

MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING OF THE 2012/2013 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on MARCH 8, 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
	John Clague P.Geo. PhD	- Councillor (arrival 1:00 pm)
	Ana Fernandes CIM FCSI	- Councillor
	Herb Hawson P.Eng. FEC	- Councillor
	Donna Howes P.Eng. FEC	- 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 Wrinch P.Eng. PhD FEC	- Councillor
	Sheila Wynn PhD	- Councillor
Guests	Russ Kinghorn P.Eng. FEC	- APEGBC Director to Engineers Canada
	Gary Lin P.Eng. PhD	- President, Society of Internationally Trained Engineers of BC (SITE BC)
	Brian Amouzegar	- First President, SITE BC
	Fernando Borja	- Vice President, SITE BC
	K.C. Chau	- Former President, SITE BC
	John Raganit	- Director, SITE BC
	Eduardo Silva	- Director, SITE BC
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
	Megan Archibald	- Director, Communications & Stakeholder Engagement
	Joanne Williamson	- Council Administrator (Recorder)
Staff attending as required	Peter Mitchell P.Eng. FEC	- Director, Professional Practice, Standards & Development
	Geoff Thiele LLB FEC (Hon.)	- Director, Legislation, Ethics & Compliance
	Ray Filipiak P.Eng.	- Associate Director, Admissions
	Vincent Lai CGA	- Associate Director, Finance & Administration

Regrets

Harlan Kelly P.Eng.	- Councillor
Mike Waberski BCLS	- Councillor

OPEN SESSION

CALL TO ORDER

Dr. Michael Isaacson, President and Chair, called the meeting to order at 10:50 am. Vice President Mike Bapty acted as the Parliamentarian and Garth Kirkham was the Membership Engagement Champion for this meeting. The Chair noted that Councillors Harlan Kelly and Mike Waberski had provided regrets in advance of the meeting and that John Clague had made prior arrangements to arrive late.

Guests: The Chair advised the following guests would be welcomed over the course of the meeting: Russ Kinghorn P.Eng., APEGBC Director to Engineers Canada and the following guests from the Society of Internationally Trained Engineers of BC (SITE BC): Gary Lin P.Eng. PhD, President; Brian Amouzegar, First President; Fernando Borja, Vice President; K.C. Chau, Former President; John Raganit, Director; and Eduardo Silva, Director.

CO-13-51 OPEN CONSENT AGENDA

Item 6.7, Value for Money Review Steering Committee Terms of Reference, was moved to the Regular Agenda.

MOTION **It was moved and seconded that Items 6.1 to 6.6 and 6.8 to 6.12 on the Open Consent Agenda be approved.**
CARRIED

Motions carried by approval of the above Consent Agenda motion:

- 6.1. **MOTION** that the January 25, 2013 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
Eric R. Lalli, P.Eng., FEC	Registration Committee	G. Pichler	8 March 2013	8 March 2015
Kevin A. Riederer, P.Eng.	Registration Committee	G. Pichler	8 March 2013	8 March 2015
Michael Waberski BCLS	Value for Money Review Steering Committee – Audit Committee Representative	J Cho	8 March 2013	To end of Phase 2
Mike Bapty P.Eng. FEC	Value for Money Review Steering Committee – Executive Committee Representative	J Cho	8 March 2013	To end of Phase 2
Harlan Kelly P.Eng.	Value for Money Review Steering Committee – Council Representative	J Cho	8 March 2013	To end of Phase 2
Sean Brophy P.Eng.	Value for Money Review Steering Committee – Non-Council Member Representative	J Cho	8 March 2013	To end of Phase 2
Vladimir Mikler, P.Eng.	Climate Change and Adaptation Advisory Group	T Chong	8 March 2013	8 March 2015
Sarah O’Keefe	Climate Change and Adaptation Advisory Group	T Chong	8 March 2013	Until return of Jen Pouliotte (mat leave)

