduce the quantity of greenhouse gas emissions released into the atmosphere, in particular carbon dioxide from the combustion of fossil fuels. Mitigation will require moving toward a low carbon economy and replacing fossil fuel with renewable energy where possible. Mitigation can also refer to sequestering carbon dioxide from the atmosphere, or finding ways to store carbon dioxide (or other greenhouse gases) that would otherwise be released. The work of engineers and geoscientists can positively influence how energy and resources are produced and used in their projects, thus helping to reduce greenhouse gas emissions. APEGBC Registrants work in a wide variety of different roles: as employees, employers, researchers, academics, consultants, and in regulatory and managerial positions, and they often work on teams with other specialists. Although engineers and geoscientists may not be the implementers of strategic decisions that influence energy use and greenhouse gas emissions for the projects they work on, they are encouraged to inform their clients and other decision-makers of the potential climate change implications of various courses of action. These expectations are highlighted in the Code of Ethics as well as the APEGBC Sustainability Guidelines (APEGBC, 2<sup>nd</sup> edition, 2013). In many cases, the strong links between renewable energy, energy efficiency and greenhouse gas emissions reduction means that there is a potential business case for solutions with lower associated climate impacts, especially when the full project life costs and benefits are accounted for.

As government, industry and public awareness of climate change increases, APEGBC Registrants will be increasingly expected to assess the potential climate impacts of projects that they are working on, and likely be expected to offer alternatives that could reduce project greenhouse gas emissions. In fact, many engineers and geoscientists are already influenced by Provincial regulations and guidelines related to climate change adaptation and greenhouse gas emissions mitigation (BC Ministry of Environment, 2015).

### **Expectations and Resources for APEGBC Registrants**

Professional activities of APEGBC members are in many cases constrained by the requirements of their clients as well as the existing codes, standards, legislation and regulations that govern their areas of work. Engineers and geoscientists would not be expected to take on responsibilities or liability where they would not be reasonably expected to have the appropriate knowledge or expertise to advise clients on climate change related matters. The Association and its standing committees will continue to contribute to the development of new and existing regulatory tools, as well as to advocate for its members that may be affected.

APEGBC’s Sustainability Guidelines may serve as a valuable reference for APEGBC Registrants (APEGBC, 2<sup>nd</sup> Edition, 2013). These Guidelines provide a high-level process to follow that can assist Registrants in fulfilling their responsibilities related to society and the environment and deliver more sustainable solutions. APEGBC is actively engaged in developing and enhancing all of its professional practice guidelines to ensure that they accurately reflect the standard of care that would be expected of APEGBC Professionals related to climate change. APEGBC intends to continue to help its Registrants keep their knowledge current on the topic of climate change and its implications, by providing links to relevant resources and tools on a Climate Change Information Portal on the APEGBC website. Initially the Portal

will focus on climate change adaptation issues, with content related to mitigation to be developed in due course.

## Concluding Remarks

APEGBC accepts that the best available scientific evidence indicates that the global climate is changing at an unprecedented rate and that emissions of carbon dioxide and other greenhouse gases from human activities are the leading contributors to this change. APEGBC also recognizes that recently recorded climate change is associated with increased frequency of extreme weather events and other significant impacts which are predicted to accelerate over time. Any mitigation of human-induced climate change is predicted to be beneficial. Engineers and geoscientists have important roles and responsibilities in helping guide society to adapt to these changes and to reduce greenhouse gas emissions in order to mitigate climate change. APEGBC will provide guidance for its members on practicing in a changing climate through the provision of professional practice guidelines that relate to climate change mitigation and adaptation. Accelerated climate change presents new and evolving challenges, opportunities and risks that will need to be considered by APEGBC Registrants in the fulfillment of their professional responsibilities.

## References

APEGBC. 2013. "Sustainability Guidelines". 2<sup>nd</sup> Edition. Available at: <https://www.apeg.bc.ca/For-Members/Professional-Practice/Sustainability-Resources>

APEGBC, 2014. "A Changing Climate in British Columbia: Evolving responsibilities for APEGBC and APEGBC Registrants". Available at: <https://www.apeg.bc.ca/About-Us/Commitment-to-Community/Climate>

BC Ministry of Environment, 2015. *Climate Change: Policy, Legislation & Programs*. Available at: <http://www2.gov.bc.ca/gov/topic.page?id=9DF88AF901A14DE59BF3CF4B8A6B17EB>

IPCC, 2014: Climate Change 2014: Synthesis Report. Contribution of Working Groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, R.K. Pachauri and L.A. Meyer (eds.)]. IPCC, Geneva, Switzerland, 151 pp. Available at: <http://ar5-syr.ipcc.ch/>

NOAA (US National Oceanographic and Atmospheric Administration), 2015. Climate Monitoring: Global Analysis - Annual 2014. Available at: <http://www.ncdc.noaa.gov/sotc/global/201413>

Province of British Columbia, 2007, Greenhouse Gas Emissions Targets Act. Available at: [http://www.bclaws.ca/Recon/document/ID/freeside/00\\_07042\\_01#section2](http://www.bclaws.ca/Recon/document/ID/freeside/00_07042_01#section2)

Date: April 4, 2016

Report to: **Council for Decision**

From: Harshan Radhakrishnan, P.Eng.  
Practice Advisor, Professional Practice Standards and Development

Subject: Position Paper on Climate Change

Linkage to Strategic Plan: Members and future members: Improve resources and education as well as awareness and access to resources that help members practice to high professional and ethical standards.

