

MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING OF THE 2010/2011 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on APRIL 1, 2011, in the 2<sup>ND</sup> FLOOR LARGE BOARDROOM, APEGBC OFFICES, BURNABY, BC.

**Present**

<b>Council</b>	Frank Denton PEng	- President (Chair)
	Russ Kinghorn PEng	- Past President
	Jeff Holm PEng	- Vice President
	Vic Baker PEng	- Councillor
	Emily Cheung PEng	- Councillor
	Ana Fernandes CIM FCSI	- Councillor
	Joan Hansen OD	- Councillor
	Michael Isaacson PEng PhD	- Councillor
	Harlan Kelly PEng	- Councillor
	Andy Mill PEng/StructEng	- Councillor (arr 12 noon)
	Mark Porter PEng/StructEng	- Councillor
	Ross Rettie PEng	- Councillor
	Mike Waberski BCLS	- Councillor
<b>Guests</b>	Margaret Li PEng PhD	- APEGBC Director to Engineers Canada (via Telecon)
	Dave Rutherford ASCT BCLS CLS	- Secretary Treasurer, Applied Science Technologists & Technicians of BC (ASTTBC)
	Keith Trulson ASCT	- ASTTBC Representative, Limited Licence Renewal Task Force
	Jason Jung ASCT	- Manager, Technology Careers, ASTTBC
	Paul Blanchard PEng	- APEGBC Representative and Chair, Limited License Renewal Task Force; and Registration Fairness Panel
	John Watson PEng	- Registration Fairness Panel
	Brian Brassington PGeo	- Chair, Division of Environmental Professionals
<b>Staff</b>	Derek Doyle PEng	- CEO & Registrar
	Janet Sinclair	- Chief Operating Officer
	Gill Pichler PEng	- Director, Registration
	Joanne Williamson	- Executive Assistant to Council (Recorder)
<b>Staff Attending as Required</b>	Peter Mitchell PEng	- Director, Professional Standards & Development
	Geoff Thiele LLB	- Director, Legislation, Ethics and Compliance
	Fred Wylie CGA CMA CHRP	- Director, Internal Affairs
	Jennifer Cho CGA	- Assoc. Dir. Finance & Admin. Services
	Gilbert Larocque PEng	- Assoc. Dir. Professional Practice
	Deesh Olychick	- Assoc. Dir. Member Services
	Megan Archibald	- Assoc. Dir. Comm. & Stakeholder Engagement
Vincent Lai CGA	- Manager of Accounting	
<b><u>Regrets</u></b>	Matt Cameron PEng	- Councillor
	John Clague PGeo PhD	- Councillor
	Garth Kirkham PGeo	- Councillor
	Joe Martignago	- Councillor

**OPEN SESSION**

CALL TO ORDER

Frank Denton PEng, President and Chair, called the meeting to order at 11:10 am. He advised that Emily Cheung PEng would act as the Membership Engagement Champion and Jeff Holm PEng, Vice President, would be the meeting parliamentarian.

The following guests were welcomed: Dave Rutherford ASCT, BCLS, CLS., Secretary-Treasurer of the Applied Sciences Technicians and Technologists of BC (ASTTBC); Keith Trulson ASCT, ASTTBC Representative to the Limited Licence Renewal Task Force; Jason Jung ASCT, Manager, Technology Careers, ASTTBC; Paul Blanchard PEng, APEGBC Representative and Chair of the Limited License Renewal Task Force and also attending to provide a report on the Registration Fairness Panel; John Watson PEng, Registration Fairness Panel; and Brian Brassington PGeo, Chair, Division of Environmental Professionals. Dr. Margaret Li PEng, Former President of APEGBC and APEGBC Director to Engineers Canada attended via teleconference.

CO-11-72 OPEN CONSENT AGENDA

The Chair advised that item 7.3 had been removed from the agenda.

**MOTION** **It was moved and seconded that Items 7.1, 7.2, 7.4 and 7.5 on the Open Consent Agenda be approved.**  
**CARRIED**

The following motions were approved:

