

MINUTES OF THE OPEN SESSION OF THE SEVENTH MEETING OF THE 2009/2010 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on SEPTEMBER 10, 2010 in the LARGE BOARDROOM, APEGBC OFFICES, 4010 REGENT STREET, BURNABY, BC.

**Present**

<b>Council</b>	Russ Kinghorn PEng MBA	- President (Chair)
	Margaret Li PhD PEng	- Past President
	Frank Denton PEng	- Vice-President
	John Clague PGeo PhD	- Councillor
	Emily Cheung PEng	- Councillor
	Ana Fernandes CIM FCSI	- Councillor
	Joan Hansen OD	- Councillor
	Jeff Holm PEng	- Councillor
	Bob Patrick PEng	- Councillor
	Ross Rettie PEng	- Councillor (arrived 11:40 am)
	Kevin Turner PEng	- Councillor
	Harlan Kelly PEng	- Councillor
	Michael Isaacson PEng PhD	- Councillor
	Mike Waberski BCLS	- Councillor
Mike Wrinch PEng PhD	- Councillor	
<b>Staff</b>	Derek Doyle PEng	- Executive Director & 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
	Megan Archibald	- Mgr, Communications & Stakeholder Engagement
Joanne Williamson	- Executive Assistant to Council (Recorder)	
<b><u>Regrets</u></b>	Claudia Ng PEng	- Councillor
	Joe Martignago	- Councillor

**OPEN SESSION**

CALL TO ORDER, OPENING REMARKS, INTRODUCTIONS

Russ Kinghorn PEng, President and Chair, called the meeting to order at 10:45 am. He advised that Vice President Frank Denton PEng would act as parliamentarian for the meeting and Councillor Mike Wrinch PEng would fill the role of Member Engagement Champion.

CO-10-133 OPEN CONSENT AGENDA

**MOTION It was moved and seconded that Items 8.1-8.3 and 8.5 on the Open Consent Agenda be approved.  
CARRIED**

Motions approved via the Open Consent Agenda:

- (Item 8.1) MOTION to approve the August 9, 2010 Open Minutes.
- (Item 8.2) Appointments/Nominations – MOTION that Council approve the recommended appointments and reappointments to APEGBC Committees and the nominations/appointments to external boards.

<b>Individual</b>	<b>APEGBC Committee or Task Force</b>	<b>Staff Contact</b>	<b>Start Date</b>	<b>Expiry Date</b>
Alex McGowan, P.Eng.	Practice Review Committee	P. Mitchell	08/09/2010	08/09/2012
Fadi Ghorayeb, P.Eng.	Consulting Practice Committee	G. Laroque	07/01/2010	07/01/2012
Thomas Leung, P.Eng.	Building Codes Committee	G. Laroque	06/30/2010	06/30/2012
Tony Mikes, P.Eng.	Investigation Committee	G. Thiele	09/09/2010	09/09/2012
Armando Abello, P.Eng.	Civil Applications Committee	G. Pichler	09/10/2010	09/10/2012
Scott Campbell, P.Eng.	Civil Applications Committee	G. Pichler	09/10/2010	09/10/2012
William Purdy, P.Eng.	Civil Applications Committee	G. Pichler	09/10/2010	09/10/2012
Herbert William Argent, P.Eng.	Forest Applications Committee	G. Pichler	09/10/2010	09/10/2012
Serban Ivan, P.Eng.	Mechanical Applications Committee	G. Pichler	09/10/2010	09/10/2012
Stephen Karrer O'Leary, PhD,P.Eng.	Electrical Applications Committee	G. Pichler	09/10/2010	09/10/2012
Stephen Karrer O'Leary, PhD,P.Eng.	Engineering Physics Applications Committee	G. Pichler	09/10/2010	09/10/2012
Bill Gilmartin, P.Eng.	Council Election and Bylaw Vote Scrutineer	J. Sinclair	09/10/2010	10/23/2010
Paul Blanchard, P.Eng.	Council Election and Bylaw Vote Scrutineer	J. Sinclair	09/10/2010	10/23/2010
Dennis McJunkin, P.Eng.	Council Election and Bylaw Vote Scrutineer	J. Sinclair	09/10/2010	10/23/2010
Mike Currie, P.Eng.	Standing Awards Committee	J. Sinclair	09/10/2010	10/23/2012
Ian Rokeby, P.Eng.	Standing Awards Committee	J. Sinclair	09/10/2010	09/10/2012
Doug VanDine P.Eng./P.Geo.	Chair, Standing Awards Committee	J. Sinclair	09/10/2010	09/10/2012

