

MINUTES OF THE OPEN SESSION OF THE FIFTH MEETING OF THE 2011/2012 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on MAY 4, 2012, in the LARGE BOARDROOM, APEGBC OFFICES, BURNABY, BC.

Present

Council	Jeff Holm P.Eng. FEC	- President (Chair)
	Frank Denton P.Eng. FEC	- Past President
	Michael Isaacson P.Eng. PhD	- Vice President
	Matt Cameron P.Eng. FEC	- Councillor
	Emily Cheung P.Eng. FEC	- Councillor
	John Clague P.Geo. PhD	- Councillor
	Ana Fernandes CIM FCSI	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor
	Donna Howes P.Eng.	- Councillor
	Harlan Kelly P.Eng.	- Councillor (10:45-11:15 am via teleconf) (1:00 pm arrived at meeting)
	Joe Martignago BA MBA	- Councillor
	Andy Mill P.Eng./StructEng FEC	- Councillor (10:35-11:20 am via teleconf)
	Mark Porter P.Eng./StructEng	- Councillor
	Mike Waberski BCLS	- Councillor
	Mike Wrinch P.Eng. PhD	- Councillor
Guests	Bill MacPherson AScT	- President, Applied Science Technologists & Technicians of BC (ASTTBC)
	Oliver Bonham P.Geo.	- CEO, Geoscientists Canada
	Margaret Li P.Eng. PhD FEC	- APEGBC Director to Engineers Canada
	Colin Smith P.Eng. FEC	- APEGBC Representative to the Pacific NorthWest Economic Region (PNWER)
Staff	Derek Doyle P.Eng.	- CEO & Registrar
	Tony Chong P.Eng.	- Chief Regulatory Officer & Deputy Registrar
	Janet Sinclair FEC (Hon)	- Chief Operating Officer
	Gill Pichler P.Eng. FEC	- Director, Registration & Admissions
	Joanne Williamson	- Council Administrator (Recorder)
Staff Attending As Required	Peter Mitchell P.Eng. FEC	- Director, Prof. Practice, Standards & Devel.
	Geoff Thiele LLB Hon FEC	- Director, Legislation, Ethics & Compliance
	Jennifer Cho CGA	- Director, Finance & Administration
	Megan Archibald	- Assoc Dir. Comm & Stakeholder Engagement
	Ray Filipiak P.Eng.	- Assoc Dir, Admissions
	Don Gamble	- Assoc Dir, Information Systems
	Vincent Lai CGA	- Assoc Dir, Finance & Administration
	Gilbert Larocque P.Eng. LLB	- Assoc Dir. Professional Practice
<u>Regrets</u>	Deesh Olychick	- Assoc Dir, Member Services
	Sheila Wynn PhD	- Councillor

NOTE: Councillor Vic Baker P.Eng. FEC resigned from Council on March 19, 2012

OPEN SESSION

CALL TO ORDER

Jeff Holm P.Eng., President and Chair, called the meeting to order at 10:15 am. He advised that John Clague P.Geo. would act as the Membership Engagement Champion and Michael Isaacson P.Eng. PhD, Vice President, would be the meeting Parliamentarian.

Council was advised the following guests would be welcomed over the course of the meeting: Bill MacPherson ASCT, President, Applied Science Technologists & Technicians of BC (ASTTBC); Oliver Bonham P.Geo., CEO of Geoscientists Canada; Margaret Li P.Eng. PhD, APEGBC Director to Engineers Canada; Colin Smith P.Eng., APEGBC Representative to the Pacific NorthWest Economic Region (PNWER).

CO-12-75 OPEN CONSENT AGENDA

MOTION **It was moved and seconded that Items 6.1 to 6.8 on the Open Consent Agenda be approved.**
CARRIED

The following items were approved under the above motion:

6.1. MOTION that the March 16, 2012 Open Meeting minutes be approved.

6.2. APPOINTMENTS/NOMINATIONS: MOTION that Council approve the recommended appointments and reappointments to APEGBC Committees, the nominations/appointments to external boards and appointments to Council committees.

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
R. (Roy) Wares PEng FEC	Chair, Discipline Committee	G. Thiele	6 May 2012	31 Dec 2012
Nicole Kohnert PEng FEC	Standing Awards Committee	M. Archibald	4 May 2012	4 May 2014
Jerrick Dangan PEng	Continuing Professional Development Committee	D. Olychick	4 May 2012	4 May 2014
Shiloh Carlson PEng	Mentoring Committee	D. Olychick	4 May 2012	4 May 2014
P.K.W. (Patrick) Shek PEng	Building Enclosure Committee	G. Larocque	4 May 2012	4 May 2014
D.R. (David) Ricketts PEng	Building Enclosure Committee	G. Larocque	4 May 2012	4 May 2014
E.M. (Emilia) Mazzonna PEng	Building Codes Committee	G. Larocque	4 May 2012	4 May 2014
Individual	Outside Board, Committee or Task Force	Staff Contact	Start Date	Expiry Date
D.A. (Don) Dobson PEng	APEGBC Representative to the Okanagan Water Stewardship Council	D. Doyle	May 4, 2012	October 31, 2013
E.E.M (Ehren) Lee PEng	APEGBC Alternate Representative to the Okanagan Water Stewardship Council	D. Doyle	May 4, 2012	October 31, 2013
John Clague PGeo PhD	APEGBC Director to Geoscientists Canada	D. Doyle	July 2012	June 2014
Emily Cheung PEng FEC	APEGBC Director to Engineers Canada	D. Doyle	May 2012	May 2014

