

MINUTES OF THE OPEN SESSION OF THE SEVENTH MEETING OF THE 2010/2011 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on SEPTEMBER 9, 2011, 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
	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
	Joe Martignago	- Councillor
	Andy Mill PEng/StructEng	- Councillor
	Mark Porter PEng/StructEng	- Councillor
	Ross Rettie PEng	- Councillor
	Mike Waberski BCLS	- Councillor
Guests	Margaret Li PEng PhD	- APEGBC Director to Engineers Canada (via teleconference)
	Bill MacPherson AScT	- President, Applied Science Technologists & Technicians of BC (ASTTBC) (arr 12 noon)
	Fred Wylie CGA CMA CHRP	- Retired APEGBC Director, Internal Affairs
	Tony Seguss	- Consultant, Value for Money Review (arr 11:06 am)
Staff	Derek Doyle PEng	- CEO & Registrar
	Janet Sinclair	- Chief Operating Officer
	Gill Pichler PEng	- Director, Registration
	Joanne Williamson	- Executive Assistant to Council (Recorder)
Staff Attending As Required	Peter Mitchell PEng	- Director, Professional Standards & Development
	Geoff Thiele LLB	- Director, Legislation, Ethics and Compliance
	Jennifer Cho CGA	- Assoc. Dir. Finance & Admin. Services
	Megan Archibald	- Assoc. Dir. Communications & Stakeholder Engagement
	Ray Filipiak PEng	- Assoc. Dir. Admissions
	Don Gamble	- Assoc. Dir. Information Systems
	Gilbert Larocque PEng	- Assoc. Dir. Professional Practice
	Deesh Olychick	- Assoc. Dir. Member Services
	Vincent Lai CGA	- Manager of Accounting
<u>Regrets</u>	Matt Cameron PEng	- Councillor
	Garth Kirkham PGeo	- Councillor
	John Clague PGeo PhD	- Councillor

OPEN SESSION

CALL TO ORDER

Frank Denton PEng, President and Chair, called the meeting to order at 10:25 am. He advised that Mark Porter PEng/StructEng would act as the Membership Engagement Champion and Jeff Holm PEng, Vice President, would be the meeting Parliamentarian.

The following guests were welcomed:

- Margaret Li PEng PhD, APEGBC Director to Engineers Canada, attending via teleconference
- Fred Wylie CGA CMA CHRP, recently retired APEGBC Director of Internal Affairs.
- Tony Seguss, Consultant for the Value for Money Review to join the meeting later. Bill MacPherson ASCT, President, Applied Science Technologists & Technicians of BC (ASTTBC) to join the meeting at the lunch break.

CO-11-141 OPEN CONSENT AGENDA

MOTION **It was moved and seconded that Items 7.1 to 7.12 on the Open Consent Agenda be approved.**
CARRIED

The following items were approved by carriage of the above motion:
7.1 MOTION that the June 24, 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
D.L. (Don) Shaw PEng	Organizational Quality Management Committee	G. Larocque	27 April 2011	17 April 2013
W.J. (Bill) Alcock PEng	Consulting Practice Committee	G. Larocque	9 Sept 2011	9 Sept 2013
T.P. (Tim) Brown PEng	Building Codes Committee	G. Larocque	9 Sept 2011	9 Sept 2013
Gerry O’Hara PEng	Chair, Environment Committee	G. Larocque	9 Sept 2011	9 Sept 2013
J. Troy Issigonis PEng	Investigation Committee	G. Thiele	9 Sept 2011	9 Sept 2013
R. Allan Dakin PEng	Investigation Committee	G. Thiele	9 Sept 2011	9 Sept 2013
Brian Nakai PEng	Investigation Committee	G. Thiele	9 Sept 2011	9 Sept 2012
Dave Ricketts PEng	Discipline Committee	G. Thiele	9 Sept 2011	9 Sept 2013
Darryl Chambers PEng	Discipline Committee	G. Thiele	9 Sept 2011	9 Sept 2013
R. G. (Glenn) Pellegrin PEng	Registration Committee	G. Pichler	1 Nov 2011	31 Oct 2012
R.F.(Bob) Gerath FEC(Hon) PGeo	Geoscience Committee	G. Pichler	9 Sept 2011	9 Sept 2013
P.W. (Phil) Sunderland FEC PEng	Registration Fairness Panel	G. Pichler	9 Sept 2011	9 Sept 2013
Keith Trulson EngL	Registration Committee	G. Pichler	9 Sept 2011	9 Sept 2013
T.J. (Tom) Hunt EngL	Registration Limited Licence Sub-Committee	G. Pichler	9 Sept 2011	9 Sept 2013
D.E. (Doug) Falkins EngL	Registration Limited Licence Sub-Committee	G. Pichler	9 Sept 2011	9 Sept 2013
D.A.(Don) Delcourt EngL	Registration Limited Licence Sub-Committee	G. Pichler	9 Sept 2011	9 Sept 2013

