

MINUTES OF THE OPEN SESSION OF THE SECOND MEETING OF THE 2010/2011 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on DECEMBER 17, 2010, in the 2ND FLOOR LARGE BOARDROOM, APEGBC OFFICES, BURNABY, BC.

Present

Council	Frank Denton PEng	- President (Chair)
	Russ Kinghorn PEng	- Past President
	Jeff Holm PEng	- Vice President
	Matt Cameron PEng	- Councillor
	John Clague PGeo PhD	- Councillor
	Emily Cheung PEng	- Councillor
	Ana Fernandes CIM FCSI	- Councillor
	Joan Hansen OD	- Councillor
	Harlan Kelly PEng	- Councillor
	Garth Kirkham PGeo	- Councillor
	Joe Martignago	- Councillor
	Andy Mill PEng/Struct Eng	- Councillor
	Mark Porter PEng	- Councillor
	Ross Rettie PEng	- Councillor
Mike Waberski BCLS	- Councillor	
Guests	Dick Fletcher PEng	- APEGBC Director to Engineers Canada
Staff	Derek Doyle PEng	- CEO & Registrar
	Gill Pichler PEng	- Director, Registration
	Peter Mitchell PEng	- Director, Professional Standards & Development
	Janet Sinclair	- Director, Communications & Engagement
	Geoff Thiele LLB	- Director, Investigation & Discipline
	Fred Wylie CGA CMA CHRP	- Director, Internal Affairs
	Gilbert Larocque PEng	- Assoc. Dir. Professional Practice
	Deesh Olychick	- Assoc. Dir. Member Svces & Communications
Joanne Williamson	- Executive Assistant to Council (Recorder)	
<u>Regrets</u>	Michael Isaacson PEng PhD	- Councillor
	Vic Baker PEng	- Councillor

OPEN SESSION

CALL TO ORDER

Frank Denton PEng, President and Chair, called the meeting to order at 11:35 am. He advised that John Clague PGeo would act as the Membership Engagement Champion and Jeff Holm PEng, Vice President, would be the meeting parliamentarian.

CO-11-20 OPEN CONSENT AGENDA

MOTION It was moved and seconded that Items 8.1-8.5 on the Open Consent Agenda be approved.

CARRIED

The following motions were approved:

8.1 MOTION that the September 10, 2010 Open Meeting minutes be approved.

8.2 MOTION that the October 23, 2010 Open Meeting minutes be approved as corrected.

8.3 REGISTRATION COMMITTEE” MOTION that the new Canadian Council of Professional Geoscientists (CCPG) Knowledge Requirements be formally adopted effective January 1st, 2011 and that applicants be allowed to apply under either the new syllabus or current 2006 syllabus up until September 1st, 2014. After that date, only applications under the new syllabus requirements will be accepted.

8.4 Appointments/Nominations: MOTION that Council approve the recommended appointments and reappointments to APEGBC Committees and the nominations/appointments to external boards.

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Martin Gevers PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Craig Labas PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Mark Lawton PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Sean Liaw PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Leslie Peer PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Joel Schwartz PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Henry Touwslager PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Mike Wilson PEng	Building Envelope Committee	Gilbert Larocque	11/01/2010	10/31/2012
Bob Gerath PGeo	Practice Review Committee	Peter Mitchell	10/01/2010	10/01/2012
Sharlie Huffman PEng	Practice Review Committee	Peter Mitchell	09/12/2010	09/30/2012
Alan Brown MAIBC – for Appointment as Chair	AIBC/ APEGBC Certified Professional Program Specialist Designation Working Group	Gilbert Larocque	11/01/2010	09/30/2011
Emmanuel Domingo PEng	Building Codes Committee	Gilbert Larocque	01/01/2011	12/31/2012
Arash Masbough PEng	Registration Committee	Gillian Pichler	12/17/2010	12/31/2012
Steven Kuan PhD PEng	Registration Committee	Gillian Pichler	12/17/2010	12/31/2012
Claudio Arato PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2012
Bob Patrick PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2012
Philippe Kruchten PhD PEng	Registration Committee	Gillian Pichler	12/17/2010	12/31/2012
Michael Wrinch PhD PEng	Registration Committee	Gillian Pichler	12/17/2010	12/16/2012

