

MINUTES OF THE OPEN SESSION OF THE THIRD MEETING OF THE 2012/2013 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on JANUARY 25, 2013, in the VANCOUVER AIRPORT AUTHORITY BOARDROOM, RICHMOND, BC.

Present

Council	Michael Isaacson P.Eng. PhD	- President (Chair)
	Jeff Holm P.Eng. FEC	- Past President
	Michael Bapty P.Eng. FEC	- Vice President
	Arnold Badke P.Eng.	- Councillor
	Shiloh Carlson P.Eng.	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor
	Donna Howes P.Eng.	- Councillor
	Harlan Kelly P.Eng.	- Councillor
	Garth Kirkham P.Geo.	- Councillor
	Joe Martignago BA MBA	- Councillor
	Andy Mill P.Eng./Struct.Eng. FEC	- Councillor
	Karen Savage P.Eng. FEC	- Councillor
	Mike Waberski BCLS	- Councillor
	Mike Wrinch P.Eng. PhD	- Councillor
Sheila Wynn PhD	- Councillor	
Guests	Dave Rutherford ASCT BCLS CLS	- Vice President, Applied Science Technologists & Technicians (ASTTBC)
	Jennifer Clarke P.Geo.	- Chair, Division of Engineers & Geoscientists in the Resource Sector (DEGIRS)
	Don Ehrenholz P.Eng.	- Vice President, Engineering, Vancouver Airport Authority
	Ken Goosen P.Eng.	- APEGBC Representative to Vancouver Airport Authority
Staff	Ann English P.Eng.	- CEO & Registrar
	Tony Chong P.Eng.	- Chief Regulatory Officer & Deputy Registrar
	Janet Sinclair FEC (Hon.)	- Chief Operating Officer
	Jennifer Cho CGA	- Director, Finance & Administration
	Gill Pichler P.Eng. FEC	- Director, Registration & Admissions
	Peter Mitchell P.Eng. FEC	- Director, Professional Practice, Standards & Development
	Geoff Thiele LLB FEC (Hon.)	- Director, Legislation, Ethics & Compliance
	Megan Archibald	- Director, Communications & Stakeholder Engagement
Joanne Williamson	- Council Administrator (Recorder)	
<u>Regrets</u>	John Clague P.Geo. PhD	- Councillor
	Ana Fernandes CIM FCSI	- Councillor

OPEN SESSION

CALL TO ORDER

Dr. Michael Isaacson, President and Chair, called the meeting to order at 10:00 am. Vice President Mike Bapty acted as the Parliamentarian and Donna Howes was the Membership Engagement Champion for this meeting. The Chair noted that Councillors John Clague and Ana Fernandes had 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, Vice President, Applied Science Technologists & Technicians of BC (ASTTBC); Jennifer Clarke P.Ge., Chair of the Division of Engineers and Geoscientists in the Resource Sector (DEGIRS), Don Ehrenholz P.Eng., Vice President, Engineering, Vancouver Airport Authority and Ken Goosen P.Eng., APEGBC Representative to the Vancouver Airport Authority Board.

CO-13-32 OPEN CONSENT AGENDA

MOTION **It was moved and seconded that Items 6.1 to 6.6 on the Open Consent Agenda be approved.**
CARRIED

Motions carried by approval of the above Consent Agenda motion:

- 6.1. **MOTION** that the November 30, 2012 Open Meeting minutes be approved.
- 6.2. **MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees, and Task Forces as follows:

