

MINUTES OF THE OPEN SESSION OF THE THIRD MEETING OF THE 2013/2014 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on JANUARY 24, 2014 in the GRAND VILLA 1 ROOM, BURNABY DELTA HOTEL, BURNABY, BC

**Present**

<b>Council</b>	Michael Bapty P.Eng. FEC	- President (Chair)
	Michael Isaacson P.Eng. PhD FEC FGC (Hon.)	- Past President
	John Clague P.Geo. PhD FGC	- Vice President
	Arnold Badke P.Eng.	- Councillor
	Ana Fernandes CIM FCSI	- Councillor
	David Harvey P.Eng./Struct.Eng. FEC	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor
	Donna Howes P.Eng. FEC	- Councillor
	Harlan Kelly P.Eng.	- Councillor
	Ken Laloge CA	- Councillor
	Andy Mill P.Eng./Struct.Eng. FEC	- Councillor
	Karen Savage P.Eng. FEC	- Councillor
	Kathy Tarnai-Lokhorst P.Eng.	- Councillor
	Mike Waberski BCLS	- Councillor
<b>Guests</b>	Dave Rutherford ASCT BCLS CLS	- President, Applied Science Technologists & Technicians of BC
	Emily Cheung P.Eng. FEC	- APEGBC Director to Engineers Canada
<b>Staff</b>	Ann English P.Eng.	- CEO & Registrar
	Tony Chong P.Eng.	- Chief Regulatory Officer & Deputy Registrar
	Janet Sinclair FEC (Hon.) FGC (Hon.)	- Chief Operating Officer
	Jennifer Cho CGA	- Director, Finance & Administration
	Peter Mitchell P.Eng. FEC FGC (Hon.)	- Director, Prof. Practice, Standards & Development
	Gillian Pichler P.Eng. FEC FGC (Hon.)	- Director, Registration
	Melinda Lau	- Acting Director, Comm & Stakeholder Engagement
	Deesh Olychick	- Director, Member Services
	Vincent Lai CGA	- Associate Director, Finance & Administration
	Joanne Williamson	- Executive Assistant to Council (Recorder)
<b><u>Regrets</u></b>	Sim Manhas	- Administrative Assistant
	Shiloh Carlson P.Eng.	- Councillor
	Garth Kirkham P.Geo. FGC	- Councillor
	Sheila Wynn PhD	- Councillor

## **OPEN SESSION**

### CALL TO ORDER

Michael Bapty, President and Chair, called the meeting to order at 10:20 am.

President Bapty noted that Council had earlier received an enjoyable and informational presentation from Dr. Nirmal Rajapakse P.Eng., Dean of Simon Fraser University's Faculty of Applied Sciences. Dr. Rajapakse provided an overview of the SFU Faculty of Applied Sciences including the numbers of applicants, students and graduates and updated Council on current research, educational initiatives and proposed plans for future expansion at the Surrey campus.

John Clague acted as the Parliamentarian and Harlan Kelly acted as Membership Engagement Champion. The Chair noted that Councillors Shiloh Carlson, Garth Kirkham and Sheila Wynn provided regrets in advance of the meeting.

Guests: The Chair advised the following guests would be welcomed over the course of the meeting: Dave Rutherford ASCT BCLS CLS, President, Applied Science Technologists & Technicians of BC; and Emily Cheung P.Eng. FEC, APEGBC Director to Engineers Canada.

CO-14-37      OPEN CONSENT AGENDA

**MOTION**      **It was moved and seconded that Items 6.1 to 6.7 on the Open Consent Agenda be approved.**  
**CARRIED**

*Motions carried by approval of the above Consent Agenda motion*

**6.1**      **MOTION** that the November 29, 2013 Open Meeting minutes be approved as corrected.

**6.2**      **MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees and Boards and to outside Boards.

<b>Individual</b>	<b>APEGBC Committee or Task Force</b>	<b>Staff Contact</b>	<b>Start Date</b>	<b>Expiry Date</b>
James J. Blake, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
F. Greg Clarke, P.Eng., FEC	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Frank Huber, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Shirley McLaren	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Ferenc Pataki, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Jon S. Perry, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Jeff R. Pringle, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Don L. Shaw, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16