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*WN (Neil) Brazier PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2012
*Troy Vassos PhD PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2011
*Neil Creighton PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2012
*Glenn Pellegrin PEng	Registration Committee	Gillian Pichler	11/1/2010	10/31/2011
Edward Randal Alexander PEng	Environmental Applications Committee	Gillian Pichler	12/17/2010	12/31/2012
Martin Paul Vogel PEng	Environmental Applications Committee	Gillian Pichler	12/17/2010	12/31/2012
Robert Albert Hall PhD PEng	Board of Examiners (Mining Examiner)	Gillian Pichler	12/17/2010	12/31/2012
Jennifer Black GIT	Sustainability Committee	Janet Sinclair	12/17/2010	12/31/2012
Rhonda Netzel PEng	Standing Awards Committee	Janet Sinclair	12/17/2010	12/31/2012
Balbir (Bob) Gill PEng	Mentoring Committee	Janet Sinclair	12/17/2010	12/31/2012
Antigone Dixon-Warren PGeo	Mentoring Committee	Janet Sinclair	12/17/2010	12/31/2012
Stella Chiu PEng	Editorial Board	Janet Sinclair	12/17/2010	12/31/2012
Julien Henley PEng	APEGBC/ABCFP Joint Practice Board	Peter Mitchell	12/17/2010	12/31/2011
RW (Bob) Parolin PEng	APEGBC/ABCFP Joint Practice Board	Peter Mitchell	12/17/2010	12/31/2011
Emmanuel Domingo PEng	Building Codes Committee	Gilbert Larocque	12/17/2010	12/31/2012
Bill May PEng	Building Codes Committee	Gilbert Larocque	12/17/2010	12/31/2012
Dr AG (Adrian) Chantler PEng	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
RF (Rick) Rodman PEng	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
CD (Dave) Sellars PEng	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
MC (Monica) Mannerstrom PEng	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
CT (Chris) Coles PEng	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
Dwain Boyer PEng – Ministry of Natural Resource Operations	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
Dwayne Meredith – Ministry of Public Safety and Solicitor General	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion
Jesal Shah PEng – Ministry of Natural Resource Operations	Internal Review Task Force for the APEGBC Guidelines for Legislated Flood Hazards and Risk Assessments in a Changing Climate	Peter Mitchell	12/17/2010	Until Completion

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Mike Bapty PEng	Nominating Committee	Geoff Thiele	12/17/2010	12/31/2011
Lindsay Bottomer PGeo	Nominating Committee	Geoff Thiele	12/17/2010	12/31/2011
Angus English PEng	Nominating Committee	Geoff Thiele	12/17/2010	12/31/2011

Individual	Outside Board or Committee	Term of Appointment
Michael Isaacson PhD PEng	CEAB	July 1, 2011 – June 30, 2014
Don Dobson PEng	Okanagan Water Stewardship Council of the Okanagan Basin Water Board	From Appointment - March 2012

Appointments of Council Members to Council Committees for 2010-2011:

	Term	Start Date	Expiry Date
Executive Committee – Membership: President, Immediate Past President, Vice President, One Member of Council			
Frank Denton PEng, President	mandated	Oct/10	Oct/11
Russ Kinghorn PEng, Past President	mandated	Oct/10	Oct/11
Jeff Holm PEng, Vice President	mandated	Oct/10	Oct/11
Mike Waberski BCLS	1 year	Dec/10	Dec/11
Governance Committee – Membership: Immediate Past President and up to 4 members of Council			
Russ Kinghorn PEng, Past President	mandated	Oct/10	Oct/11
Ana Fernandes CIM FCSI	1 year	Dec/10	Dec/11
Jeff Holm PEng	1 year	Dec/10	Dec/11
Joe Martignago	1 year	Dec/10	Dec/11
Ross Rettie PEng	1 year	Dec/10	Dec/11
Audit Committee – Membership: 5 Council with minimum 2 government appointees			
John Clague PGeo	1 year	Dec/10	Dec/11
Ana Fernandes CIM FCSI	1 year	Dec/10	Dec/11
Joan Hansen OD	1 year	Dec/10	Sept/11
Michael Isaacson PEng	1 year	Dec/10	Dec/11
Mike Waberski BCLS	1 year	Dec/10	Dec/11
Registration Committee – Membership: 4 Council, 1 serves as Chair (Council designates the Chair)			
Andy Mill PEng, Chair	1 year	Dec/10	Dec/11
Vic Baker PEng	1 year	Dec/10	Dec/11
Joan Hansen OD	1 year	Dec/10	Sept/11
Ross Rettie PEng	1 year	Dec/10	Dec/11
Note: Garth Kirkham PGeo was appointed in October 2010 for a one-year term and also acts as the Geoscience Liaison.			
Geoscience Committee – Membership: 2 Council			
John Clague PGeo	1 year	Dec/10	Dec/11
Note: Garth Kirkham PGeo was appointed in October 2010 for a one-year term.			
Professional Practice Committee – Membership: at least 2 Council, 1 serves as Chair (Council designates the Chair)			
Harlan Kelly PEng, Chair	1 year	Dec/10	Dec/11
Emily Cheung PEng	1 year	Dec/10	Dec/11
Mark Porter PEng	1 year	Dec/10	Dec/11
Nominating Committee – Membership: Immediate Past President			
Russ Kinghorn P.Eng, Past President	mandated	Oct/10	Oct/11
Building the Engineering and Geoscience Community Task Force			
Matt Cameron PEng		Dec/10	To completion
Mark Porter PEng		Dec/10	To completion