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
P.B.T. (Paul) Adams, PEng, FEC	Chair, Discipline Committee	G. Thiele	25 Jan 2013	25 Jan 2015
Alistair Black, PEng	Discipline Committee	G. Thiele	25 Jan 2013	25 Jan 2015
F.A. (Frank) Denton, PEng, FEC	Discipline Committee	G. Thiele	25 Jan 2013	25 Jan 2015
G. (Gerry) Sayers, PEng, FEC	Discipline Committee	G. Thiele	25 Jan 2013	25 Jan 2015
K.P. (Kevin) Turner PEng FEC	Chair, Geoscience Committee	R.Filipiak	25 Jan 2013	25 Jan 2015
J.J.(John) Clague PGeo	Geoscience Committee	R.Filipiak	25 Jan 2013	25 Jan2015
J.H. (Jeff) Holm PEng FEC	Chair, Governance Committee	G. Thiele	25 Jan 2013	27 Oct 2013
A.G. (Alex) McGowan PEng	Practice Review Committee	P. Mitchell	01 Jan 2013	01 Jan 2015
C.A. (Sharlie) Huffman PEng FEC	Practice Review Committee	P. Mitchell	01 Jan 2013	01 Jan 2015
K.W. (Ken) Newbert PEng	Practice Review Committee	P. Mitchell	01 Jan 2013	01 Jan 2015
R.F. (Bob) Gerath PGeo FEC (Hon)	Practice Review Committee	P. Mitchell	01 Jan 2013	01 Jan 2015
T.A. (Travis) Penno PEng	Consulting Practice Committee	G. Larocque	01 Jan 2013	01 Jan 2015
Keith Recsky PEng	Mentoring Committee	A. Lim	25 Jan 2013	25 Jan 2015
Bob Gill PEng	Mentoring Committee	A. Lim	25 Jan 2013	25 Jan 2015
Antigone Dixon-Warren PGeo	Mentoring Committee	A. Lim	25 Jan 2013	25 Jan 2015
Mark Adams PEng	CPD Committee	A. Lim	25 Jan 2013	25 Jan 2015
Hamid Ghanbari EIT PhD	CPD Committee	A. Lim	25 Jan 2013	25 Jan 2015

- 6.3. **MOTION** that, as the consultation has addressed the appropriate stakeholders, a membership ballot proceed in 2013 to propose changing Bylaw 11(c) to remove the 8 year limit on EIT/GIT Membership.

- 6.4. **MOTION** that the Revised Terms of Reference of the President's Awards be approved.
- 6.5. **Authorization to Apply APEGBC Seal to Certificates:**
MOTION1: that Council authorizes the seal of the Association be placed on all Registration Certificates issued to members and licensees and Organizational Quality Management (OQM) Certificates issued to organizations meeting the OQM requirements.
MOTION 2: that Council approves the format and content on the attached draft OQM Certificate as recommended by the OQM Committee.
- 6.6. **MOTION** that APEGBC continue with its own competency-based assessment framework and system as approved by Council, including the APEGBC online tool for submission, validation and assessment of experience; and that APEGBC also supports in principle the further development of the Engineers Canada competency system including training tools for participants and an online tool for submission, validation and assessment of applicants.

End of motions carried under approval of the Consent Agenda motion.

CO-13-33 OPEN REGULAR AGENDA

MOTION **It was moved and seconded that the open meeting regular agenda be approved with Item 7.4 moved forward to 7.1.4.**
CARRIED

President Isaacson transferred the Chair to Vice President Bapty so that he could report on the following items from the Executive Committee.

CO-13-34 REVISED SUSTAINABLE FINANCIAL MANAGEMENT POLICY
Council was advised that the Executive Committee reviewed changes to the Sustainable Financial Management Policy and was recommending approval. A key change is the removal of terminology regarding core and non-core components, primarily due to the difficulty of defining and distinguishing between the two.

MOTION **It was moved and seconded that Council approve the proposed amendments to the Sustainable Financial Management Policy as presented.**
not voted upon

During discussion of the proposed motion some questions arose regarding the format of the revisions to the policy. Upon review, it appeared the changes were formatted on a more recent document than the last-published approved 2007 version. It was agreed to resolve this issue over the lunch break and present a document showing the changes in respect of the 2007 document.

MOTION **It was moved and seconded that the discussion on the Sustainable Financial Management Policy be tabled until after the lunch break.**
CARRIED

See below for continuation of CO-13-34.

CO-13-35 2013/2014 BUDGET GUIDELINES AND SCHEDULE
Council reviewed the proposed 2013/2014 budget guidelines as recommended by the Executive Committee along with a schedule for discussion and development of the budget for a target of presentation at the May 3, 2013 Council meeting.

**MOTION It was moved and seconded that Council approves the draft
2013/2014 budget guidelines as presented.
CARRIED**

The approved 2013/2014 budget guidelines are as follows:

1. The Sustainable Financial Management Policy (SFP) 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 minimize any annual professional member fee increase for 2014.
4. Review opportunities for a decrease in registration related ancillary fees.
5. Review potential changes to prior year budget as follows:
 - Opportunities for efficiencies by program and department
 - New program initiatives
 - Non-discretionary budget changes
6. 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.
7. Staffing levels be generally determined by authorized program improvements, growth and membership count.
8. When the Continuing Professional Development program exceeds a 20% contribution margin, the excess margin can be reinvested back into this program to improve its overall delivery methods and other enhancements.
9. Review program contribution margins on a direct cost basis.
10. Final 2013/2014 budget approval should be sought at the Council meeting in May 2013.