**APEGBC Council Meeting Minutes – Open
March 8, 2013**

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Geoff Karcher, P.Eng.	Sustainability Committee	M. Archibald	8 March 2013	8 March 2015
Mark Porter, P.Eng., Struct.Eng.	Sustainability Committee	M. Archibald	8 March 2013	30 Sept 2014
Maya Stano, P.Eng.	Sustainability Committee	M. Archibald	8 March 2013	8 March 2015
Soheyl Soltani-Nasab, P.Eng.	Mentoring Committee	A.Lim	8 March 2013	8 March 2014
Ashok V.S. (Ash) Abhyankar, P.Eng.	Mentoring Committee	A.Lim	8 March 2013	8 March 2014
Eric Nadin, P.Eng.	Mentoring Committee	A.Lim	8 March 2013	8 March 2015
Donna Howes, P.Eng.	Women in Engineering and Geoscience Task Force	J.Sinclair	8 March 2013	30 June 2013
Elizabeth Croft, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Tom Tiedje, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Anja Lanz, EIT	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Catherine Roome, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Steve Frith	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Francois Morton	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Kendra Johnston, P.Geo.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Lisa Blackham	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Marg Latham, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Diana Theman	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Shiloh Carlson, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Lianna Mah, P.Eng.	Women in Eng&Geoscience TF	J.Sinclair	8 March 2013	30 June 2013
Michael Waberski, BCLS, Chair	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Lindsay Bottomer, P.Geo. FEC (Hon)	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Dick Fletcher, P.Eng. FEC	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Philippe Kruchten, PhD, P.Eng. FEC	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Arash Masbough, P.Eng.	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Andy Mill, P.Eng., Struct.Eng.FEC	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015
Polly Nahar, P.Eng.	Special Alternate Admissions/Reg Systems	G. Pichler	8 March 2013	31 May 2015

Individual	Outside Board, Committee or Task Force	Staff Contact	Start Date
Dr. Yashar Khalighi P.Eng.	City of North Vancouver's Energy Efficiency Buildings Working Group	G. Larocque	8 March 2013

- 6.3 APEGBC/ASTTBC Joint Board Terms of Reference: **MOTION** that the proposed amendments to the ASTTBC/APEGBC Joint Board Terms of Reference be approved.
- 6.4 Stand Down of Three Guidelines: **MOTION** that the APEGBC Council approve the abrogation and removal from the APEGBC website of 1) the Building Envelope Practice and Responsibilities, 2) Guideline for Professional Practice – Building Envelope Professional Engineer and 3) Point of Principle, Building Envelope Professional.

- 6.5 MOTION: APEGBC Council endorse the Revised Certified Professional Letters of Assurance Schedules CP-1, CP-2 and CP-3 as per the letter from G. Fujii, Acting Manager, Building Division, City of Surrey dated 22 November 2012.
- 6.6 Seismic Retrofit Guidelines, 2nd Edition: **MOTION** that APEGBC Council endorse the Seismic Retrofit Guidelines, 2nd Edition for final editorial and technical review by the Seismic Peer Review Committee and the External Peer Review Committee.
- 6.8 Renewal of Memorandum of Agreement with the Iranian Engineers of BC Association (IEBCA): **MOTION** that the renewal of the Memorandum of Agreement with IEBCA (the MOA) be approved and that the President be authorized to execute the MOA on behalf of APEGBC.
- 6.9 Appointment of Head for APEGBC Under FIPPA: **MOTION** that Council designates Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar as the APEGBC “Head” for the purposes of the Freedom of Information and Protection of Privacy Act.
- 6.10 Revisions to Practice Review Guide: **MOTION** that the APEGBC Council approves the revisions to the attached Practice Review Guide pending final editorial and legal review.
- 6.11 Revised Terms of Reference for Women in Engineering and Geoscience Task Force: **MOTION** that the revised terms of reference of the Women in Engineering and Geoscience Task Force be approved.
- 6.12 GOVERNANCE COMMITTEE: Governance Committee Terms of Reference: **MOTION** that the revised Terms of Reference for the Governance Committee be approved.

