

MINUTES OF THE OPEN SESSION OF THE SEVENTH MEETING OF THE 2011/2012 COUNCIL  
of the Association of Professional Engineers and Geoscientists of British Columbia,  
held on SEPTEMBER 14, 2012, in the WHISTLER ROOM, APEGBC OFFICES, BURNABY, BC.

**Present**

<b>Council</b>	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
	Ana Fernandes CIM FCSI	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor
	Donna Howes P.Eng.	- Councillor
	Joe Martignago BA MBA	- Councillor
	Andy Mill P.Eng./Struct.Eng. FEC	- Councillor
	Mark Porter P.Eng./Struct.Eng.	- Councillor
	Ross Rettie P.Eng. FEC	- Councillor
	Mike Waberski BCLS	- Councillor
Mike Wrinch P.Eng. PhD	- Councillor	
Sheila Wynn PhD	- Councillor	
<b>Guests</b>	Bill MacPherson ASCT	- President, Applied Science Technologists & Technicians of BC (ASTTBC)
	Russ Kinghorn P.Eng. FEC	- APEGBC Director to Engineers Canada
	Ann English P.Eng.	- B.C. Hydro
<b>Staff</b>	Derek Doyle P.Eng.	- CEO & Registrar
	Tony Chong P.Eng.	- Chief Regulatory Officer & Deputy Registrar
	Janet Sinclair FEC (Hon.)	- Chief Operating Officer
	Joanne Williamson	- Council Administrator (Recorder)
<b>Staff Attending As Required</b>	Megan Archibald	- Assoc. Director, Communications & Stakeholder Engagement
	Ailene Lim	- Acting Assoc. Director, Member Services
<b><u>Regrets</u></b>	John Clague P.Geo. PhD	- Councillor
	Harlan Kelly P.Eng.	- Councillor

## OPEN SESSION

### CALL TO ORDER

Jeff Holm, President and Chair, called the meeting to order at 10:20 am. He advised that Councillor Andy Mill and Vice President Michael Isaacson would act as the Membership Engagement Champion and meeting Parliamentarian, respectively. He also noted that Councillors John Clague and Harlan Kelly had sent regrets and were excused for this meeting.

Guests: The Chair welcomed Ann English, who will be starting in the position of CEO & Registrar on November 13, 2012. 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) and Russ Kinghorn P.Eng. FEC, APEGBC Director to Engineers Canada.

CO-12-111 OPEN CONSENT AGENDA

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

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

**6.1. MOTION** that the June 15, 2012 Open Meeting minutes be approved.

**6.2. Memorandum of Agreement with the Society of Internationally Trained Engineers of BC (SITE BC):**

**MOTION** that Council approve the renewal of the Memorandum of Agreement with SITE BC (the MOA) and that the President be authorized to execute the MOA on behalf of APEGBC.

**6.3. GOVERNANCE COMMITTEE: - Revised Terms of Reference Registration Committee:**

**MOTION** that the Revised Terms of Reference of the Registration Committee be approved.

**6.4. GOVERNANCE COMMITTEE: Terms of Reference Applications Committee:**

**MOTION** that the revisions and title of the Terms of Reference of the "Experience Review Panel" (formerly Applications Committee) be approved.

**6.5. GOVERNANCE COMMITTEE: Terms of Reference Legislative Implementation Task Force:**

**MOTION** that the Terms of Reference for the Legislative Implementation Task Force be approved.

**6.6. FINANCE COMMITTEE: APEGBC Investment Policy:**

**MOTION** that Council approves the revised APEGBC Investment Policy.

**6.7. Possible Bylaw Amendments Resulting from Bill 41:**

**MOTION 1** that Council refer to the Governance Committee for consideration amendments to bylaws that do not arise automatically by operation of law but that are consistent with the enfranchisement of limited licensees.

**MOTION 2** that Council refer to the Nominating Committee for consideration amendments to the bylaw regarding composition of the committee, making it more consistent with the enfranchisement of limited licensees.