CO-13-36 COUNCIL PLANNING PROCESS OVERVIEW - FOR INFORMATION
An overview of the Council Planning Process was provided for information. This provides linkages of the planning and budget cycle to strategic planning priorities and objectives and to other key inputs, such as motions for consideration arising from the Annual General Meeting.

Vice President Bapty returned the Chair to President Isaacson.

CO-13-37 WOMEN IN ENGINEERING SCOPING PAPER (SCHEDULED WORK PLAN ITEM)
Council reviewed options for addressing its agreement at the Council Planning Session that it be actively involved in assessing the causes of gender imbalance in the professions and determining APEGBC's appropriate role to

bring benefit to this issue. The proposed Task Force would have minimal immediate budgetary implications of \$1,000-\$3,000. Recommendations from the Task Force may have future budget impacts, each of which would need to be considered.

MOTION 1: It was moved and seconded that Council strike a Women in Engineering Task Force for the purpose of developing recommendations on the role APEGBC could play to increase the number of women pursuing and remaining in engineering careers.

**MOTION It was moved and seconded to amend Motion 1 to include “and Geoscience” after the word “Engineering.”
CARRIED**

**AMENDED MOTION 1 It was moved and seconded that Council strike a Women in Engineering and Geoscience Task Force for the purpose of developing recommendations on the role APEGBC could play to increase the number of women pursuing and remaining in engineering and geoscience careers.
CARRIED**

All subsequent motions were amended to include “and Geoscience.”

It was noted that the proportion of women going into geoscience is higher than in engineering and there may be different key issues.

**MOTION 2: It was moved and seconded that Council approves the Terms of Reference for the Women in Engineering and Geoscience Task Force as discussed.
CARRIED**

During discussion of the Terms of Reference for the Task Force it was agreed that refinements would be made to the terms of reference to indicate maximum diversity was desirable among the membership of the Task Force.

**MOTION 3: It was moved and seconded that Council directs that the Chief Operating Officer work with members of Council and staff to develop a list of appointees for the Women in Engineering and Geoscience Task Force for consideration by the Executive Committee and that Executive Committee recommendations for appointments be brought forward to March 8, 2013 meeting of Council for approval.
CARRIED**

The Task Force is expected to provide a report for the June 14, 2013 Council meeting.

**CO-13-38 COUNCIL STRATEGIC PLANNING SESSION, FALL 2013
Council discussed the pros and cons for holding the Planning Session in November, or to continue holding the Planning Session in September.**

**MOTION It was moved and seconded that the Planning Session be held in September.
CARRIED**

CO-13-39 2013 COUNCIL WORK PLAN

The Work Plan is prepared based upon discussions at the Council Planning Session and a review of the Strategic Plan. The Work Plan guides the work of task forces, working groups, committees, divisions and staff on delivering on the Strategic Plan. Many of the items are in the scoping stage and are subject to fiscal and resourcing restraints. A number of measurable deliverables are assigned targets and reported on the Balanced Scorecard.

**MOTION It was moved and seconded that Council approve the 2012-2013 Work Plan, dated January 25, 2013.
CARRIED**

CO-13-40 DEGIRS PRESENTATION – DIVISION OF ENGINEERS AND GEOSCIENTISTS IN THE RESOURCE SECTOR

Jennifer Clarke P.Geo., DEGIRS Chair, was introduced and provided a presentation on key initiatives, programs and activities of the Division. These include provision of technical presentations and, recently, a field tour at the October 2012 APEGBC Conference. DEGIRS is frequently consulted regarding guidelines for professional practice such as the recent Forest Road Guideline.

Jennifer Clarke was thanked for the presentation and left the meeting following the lunch break.

CO-13-34 REVISED SUSTAINABLE FINANCIAL MANAGEMENT POLICY (continued from (continued) earlier in the meeting)

Following the lunch break, a corrected document was available for Council review.

**MOTION It was moved and seconded to take from the table the item on the Revised Sustainable Financial Management Policy.
CARRIED**

During discussion, the policy was revised under Item 2.1 to replace “the basis upon which” with “considered when” so that 2.1 reads: “The Sustainable Financial Management Policy is considered when the following documents are developed: Strategic Plan (updated annually), Annual Council Work Plan, and Annual Budget.”