<b>Individual</b>	<b>Outside Board or Committee</b>	<b>Term of Appointment</b>
Mike Wrinch PEng	APEGBC Liaison to the Institute of Electrical and Electronic Engineers	Sept 10, 2010 to Sept 9, 2012

- (Item 8.3) Engineers Canada Changes to EC By-Laws – MOTION that Council authorizes the Directors M. Li and D. Fletcher to communicate our support for the new by-laws conveyed to us on August 18, 2010, AND, that

Council authorizes the Directors to choose which voting option they feel is best for the overall good of Engineers Canada.

- (Item 8.5) MOTION that the Policy for Reduction or Remission of Annual Dues (Hardship) be approved, to incorporate an option for fee deferral via an application to the Director, Registration, effective January 1, 2011 subject to approval of the non-practising bylaw by the membership.

CO-10-134 OPEN REGULAR AGENDA

**MOTION** It was moved and seconded that the Open Regular Agenda be approved as circulated with the additions of 8.4 and 8.6 from the Consent Agenda.  
**CARRIED**

CO-10-135 REVISED APEGBC PRIVACY POLICY (Item 8.4 on Consent Agenda)  
It was clarified that APEGBC does not disclose member information to affinity partners.

**MOTION** It was moved and seconded that Council approve the revised APEGBC Privacy Policy.  
**CARRIED**

CO-10-136 COUNCIL MEETING SCHEDULE 2011/2012 (Item 8.6 on Consent Agenda)  
Dates on the proposed schedule were corrected verbally. The corrected schedule will be circulated and posted.

**MOTION** It was moved and seconded that Council approve the following change to the meeting schedule for the 2010/2011 Council year: addition of Planning Session, September 22-24, 2011.  
**CARRIED**

**MOTION** It was moved and seconded that Council approve in principle the amended Council meeting schedule from October 2011 up to December of 2012.  
**CARRIED**

CO-10-137 AUDIT COMMITTEE – PRESENTATION OF AUDITED FINANCIAL REPORTS  
Joan Hansen OD, Chair of the Audit Committee provided details of the audited financial statements as recommended for approval by the Audit Committee.

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

**MOTION** It was moved and seconded that Council approve the audited APEGBC Financial Statements for the 2009/2010 fiscal year ending June 30, 2010.  
**CARRIED**

**MOTION** It was moved and seconded that the President and the Executive Director and Registrar be authorized to sign the fiscal 2009/2010 Financial Statements on behalf of Council.  
**CARRIED**

**MOTION** 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, 2011 be approved for final approval at the Annual General Meeting, October 23, 2010.  
**CARRIED**

CO-10-138 BALANCED SCORECARD (SCHEDULED WORK PLAN ITEM)  
Council reviewed the balanced scorecard line by line and suggested refinements for future targets.

**MOTION** It was moved and seconded that Council accept the Balanced Score Card report for 2009/2010 and authorize its publication on the website.  
**CARRIED**

**MOTION** It was moved and seconded that Council accepts the proposed targets for June 2011 with the target on Line 26 changing to 2500 and on Line 27 changing to 30%, and the discontinuance of two performance measures.  
**CARRIED**

CO-10-139 BENCHMARKING  
APEGBC has developed a benchmarking comparison with some sister associations across Canada based on publicly available data. It was noted that since APEGBC has an extensive continuous professional development program, staffing levels were adjusted accordingly. Suggestions were made for further refinements to the comparison chart for future, for example, Revenue per Staff Member (Full Time Equivalents).

**MOTION** It was moved and seconded that Council accepts the Benchmark Information report as meeting their current expectations.  
**CARRIED**

Ross Rettie PEng, entered the meeting.

CO-10-140 COST EFFECTIVENESS  
Following on the benchmarking exercise, Council discussed carrying out a focused value-for-money review. A time frame will be developed for the review.

