

MINUTES OF THE OPEN SESSION OF THE SEVENTH MEETING OF THE 2012/2013 COUNCIL
of the Association of Professional Engineers and Geoscientists of British Columbia,
held on SEPTEMBER 13, 2013, in the WHISTLER ROOM, APEGBC Offices, BURNABY, BC.

Present

Council	Michael Isaacson P.Eng. PhD FEC	- 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
	Ana Fernandes CIM FCSI	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor (to 2:30 pm)
	Donna Howes P.Eng. FEC	- Councillor (to 3:00 pm)
	Harlan Kelly P.Eng.	- Councillor
	Garth Kirkham P.Geo. FGC	- Councillor
	Karen Savage P.Eng. FEC	- Councillor
	Mike Waberski BCLS	- Councillor
	Mike Wrinch P.Eng. PhD FEC	- Councillor (to 1:00 pm)
Guests	Dave Rutherford ASCT BCLS CLS	- President, Applied Science Technologists & Technicians of BC
	Graham Taylor P.Eng. PhD	- Member, Seismic Peer Review Committee
	Ken Laloge CA	- Incoming Government Appointee (effective September 23, 2013)
	Emily Cheung P.Eng. FEC	- APEGBC Director to Engineers Canada
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
	Megan Archibald	- Director, Com & Stakeholder Engagement
	Joanne Williamson	- Council Administrator (Recorder)
	Sim Manhas	- Administrative Assistant
Staff attending as required	Peter Mitchell P.Eng. FEC	- Director, Prof Practice, Standards & Development
	Geoff Thiele LLB FEC (Hon.)	- Director, Legislation, Ethics & Compliance
	Deesh Olychick	- Director, Member Services
	Don Gamble	- Director, Information Systems
	Ailene Lim	- Acting Director, Member Services
	Gilbert Larocque CD P.Eng. LLB	- Associate Director, Professional Practice
	Vincent Lai CGA	- Associate Director, Finance & Administration
<u>Regrets</u>	John Clague P.Geo. PhD FGC	- Councillor
	Joe Martignago BA MBA	- Councillor
	Andy Mill P.Eng./Struct.Eng. FEC	- Councillor
	Sheila Wynn PhD	- Councillor

OPEN SESSION

CALL TO ORDER

Dr. Michael Isaacson, President and Chair, called the meeting to order at 11:15 am. Vice President Mike Bapty acted as the Parliamentarian and Shiloh Carlson was the Membership Engagement Champion for this meeting. The Chair noted that Councillors John Clague, Joe Martignago, Andy Mill and Sheila Wynn had provided regrets in advance of the meeting. Mike Wrinch advised that he would be required to leave after the lunch break.

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; Emily Cheung P.Eng. FEC, APEGBC Director to Engineers Canada; Ken Laloge CA, who is the incoming government appointed Council member, effective September 23, 2013; and Graham Taylor P.Eng. PhD, APEGBC Seismic Peer Review Committee, who will attend to be presented with a special recognition award.

President Remarks: Dr. Isaacson noted that this meeting is the last regular meeting of his Presidency. In addition to regular activities, highlights of the past year included the satisfaction of writing the President's Viewpoint for *Innovation* magazine and officiating at induction ceremonies for recently appointed professional members. Special thanks were expressed to staff who organized the Induction Ceremony held on September 12.

CO-13-105 OPEN CONSENT AGENDA

Item 6.5, Building Codes Letters of Assurance for the Evergreen Line, and Item 6.10, Sustainability Award Terms of Reference were removed from the Consent Agenda and placed into the Regular Agenda.