6.3 GOVERNANCE COMMITTEE – Geoscience Committee Terms of Reference:

MOTION that the revised Terms of Reference for the Geoscience Committee be approved as circulated.

6.4 GOVERNANCE COMMITTEE - Voter Participation:

MOTION that the Balanced Scorecard voting participation target for elections be revised to 25%.

6.5 GOVERNANCE COMMITTEE - Advanced Publication of AGM Motions:

MOTION that the procedure for advanced publication of AGM motions including the procedure for proposing a motion and guideline to form and content of motions be endorsed for 2012.

6.6 GOVERNANCE COMMITTEE: AGM Special Meeting Rules

MOTION the Special Meeting Rules be approved for presentation at the 2012 AGM.

6.7 GOVERNANCE COMMITTEE: Council Meeting Schedule:

MOTION that the scheduled March 15, 2013 Council meeting be changed to March 8, 2013 and that the proposed meeting schedule for 2014 be approved.

6.8 Certified Professional Program (CP):

MOTION that APEGBC Council endorse the Revised Certified Professional Letters of Assurance Schedules CP-1, CP-2 and CP-3 as per the letter from W.M. Johnston, P.Eng., Director and Chief Building Official, City of Vancouver dated 10 April 2012.

MOTION that APEGBC Council endorse the Certified Professional Program Practice and Procedure Manual Edition #1 - February 24, 2012, pending editorial and legal review.

End of motions carried under approval of Consent Agenda.

CO-12-76 OPEN REGULAR AGENDA

The Chair advised that the Municipal Engineers Division presentation had been removed from the agenda due to urgent commitments for the presenters.

**MOTION It was moved and seconded that the open meeting regular agenda be approved as revised.
CARRIED**

CO-12-77 FINANCE COMMITTEE: PRESENTATION OF 2012/2013 BUDGET (SCHEDULED WORK PLAN ITEM)

Dr. Michael Isaacson, Vice President and Chair of the Finance Committee advised that the budget being presented was prepared based on Council approved budget guidelines and was subject to a process of review and scrutiny by the Finance Committee over the past several months. Details presented included the budget guidelines, Sustainable Financial Policy (with recommendations for enhancements to the policy), the professional renewal budget summary, contribution margins and direct costs for revenue programs, a list of efficiencies and economies and a list of new program initiatives and one-time costs.

During the presentation, Andy Mill and Harlan Kelly dialed in and were present at the meeting via teleconference for the following motions.

MOTION **It was moved and seconded that Council receive the draft 2012/2013 APEGBC budget as presented.**
CARRIED

MOTION **It was moved and seconded that Council approve \$10 annual member fee increase effective January 1, 2013.**
CARRIED (15 present: 14 in favour, 1 opposed)

It was noted the fee increase is less than cost of living increases since fees were last increased two years ago. Concern was expressed regarding how members would perceive a fee increase, although small, coming off a year with a surplus. It was noted that the 2012/2013 budget projects a \$136,000 deficit with the \$10 fee increase. This deficit will be mitigated by drawing from the general operating reserve fund. The projected position of the general operating fund at year end 2012/2013 will be 7.6 weeks of operating expenses.

MOTION **It was moved and seconded that Council approve the 2012/2013 APEGBC operating and capital budget.**
CARRIED (unanimous)

It was noted that planned implementation of Information Technology systems will receive additional Council oversight through policy and terms of reference for the program. Council also requested that the presentation of funding for climate change and adaptation initiatives be more clearly identified in the background detail.

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

The Sustainable Financial Policy amendments incorporate specific mention of the direct cost basis review of budgets. In addition a new item was added as a result of prior year budget recommendations that will allow the Continuing Professional Development program to reinvest excess margin when exceeding a 20% contribution margin.

At this point in the meeting, Harlan Kelly and Andy Mill ended their teleconference attendance (11:15 am and 11:20 am, respectively).