**MOTION** It was moved and seconded that Council ask the Executive Committee to take a phased approach to examining and reporting on staffing levels in major departments and the cost effectiveness of the IT function once current upgrading is concluded.  
**CARRIED**

CO-10-141 JOB DESCRIPTION AND TITLE CHANGE - EXECUTIVE DIRECTOR & REGISTRAR

**MOTION** It was moved and seconded that, effective following Council ratification, the working title for the roles defined in legislation as “executive director” and “registrar” be Chief Executive Officer (CEO).  
**CARRIED**

**MOTION** It was moved and seconded that the Chief Executive Officer Job Description dated July 26, 2010 be approved to replace the existing position description for the executive director and registrar.  
**CARRIED**

NOVEMBER 18-20, 2010 PLANNING SESSION - DRAFT AGENDA

In preparation for their November 18-20, 2010 Planning Session, Council reviewed the draft agenda and suggested additions and refinements. The Strategic Service Plan will be a major focus. Newly elected Council members will be polled for their specific interests.

CO-10-142 REGISTRATION POLICY & GUIDELINE RECOMMENDATIONS

The yearly review of registration policy recommendations was presented to Council by Mike Wrinch PEng, Chair of the Registration Committee. The following seven motions were reviewed and discussed individually.

CO-10-142-1 EXPERIENCE GUIDELINE FOR SALES ENGINEERING EXPERIENCE

**MOTION** It was moved and seconded that the Experience Guideline for Sales Engineering Experience be approved.  
**CARRIED**

CO-10-142-2 POLICY TO TREAT AN EXISTING APPLICANT AS A NEW APPLICANT

A successful one-year pilot of this policy was completed in August 2010. The policy applies to applicants who have been under review for an extended time and request to be considered as a new applicant.

**MOTION** It was moved and seconded that the Policy: “Treat an Existing Applicant as a New Applicant” be approved.  
**CARRIED**

CO-10-142-3 REVISED POLICY ON REFEREES AND REFERENCES

**MOTION** It was moved and seconded that the revised Policy on Referees and References be approved.  
**CARRIED**

CO-10-142-4 REGISTRATION CONFLICT OF INTEREST AND IMPARTIALITY POLICY

**MOTION** It was moved and seconded that the Registration Conflict of Interest and Impartiality Policy be approved.  
**CARRIED**

CO-10-142-5 POLICY ON POSTPONEMENT OF AN INTERVIEW BY THE APPLICANT AND EXPEDITED DECISION MAKING

The policy was amended at the meeting to remove the criteria for a time frame from the date of the original invitation by APEGBC.

**MOTION** It was moved and seconded that the Policy on Postponement of an Interview by the Applicant and Expedited Decision Making be approved as amended.  
**CARRIED**

CO-10-142-6 MISREPRESENTATION AND NON-DISCLOSURE POLICY

**MOTION** It was moved and seconded that the Misrepresentation and Non-Disclosure Policy be approved.  
**CARRIED**

CO-10-142-7 POLICY ON LEGAL NAMES AND DEGREE NAMES

**MOTION** It was moved and seconded that the Policy on Legal Names and Degree Names be approved.  
**CARRIED**

CO-10-143 REVIEW OF REQUIREMENT FOR SEPARATE FINANCE COMMITTEE

**MOTION** It was moved and seconded that Council reaffirm the role of the Executive Committee acting in the capacity of the Finance Committee for APEGBC.  
**MOTION POSTPONED INDEFINITELY**

**MOTION** It was moved and seconded that the issue of a separate Finance Committee be further considered by the Governance Committee.  
**CARRIED**

Council debated the benefits and risks of various governance models to ensure transparency, accountability and depth of knowledge are incorporated throughout the budget and the audit processes. The issue was referred back to the Governance Committee for further consideration.

CO-10-144 REVISED NOMINATING COMMITTEE TERMS OF REFERENCE

Changes to the Nominating Committee Terms of Reference were proposed to allow for longer terms of appointment and deal with housekeeping issues in consistency with *The Act and Bylaws* of the Association.