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

CO-13-52 OPEN REGULAR AGENDA

MOTION It was moved and seconded that the open meeting regular agenda be approved with Item 6.7 from the Consent Agenda being moved to Item 7.7 under the Regular Agenda.
CARRIED

CO-13-53 TREATMENT OF MEMBERS REMOVED FOR NON-PAYMENT OF FEES AND AMENDMENTS TO RETURN TO PRACTICE POLICY

Council reviewed amendments to the Return to Practice Policy recommended to achieve: 1) consistency in treatment of members whose fees have lapsed and 2) reduce confusion regarding reinstatement practices. There are varying circumstances that lead to non-payment of fees and the revised policy outlines a simpler process for members who have been removed for non-payment to regain their practice rights. During discussion, Council requested that a future adjustment be considered to extend the one year cut off timeline to accommodate the circumstances of parental leave.

MOTION It was moved and seconded that the proposed fee schedule for reinstatements and the amendments to the Return to Practice Policy be approved and direct staff and the Women in Engineering & Geoscience Task Force to consider return to work issues for parental leave for future adjustments to the policy.
CARRIED

CO-13-54 ALTERNATIVE COMPLAINT RESOLUTION BYLAW
The Alternative Complaint Resolution Bylaw has received full consultation, feedback and revision and was presented for final Council approval. Materials will be developed over the summer to address potential questions from the membership when considering the bylaw for approval. The membership vote for the bylaw will be concurrent with the 2013 Council election.

MOTION It was moved and seconded that Council approve the Alternative Complaint Resolution Bylaw as circulated and distribute it to the members for a ratification vote to be held concurrently with the 2013 Council election.
CARRIED

CO-13-55 MEMBER ENGAGEMENT STRATEGY (SCHEDULED WORK PLAN ITEM)
Council viewed a presentation on the elements to be considered in building a participative self-regulating body of the membership to assist with carrying out the Association's mandate. As it goes forward, the Member Engagement Strategy has a number of metrics to measure progress such as webpage views, Twitter followers, survey participation and event attendance. It was noted that employer support is an important factor for members volunteering their time.

MOTION It was moved and seconded that Council approve the Member Engagement Strategy as circulated.
CARRIED

CO-13-56 SOCIETY OF INTERNATIONALLY TRAINED ENGINEERS OF BC (SITE BC) PRESENTATION AND MOA SIGNING
The Society of Internationally Trained Engineers of BC (SITE BC) is an independent non-profit society founded in 2004 to represent the interests of and provide support to BC's internationally trained engineering community. The group from SITE BC was welcomed and introduced. SITE BC President Gary Lin P.Eng. PhD provided an overview of the work of the society and participated in a formal signing ceremony of the Memorandum of Agreement, previously approved by Council in September of 2012.

Following the Memorandum of Agreement signing ceremony, SITE BC members joined Council for lunch then left the meeting.

CO-13-57 PARTICIPATION IN PROVINCIAL EMERGENCY MANAGEMENT BC PLANNING COMMITTEE
Recent meetings and discussions between APEGBC staff and the officials of Emergency Management BC (EMBC) have explored the potential of APEGBC's involvement in the planning, response and recovery phases of emergency operations. EMBC has requested an on-going commitment of APEGBC staff to act as a resource in working with their officials and other stakeholders to pursue the broad initiatives of emergency planning and management.

- MOTION** **It was moved and seconded that the Chief Regulatory Officer/Deputy Registrar be authorized to participate in discussions with Provincial Officials and other stakeholders to explore areas where APEGBC members can support emergency preparedness, response and recovery efforts.**
CARRIED

John Clague arrived and entered the meeting.

- CO-13-58 ENGINEERS CANADA CANADIAN FRAMEWORK FOR LICENSURE ELEMENT – KEY CONSIDERATIONS FOR INVESTIGATION AND DISCIPLINE PRACTICES
It was noted that APEGBC comments and responses to an earlier draft were incorporated by Engineers Canada into the key considerations that will form the basis for elements on complaint investigation and discipline practices under the national framework.