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<b>Individual</b>	<b>APEGBC Committee or Task Force</b>	<b>Staff Contact</b>	<b>Start Date</b>	<b>Expiry Date</b>
Pat R. Stephenson, P.Geo.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Ian J. Stewart, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Greg N. Thorne, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Mike Knapp, P.Eng.	Organizational Quality Management Committee	P. Mitchell	1 Jan 2014	1 Jan 16
Tim Spiegel, QS	Technical Review Board	P. Mitchell	1 Jan 2014	
Dr. Ash Parameswaran, P.Eng.	Standing Awards Committee	M. Lau	1 Jan 2014	31 Dec 15
Cassandra Hall, P.Geo./P.Eng.	Editorial Board	M. Lau	1 Feb 2014	31 Jan 16
Ivo Kokan P.Eng.	Editorial Board	M. Lau	1 Apr 2014	31 Mar 16
Bruce Thomson P.Geo., FGC, FEC (Hon.)	Editorial Board	M. Lau	1 Feb 2014	31 Jan 16
Canisius Chan, P.Eng.	Sustainability Committee	M. Lau	1 Jan 2014	31 Dec 15
Chad Larson, P.Eng.	Sustainability Committee	M. Lau	1 Jan 2014	31 Dec 15
Terry Molstad, P.Eng.	Sustainability Committee	M. Lau	1 Jan 2014	31 Dec 15
John Buscemi, P.Eng.	Building Codes Committee	G. Larocque	27 Jan 2014	27 Jan 2016
Sean Liaw, P.Eng.	Consulting Practice Committee	G. Larocque	30 Jan 2014	30 Jan 2016
Ian Graham, P.Eng.	Building Codes Committee	G. Larocque	27 Jan 2014	27 Jan 2016
Bill Chan, P.Eng.	Temporary Works Committee	G. Larocque	13 Sept 2013	13 Sept 2016
Kathy Tarnai-Lokhorst, P.Eng.	Mentoring Committee	D. Olychick	24 Jan 2014	24 Jan 2016
Upul Atukorala, P. Eng.	Discipline Committee	K. Vantriet	27 Jan 2014	27 Jan 2016
<b>Individual</b>	<b>Outside Board, Committee or Task Force</b>	<b>Staff Contact</b>	<b>Start Date</b>	<b>Expiry Date</b>
Ken Goosen P.Eng.	APEGBC Director to the Vancouver Airport Authority	A. English	May 31, 2014	May 31, 2017
Michael Isaacson PhD P.Eng. FEC FGC (Hon.)	Canadian Engineering Accreditation Board	G. Pichler	July 1, 2014	June 30, 2017

- 6.3 Wording change to Policy on Review of Registration Policies: **MOTION** that the wording of the Policy on Review of Registration Policies be corrected by replacing the work “biannual” with “biennial.”
- 6.4 REGISTRATION COMMITTEE: Return to Practice Policy: **MOTION** that the Return to Practice Policy be amended to allow expedited return to practice for former members who have maintained practising registration or licence with a U.S. State Board of Licensure/Registration for Professional Engineers or Geologists; or who are currently registered as professional or chartered engineers with Engineers Australia, the Hong Kong Institution of Engineers or Engineers Ireland or as professional geoscientists with the Institute of Geologists of Ireland.
- 6.5 GOVERNANCE COMMITTEE: Revisions to Professional Practice Terms of Reference: **MOTION** that Council approve the proposed changes to the Terms of Reference for the Professional Practice Committee as endorsed by the Professional Practice Committee and the Governance Committee.

6.6 GOVERNANCE COMMITTEE: Length of Appointments - APEGBC Directors to Engineers Canada and to Geoscientists Canada:

**MOTION 1** that the terms of appointment for the two APEGBC directors to the Engineers Canada Board be increased from 2 to 3 years.

**MOTION 2** that the term of appointment for the APEGBC director to the Geoscientists Canada Board be increased from 2 to 3 years.

**MOTION 3** that the approved increased terms of appointments for the APEGBC directors to the Engineers Canada Board and the Geoscientists Canada board take effect immediately.

6.11 BUILDING CODES COMMITTEE: Endorsement of the Letters of Assurance for the Vancouver Building Bylaw 2014: **MOTION** that the APEGBC Council endorse the Letters of Assurance for the Vancouver Building By-law 2014 as requested in the letter from the City of Vancouver dated 2 January 2014.

*End of motions approved under the Consent Agenda.*

CO-14-38 OPEN REGULAR AGENDA

**MOTION** **It was moved and seconded that the Open Regular Agenda be approved.**  
**CARRIED**

CO-14-39 FINANCIAL REPORT

**MOTION** **It was moved and seconded that the Financial Report as at November 30, 2013 be received.**  
**CARRIED**

Total revenues are \$86,000 above budget, primarily due to strong revenues in professional development seminars, AGM attendance and Foreign Qualification Recognition funding, offset by timing difference of membership revenue. Expenditures are \$81,000 below budget, primarily due to savings in travel, Information Technology consulting and unfilled positions.