**7.1 MOTION** that the February 11, 2011 Open Meeting minutes be approved.

**7.2 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
Paul Adams PEng	Discipline Committee	G. Thiele	May 13, 2011	May 13, 2013
Paul Blanchard PEng	Discipline Committee	G. Thiele	May 13, 2011	May 13, 2013
Neil Cumming PEng	Discipline Committee	G. Thiele	May 13, 2011	May 13, 2013
John Pao PEng/StructEng	Investigation Committee	G. Thiele	May 13, 2011	May 13, 2013
Brennan Anstey PEng	Sustainability Committee	J. Sinclair	Apr 1, 2011	Apr 1, 2013
Mark Porter PEng/StructEng	Sustainability Committee	J. Sinclair	Apr 1, 2011	Apr 1, 2013
Karim Hirji PEng	Editorial Board	J. Sinclair	Apr 1, 2011	Apr 1, 2013
Megan Leslie PEng	Editorial Board Chair	J. Sinclair	Apr 1, 2011	Apr 1, 2013

Individual	Outside Board or Committee	Term of Appointment
R.N. (Bob) Heikkila PEng	District of North Vancouver Advisory Design Panel	Jan 1, 2011 – Dec 31, 2012
Kenneth Goosen PEng	Vancouver Airport Authority Board	May 1, 2011 – May 31, 2014

**7.4 MOTION** that Council ratify the agreement, signed on October 5, 2010, between the Engineers Canada and the Texas Board of Professional Engineers.

**7.5 OQM Committee Terms of Reference: MOTION** that Council approve the Terms of Reference for the Organizational Quality Management Committee.

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

CO-11-73 OPEN REGULAR AGENDA

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

CO-11-74 EXECUTIVE COMMITTEE: TERMS OF REFERENCE FOR THE WORKING GROUP ON SELECTION PROCESS FOR DIRECTORS TO ENGINEERS CANADA AND GEOSCIENCE CANADA

The Executive Committee recommended a short-term working group be established from among members with Engineers Canada experience to review and update the policy on making appointments of Directors to Engineers Canada.

**MOTION** **It was moved and seconded that Council approve the Terms of Reference for the Working Group on Selection Process for Directors to Engineers Canada and Geoscience Canada.**  
**CARRIED**

**MOTION** **It was moved and seconded that the appointments of Dick Fletcher PEng, Colin Smith PEng, and Phil Sunderland PEng to the Working Group on Selection Process for Directors to Engineers Canada and Geoscience Canada be confirmed.**  
**CARRIED**

CO-11-75 DIVISION REPORT: DIVISION OF ENVIRONMENTAL PROFESSIONALS (DEP) – (Scheduled Work Plan Item)

Bryan Brassington PGeo, Chair, Division of Environmental Professionals provided an update on activities of the division. Key areas of interest for this group are continuing professional development and review of guidelines and policies related to environmental matters. Continuing information on DEP is available through their newsletters accessed through the APEGBC website.

Bryan Brassington was thanked for the presentation and left the meeting.

CO-11-76 REPORT OF THE APEGBC/ASTTBC LIMITED LICENCE RENEWAL TASK FORCE  
Paul Blanchard, PEng, Chair of the Task Force, and Keith Trulson, ASCT, ASTTBC Task Force member, were introduced. Paul Blanchard presented the findings and recommendations of the report and responded to questions. It was noted that recommendations to simplify the structure of basic standard scopes of practice along with streamlining of the application process will greatly improve the system. In addition, there are recommendations for improved and appropriate recognition by municipalities of Limited Licencees.

**MOTION** **It was moved and seconded to receive the report of the APEGBC/ASTTBC Limited Licence Renewal Task Force with thanks to the Task Force and to examine its recommendations following the Joint Executive meeting with ASTTBC.**  
**CARRIED**

The Task Force was thanked for their work on the recommendations and completing their work within a very short timeframe.

CO-11-77      REPORT OF THE ASTTBC/APEGBC P.TECH TASK FORCE  
Jeff Holm PEng, APEGBC member of the Task Force reviewed the report of the Task Force. Several meetings were held over a two-month period, including a joint meeting with the APEGBC/ASTTBC Limited Licence Renewal Task Force. Consensus was reached on features, tenets and principles for developing a legislative, qualification and scope model. Within the tight timeframes of the Task Force Terms of Reference not all of the desired deliverables could be completed and it is recommended the two associations continue to work together.

**MOTION      It was moved and seconded to receive the report of the ASTTBC/APEGBC P.Tech. Task Force with thanks to the Task Force and to examine its recommendations following the Joint Executive meeting with ASTTBC.**  
**CARRIED**

The Task Force was thanked for their work. Keith Trulson and Jason Jung left the meeting.

CO-11-78      REPORT OF THE REGISTRATION FAIRNESS PANEL  
Paul Blanchard PEng and John Watson PEng of the Registration Fairness Panel, presented the Panel report for 2010/2011. Between March 2010 and February 2011, the Panel reviewed 27 appeals and their recommendations were brought forward to the Registration Committee.