**6.8. APPOINTMENTS/NOMINATIONS:**

**MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees, and Task Forces.

<b>Individual</b>	<b>APEGBC Committee or Task Force</b>	<b>Staff Contact</b>	<b>Start Date</b>	<b>Expiry Date</b>
A.B. (Antigone) Dixon-Warren PGeo	Geoscience Committee	R. Filipiak	14 Sept 2012	14 Sept 2014
G.J. (Gregory) Reid PEng/PGeo FEC	Geoscience Committee	R. Filipiak	14 Sept 2012	14 Sept 2014
Robert Patrick PEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Kenneth Newbert PEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Oliver Bonham PGeo	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Neil Nyberg PEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Donna Howes PEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
David Ian Harvey PEng/StructEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Stephen Hobbs PEng	Legislative Implementation Task Force	G. Thiele	14 Sept 2012	14 Sept 2014
Colin Earl Smith PEng	Discipline Committee	G. Thiele	30 Sept 2012	30 Sept 2014
Lindsay Bottomer, PGeo	Investigation Committee	G. Thiele	30 Sept 2012	30 Sept 2014
Clinton Stephen Low PEng/ StructEng	Investigation Committee	G. Thiele	30 Sept 2012	30 Sept 2014
Jeff Corbett PEng/StructEng	Investigation Committee	G. Thiele	30 Sept 2012	30 Sept 2014
Tony Mikes PEng	Investigation Committee	G. Thiele	9 Sept 2012	9 Sept 2014
Brian Nakai PEng	Investigation Committee	G. Thiele	9 Sept 2012	31 Dec 2012
Nadine King PEng	Standing Awards Committee	M. Archibald	14 Sept 2012	14 Sept 2014
Mike Currie PEng	Standing Awards Committee	M. Archibald	1 Oct 2012	1 Oct 2014
Martin Fandrich PEng	Branch Representatives Chair	M. Archibald	27 Oct 2012	27 Oct 2014
Lindsay Davis EIT	Sustainability Committee	M. Archibald	14 Sept 2012	14 Sept 2014
Matthew Klippenstein PEng	Editorial Board	M. Archibald	14 Sept 2012	14 Sept 2014
Fadi Ghorayeb PEng/StructEng FEC	Consulting Practice Committee	G. Larocque	01 July 2012	01 July 2014
Robert Heikkila PEng	Consulting Practice Committee	G. Larocque	01 July 2012	01 July 2014
Siu-Kwong Lai PEng	Consulting Practice Committee	G. Larocque	30 June 2012	30 June 2014
Thomas Vanman Leung PEng	Building Codes Committee	G. Larocque	30 June 2012	30 June 2014
Wesley Lim, City of Richmond Rep	Building Codes Committee	G. Larocque	14 Sept 2012	14 Sept 2014

*End of motions carried under approval of two Consent Agenda motions.*

CO-12-112 OPEN REGULAR AGENDA

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

CO-12-113 AUDIT COMMITTEE: PRESENTATION OF AUDITED FINANCIAL STATEMENTS  
Ana Fernandes, Chair of the Audit Committee, advised that the Audit Committee met privately with the auditors, PricewaterhouseCooper LLP to

review the auditor's reports. Councillor Fernandes led Council through a detailed review of the external audit report.

**MOTION 1 It was moved and seconded that Council accept the report of the Audit Committee.  
CARRIED**

**MOTION 2 It was moved and seconded that Council approve the audited APEGBC Financial Statements for the fiscal year ended June 30, 2012.  
CARRIED**

**MOTION 3 It was moved and seconded that the President and the Chief Executive Officer & Registrar be authorized to sign the fiscal 2011/2012 Financial Statements on behalf of Council.  
CARRIED**

**MOTION 4 It was moved and seconded that the appointment of Pricewaterhouse Coopers LLP, Chartered Accountants, as the Association's external auditors for the fiscal year ending June 30, 2013 be approved for final approval at the Annual General Meeting in October 2012.  
CARRIED**

CO-12-114 EXECUTIVE COMMITTEE: ANNUAL REPORT, PRESENTATION OF DEPARTMENT ACTIVITY INFORMATION

At the October 11, 2012 Annual General Meeting a motion was carried requesting that Council consider publishing in the Annual Report all audit changes with explanations and/or notes to the previous year's program statements. In reviewing the request it became evident that publishing the program statements in the format used along with the audited financial statements may have created confusion.

