

MINUTES OF THE OPEN SESSION OF THE SECOND MEETING OF THE 2011/2012 COUNCIL of the Association of Professional Engineers and Geoscientists of British Columbia, held on DECEMBER 2, 2011, in the LARGE BOARDROOM, APEGBC OFFICES, BURNABY, BC.

**Present**

|                        |                              |   |
|------------------------|------------------------------|---|
| <b>Council</b>         | Jeff Holm PEng FEC           | - President (Chair)   |
|                        | Frank Denton PEng FEC        | - Past President  |
|                        | Michael Isaacson PEng PhD    | - Vice President (via teleconference to 12:20 pm)                       |
|                        | Vic Baker PEng FEC           | - Councillor (left at 1:00 pm)  |
|                        | Matt Cameron PEng FEC        | - Councillor  |
|                        | John Clague PGeo PhD         | - Councillor  |
|                        | Emily Cheung PEng FEC        | - Councillor  |
|                        | Herb Hawson PEng FEC         | - Councillor  |
|                        | Donna Howes PEng             | - Councillor  |
|                        | Harlan Kelly PEng            | - Councillor  |
|                        | Joe Martignago BA MBA        | - Councillor  |
|                        | Andy Mill PEng/StructEng FEC | - Councillor  |
|                        | Mark Porter PEng/StructEng   | - Councillor  |
|                        | Mike Waberski BCLS           | - Councillor  |
|                        | Mike Wrinch PEng PhD         | - Councillor  |
|                        | Sheila Wynn PhD              | - Councillor  |
| <b>Guests</b>          | Bill MacPherson ASCT         | - President, Applied Science Technologists & Technicians of BC (ASTTBC) |
|                        | Margaret Li PEng PhD FEC     | - APEGBC Director to Engineers Canada                                   |
|                        | Russ Kinghorn PEng FEC       | - APEGBC Director to Engineers Canada                                   |
|                        | Michael Blackman PEng        | - APEGBC Sustainability Committee                                       |
|                        | Chad Larson PEng             | - APEGBC Sustainability Committee                                       |
| <b>Staff</b>           | Derek Doyle PEng FEC         | - CEO & Registrar   |
|                        | Janet Sinclair Hon. FEC      | - Chief Operating Officer   |
|                        | Gill Pichler PEng FEC        | - Director, Registration  |
|                        | Joanne Williamson            | - Executive Assistant to Council (Recorder)                             |
| <b>Staff Attending</b> | Peter Mitchell PEng FEC      | - Director, Prof Practice, Standards & Development                      |
| <b>As Required</b>     | Geoff Thiele LLB Hon FEC     | - Director, Legislation, Ethics & Compliance                            |
|                        | Megan Archibald              | - Assoc. Dir. Commctn & Stakeholder Engagement                          |
|                        | Ray Filipak PEng             | - Assoc. Dir. Admissions  |
|                        | Don Gamble                   | - Assoc. Dir. Information Systems                                       |
|                        | Gilbert Larocque PEng LLB    | - Assoc. Dir. Professional Practice                                     |
|                        | Deesh Olychick               | - Assoc. Dir. Member Services   |
|                        | Vincent Lai CGA              | - Manager, Accounting   |
| <b><u>Regrets</u></b>  | Ana Fernandes CIM FCSI       | - Councillor  |

**OPEN SESSION**

CALL TO ORDER

Jeff Holm PEng, President and Chair, called the meeting to order at 10:50 am. He advised that Emily Cheung PEng would act as the Membership Engagement Champion and Frank Denton PEng, Past President, would be the meeting Parliamentarian. Michael Isaacson PEng PhD attended the meeting via teleconference. Sheila Wynn PhD recently appointed government representative to Council was welcomed to her first Council meeting.

Council was advised the following guests would be attending all or part of the meeting: Bill MacPherson AScT, President, Applied Science Technologists & Technicians of BC (ASTTBC); Margaret Li PEng and Russ Kinghorn PEng, APEGBC Directors to Engineers Canada; Chad Larson PEng and Michael Blackman PEng, Incoming and Past Chairs, Sustainability Committee.