**MOTION It was moved and seconded that Council approve the proposed amendments to the Sustainable Financial Management Policy as revised.
CARRIED**

CO-13-41 QUALITY ASSURANCE STRATEGY UPDATE (SCHEDULED WORK PLAN ITEM)

**MOTION It was moved and seconded that APEGBC continue to develop and implement at an operation level the various elements of the APEGBC Quality Assurance Strategy and to add elements to the strategy when deemed appropriate.
CARRIED**

CO-12-42 MEMBER ENGAGEMENT STRATEGY UPDATE (SCHEDULED WORK PLAN ITEM)
As a prerequisite to presentation of the updated Member Engagement Strategy planned for the next meeting, Council reviewed and discussed a definition of what is meant by member engagement.

MOTION **It was moved and seconded that Council adopt the following definition of member engagement: “the level of involvement, interaction, affinity, and influence a member has with the Association over time.”**
CARRIED

CO-13-43 ENGINEERS CANADA: CANADIAN FRAMEWORK FOR LICENSURE ELEMENT – TITLE RIGHTS AND RESPONSIBILITIES
Engineers Canada has requested feedback on the issues of title rights and responsibilities. Council reviewed a draft response drafted by the Registration Committee indicating:

- A reiteration of a previous APEGBC request to undertake a study to evaluate the value of requiring mandatory EIT (engineer-in-training) status for applicants. APEGBC does not support mandatory EIT.
- A proposal that the Provisional and Temporary Licence be combined to create a new category of membership or licence: “Conditional Licence.”

MOTION **It was moved and seconded that Council endorses the Proposed APEGBC Response to the Canadian Framework for Licensure *Titles, Rights and Responsibilities*.**
CARRIED

CO-13-44 VALUE FOR MONEY REVIEW STEERING COMMITTEE REVISED TERMS OF REFERENCE
Value-for-Money reviews are now carried out on a phased periodic basis instead of a yearly basis. The Steering Committee for Phase 2 will be formed at the next Council meeting. Revisions to the Terms of Reference for the Steering Committee recommended by the Governance Committee included discontinuing the automatic appointment of the immediate Past President to the Committee as Chair.

MOTION **It was moved and seconded that the revised Value for Money Review Steering Committee Terms of Reference be approved.**
CARRIED

CO-13-45 INFORMATION ONLY REPORTS (OPEN)

- **Financial Report:** expenditures are under plan primarily due to savings in Information Technology development costs by using in-house staff and savings in legal costs due to improved case management.
- **Branch Engagement Report:** reviewed. There was a brief discussion regarding whether self-reported community volunteer hours could be tracked to recognize member advocacy. It was suggested this kind of data may be difficult to capture accurately.

Council/Branch pairing is an important communication link and opportunities for participation were discussed, including “sitting in” on an upcoming teleconference for the Branch Representatives.

ACTION: **Councillors paired with Branches will receive call-in information for the upcoming Branch Representatives teleconference in February.**

- **CEO & Registrar Report:** reviewed with discussion of the following highlights:
 - Item 1.1: staff is continuing work on development of proposals to the Ministry of Jobs, Tourism and Innovation to fund initiatives to simplify and expedite the process for foreign trained immigrants.
 - Item 1.2: the Geoscientists Canada Inter-Provincial Incidental Practice Committee is planning a survey of professional geoscientists on the issue of incidental practice rights.
 - Item 4.2: an Engineers Canada Fellowships Luncheon to recognize new FEC designations is being held on Thursday, March 7. All Council are invited.
- **President's Comments:** At the Council Inaugural meeting on October 27, 2012, President Isaacson stated a goal of clarifying and coordinating the existing set of Council policies and processes. To this end, suggested refinements on policies, guidelines and terms of reference were recently provided to the Governance Committee for its review. Dr. Isaacson also advised that a scoping paper on the Relevance and Branding issue from the last Council Planning Session is expected to come forward to the next Council meeting.

END OF OPEN SESSION

The Open session ended at 1:10 pm. Following a brief in-camera session, Council received a presentation from Vancouver Airport Authority Vice President of Engineering, Don Ehrenholz P.Eng. and APEGBC Representative to the YVR Board, Ken Goosen P.Eng. and a tour of the airport facilities including recent seismic upgrades.

Minutes approved at Council meeting of March 8, 2013 (CO-13-51).