A benchmarking review of industry standards was carried out and professional advice sought from MNP Chartered Accountants. In light of best practices and professional advice, the Executive Committee recommends changing the format for presenting departmental activity information in order to align with the audited financial statements, specifically to format as a breakdown of revenue and expenses into department or function levels. Council reviewed an example of the suggested format.

**MOTION It was moved and seconded that Council approves a change in the format for presenting departmental activity information to align with the audited financial statements.  
CARRIED**

To ensure further clarity, 2012 will be a transition year to publish the breakdown of departmental statements with the practice to be discontinued in 2013.

CO-12-115 REGISTRATION COMMITTEE: POLICY RECOMMENDATIONS RE COMPETENCY  
Council reviewed details of the following competency based framework technical indicators as recommended by the Registration Committee.

**MOTION** It was moved and seconded that the discipline-specific indicators for Materials, Metallurgical, and Mineral Processing be approved.  
**CARRIED**

**MOTION** It was moved and seconded that all applicants for professional engineer registration who are working in the field of Materials, Metallurgical, and Mineral Processing be invited to submit their experience for assessment in accordance with the APEGBC Competency Framework.  
**CARRIED**

CO-12-116 REGISTRATION COMMITTEE: POLICY RECOMMENDATIONS RE REGISTRATION PROCESS REENGINEERING REVIEW  
Council reviewed details of the following competency based framework technical indicators as recommended by the Registration Committee.

**MOTION** It was moved and seconded that the changes to the Academic Examination Regulations be approved.  
**CARRIED**

The changes allow for more flexibility for candidates to complete the Fundamentals of Engineering or Confirmatory Examinations. The three-year time limit for passing examinations will be replaced with a requirement to reapply if examinations are not complete after seven years. A limit of three attempts will be implemented for a confirmatory examination.

**MOTION** It was moved and seconded that the Policy “Screening of Experience Review Interviewees” be approved.  
**CARRIED**

The Screening of Experience Review Interviewees Policy was successfully piloted for eight months reducing experience interviews by 25% as well as reducing the lead time to an interview.

Bill MacPherson entered the meeting at 11:10 am

CO-12-117 GOVERNANCE COMMITTEE: COUNCIL MEMBER OATH OF OFFICE

**MOTION** It was moved and seconded that the Oath of Office for APEGBC Council Members be approved as reviewed.  
**CARRIED**

During discussion it was noted that this new oath or affirmation can be utilized at the upcoming Annual General Meeting induction of Council. The next step will be to implement into Council Governance Policies and then, in the future, bring back for consideration as a potential bylaw.

CO-12-118 PTECH FRAMEWORK DEVELOPMENT GROUP REPORT & MOTIONS  
The joint ASTTBC-APEGBC PTech Framework Development Group was formed in June 2011 to develop a model for a Professional Technologist that would contribute to public interest and safety while fulfilling a role that is: a) clearly different from that of a Professional Engineer or Engineering Licencee, and b) is easily understood by the public. After significant consultation with stakeholders, both locally and nationally, the consensus of the joint group was

that the concept of creating a separate PTech designation is not viable as originally contemplated. The recommendation of the joint group is to continue with an enhanced version of current practice, with APEGBC partnering with ASTTBC through a Joint Board to define and promote to regulatory authorities the areas of professional reliance that are suitable for designating Applied Science Technologists as Qualified Persons.

**MOTION 1 It was moved and seconded that the APEGBC Council endorses the 8 key principles to guide the development or areas of professional reliance for Applied Science Technologists in British Columbia.  
CARRIED**

The 8 key principles are:

1. AScT's (Applied Science Technologist) practice areas will address a recognized existing problem of public safety/interest.
2. Professional reliance opportunities for AScT's will not encroach on legislated practice restrictions and will be aligned with required skill and competencies for registration as an Applied Science Technologist.
3. Additional qualification or proof of competence may be necessary for AScT's to practice in areas of professional reliance embedded in a 3<sup>rd</sup> party legislation: ASTTBC's Code of Ethics will guide its members in this regard.
4. AScT's in professional reliance roles are members of and are governed and regulated by ASTTBC.
5. AScT areas of professional reliance and practice, on the advice of the Joint Board, are articulated and embedded in third-party provincial or other regulatory third-party legislation. (i.e., not in the *Engineers and Geoscientists Act* or the *Applied Science Technologists and Technicians Act*).
6. AScT areas of practice are determined and proposed to third parties by a legislated, APEGBC/ASTTBC Joint Board which is embedded in ASTTBC legislation and is currently provide in APEGBC legislation.
7. The area of practice for an AScT is not professional engineering and does not include the field of geosciences. Practitioners who wish to practice professional engineering in British Columbia must become engineering licensees or professional engineers.
8. AScT areas of practice do not prohibit practice by professional engineers.

**MOTION 2 It was moved and seconded that that the APEGBC Council approves the establishment of a (non-statutory) Joint Board to guide the short- and long-term development of the program.  
CARRIED**

**MOTION 3 It was moved and seconded that the APEGBC Council approves the Terms of Reference for a Joint Board.  
CARRIED**

It was suggested that the Terms of Reference receive a yearly review by each of the Council's represented on the Joint Board.

**MOTION 4 It was moved and seconded that the APEGBC Council approves the appointment of the current members of the PTech Framework Development Group as the inaugural members of the Joint Board.  
CARRIED**

The current APEGBC members of the PTech Framework Development Group who are appointed to the ASTTBC-APEGBC Joint Board are: Jeff Holm P.Eng. FEC, Matt Cameron P.Eng. FEC, and Andy Mill P.Eng./Struct.Eng. FEC.

**MOTION 5** It was moved and seconded that APEGBC Council together with the ASTTBC Council advise the Minister of Advanced Education of the progress on this file and seek a legislative amendment to the ASTT Act to enable and empower the Joint Board.  
**CARRIED**

CO-12-119 NORTHERN TECHNOLOGY AND ENGINEERING SOCIETY OF BC

**MOTION** It was moved and seconded that Council direct staff to work with the Northern Technology and Engineering Society to raise awareness of the need for civil and mechanical engineering and technology programs at the University of Northern BC.  
**CARRIED**

CO-12-120 CANADIAN FRAMEWORK FOR LICENSURE - COMPETENCIES AND REQUIREMENTS ELEMENTS

Comments on key considerations will be reviewed by the Registration Committee prior to submission to Engineers Canada for a workshop in October 2012. Three separate motions were made to encompass competencies and requirements for: 1) the professional engineering licence, 2) engineers-in-training and 3) the limited engineering licence.

**MOTION 1** It was moved and seconded that Council endorses in principle the Proposed APEGBC Response to the Canadian Framework for Licensure *Competencies and Requirements for the Professional Engineering Licence*, subject to final review by the Registration Committee.  
**CARRIED**

**MOTION 2** It was moved and seconded that Council endorses in principle the Proposed APEGBC Response to the Canadian Framework for Licensure *Competencies and Requirements for the Engineer-in-Training*, subject to final review by the Registration Committee.  
**CARRIED**

**MOTION 3** It was moved and seconded that Council endorses in principle the Proposed APEGBC Response to the Canadian Framework for Licensure *Competencies and Requirements for the Limited Engineering Licence*, subject to final review by the Registration Committee.  
**CARRIED**

Bill MacPherson left the meeting and Russ Kinghorn entered the meeting at 12:40 pm.

CO-12-121 ENGINEERS CANADA REPORT

Russ Kinghorn, APEGBC Director to Engineers Canada, reported the development of an "ends policy" to capture the overarching purpose and reasons for Engineers Canada as part of their initiative to move to a policy governance model. The proposed overarching Ends Policy draft was presented: "*Engineers Canada exists so that the profession of engineering is highly valued and so that the Constituent Associations have efficient means to*

*regulate the profession to the highest international standards at a level that demonstrates effective stewardship of organizational resources.”*

**MOTION** It was moved and seconded that APEGBC Council approves in principle the draft Engineers Canada Ends Policy that captures the purpose of policy governance for Engineer Canada.