CO-12-78 **ANNUAL REPORT OF GEOSCIENTISTS CANADA (SCHEDULED WORK PLAN ITEM)**

Oliver Bonham P.Geo., CEO of Geoscientists Canada presented an overview of the activities and initiatives of Geoscientists Canada (GC) over the past year. GC successfully hosted the 4th international Professional Geoscience Conference in January with delegates from 17 countries and presentation of 39 papers. The five year strategic plan was outlined along with current initiatives such as the Internationally Trained Geoscientists Project primarily funded by Human Resources and Skills Development Canada. There was interest and discussion about potential mutual recognition agreements with other countries and a policy currently under development to address incidental practice (the ability to practice incidentally in another province without full registration).

- CO-12-79 PNWER PRESENTATION - PACIFIC NORTHWEST ECONOMIC REGION
Colin Smith P.Eng., the APEGBC representative to PNWER, provided an overview. Founded in 1991, the Pacific NorthWest Economic Region (PNWER) is a statutory, non-partisan, bi-national, public/private partnership between the provinces of BC, Alberta, Saskatchewan, the Yukon and the Northwest Territories and the states of Washington, Idaho, Montana, Oregon and Alaska. PNWER is a forum for collaborative bi-national planning involving both the public and private sectors. Two major conferences are held annually and many working groups of public and private leaders work to address specific issues of common interest such as sustainable development, border issues and security and disaster resilience.

Colin Smith was thanked for his participation in PNWER on behalf of APEGBC.

Harlan Kelly re-entered the meeting at 1:00 pm.

- CO-12-80 CANADIAN FRAMEWORK FOR LICENSURE - ENGINEER-IN-TRAINING ELEMENT
Council provided feedback on this initial review of the Engineer in Training element of the Canadian Framework for Licensure. Comments will be incorporated into a presentation to the APEGBC Registration Committee on May 16 then all feedback will be forwarded to Engineers Canada. Similar to other elements previously reviewed by Council, the EIT element will return for further review before approval.

Council interest and discussion focused on the pros, cons and ramifications of mandatory registration as an EIT.

- MOTION It was moved and seconded that Council endorses in principle the Proposed APEGBC Response to the Canadian Framework for Licensure Key Considerations for Competencies and Requirements for Engineer-in-Training, subject to review and amendment by the Registration Committee.**
CARRIED

- MOTION It was moved and seconded that Council endorses in principle the proposed APEGBC response to the Canadian Framework for Licensure Engineer-in-Training Supplementary Questions from Engineers Canada, subject to review and amendment by the Registration Committee.**
CARRIED

- ACTION A copy of the revised response to Engineers Canada is to be circulated to Council after review by the Registration Committee for Information**

- CO-12-81 BYLAW PRIORITIES
It was agreed that the issue of a Continuing Professional Development bylaw would be brought to Council at the June meeting for a decision on whether to begin the process of drafting and consultation for potential presentation to members in a 2013 bylaw vote.
- The publication bylaw will be prepared over the summer in preparation for consultation along with bylaws to implement pending legislative changes to the Act.

CO-12-83 INFORMATION ONLY REPORTS (OPEN)

- **Financial Report:** the financial report for the months ended March 31, 2012 indicates total revenues are above budget and total expenditures are below budget. A surplus of \$460,000 is forecast for year end on June 30, 2012.
- **Alternative Complaint Resolution Bylaw, Consultation Report:** recommendations from member consultation will be forwarded to the Discipline Committee for their comments and suggestions. Final wording for the bylaw will be presented at the June 2012 Council meeting for approval.
- **PTech Framework Development Working Group Status Report:** further consultation and review is necessary and presentation of final recommendations have been delayed until September 2012.. Further information will be coming forward to Council as it becomes available.
- **Registrar's Report:** Council discussed benchmarks and data for international applicants. Fast tracking of applicants has improved due to implementation of process reengineering recommendations. In addition, for future reports, a request was made to provide data on numbers of applicants who successfully complete the process with analysis of those who "fall by the wayside."
- **Engineers Canada (EC) Report:** Margaret Li, APEGBC Director to EC provided a brief verbal report. The Engineers Canada CEO Search is in progress. EC has engaged consultants to work through a complete rewrite of their governance and other policies. The Governance Committee held a two-day working session in Edmonton as part of the rewrite process.
- **Branch Engagement Report:** in addition to the written report, Megan Archibald, Associate Director, Communications & Stakeholder Engagement, thanked those Council members who were able to attend the recent Branch Reps meetings. The meeting was well chaired and gave an opportunity for good discussion. There is an opportunity to improved communication to the Branches about Council priorities.
- **President's Report:** a review of the President's activities was presented. In addition, President Jeff Holm advised that Council will receive quarterly reports regarding review of proposed Information Technology systems to receive oversight and assurance on this important initiative.
- **Notice of Presentation at June 15, 2012 Meeting:** Emily Cheung advised that she will make a presentation at the June 15 meeting requesting a letter of support for the Civil Tech Program proposed for the College of New Caledonia.

END OF OPEN SESSION

The meeting ended at 2:10 pm.

Minutes approved as corrected (error: Vic Baker P.Eng. FEC listed as attending) at Council meeting of 15 June 2012 (CO-12-90)