Once developed, Canadian Framework for Licensure (CFL) elements can be utilized electively by provincial associations for their own policy setting. The number of CFL elements has grown from the original 12 to over 30 issues under development and consideration.

- MOTION** **It was moved and seconded that Council advise Engineers Canada that it approves the Key Considerations set out in the Canadian Framework for Licensure Report on Principles for Complaint, Investigation and Discipline Practices dated December 5, 2012.**
CARRIED

- CO-13-59 ENGINEERS CANADA CANADIAN FRAMEWORK FOR LICENSURE ELEMENT – CODE OF ETHICS
Council reviewed the response of the Professional Practice Committee to a request for feedback on the proposed Key Considerations on the CFL Code of Ethics.

- MOTION** **It was moved and seconded that Council endorse the Professional Practice Committee's response dated February 2013 to the proposed Key Considerations on the Code of Ethics.**
CARRIED

- CO-13-60 CORPORATE ENGAGEMENT STATUS UPDATE (SCHEDULED WORK PLAN ITEM)
Corporate Engagement is considered an important factor within the broader discussion of relevance and branding initiated at the 2012 Planning Session. To bring a strategic focus, it has been recommended that the issue of relevance be examined first so that activities can be aligned. Council viewed and provided feedback on a presentation on aspects of Corporate Engagement including benchmarking with other Canadian associations, current actions and future opportunities.

- CO-13-61 ITEM 6.7 FROM CONSENT AGENDA - VALUE FOR MONEY REVIEW STEERING COMMITTEE TERMS OF REFERENCE CORRECTION
Brought forward from the Consent Agenda (Item 6.7) so that a small correction could be made to the Terms of Reference for the Value for Money Review Steering Committee. All corrections are under Item 5.1 on the terms of reference and are as follows:

- Professional Practice department to be reviewed under Phase 2 and not Phase 3 as listed.
- Information Technology to be reviewed under Phase 3 and not Phase 2 as listed.
- the name of the Professional Development department corrected to “Member Services” under Phase 2.

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

CO-13-62 INFORMATION ONLY REPORTS (OPEN)

- **Strategic Plan Mid-Year Report (Scheduled Work Plan Item):**
Council received an update on the progress of Strategic Plan objectives from the Planning Session in September 2012. The following were noted during discussion:
 - legislative changes are not expected to be considered by government until Spring of 2015.
 - the recent Op-Ed article published in the Vancouver Sun regarding registration of foreign trained professionals was an excellent demonstration of transparency and fairness of regulatory processes.
- **Quarterly Registration Report:** Council reviewed and discussed the report. It was noted that the next quarterly report will include information on the uptake of engineering graduates from local and international schools.
- **Financial Report:** Council was advised of a forecast of \$350,000 surplus over plan in the 2012/2013 budget. Expenditures are under plan primarily due to savings in Information Technology consultant costs by bringing work in-house and savings in legal and investigation costs. The Executive Committee is discussing the 2013/2014 budget, particularly in consideration of establishing APEGBC cash reserves. The 2013/2014 budget will be presented to Council at the May 3, 2013 meeting.
- **Engineers Canada Directors Report:** Russ Kinghorn, APEGBC Director to Engineers Canada, reviewed a report on the recent EC Board meetings. The Ordre professionnel des ingénieurs du Québec (OIQ) reported on the Charboneau Commission in Quebec and measures OIQ has implemented such as adding staff to carry out practice reviews and mandatory professional training. In conjunction with EC development of their Ends Policies and Means Policies, it became evident that APEGBC should have a policy that provides direction to their Directors for execution of their duties while serving on the EC Board.