<b>Purpose:</b>	To present the APEGBC's Position on Human-Induced Climate Change for approval by the Council.
<b>Motion:</b>	That the APEGBC Council approves APEGBC's Position on Human-Induced Climate Change, for final editorial and legal review before publication.

### Background

The Climate Change Advisory Group (CCAG) was created by Council resolution in March of 2012. The mandate of the CCAG is:

- To define key messages from Council to members, government and communities on the subject matter based upon the duties and objects set out in the *Engineers and Geoscientists Act*.
- To advise Council on matters that would be appropriate for government policy development or policy improvement.
- To provide input for consideration where APEGBC is preparing or refining practice guidelines.
- To provide recommendations to Council on ways and means to respond to requests for association support and/or participation.
- To be available to Council for guidance in its capacity as an advisory group by identifying the risks and opportunities facing the profession.

The Council appointed members of the CCAG are:

- Mark Porter, P.Eng., Struct.Eng., Chair
- Conor Reynolds, P.Eng. PhD, Vice Chair
- Brent Burton, P.Eng.
- Sean Marte, P.Eng.
- Brian Menounos, P.Geo., PhD
- Chris Moser, P.Eng. (Council designate)
- Glen Parker, P.Eng.

- Malcolm Shield, P.Eng., PhD
- Glen Shkurhan, P.Eng.
- Johanna Wolf, PhD (Climate Action Secretariat, BC Ministry of Environment)

In their 2014/2015 Annual Report to Council on May 30, 2015, the CCAG informed Council of their work plan for the past year. One of the key initiatives on the 2014/2015 work plan was the development of a second Position Paper on Climate Change for Council's consideration. Attached to this report is the Position Paper prepared by the CCAG for Council's endorsement (Appendix A).

The attached APEGBC Position on Human-Induced Climate Change (climate change mitigation) compliments the existing APEGBC position paper on climate change adaptation which is titled *A Changing Climate in BC – Evolving responsibility for APEGBC and APBEGBC Registrants*.

## Discussion

The positions that are articulated in this position paper are as follows:

- A. APEGBC accepts that there is strong evidence that human activities, in particular activities that emit greenhouse gases, are contributing to global climate change.
- B. APEGBC Registrants have the potential to influence greenhouse gas emissions through their professional activities, and are expected to consider the impact of their work on the climate.

The first position is based on the recognition that best available scientific evidence indicates that the global climate is changing at an unprecedented rate and that emissions of carbon dioxide and other greenhouse gases from human activities are the leading contributors to this change. The second position recognizes that engineers and geoscientists have important roles and responsibilities within their professional practice that can positively influence how energy and resources are produced and used, thus helping to reduce greenhouse gas emissions and mitigate climate change. Through the establishment of these positions, APEGBC is acknowledging the need to provide guidance to its members on practicing in a changing climate through the provision of professional practice guidelines that relate to climate change mitigation and adaptation.

As explained in the position paper, APEGBC is actively engaged in developing and enhancing all of its professional practice guidelines to ensure that they accurately reflect the standard of care that would be expected of APEGBC professionals related to climate change. The paper goes on to explain that APEGBC intends to continue to help its registrants keep their knowledge current on the topic of climate change and its implications, by providing links to relevant resources and tools on a Climate Change Information Portal on the APEGBC website.

To ensure that groups within APEGBC have been sufficiently consulted on the position paper, the CCAG has consulted the following committees and divisions within APEGBC between September 10, 2015 and March 14, 2016:

- Building Enclosure Committee
- Building Codes Committee
- Division of Environmental Professionals
- Municipal Engineers Division
- Consulting Practice Committee

- Sustainability Committee
- Geoscience Committee
- Division of Energy Efficiency and Renewable Energy
- Professional Practice Committee

A number of changes have been made to the position paper based on the feedback received from consulted committees and divisions. All of the feedback received, as well as changes made in response to the feedback, is outlined in detail in the attached “Response to consultation” document (Appendix B). The final version of the position paper, including all changes in response to the consultation process, is also attached.

At its meeting on March 29, 2016, the Professional Practice Committee made minor editorial changes and passed the following motion:

**MOTION:** The Professional Practice Committee has reviewed the consultation process that the Climate Change Advisory Group underwent in developing *APEGBC’s Position on Human-Induced Climate Change*. In concluding that sufficient consultation has taken place the Committee is recommending that this position paper be approved by APEGBC Council for final editorial and legal review before publication.

#### **Recommendation(s)**

It is recommended that the APEGBC Council approve the following motion:

**MOTION:** That the APEGBC Council approves *APEGBC’s Position on Human-Induced Climate Change* for final editorial and legal review before publication.

#### **Appendix A – APEGBC’s Position on Human-Induced Climate Change**

#### **Appendix B – CCAG Response to Consultation on the Mitigation Position Paper**