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Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Keith Trulson EngL	Registration Limited Licence Subcommittee	G. Pichler	9 Sept 2011	9 Sept 2013
A.J. (Andy) Mill FEC PEng StructEng	Chair, Registration Limited Licence Sub-Committee	G. Pichler	9 Sept 2011	9 Sept 2013
S.R. (Ross) Rettie FEC PEng	Registration Limited Licence Sub-Committee	G. Pichler	9 Sept 2011	9 Sept 2013
J.I. (Jack) Bogdonov PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
W.H. (Bill) Chan PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
S.F. (Sally) Mitry PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
S.D. (Sean) Dingley PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
A.D. (Andrew) Boettcher PEng/StructEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
A.T.M. (Alan) Ma PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
L. (Li) Ma PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
R.R. (Ryan) Porter (Not an APEGBC Member)	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
C.R. (Chris) Kieswetter PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
D. (Desimir) Begovi PEng	Temporary Structures Task Force	G. Larocque	9 Sept 2011	9 Sept 2013
Corey Aurala PEng	Sustainability Committee	M. Archibald	9 Sept 2011	9 Sept 2013
Terry Molstad PEng	Sustainability Committee	M. Archibald	9 Sept 2011	9 Sept 2013
Canisius Chan PEng	Sustainability Committee	M. Archibald	9 Sept 2011	9 Sept 2013
Individual	Outside Board, Committee or Task Force	Staff Contact	Start Date	Expiry Date
M.D. (Mark) Lawton PEng	City of Vancouver Spray-in-Place Foam Committee	G. Larocque	Sept 2011	Sept 2013

7.3 MOTION that the resignation of Robert Fred Weicker is approved.

7.4 GOVERNANCE COMMITTEE: Council Schedule 2012-2013 - MOTION that the revised 2012 and the 2013 Council Schedules be approved.

7.5 National Environment and Sustainability Guidelines - MOTION that Council endorse the Engineers Canada National Guideline on Environment and Sustainability with the necessary changes to include professional geoscientists.

7.6 GOVERNANCE COMMITTEE - MOTION that the revised Terms of Reference for the Audit Committee be approved.

7.7 GOVERNANCE COMMITTEE - MOTION that the revisions to the Value for Money Review Steering Committee Terms of Reference be approved.

7.8 GOVERNANCE COMMITTEE - MOTION that the revisions to the Registration Fairness Panel Terms of Reference be approved.

7.9 GOVERNANCE COMMITTEE - MOTION that the revised Standing Awards Committee Terms of Reference be approved.

7.10 GOVERNANCE COMMITTEE - MOTION that the revised Registration Committee Terms of Reference be approved to a) include one or more Engineering or Geoscience Licensees in its membership; and b) update the title of the Associate Director, Admissions.

7.11 GOVERNANCE COMMITTEE - **MOTION** that the revised and corrected Annual Meeting Policy be approved.

7.12 GOVERNANCE COMMITTEE - **MOTION** that the Legislative Review Task Force be formally stood down with expression of thanks to the Task Force members.