MOTION **It was moved and seconded that the Governance Committee develop a policy for duties of Engineers Canada Directors appointed by APEGBC Council.**
CARRIED

Engineers Canada, with funding from Canada Immigration and Citizenship, has developed a one-stop website for internationally trained engineers to find information on licensure and immigration to Canada. Feedback has been very positive. It was launched January 31, 2013 and the address is newcomers.engineerscanada.ca.

APEGA, with funding support from Engineers Canada is launching a web-based game featuring engineering questions and analysis. It is at www.ingenious.ca.

- **Geoscientists Canada Director Report:** John Clague provided a verbal report with the following highlights:
 - The Association for Mineral Exploration of BC's Exploration Roundup in late January 2013 was attended by almost 8000 participants from more than 30 countries.
 - The Admissions Support Tool (AST) Project Competency Working Group met with consultant Paulette Blais in February. Much of the discussion was about planning for the national environmental scan to understand the various level of centralization of admissions that other professions have achieved in particular architecture, physiotherapy, lab science and engineering. This phase of Blais's work will be completed and reported at the March 23-24 Geoscientist Canada Board meeting in Montreal.

Human Resources & Skills Development Canada Financial Officer, Josée Fournier, visited the Geoscientists Canada office on February 27 to examine the accounting procedure and financial records to date for the AST project. The project was also discussed. No problems were identified. Ms. Fournier's formal report will follow.

 - APEGA is discontinuing its practice of requiring applicant credential documentation and re-reviews of knowledge and experience for P.Geo. transfers from other Constituent Associations. APEGA will now recognize the due diligence of all other CAs and in the future will require only proof of licensure and good standing to complete a transfer.
 - A letter expressing dissatisfaction with the running of GC was received by President Tim Corkery from the Ordre des géologues du Québec (OGQ) and distributed to directors. A motion that OGQ leave GC was defeated.
 - A letter was sent from GC President Tim Corkery to APEGBC President Michael Isaacson regarding a new movement "Geoscientists without Borders" that is gaining traction in the United States and is modeled after "Engineers without Borders".
- **Branch Engagement Report:** APEGBC has 0.5FTE dedicated to school outreach. There are 70 Engineers in Training who would like mentors and Council will need to decide what level of resources to put into supporting the mentoring program.
- **CEO & Registrar Report:** reviewed with discussion of the following highlights:
 - Item 1.1: Foreign Qualifications Recognition - confirmation was received that the Labour Market and Immigration Division of the Ministry of Jobs, Tourism and Skills Training accepted our proposal to develop a web based tool to provide information and direction to internationally trained professions who are planning to enter the engineering and technology fields in BC. This tool will be built in partnership with the Applied Science Technologists and Technicians of BC.

- Item 1.2: Proposed Incidental Practice Initiative for P.Geo.'s – the Inter-Provincial Incidental Practice Committee has met and reached agreement on the final draft criteria and requirements for incidental practice between BC, Alberta, Ontario, Québec, Northwest Territories and Nunavut. A survey is expected to be sent to the five jurisdictions in March.
- **Appointment of Deputy Registrar:**
To record publicly the decision of Council brought forward from the Closed Council Minutes of January 25, 2013, the following motion is documented for information.

“*MOTION* It was moved and seconded that Council pass a resolution to create a permanent Deputy Registrar position:

whereas Council has appointed Ann English P.Eng., a member of the Association, as the registrar of the Association pursuant to the Engineers and Geoscientists Act (Act) section 7 (1) *to undertake the duties of the registrar under the Act and the Associations Bylaws*;
and whereas the Council considers it prudent to appoint a deputy registrar able to perform the duties of the registrar from time to time:
now therefore, Council hereby appoints Tony Chong P.Eng., a member of the Association, as the deputy registrar of the Association *to undertake the duties of the registrar under the Act and the Associations Bylaws*.
CARRIED UNANIMOUSLY at the Council Meeting of January 25, 2013”

END OF OPEN SESSION

The Open session ended at 2:20 pm.

Minutes approved as circulated at the meeting of May 3, 2013 (CO-13-69)