**MOTION** It was moved and seconded to approve the revised Nominating Committee Terms of Reference.  
**CARRIED**

CO-10-145 CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE

In April 2010 the Continuing Professional Development (CPD) Committee conducted a survey of APEGBC membership regarding CPD guidelines. One of the requests from members was to have a program harmonized with other Canadian jurisdictions and to add work-based learning, similar to the

requirements of the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).

**MOTION**     **It was moved and seconded that the CPD guideline be amended to align with the requirements of the APEGGA CPD Guideline.**  
**CARRIED**

CO-10-146     CLIMATE CHANGE TASK FORCE REPORT - CONSULTATION WITH COMMITTEES  
The Climate Change Task Force Report received by Council at their February 5, 2010 meeting was subsequently referred to a number of committees and divisions for comment. Council reviewed the results of this consultation and made the following decisions based upon recommendations from the Committee.

CO-10-146-1   CLIMATE CHANGE AND ADAPTATION ADVISORY GROUP

**MOTION**     **It was moved and seconded that Council establish a Climate Change and Adaptation Advisory Group and refer drafting of the Terms of Reference to the Governance Committee.**  
**CARRIED**

CO-10-146-2   CONTINUING EDUCATION AND INFORMATION ON CLIMATE CHANGE AND ADAPTATION

**MOTION**     **It was moved and seconded that Council encourage the education of members about climate change adaptation and mitigation through CPD seminars, articles in Innovation and practice guidelines.**  
**CARRIED**

CO-10-146-3   ENGAGEMENT THROUGH GOVERNMENT RELATIONS

**MOTION**     **It was moved and seconded that Council engage in government relations activities on climate change adaptation and mitigation issues when the issue impacts the practices of professional engineering and geoscience.**  
**CARRIED**

CO-10-146-4   REFERRAL TO REGISTRATION COMMITTEE FOR COORDINATION WITH REGISTRATION PROCESS

**MOTION**     **It was moved and seconded that Council refers to the Registration Committee for further consultation and examination, the possible inclusion of climate change adaptation and/or mitigation as a work experience and knowledge requirement for registration.**  
**CARRIED**

A suggestion was made to inform the Geosciences Committee of work done in this regard.

CO-10-146-5 REFERRAL TO PROFESSIONAL PRACTICE COMMITTEE

**MOTION** It was moved and seconded that Council refers to the Professional Practice Committee for further consideration making climate change adaptation and/or mitigation a possible addition to practice guidelines.  
**CARRIED**

CO-10-146-6 CLIMATE CHANGE TASK FORCE REPORT

**MOTION** It was moved and seconded that Council directs staff to post the Climate Change Task Force report on the APEGBC website.  
**CARRIED**

CO-10-147 **INFORMATION ONLY REPORTS (OPEN)**

- **Council Work Plan Review:** on schedule with some revisions to be made to timelines for reporting from the Building the Engineering & Geoscience Community Task Force.
- **Building the Engineering & Geoscience Community: Task Force Status Report:** Emily Cheung PEng, Chair of the Task Force, provided a verbal update. The Task Force has met to review target groups for engaging stakeholders. Reports will come forward as work is completed.
- **Geoscientists Canada (GC) Director's Report:** the report from Lindsay Bottomer PGeo, APEGBC Director to GC, was reviewed.
- **Engineers Canada (EC) Directors Report:** Margaret Li PEng, APEGBC Director to EC, advised that the Directors will be attending meetings in early October to finalize new bylaws for EC.
- **2010 Annual Conference and AGM:** the schedule was reviewed. Council requested that the Students' meeting and Branch Representative meeting be scheduled sequentially so that Council members can attend both.

CO-10-148 COMMENTS OF MEETING MEMBERSHIP ENGAGEMENT CHAMPION

Mike Wrinch commented that member concerns were front and centre on all issues throughout the meeting. For example, the Continuing Professional Development recommendation to align with APEGGA guideline requirements was a direct result of member requests. Transparency and accountability to members was the primary focus of a discussion of governance concerns in regards to consideration of establishment of a separate finance committee. It was suggested that a survey of where members stand on climate change might be considered for the future.

**END OF OPEN SESSION**

The meeting ended at 2:30 pm.

Minutes approved at Council meeting of 17 December 2011 – CO-11-20.