**MOTION      It was moved and seconded that Council accepts the report of the Registration Fairness Panel.**  
**CARRIED**

Council members expressed great appreciation for the work of the members of the Fairness Panel in providing an effective, independent and fair process that serves the applicants for membership and members of APEGBC. John Watson and Paul Blanchard were applauded and left the meeting.

CO-11-79      GOVERNANCE COMMITTEE: TERMS OF REFERENCE FOR THE CLIMATE CHANGE & ADAPTATION ADVISORY GROUP

**MOTION      It was moved and seconded that Council approves the Terms of Reference for the Climate Change & Adaptation Advisory Group.**  
**CARRIED**

It was noted that the Governance Committee will review the terms of reference of the advisory group on a regular basis to ensure it is functioning as intended to provide advice to Council.

CO-11-80      GOVERNANCE COMMITTEE: TERMS OF REFERENCE FOR THE AIBC/APEGBC JOINT PRACTICE BOARD

The terms of reference for the Joint Practice Board were developed in partnership with the Architectural Institute of BC.

**MOTION      It was moved and seconded that Council approves the Terms of Reference for the Architectural Institute of BC (AIBC)/APEGBC Joint Practice Board.**  
**CARRIED**

CO-11-81 GOVERNANCE COMMITTEE: TERMS OF REFERENCE FOR THE AIBC/APEGBC JOINT STRATEGY BOARD

The terms of reference for the Joint Strategy Board were developed in partnership with the Architectural Institute of BC.

**MOTION It was moved and seconded that Council approves the Terms of Reference for the Architectural Institute of BC (AIBC)/APEGBC Joint Strategy Board.  
CARRIED**

CO-11-82 GOVERNANCE COMMITTEE: REVISED TERMS OF REFERENCE FOR THE GOVERNANCE COMMITTEE

Recommendations from the Governance Committee review confirmed retaining the CEO as a voting member of the Committee and established the appointment of the Chair by Council upon recommendation of the Committee. It was clarified that the Term of Office will be one year, renewed annually after Council elections.

**MOTION It was moved and seconded that Council approves the revised Terms of Reference for the Governance Committee.  
CARRIED**

CO-11-83 GOVERNANCE COMMITTEE: ELECTION PROCEDURE FOR EXECUTIVE COMMITTEE MEMBERS AT LARGE

Council agreed the election of the two members at large (one a government appointee) to the Executive Committee would be held by paper ballot with a call for nominations made prior to the Council meeting when the election will occur. The election will normally be held at the December Council meeting.

**MOTION It was moved and seconded that Council approves the election procedure for Executive Committee members at large as recommended by the Governance Committee with the election to be held at the December Council meeting.  
CARRIED**

Notice was given that there will be an election held at the May 13, 2011 Council meeting to bring Executive Committee membership into compliance with the revised terms of reference as approved February 11, 2011.

CO-11-84 GOVERNANCE COMMITTEE: ADDITIONS TO THE ELECTION POLICY

Information was added to the Election Policy to clarify the use by candidates of statements of awards and honours that they have received and to ensure that listed candidate activities are either past or current.

**MOTION It was moved and seconded that Council approves the additions to the Election Policy as circulated.  
CARRIED**

CO-11-85 COUNCIL WORK PLAN UPDATE

Council reviewed and discussed some minor adjustments to the Work Plan schedule. The Work Plan is based on priorities set at the Council Planning Session to guide work needed to achieve delivery of the Strategic Plan.

**MOTION**      **It was moved and seconded that Council approve the updated Work Plan and report.**  
**CARRIED**

CO-11-86      ENFORCEMENT STRATEGY (SCHEDULED WORK PLAN ITEM)  
Council reviewed and discussed initiatives of the Enforcement Strategy approved in April 2010, particularly to establish the capabilities to detect and identify unregistered practice.

**MOTION**      **It was moved and seconded that that Council approve the Enforcement Strategy for July 2011 to June 2013.**  
**CARRIED**

CO-11-87      BYLAWS FOR 2011 VOTE (SCHEDULED WORK PLAN ITEM)  
Two bylaw amendments were reviewed by Council in preparation for membership vote. It is recommended that Bylaw 10(f) be amended to reflect current practice including online or web-based resignations. Bylaw 11(e) deals with academic requirements and the amendments will provide flexibility to accept current models of educational achievement.