MOTION **It was moved and seconded that Items 6.1 to 6.4, 6.6 to 6.9 and 6.11 on the Open Consent Agenda be approved.**
CARRIED

Motions carried by approval of the above Consent Agenda motion:

- 7.1. **MOTION** that the June 14, 2013 Open Meeting minutes be approved.
- 7.2. **MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees as follows:

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Timothy Paul Brown, P.Eng.	Building Codes Committee	G. Larocque	09 Sept 2013	09 Sep 2015
Timothy James Ryce, P.Eng.	Building Codes Committee	G. Larocque	01 Oct 2013	01 Oct 2015
William John Alcock, P.Eng., Struct.Eng.	Consulting Practice Committee	G. Larocque	09 Sept 2013	09 Sept 2015
William Robert Donald, P.Eng.	Consulting Practice Committee	G. Larocque	01 Oct 2013	01 Oct 2015
Todd Morgan Joseph Stewart, P.Eng.	Consulting Practice Committee	G. Larocque	01 Oct 2013	01 Oct 2015
Ronald Nick Krpan, P.Eng.	Building Enclosure Committee	G. Larocque	19 June 2013	19 June 2015
Brennan Vollering, P.Eng.	Building Enclosure Committee	G. Larocque	12 Mar 2013	12 Mar 2015
J. Troy Issogonis, P. Eng.	Investigation Committee	G. Thiele	11 Sept 2013	13 Sept 2015
R. Allan Dakin, P. Eng.	Investigation Committee	G. Thiele	11 Sept 2013	13 Sept 2013
Darryl M. Chambers, P. Eng.	Discipline Committee	G. Thiele	11 Sept 2013	13 Sept 2015
David R. Ricketts, P. Eng., FEC	Discipline Committee	G. Thiele	11 Sept 2013	13 Sept 2015
Nelson Lee, P.Eng.	Sustainability Committee	M. Archibald	13 Sept 2013	13 Sept 2015

- 6.3 REGISTRATION COMMITTEE: Examination Misconduct Policy: **MOTION** that the Examination Misconduct Policy be approved and implemented for all future Association Examinations, including Academic and Professional Practice Examinations.
- 6.4 GOVERNANCE COMMITTEE: Temporary Works Committee Terms of Reference: **MOTION** that the APEGBC Council approve the creation of the Temporary Works Committee and approve the Terms of Reference dated 22 June 2013.
- 6.6 APEGBC Professional Practice Guidelines - Legislated Dam Safety Reviews in BC: **MOTION** that the APEGBC Council endorse the following document for final editorial and legal review: Revised APEGBC Professional Practice Guidelines – Legislated Dam Safety Reviews in BC (the Guidelines) dated July 2013 so they also address mining dams.
- 6.7 GOVERNANCE COMMITTEE: Audit Committee Terms of Reference: **MOTION** that Council approve the revised Audit Committee Terms of Reference.
- 6.8 GOVERNANCE COMMITTEE: Policy for Appointment of Members to External Boards and Organization: **MOTION** that Council approve the Policy for Appointment of Members to External Boards and Organizations and, that the Policy for Appointment of Members to External Boards and Organizations replace the Policy for Appointment of Directors to National Bodies.
- 6.9 GOVERNANCE COMMITTEE: Climate Change and Adaptation Advisory Group: **MOTION** that Council approve the revised Terms of Reference for the Climate Change and Adaptation Advisory Group (now to be called the Climate Change Advisory Group).
- 6.11 **MOTION** that the Registration Report be provided to Council on a semi-annual basis in September and March.

End of motions approved under the Consent Agenda.

CO-13-106 OPEN REGULAR AGENDA

MOTION It was moved and seconded that the Open Meeting Regular Agenda be approved as circulated with the addition of items from the Consent Agenda: Item 6.5, Building Codes Letters of Assurance for the Evergreen Line (now Item 7.9) and Item 6.10, Sustainability Award Terms of Reference (now Item 7.10).
CARRIED

CO-13-107 AUDIT COMMITTEE - PRESENTATION OF AUDITED FINANCIAL STATEMENTS
Ana Fernandes, Chair of the Audit Committee, led Council through a detailed review of the external audit report. Council was advised that the Audit Committee met privately with the PricewaterhouseCoopers audit partners without staff present. New Accounting Standards for Not-for-Profit Organizations have been adopted and the audit was conducted in accordance with these new standards.