8.5 Revised Guide to Letters of Assurance in the BC Building Code:

MOTION that APEGBC Council endorse the Guide to the Letters of Assurance in the BC Building Code 2006, Edition 5, December 1, 2010 pending final legal and editorial review.

End of motions carried under approval of Consent Agenda.

CO-11-21 OPEN REGULAR AGENDA

MOTION **It was moved and seconded that the open meeting regular agenda be approved as circulated with the addition of Item 10.8 – Report on Building the Engineering & Geoscience Community Task Force.**
CARRIED

CO-11-22 EXECUTIVE COMMITTEE: JOINT TASK FORCES WITH THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS OF BC (ASTTBC)

Discussions between ASTTBC and APEGBC on areas of common interest have lead to development of two joint task forces designed for collaborative examination of mutual concerns. The APEGBC/ASTTBC Limited Licence Renewal Task Force will advise on an improved and more effective limited licence system. The ASTTBC/APEGBC P.Tech. Task Force will advise on proposed implementation of the designation “P.Tech.” in BC, taking into account the Alberta model. Both Task Forces are to bring their recommendations forward by March 2011. Council reviewed terms of reference for the two joint task forces.

MOTION 1 **It was moved and seconded that Council approve the formation of an APEGBC/ASTTBC Limited Licence Renewal Task Force and that the Terms of Reference be approved as circulated.**
CARRIED

MOTION 2 **It was moved and seconded that the following appointments to the APEGBC/ASTTBC Limited Licence Renewal Task Force be approved.**
 Paul Blanchard PEng, Chair
 Tom Hunt AScT EngL
 Doug Falkins EngL
 Andy Mill PEng/StructEng
CARRIED

MOTION 3 **It was moved and seconded that Council approve the formation of an ASTTBC/APEGBC P.Tech. Task Force and that the Terms of Reference be approved as circulated.**
CARRIED

MOTION 4 **It was moved and seconded that the following appointments to the ASTTBC/APEGBC P.Tech Task Force be approved:**
 Manley McLachlan BA, Chair
 Jeff Holm PEng
 Ron Rittich EngL
 Mike Wrinch PhD PEng
CARRIED

CO-11-23 REGISTRATION COMMITTEE: MEMORANDUM OF AGREEMENT WITH APEGGA
The agreement with the Association of Professional Engineers, Geoscientists and Geologists of Alberta sets out the method by which APEGGA and APEGBC propose to treat applicants from each other's jurisdictions and the plan for reconciliation of the scope formats and evaluative processes towards full mobility under the national Agreement on Internal Trade.

MOTION 1 It was moved and seconded that Council ratify the Memorandum of Agreement on Reconciliation of the APEGBC Limited Licence and APEGGA Professional Licensee designations and that the Chief Executive Officer be authorized to sign the agreement on behalf of APEGBC.
CARRIED

MOTION 2 It was moved and seconded that APEGBC send a copy of the agreement and progress report to the BC Ministries of Tourism, Trade and Investment and Regional Economic and Skills Development.
CARRIED

MOTION 3 It was moved and seconded that Paul Blanchard, Duncan Cook, Gary Faulkner and Andy Mill be thanked on behalf of APEGBC for their work in bringing the Memorandum of Agreement to fruition.
CARRIED

CO-11-24 REGISTRATION COMMITTEE: ENGLISH LANGUAGE COMPETENCE FOR PRACTICE POLICY

MOTION 1 It was moved and seconded that APEGBC revert to its former method of assessing English Language Competency (through an essay, comments of referees, and observations of interviewers) until the language instrument under development by Engineers Canada is available for consideration.
CARRIED

CO-11-25 GOVERNANCE COMMITTEE: REGISTRATION FAIRNESS PANEL REVISED TERMS OF REFERENCE
The Fairness Panel was created in 2007. Revisions to the terms of reference are consistent with general practices for APEGBC terms of reference, including a name change to the Registration Fairness Panel.