**MOTION**      **It was moved and seconded that Council approve amended Bylaws 10(f) and 11(e) as presented.**  
**CARRIED**

CO-11-88      ENGINEERS WITHOUT BORDERS

**MOTION**      **It was moved and seconded that Council authorize the Chief Executive Officer to develop for Council's consideration a Memorandum of Understanding between APEGBC and Engineers Without Borders based upon a set of principles that supports the goals of the association.**  
**CARRIED**

CO-11-89      PROFESSIONAL PRACTICE COMMITTEE: POLICY ON THE DEVELOPMENT OF APEGBC PRACTICE GUIDELINES REGARDING CLIMATE CHANGE CONSIDERATIONS  
Following on recommendations of the Climate Change Task Force report accepted by Council September 10, 2010, the Professional Practice Committee has recommended amendments to the Council Policy on Development of APEGBC Practice Guidelines to include climate change adaptation and/or mitigation considerations.

**MOTION**      **It was moved and seconded that Council approve the revisions to the Council Policy on the Development of APEGBC Practice Guidelines regarding climate change considerations.**  
**CARRIED**

CO-11-90      INFORMATION ONLY REPORTS (OPEN)

- **Financial Report:** with financial status reporting complete to February 28, 2011, the Association is forecasting a position of \$126,000 over the budgeted surplus of \$200,000. A 2010/2011 surplus will enable the Association to increase General Operating Funds to have up to 4.5 weeks of operating expenditures.

- **President and Vice President Reports:** Frank Denton PEng, President and Jeff Holm PEng, Vice President, briefly outlined their activities since the last Council meeting.
- **Geoscientist Canada Report:** a written report from Lindsay Bottomer PGeo, APEGBC Director to Geoscientists Canada noted the Internationally Trained Geoscientists Project has been actively developing the main elements of a new framework document for Canada. The 4<sup>th</sup> International Professional Geology Conference is planned for January 22-24, 2012 in Vancouver.
- **Engineers Canada Report:** Dr. Margaret Li PEng, APEGBC Director to Engineers Canada, noted that Engineers Canada has approved disposition of their Affinity Program Revenues. Engineers Canada decided not to support a candidate for the presidency of the World Federation of Engineering Organizations due to the financial implications falling outside their mandate.
- **Branch Engagement Report:** March was National Engineering & Geoscience Month – 2,600 elementary and high school students were engaged in activities such as popsicle bridge competitions and 343 members attended branch events, tours and seminars.
- **Branch Representatives Attendance at AGM/Conference:** to advance member engagement through the branches, the Executive Committee recently agreed to support reinstating funding for a second branch representative to attend the annual AGM. This will be reflected in the 2011/2012 budget proposal. The funding will be subject to branches meeting objectives set by the Chair of the Branch Representatives.
- **Editorial Board Update:** in conjunction with reaffirming the current policy on Letters to the Editor in *Innovation* magazine, the Editorial Board approved a guideline document to clarify the application of editorial policy with regards to letters to the editor.
- **APEGBC Actions re Public Protection and Seismic Risk Management:** earlier in the meeting, Council received information on the activities of APEGBC to inform government policy on seismic risk in BC. This includes developing guidelines for performance based seismic assessment and retrofit of BC school buildings, developing guidelines for seismic slope stability for all developments in BC, developing guidelines for the seismic design of wood frame buildings and assisting in the development of a standard program for effective post-earthquake building damage assessments.

CO-11-91 MEETING MEMBERSHIP ENGAGEMENT CHAMPION - COMMENTS ON THE OPEN MEETING

Emily Cheung PEng, Membership Engagement Champion for the meeting commented as follows:

- Division presentations such as the Division of Environmental Professionals are a great engagement tool and outreach. Divisions are an important link between Council and members.
- The use of member surveys to provide input to the work of the two ASTTBC/APEGBC task forces (Limited Licence Renewal and P.Tech) provides good engagement for member input on how to improve and be more effective.

- The work of the Registration Fairness Panel provides excellent service to members.
- The Enforcement Strategy of establishing information sharing partnerships and utilizing memorandums of understanding with other entities (such as the BC Oil & Gas Commission) is a positive approach to pro-active enforcement.
- Supporting a memorandum of understanding with Engineers Without Borders is a great engagement strategy for enlisting registrations and providing public service.
- The new regular Branch Engagement Report is a positive addition for Council to learn about branch activities and where branches need support. Restoring the ability for branches to send a second member to the AGM is a positive step.
- Overall, Council kept membership support considerations in the forefront throughout discussions during the meeting.

**END OF OPEN SESSION**

The meeting ended at 3:05 pm.

Minutes approved as circulated at Council meeting of May 13, 2011 (CO-11-107).