End of motions carried under approval of Consent Agenda.

CO-11-142 OPEN REGULAR AGENDA

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

CO-11-143 AUDIT COMMITTEE - PRESENTATION OF AUDITED FINANCIAL STATEMENTS
Ana Fernandes CIM FCSI, Chair of the Audit Committee, presented the report of the Audit Committee and reviewed the audited financial statements from the independent audit conducted by PriceWaterhouse Coopers LLP, Chartered Accountants.

Council was advised the auditors reported no material weaknesses in internal controls were noted in their review and there were no issues in areas of management assessment and discretion such as: the useful life estimate of the association's member database system, the Affinity Program, the Member Advantage Program for Students, Engineers Canada membership fees, and disclosure of deferred fees. CEO expenses were found to be reasonable and properly authorized.

It was noted that the Audit Committee asked PriceWaterhouseCoopers to review the control process of legal settlements. Details of legal expenses were tracked and reviewed in detail. The auditors reviewed the role and responsibilities of the Discipline Committee and the financial controls in place managing the processes of the committee. They concluded that they did not discover any significant absence or deficiency in controls or processes surrounding the Discipline Committee, including their role, responsibilities, and authorities.

It was suggested that information published at the Annual General Meeting show the net cost of delivering continuing professional development (CPD). The margin between cost and revenues for CPD were targeted for 21% revenue over cost and the actual achieved was 26%.

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 effective June 30, 2011, an appropriation of \$200,000 from the unrestricted General Operating Fund to the Property, Equipment and Systems Replacement Fund.**
CARRIED

MOTION It was moved and seconded that Council approve the audited APEGBC Financial Statements for the 2010/2011 fiscal year ended June 30, 2011.
CARRIED

MOTION It was moved and seconded that the President and the Chief Executive Officer and Registrar be authorized to sign the fiscal 2010/2011 audited Financial Statements on behalf of Council.
CARRIED

Council was advised that the Audit Committee is satisfied with the rotation of partners and staff provided by PriceWaterhouse Coopers to safeguard against development of any long-standing relationships for the independent audit.

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, 2012 be approved for final approval at the Annual General Meeting in October 2011.
CARRIED

A summary of the audited financial statements will be published in the 2010/2011 Annual Report and reported at the APEGBC Annual General Meeting on October 15, 2011.

CO-11-144 COMMENDATION - FRED WYLIE
The Chair advised that Fred Wylie CGA CMA CHRP retired as APEGBC Director of Internal Affairs effective August 31, 2011. Council expressed appreciation to Mr. Wylie for his 11 years of service.

MOTION It was moved and seconded that Council expresses sincere appreciation to Fred Wylie for 11 years of dedicated service to APEGBC and commends his leadership and many accomplishments in the roles of Director, Finance & Corporate Services and Director, Internal Affairs.
CARRIED UNANIMOUSLY

Tony Seguss, Consultant for the Value for Money Review, arrived and was introduced by Past President Russ Kinghorn at 11:06 am.

REGISTRATION COMMITTEE: REGISTRATION PROCESS REENGINEERING
The work of the Registration Process Reengineering Task Force will bring a number of recommendations to Council over the next several meetings, intended to provide a more effective experience review process for new PEng applicants. In addition to streamlining the process for applicants, implementation of these recommendations is expected to decrease the total number of interviews needed, decrease the number of Applications Committee reviews and provide resource savings in terms of both volunteer and staff hours utilized.

CO-11-145 REGISTRATION COMMITTEE: POLICY RE: NON-ACCREDITED REPUTABLE INTERNATIONAL PROGRAMS

MOTION It was moved and seconded that the Policy re: Non-Accredited Reputable International Programs be approved and that the consequential changes to the Policy Re: Minimum Academic Requirements for Registration be approved.
CARRIED

CO-11-146 REGISTRATION COMMITTEE: NON-ACCREDITED REPUTABLE INTERNATIONAL PROGRAMS

MOTION It was moved and seconded that the inaugural list of Non-Accredited Reputable International Programs be approved.
CARRIED

It was noted that there will be opportunities to change the list through Registration Committee recommendation to Council.