The auditors standard audit procedures include tests on internal control such as receipt support, review and approval and payment signatories for all expenses and the audit result of the Association's expenses was satisfactory.

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, 2013.

CARRIED

MOTION 3 It was moved and seconded that the President and the Chief Executive Officer and Registrar be authorized to sign the fiscal 2012/2013 Financial Statements on behalf of Council.

CARRIED

MOTION 4 It was moved and seconded that the appointment of PricewaterhouseCoopers LLP, Chartered Accountants as the Association's external auditors for the fiscal year ending June 30, 2014 be approved for final approval at the Annual General Meeting in October 2013.

CARRIED

Council expressed interest in receiving further information regarding an unanticipated decrease of Continuing Professional Development revenue due to cancellations. An internal review will determine causes, which could be due to factors such as location or competition from online courses.

CO-13-108 BALANCED SCORECARD REPORT

11 of 19 indicators on the Balanced Scorecard were achieved by the June 30, 2013 target date and the remaining 8 indicators are very close to their targets or have achieved significant improvements. A Councillor suggested that the number of students reached through events and school visits – 10,566, well over the target of 6,500 – should be commented on at the AGM.

MOTION 1 It was moved and seconded that Council accept the Balanced Score Card report for 2012/13.

CARRIED

MOTION 2 It was moved and seconded that Council approves the Balanced Score Card targets to June 30, 2014.

CARRIED

A new format may be developed for the Balanced Scorecard in conjunction with the new three-year Strategic Plan.

CO-13-109 THREE-YEAR STRATEGIC PLANNING CYCLE

Council reviewed a three-year planning cycle proposed to better align the Strategic Plan, the activity cycle and the budget cycle. The ability to align budgets with initiatives that span over multiple fiscal years would be a positive step for efficiency, effectiveness and long term forecasting. It would require a disciplined approach as long term major decisions would be made in Year One. During discussion, it was clarified that the three-year cycle is fixed for Year One, with firm forecasts for Years Two and Three. While fine tuned in Years Two and Three, a new budget is not produced until the three-year cycle is

complete. Over the course of the three years, the ability to respond to emerging requirements may require increased contingency funding and considerations regarding exchange of one priority for another.

MOTION **It was moved and seconded that Council adopts a planning process that aligns a three year strategic plan with prioritized initiatives and a three year budget (one year set, two year proforma).**
CARRIED

Mike Wrinch left the meeting at 1:00 pm.

CO-13-110 GRAHAM TAYLOR P.ENG. PhD
Graham Taylor was recognized for his outstanding work on the Seismic Retrofit Guidelines for the BC Ministry of Education School Seismic Mitigation Program and presented with a plaque of recognition. The Seismic Retrofit Guidelines received the Lieutenant Governor's Award and the Association of Consulting Engineering Companies of BC (ACEC-BC) Award of Excellence.

CO-13-111 EXECUTIVE COMMITTEE: WOMEN IN ENGINEERING AND GEOSCIENCE TASK FORCE (WEGTF) RECOMMENDATIONS
At the June 14, 2013 meeting Council referred in-depth review of the costs associated with addressing recommendations of the Women in Engineering & Geoscience Task Force to the Executive Committee.

MOTION **It was moved and seconded that Council approves \$13,000 for a four-month co-op student, \$20,000 for rebranding of materials with the APEGBC logo, and \$3,000 for enhancements to the mentoring program for a total of \$36,000, with \$10,000 to come from budgeted funds and \$26,000 to come out of the \$100,000 contingency fund.**
CARRIED

CO-13-112 GOVERNANCE COMMITTEE: COUNCIL GOVERNANCE POLICIES
Jeff Holm, Chair of the Governance Committee, advised that a comprehensive review was carried out to revise the Council Governance Policies to a more consistent and complete document based on best practices and current legislation.