MOTION It was moved and seconded that Council approve the Registration Fairness Panel revised Terms of Reference as circulated.
CARRIED

CO-11-26 GOVERNANCE COMMITTEE: MODEL FOR STRUCTURING EXECUTIVE, FINANCE AND AUDIT COMMITTEES
The preferred model for inclusion of financial review duties is for a combined Executive and Finance Committee model, with a separate Audit Committee. The Governance Committee will be looking at Executive Committee structure and membership with recommendations to come forward to a future meeting.

CO-11-27 GOVERNANCE COMMITTEE: REVIEW OF THE EFFICIENCY AND EFFECTIVENESS OF APEGBC'S EXPENDITURES

A regular process of rotating departmental reviews by external reviewers is under development to examine programs, revenues and expenditures in depth as an addition to the current tools, policies and processes such as the Sustainable Financial Policy, budget process and APEGBC Balanced Scorecard.

MOTION It was moved and seconded that Council approve the concept of independent reviews of efficiency and effectiveness of APEGBC expenditures as recommended by the Governance Committee and refer to the Executive Committee for implementation.

CARRIED

It was suggested that the membership be informed through APEGBC communications media when the final process is fully developed to address member concerns for transparency and accountability following recent legislative changes that allow Council to set membership fees.

CO-11-28 2010 ANNUAL GENERAL MEETING CARRIED MOTIONS

The three member motions carried at the AGM are referred for examination and advice back to Council:

- consideration of an Engineering Matrix for new applicants – referred to the Registration Committee.
- presentation to the membership of the May 2009 Declaration from the Engineers Summit in Montreal – referred to the Director, Communications and Engagement.
- consideration of developing an annual plan to monitor and report upon greenhouse gases resulting from the business operations of the Association – referred to the CEO.

Actions taken by Council on the motions will be reported in the 2010-2011 Annual Report.

MOTION It was moved and seconded that Council approve the recommended actions regarding the carried AGM member motions.

CARRIED

CO-11-29 PRACTICE REVIEW SELECTION

Under the revised Practice Review Selection Percentage Guidelines the random selection of Professional Geologists for practice review will include a maximum of five Professional Geologists providing services to companies that trade on Over the Counter Bulletin Board (OTCBB) and "Pink Sheets." This year's Practice Review Program calls for a total of 200 PEng and PGeo members to be randomly selected for practice reviews.

MOTION It was moved and seconded that APEGBC Council approve the revised Selection Percentage Guideline Areas of Practice so that some Professional Geoscientists working for companies that trade on the OTCBB and Pink Sheets market can be randomly selected for a Practice Review.

CARRIED

CO-11-30 COMPLAINT PROCEDURE

Council reviewed and approved revisions to the procedure for members of the public to make complaints to the Association about its members and license holders (as governed by the *Engineers and Geoscientists Act*). The revisions clarify that the decision-making function is in the hands of the Investigation and Discipline Committees. In addition, the process has been tightened to disengage complaint handling from areas of opposing parties' legal claims or litigations.

MOTION **It was moved and seconded that Council approve the revised Complaint Procedure for publication and distribution, subject to final editorial review.**

CARRIED

CO-11-31 PROFESSIONAL RELIANCE REGULATION POSITION PAPER

A position paper was developed upon the recommendation of the Professional Renewal Task Force to create understanding at government ministries and agencies of the implications of current and potential legislation that enables unregistered practice and the need to consult with APEGBC and others on demand-side legislation that involves the engineering and geoscience professions. There is concern that demand-side legislation can put the public at risk if the competencies required to perform the work are not considered and addressed.

MOTION **It was moved and seconded that the Position Paper on Professional Reliance Regulation be approved for publication, subject to editing and legal review.**

CARRIED

CO-11-32 ORGANIZATIONAL QUALITY MANAGEMENT (OQM) TASK FORCE RECOMMENDATIONS

Council reviewed the report of a recent pilot project for the implementation of a voluntary organizational professional risk management and quality assurance program. The pilot project is considered highly successful with many organizations indicating interest in participating as a value-added program for their operations. Council agreed to establish a Council appointed committee to oversee development of an Organizational Quality Management Manual and implementation plan for the program.