CO-11-147 REGISTRATION COMMITTEE: PROFESSIONAL PRACTICE EXAMINATION POLICY

The policy change relates to the timing for permitting applicants to write the Professional Practice Exam so that Engineers-in-Training and Geoscientists-in-Training could attempt the exam at any time rather than the current restriction that they wait until they have put forward a PEng or PGeo application.

MOTION It was moved and seconded that the revisions to the Professional Practice Examination Policy be approved.

CO-11-148 MEMORANDUM OF UNDERSTANDING - APEGBC/ ENGINEERS WITHOUT BORDERS

MOTION It was moved and seconded that Council approve the APEGBC/Engineers Without Borders Memorandum of Understanding and Working Relationship document.

Council was advised that the memorandum of understanding and working relationship document will be signed by both parties at the APEGBC Annual Conference and AGM in October where Engineers Without Borders CEO George Roter will be attending as a keynote speaker.

CO-11-149 PEER IMPLEMENTATION PLAN (PEER - PROFESSIONAL EDUCATION, ENHANCEMENT AND RENEWAL PROGRAM) - (SCHEDULED WORK PLAN ITEM)

The PEER Program objective is to develop and implement a proactive, results-based quality assurance program focused on the professional development of members. A list of 14 items has been developed under the PEER Program that will guide efforts over the next two years.

MOTION It was moved and seconded that Council approve the overall approach to implementing the PEER Program, that Items 1, 2, 3 and 4 be pursued immediately, that a discussion paper be developed on Item 6 and that Item 13 be acted upon in terms of developing the reporting process.
CARRIED

The items referenced in the carried motion are:

1. Complete six new quality management guidelines under development and offer training on them to members. These new guidelines support the four new quality management bylaws that came into effect in December 2010.
2. Promote the use of Organizational Quality Management (OQM) as the major thrust in advancing quality management in professional practice.
3. Develop tools to support new members so they are trained on the “guidelines published by the council and relevant to the practice of the applicant” (Bylaw 11(e), 4(h)).
4. Provide Continuing Professional Development seminars on the Code of Ethics and associated guidelines.
6. Evaluate the efficacy of establishing a fund to review designs that are at risk of being unsafe to workers, clients or the public where the member responsible for design could learn and improve their understanding of good professional practice.
13. Semi-annually receive and review the report presented by the Leadership Team for the consideration of the Professional Practice Committee.

CO-11-150 ENFORCEMENT PROCEDURE

The APEGBC Enforcement Procedure lays out the process of how complaints are investigated and resolved, including when certain decisions are to be made and by whom. Council was advised that the proposed revisions clarify the enforcement process and the decisions to be made along the way, allowing greater discretion to achieve appropriate outcomes and to indicate when to take legal action.

MOTION **It was moved and seconded that Council approve the revised Enforcement Procedure for publication and distribution.**
CARRIED

CO-11-151 CANADIAN FRAMEWORK FOR LICENSURE (CFL) - ENGINEERS CANADA

The Engineers Canada initiative to develop a Canadian Framework for Licensure is intended to create foundational documents to help engineering regulators across Canada improve their own legislative frameworks. The elements of the framework are subject to review, consultation, revision and input from all Canadian regulatory associations.

Council previously provided feedback to the Engineers Canada CEO Group on various elements of the Canadian Framework for Licensure. Dates stated in the following motions refer to the most recent revision date of the element document.

MOTION **It was moved and seconded that Council endorses the revised key considerations of July 13, 2011 for the Continuing Professional Development element of the Canadian Framework for Licensure.**
CARRIED

MOTION **It was moved and seconded that Council endorses the revised key considerations of July 14, 2011 for the International Recognition Agreements element of the Canadian Framework for Licensure.**
CARRIED

MOTION It was moved and seconded that Council endorses the revised key considerations of August 22, 2011 for the Registration of Organizations element of the Canadian Framework for Licensure with the amendment to guiding principle 1 so that it reads as follows:
"1. All organizations engaged in the practice of professional engineering should be held accountable to uphold and protect the requirements set out in engineering legislation."
CARRIED

CO-11-152 CODE OF ETHICS - RECOMMENDATION #3 FROM THE PROFESSIONAL RENEWAL PROGRAM
Council reviewed and discussed considerations to promote and enhance the use of the Code of Ethics to guide members in the provision of safe and ethical professional services.