CO-14-40 SUSTAINABLE FINANCIAL MANAGEMENT POLICY

The Executive Committee presented a recommended word change in the Sustainable Financial Management Policy as follows:

Item 5.1 of the Policy:

All other programs with direct revenues should ***strive to*** be financially self-sustaining on a direct cost basis.

The rationale for the change is that many programs cannot be financially self-sustaining and the wording of the policy should reflect this. Examples of programs that fall into this category would be *Innovation* Magazine, the Limited License program and student membership programs.

**MOTION** **It was moved and seconded that Council approve the amendment to the Sustainable Financial Management Policy as presented.**  
**CARRIED**

The revised Sustainable Financial Management Policy will be posted to the APEGBC website.

Michael Bapty transferred the Chair of the meeting to John Clague.

- CO-14-41     2014/2015 THREE-YEAR BUDGET GUIDELINES  
President Bapty presented the recommendations of the Executive Committee on the proposed budget guidelines. To align with the three-year Strategic Plan, Council previously approved the concept of a three-year budget cycle. Council reviewed and discussed the draft budget process guidelines for 2014/15 which will also be used as guidelines for the proforma 2015/16 and proforma 2016/17 budgets.

**MOTION     It was moved and seconded that Council approves the draft 2014/2015 budget guidelines (2014/15, proforma 2015/16 budget and proforma 2016/2017 budget) and 2014/2015 schedule as presented.**  
**CARRIED**

The approved budget guidelines are as follows:

1. The Sustainable Financial Management Policy will be the foundation for guiding budget preparation.
2. Apply the APEGBC Strategic Plan, Council Work Plan and Balanced Score Card to budget development.
3. Strive to keep the overall budget increase to be less than 5% each year.
4. Strive to minimize any annual professional member fee increase for 2015-2017.
5. Review opportunities for a decrease in registration-related ancillary fees.
6. Review potential changes to prior year budget as follows:  
Opportunities for efficiencies by program & department; new program initiatives; non-discretionary budget changes.
7. Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund and the Legal and Insurance Fund.
8. Staffing levels be generally determined by authorized program improvements, growth and membership count.
9. Review program contribution margins on a direct cost basis.
10. Final 2014/2015 budget approval and 2015/2016 and 2016/2017 proforma budget approval should be sought at the Council meeting in April 2014.

President Bapty resumed the Chair.

- CO-14-42     REVISIONS TO ELECTION TO COUNCIL BYLAW (BYLAW 3)  
Michael Isaacson brought forward proposed changes to Bylaw 3 - "Election to Council" that would update the Bylaw to reflect the diversities of disciplines within engineering and geoscience.

**MOTION 1     It was moved and seconded that Council approves in principle the revisions to Bylaw 3 – Election to Council as presented.**  
**CARRIED**

**MOTION 2    It was moved and seconded that Council directs the Executive Committee to oversee the development and execution of a consultation plan for the proposed amendments to Bylaw 3.  
CARRIED**

It is expected that the consultation process will be completed in time for Council to consider approval of the Bylaw at the June meeting, allowing member ratification to be sought in conjunction with the September elections.

CO-14-43    PROPOSED REVISIONS TO ELECTION POLICY  
Council reviewed and discussed updates to the Election Policy. Further refinements were made at the meeting. Changes are primarily of a process and editorial nature and do not change the substance of the policy.

**MOTION       It was moved and seconded that Council approves the amendments to the Election Policy as circulated and amended at the meeting.  
CARRIED**

The updated policy will be posted to the APEGBC website along with nomination information for the 2014 elections.

CO-14-44    INFORMATION ONLY REPORTS - OPEN

- **CEO & Registrar Report:** there was discussion of the following items:
  - Incidental Practice for Geoscientists: Positive feedback from members as people take advantage of this provision.
  - Engineers Canada: at a recent meeting, recommendations for the EC Women in Engineering working group were developed, including a goal that 30% of new applicants be women by 2030. It was noted that a letter has been drafted to Engineers Canada advising of a recommendation of the APEGBC Women in Engineering & Geoscience Task Force task force with respect to parental leave.
- **Communications Roll-Out for Strategic Plan:** roll-out of the 2014/2017 three-year Strategic Plan is scheduled to start in mid-March. This will include preparatory consultations with key external stakeholders, presentation to the April 4 Branch Representatives meeting, website and social media releases. The Strategic Plan will come into effect July 1, 2014.

**END OF OPEN SESSION**

The Open Session ended at 11:23 am.