MOTION **It was moved and seconded that the revised and restructured Council Governance Policies be approved.**
CARRIED

CO-13-113 GOVERNANCE COMMITTEE: PROCEDURE IMPLEMENTATION OF CODE OF CONDUCT
The procedure is linked to Council Governance Policies on Code of Conduct and on the Council Support Structure.

MOTION **It was moved and seconded that the Council Procedure: Implementation of Council's Code of Conduct be approved.**
CARRIED

CO-13-114 GOVERNANCE COMMITTEE: COUNCIL VACANCIES FOR ELECTED MEMBERS
The procedure is linked to the Council Governance Policy for Governance Structure. In the event of a vacancy, Council will use this procedure to guide the process to appoint a replacement.

**MOTION It was moved and seconded that Council approves the APEGBC Procedure: Replacement of Elected Council Members (Vacancy).
CARRIED**

CO-13-115 GOVERNANCE COMMITTEE: GEOSCIENTISTS CANADA BYLAWS

**MOTION 1 It was moved and seconded that APEGBC supports the bylaw changes recommended by Geoscientists Canada as indicated in their proposed bylaws document.
CARRIED**

**MOTION 2 It was moved and seconded that Geoscientists Canada considers the concept of making the number of directors on the Board proportional to membership.
CARRIED**

CO-13-116 CHARBONNEAU COMMISSION
Council watched a video of the presentation made by Daniel Lebel, President of the Ordre des ingenieurs du Quebec (OIQ), at the Association of Professional Engineers & Geoscientists of Alberta Annual Meeting in April 2013. The presentation outlined the investigations of the Charbonneau Commission into corruption and collusion in Quebec's construction industry and actions taken by both the OIQ and the Quebec government to respond to the problems.

Although British Columbia does not appear to have the same corruption and collusion issues, it is important not to be complacent but to be proactive and to take action. Council discussed a number of initiatives and recommendations to protect the public and to support professionals in upholding ethical practice.

**MOTION 1 It was moved and seconded that APEGBC advance the Ethics in Practice project and the completion of its deliverables as soon as possible.
CARRIED**

**MOTION 2 It was moved and seconded that APEGBC make the Code of Ethics more accessible and understandable to members and remind them of their duty on a more regular basis.
CARRIED**

**MOTION 3 It was moved and seconded that APEGBC develop a whistleblower policy for Council's consideration that encourages and, to the extent possible, protects people who come forward with complaints and concerns about unethical behavior.
CARRIED**

It was noted that responsibility for developing a whistleblower policy would be delegated to the Governance Committee.

MOTION 4 It was moved and seconded that APEGBC examine the adequacy of the whistleblower insurance under the Secondary Public Liability

Insurance and any enhancements that might be necessary and bring any recommended changes to Council for consideration.
CARRIED

MOTION 5 It was moved and seconded that APEGBC examine adding an ethical component to the Organizational Quality Management program at some point that would confirm that the company has processes in place to identify and respond to ethical issues and report back to Council with its findings and recommendations.
CARRIED

MOTION 6 It was moved and seconded that APEGBC examine the introduction of a mandatory ethics course and continuing education requirement for practicing members and licensees, similar to the mandatory ethics course offered by the Ordre des ingénieurs du Québec (OIQ) and based on our existing Law & Ethics course and report back to Council with its findings and recommendations.
CARRIED

It was noted that the details of a mandatory ethics course would need considerable development and may require a bylaw to implement.

MOTION 7 It was moved and seconded that APEGBC examine mandatory quality and risk management courses and continuing education requirements and report back to Council with its findings and recommendations.
CARRIED

MOTION 8 It was moved and seconded that APEGBC publicize existing ethics assistance and resources and examine the establishment of a formal “Ethics Hotline” and report back to Council with its findings and recommendations.
CARRIED

Herb Hawson left the meeting at 2:30 pm.