Council supported the following pilot projects to be undertaken in fiscal year 2012/2013:

1. Provide a seminar and webinar on ethics in practice or the Guideline to the Code of Ethics to test member interest in such offerings. Cost for the development of the course would be absorbed by APEGBC.
2. Have a summer student add links to relevant materials on ethics to the APEGBC website, either in the public section or in a member only section and examine the merits of an ethical survey of members similar to the Ordre des café ingénieurs du Quebec.
3. Following the first phase of implementation of the Organizational Quality Management (OQM) program, consideration be given by the OQM Committee to adding a chapter on application of the relevant provisions of the Code of Ethics in practice to the manual and process in 2013/2014.

CO-11-153 COUNCIL WORK PLAN
Council reviewed the updated Work Plan, revised to reflect new initiatives flowing from strategic objectives. It was suggested that future revisions of the Work Plan indicate the strategic goal and objective for each item.

MOTION It was moved and seconded that Council approve the Revised Work Plan, dated September 9, 2011
CARRIED

CO-11-154 INFORMATION ONLY REPORTS (OPEN)

- **2010 AGM Motions - Status Report:** The report of actions taken to motions passed at the 2010 AGM for Council consideration will be printed in the 2011 Annual Report.
- **Value for Money Steering Committee Status Report:** Russ Kinghorn PEng, Chair of the Steering Committee, advised that the process is on track for a final report to Council at the January 27, 2012 meeting. One of the early tasks was to write a more detailed plan of the process. In addition a slight change was made to the Terms of Reference (approved earlier in the meeting) to add a governance review component into the 4th year of the cycle.
- **Public Opinion Survey Results:** The survey provides a snapshot of public opinion and can provide guidance in where to allocate resources

for improving public perception and awareness of the Association and of the professions.

- **Registrar's Report on Admissions and Membership:** this statistical report indicated that application volume has gone up 19% over the past year and that the Applications and Registration programs are financially sustainable.
- **Interim Report on Implementation of Limited Licence Renewal Task Force Recommendations:** 8 of 20 recommendations approved by Council at their June 24, 2011 meeting have been implemented to-date and 9 more have been initiated.
- **Geoscientist Canada Report:** Planning continues for the 4th International Professional Geology Conference (4IPGC) in Vancouver January 22-24, 2012.
- **Engineers Canada Report:** Dr. Margaret Li PEng, APEGBC Director to Engineers Canada, advised that the Engineers Canada strategic plan and business plan will be going forward for approval by the EC Board in October. There are many topics of common interest to APEGBC Council including initiatives such as the Canadian Framework for Licensure and competency based assessment.
 - **Engineers Canada-2010 Membership Survey** - It was noted that APEGBC is not able to provide Engineers Canada with comparable data on category of credentials qualifications due to database issues.
 - **Engineers Canada-2010 Licensure Application Report –** This is a review of trends in engineering applications across Canada.
- **Branch Engagement Report:** a report on recent and upcoming Branch activities. A number of Council members plan to attend the Branch Representatives meeting to be held at the October Conference.
- **2011 Council Planning Session:** the agenda was circulated for the session to be held September 22-24, 2011.
- **2011 Annual Conference and AGM:** will be held October 13-15, 2011 in Kelowna, BC.
- **President and Vice President Reports:** Frank Denton PEng, President and Jeff Holm PEng, Vice President, outlined their activities since the last Council meeting.

END OF OPEN SESSION

The meeting ended at 2:25 pm.

Approved as circulated at the December 2, 2011 Council Meeting - CO-12-16