MOTION 1 **It was moved and seconded that Council establish the APEGBC Organizational Quality Management Committee as a standing committee appointed by Council which reports to the Professional Practice Committee. It is to include representation from organizations within the various sectors identified in the OQM Pilot Project Report. This committee is to consider the recommendations in the OQM Report while directing the development, implementation and management of an APEGBC administered voluntary Organizational Quality Management Program.**

CARRIED

MOTION 2 It was moved and seconded that in response to the letter dated November 29, 2010 in which the CEBC Board gave its conditional support and approval for the OQM Program, APEGBC staff is directed to respond to the 7 assurances requested by the CEBC Board in a manner which is consistent with the OQM Pilot Project Report and the Report of the Professional Renewal Task Force.
CARRIED

MOTION 3 It was moved and seconded that Council stand down the OQM Task Force with a note of appreciation from Council to the members of the Task Force for their excellent work.
CARRIED

CO-11-33 MEMBER SATISFACTION SURVEY
1,804 member responses were received for the member satisfaction survey carried out in November 2010. In general (90%) respondents were satisfied or very satisfied in almost all cases. There are high levels of satisfaction with the APEGBC website, Innovation magazine and interaction with APEGBC staff. The lowest levels of satisfaction are with access to Council, Council consideration of member input and the process for initiating complaints. This feedback will be utilized to distinguish areas for improvement.

MOTION It was moved and seconded that the APEGBC Member Satisfaction Survey be repeated in the fall of 2012.
CARRIED

CO-11-34 BRANCH REPRESENTATIVES 2010 FALL MEETING CARRIED MOTIONS
Two motions came forward to Council for consideration from the October 22, 2010 Branch Representatives meeting.

MOTION 1 It was moved and seconded that Council directs staff to prepare a report for the February Council meeting outlining current AGM travel subsidies and costs of reinstating pre-2009 levels of funding.
CARRIED

MOTION 2 It was moved and seconded that Council directs the Director of Registration to explore the value of a requirement to make volunteer hours a requirement to become a professional engineer or geoscientist, and provide a recommendation to Council at a future Council meeting.
DEFEATED

The issue of how to best provide support for Branch endeavours and member engagement through the Branches is a continuing concern for Council and will be brought forward to future meetings.

CO-11-35 ENVIRONMENT COMMITTEE: NATIONAL GUIDELINE ON ENVIRONMENT AND SUSTAINABILITY

MOTION It was moved and seconded that Council adopts the National Guideline on Environment and Sustainability with the necessary changes to include professional geoscientists.

the motion was not voted upon

MOTION It was moved and seconded to defer the above issue and to refer to relevant committees for comment.
CARRIED

CO-11-36 INFORMATION ONLY REPORTS (OPEN)

- **Financial Report**
- **Geoscientists Canada Report**
- **Engineers Canada Report:** Dick Fletcher PEng, APEGBC Director to Engineers Canada, advised that Engineers Canada is implementing recent bylaw revisions and has approved their 2011 operating budget.
- **Compensation Survey:** also recently published in the November-December issue of *Innovation*.
- **2010 APEGBC Conference and AGM Survey:** successful conference and AGM. Survey feedback will be utilized in planning the next conference.
- **2009-2011 Work Plan Status Report:** all Work Plan items are on schedule.
- **President's and Vice President's Reports:** a record of activities for the President and Vice President. During this report, the issue of letters to the editor of *Innovation* was discussed and, subsequently, a motion made as follows:

MOTION It was moved and seconded that staff and the Editorial Board be asked to develop a policy for publication of letters in *Innovation* and possibly on the APEGBC website.
CARRIED

- **Building the Engineering & Geoscientist Community Task Force Report:** Emily Cheung PEng, Chair of the Task Force, provided a presentation on the key workplan elements for the work ahead. Target groups of emerging disciplines have been identified for future interactions with the goal of increasing registrations or licenses in those areas.

CO-11-37 MEETING MEMBERSHIP ENGAGEMENT CHAMPION - COMMENTS ON THE OPEN MEETING

John Clague PEng, Membership Engagement Champion for the meeting and other Council members commented as follows:

- the recent member satisfaction survey indicates a fairly high level of satisfaction with the running of APEGBC by staff, Executive, and Council. A minority of members, however, have expressed concerns. Council and Executive should strive to address those concerns.
- the request for a policy to be developed for *Innovation* "Letters to the Editor" and the possible posting of letters on the APEGBC website should consider members' interests, i.e. it should provide a mechanism for members to more easily raise concerns about the Association.

- development of a process for the review of the efficiency and effectiveness of APEGBC's expenditures by an independent body provides an opportunity for Council to demonstrate responsiveness to members' concerns.
- revisions to APEGBC's Complaint Procedure should always incorporate member consultation.
- the Branch motion that was defeated (regarding requiring mandatory volunteer participation in Branch activities as a requirement for professional registration) is an indication of a need for Council to make it a priority to consider how we can energize and support the Branches.

END OF OPEN SESSION

The meeting ended at 3:25 pm.

Minutes approved at Council Meeting of 11 February 2011 – CO-11-48.