CO-13-117 PROFESSIONAL GEOSCIENCE MOBILITY: INTER-PROVINCIAL INCIDENTAL PRACTICE
At the June 14, 2013 meeting, Council approved APEGBC entering into an agreement with the Association of Professional Geoscientists of Ontario (APGO) regarding incidental practice between the two associations. Subsequently, there have been a number of concerns expressed by other Canadian associations along with a number of letters of support from organizations such as the Ontario Securities Commission and the Canadian Society of Petroleum Geoscientists. Consequently, the planned launch date of September 1, 2013 has been deferred. Engineers Canada has engaged in a review of inter-provincial mobility which will be discussed at their meetings in early October.

MOTION It was moved and seconded that Council refer the decision regarding the timing of the pilot launch of the Incidental Practice Agreement between APEGBC and APGO to the Executive Committee following the report from the CEO from the October Engineers Canada CEO meeting.
CARRIED

CO-13-118 ENGINEERS CANADA DIRECTORS REPORT
Emily Cheung, APEGBC Director to Engineers Canada, provided an update on the progress of reviewing elements under consideration for developing a

Canadian Framework for Licensure. It was noted that APEGBC has provided excellent feedback and comments in a timely fashion when requested to review various elements.

In addition, the Directors to Engineers Canada requested consideration be given to extending their appointments from two years to three years.

MOTION It was moved and seconded that Council requests the Governance Committee to consider recommending changing the policy for Engineers Canada Directors to be three-year appointments.
CARRIED

This issue will be referred to the Governance Committee.

Donna Howes left the meeting at 3:00 pm.

Michael Isaacson left the meeting at 3:00 pm. The Chair was transferred to Vice President Mike Bapty and Council was advised that a quorum was still present.

CO-13-119 BUILDING CODES COMMITTEE: EVERGREEN LINE PROJECT LETTERS OF ASSURANCE

It was noted that the Evergreen Line project was approved by the provincial government under 2006 British Columbia *Building Codes*. The rapid transit line is under provincial control and will not be subject to city permits. The Architectural Institute of BC has indicated they have endorsed the Evergreen Line Letters of Assurance. The APEGBC Building Codes Committee, Consulting Practice Committee and Building Enclosure Committee were consulted and recommended endorsement of the Letters of Assurance.

MOTION It was moved and seconded that the APEGBC Council endorse the Evergreen Line Project Letters of Assurance, v. 1 dated 22 July 2013 based the 2006 Building Code as the project was approved by the provincial government prior to the introduction of the 2012 Code.
CARRIED

CO-13-120 SUSTAINABILITY COMMITTEE: SUSTAINABILITY AWARD TERMS OF REFERENCE

Council discussed a new award that would encourage submissions for small projects less than \$5M. Council requested more information on the number and process for awards handled outside the Standing Awards Committee. This will come back to the November 29, 2013 Council meeting.

MOTION It was moved and seconded that Council approve the revised Terms of Reference for the Sustainability Award, subject to an inclusion pertaining to the nominees' approval by the Standing Awards Committee.

MOTION It was moved and seconded to table discussion on the Sustainability Award Terms of Reference to the November 29, 2013 meeting.
CARRIED

CO-13-121 INFORMATION ONLY REPORTS (OPEN)

- **ASTTBC (Applied Science Technologists & Technicians of BC)/APEGBC Joint Board Report:** the next meeting of the Joint Board will be held on September 18, 2013.

- **Registration Report:** Due to process reengineering improvements in the registration system, the target of 120 days for completion of documents for professional engineer applicants for both Canadian and internationally-trained engineers has been exceeded and a new target of 105 days has been proposed.
- **Branch Engagement Report:** reviewed.
- **APEGBC Council Election Update:** the voting will close at noon on October 11.
- **APEGBC Conference and AGM, October 24-26, 2013, Whistler BC:** the Council schedule for the events was circulated.
- **CEO & Registrar Report:** it was noted that the 2014 Pacific Northwest Economic Region Summit will be held at Whistler in July of 2014, which might be an opportunity for increased local participation.

END OF OPEN SESSION

The Open session ended at 3:45 pm.

Approved as circulated at the November 29, 2013 Council Meeting (CO-14-21).