**DEFEATED**

During discussion it was felt that the proposed Ends Policy lacks clarity and requires further discussion and redrafting to remove ambiguities and further define key components. It was suggested an appropriate Ends Policy might be stated: *“that Engineers Canada exists to support the shared endeavours of Constituent Associations to advance self regulation of the engineering profession in an effective, efficient and valued manner.”*

**ACTION** APEGBC Directors to Engineers Canada to provide feedback to Engineers Canada.

CO-12-122 INFORMATION ONLY REPORTS (OPEN)

- **Council Planning Session, September 27-29, 2012:** information and pre-reading binders were distributed at the meeting.
- **Strategic Plan: Leadership Strategy (Scheduled Work Plan Item):** the Leadership Strategy was created to ensure that there are appropriate organizational resources to support the development of a flourishing work environment that focuses on teamwork and the effective delivery of the strategic plan. The report outlined areas of action on the Leadership Strategy along with challenges expected in the future.
- **Strategic Plan: Governance Strategy (Scheduled Work Plan Item):** the Governance Strategy has responded well to the direction of Council and through the Governance Committee has ensured provision of effective governance structures, processes and decision making. Council was advised that the Governance Committee has a continually updated work plan and has completed their annual goals.
- **Registrar's Registration Report to Council:** areas of interest were discussed. Expected registration from Canadian applicants declined by approximately 40% over the same reporting period in 2011. The resulting loss in revenues were balanced by increases in areas of budgeted registration fees and transfers from other Canadian jurisdictions. The 95% targets for processing applications from interprovincial and inter-association applicants within three business days were met and exceeded. Council requested and will receive a follow up email listing the countries covered under the Washington Accord.
- **Update on Continuing Professional Development (CPD) Bylaw:** following consultation with the Chairs of the Investigation and Discipline Committee, legal complexities and technicalities with writing a proposed CPD bylaw were identified that will significantly add to the timeline for drafting this bylaw. While a recommendation for the bylaw will be brought forward to Council; it appears this will not be in time for the 2013 election process.
- **Geoscientists Canada Report:** two new task forces will address Practice Definition and Incidental Practice.



- **Branch Engagement Report:** Council reviewed the report.
- **Women in Engineering Report:** the issue of participation of women in engineering and geosciences in the context of the labour shortage in Canada is being discussed at many levels. Councillors Donna Howes and Sheila Wynn provided an information paper on bringing together various strategies and goals. This is a major item going forward to the Council Planning Session for in-depth examination.
- **APEGBC Council Election Update:** Council was advised that 8.4% of members have voted in the current election which is consistent with the rate of voting for this period last year. The current target for voter participation is 25%.
- **APEGBC Conference and AGM, October 25-27, 2012, Victoria BC:** an early draft of the Annual General Meeting agenda was presented along with activities for Council at the Conference. It was noted that a special budget workshop will be held on the Friday of the Conference.
- **President's Report:** Council received the report of President Holm's activities since the last Council meeting.
- **Report on CEO & Registrar Selection:** in preparation for the scheduled retirement of the incumbent CEO & Registrar, Council met on August 28, 2012 with the selected candidate of the CEO & Registrar Search Committee and unanimously approved an offer of employment. The following three motions were made at the August 28, 2012 Special Closed Meeting of Council:
  1. *It was moved and seconded that Ann English P.Eng. be appointed Executive Director (working title "Chief Executive Officer") of the Association of Professional Engineers and Geoscientists of British Columbia with effective date to be confirmed by September 4, 2012.*
  2. *It was moved and seconded that Ann English P.Eng. be appointed Registrar of the Association of Professional Engineers and Geoscientists of British Columbia with effective date to be confirmed by September 4, 2012.*
  3. *It was moved and seconded that the APEGBC Council President and the Chair of the APEGBC CEO & Registrar Search Committee be delegated to present the employment offer to the candidate Chief Executive Officer and Registrar of APEGBC and that the President be authorized to sign the employment contract.*

*All the above three motions were CARRIED UNANIMOUSLY.*

President Holm advised that Ann English P.Eng. accepted the offer of employment with a start date of November 13, 2012.

**END OF OPEN SESSION**

The meeting ended at 2:00 pm.

Minutes approved as circulated at Council meeting of November 30, 2012 (CO-13-14)