CO-12-16     OPEN CONSENT AGENDA

**MOTION     It was moved and seconded that Items 7.1 to 7.6 and 7.8-7.9 on the Open Consent Agenda be approved.  
CARRIED**

*The following items were approved under the above motion:*

**7.1.     MOTION** that the September 9, 2011 Open Meeting minutes be approved.

**7.2.     MOTION** that the October 15, 2011 Open Meeting minutes be approved.

**7.3.     APPOINTMENTS/NOMINATIONS: MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees, the nominations/appointments to external boards and appointments to Council committees.

| <b>Individual</b>          | <b>APEGBC Committee or Task Force</b>                       | <b>Staff Contact</b> | <b>Start Date</b> | <b>Expiry Date</b> |
|----------------------------|---|----------------------|-------------------|--------------------|
| T.M.J. (Todd) Stewart PEng | Consulting Practice Committee                               | G. Larocque          | 01 Oct 2011       | 01 Oct 2013        |
| W.R. (Bill) Donald PEng    | Consulting Practice Committee                               | G. Larocque          | 01 Oct 2011       | 01 Oct 2013        |
| T.J. (Tim) Ryce PEng       | Building Codes Committee – City of Vancouver Representative | G. Larocque          | 01 Oct 2011       | 01 Oct 2013        |
| L. (Leonard) Pianalto PEng | Building Codes Committee                                    | G. Larocque          | 02 Dec 2011       | 02 Dec 2013        |
| M.R. (Mehran) Nazeman PEng | Building Codes Committee – City of Surrey Representative    | G. Larocque          | 02 Dec 2011       | 02 Dec 2013        |
| A.P. (Andy) Teasell PEng   | Building Codes Committee                                    | G. Larocque          | 02 Dec 2011       | 02 Dec 2012        |
| Jeff Holm PEng FEC         | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| Frank Denton PEng FEC      | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| Mike Waberski BCLS         | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| Lee Failing PEng FEC       | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| Dick Fletcher PEng FEC     | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| John Watson PEng FEC       | CEO Search Committee  | K. Bush              |                   | 31 Dec 2012        |
| Alan Rampton, FCA          | Investigation Committee                                     | G.Thiele             | 12 Dec 2011       | 12 Dec 2013        |

**Council Meeting Minutes – Open  
December 2, 2011**

| <b>Individual</b>                  | <b>APEGBC Committee or Task Force</b> | <b>Staff Contact</b> | <b>Start Date</b> | <b>Expiry Date</b> |
|------------------------------------|---------------------------------------|----------------------|-------------------|--------------------|
| David Harvey<br>PEng/StructEng FEC | CPD Committee                         | D.Olychick           | 11 Dec 2011       | 11 Dec 2013        |
| Robert Ito PEng FEC                | CPD Committee                         | D.Olychick           | 11 Dec 2011       | 11 Dec 2013        |
| Leonard Pianalto PEng              | CPD Committee                         | D.Olychick           | 11 Dec 2011       | 11 Dec 2013        |
| Chad Larson PEng                   | Sustainability Committee (Chair)      | M. Archibald         | 2 Dec 2011        | 2 Dec 2013         |
| Doug VanDine PEng/PGeo             | Standing Awards Committee (Chair)     | M. Archibald         | 2 Dec 2011        | 2 Dec 2013         |
| Bob Cowan PEng                     | Standing Awards Committee             | M. Archibald         | 2 Dec 2011        | 2 Dec 2013         |
| Lindsay Bottomer PGeo<br>FEC (Hon) | Nomination Committee                  | G.Thiele             | 2 Dec 2011        | Dec 2012           |
| Mike Bapty PEng FEC                | Nomination Committee                  | G.Thiele             | 2 Dec 2011        | Dec 2013           |
| Angus English PEng                 | Nomination Committee                  | G.Thiele             | 2 Dec 2011        | Dec 2013           |

| <b>Individual</b>                  | <b>Outside Board, Committee or Task Force</b> | <b>Staff Contact</b> | <b>Start Date</b> | <b>Expiry Date</b> |
|------------------------------------|---|----------------------|-------------------|--------------------|
| Lindsay Bottomer PGeo<br>FEC (Hon) | APEGBC Director to Geoscientists<br>Canada    | D. Doyle             | Sept 2011         | Sept 30, 2012      |

**Committees of Council:**

|  | <b>Term</b> | <b>Start Date</b> | <b>Expiry Date</b> |
|--|-------------|-------------------|--------------------|
| <b>Executive Committee – Membership: President, Immediate Past President, Vice President, Two Members of Council</b> |             |                   |                    |
| Jeff Holm PEng, President  | mandated    | Oct/11            | Dec/12             |
| Frank Denton PEng, Past President  | mandated    | Oct/11            | Oct/12             |
| Michael Isaacson PEng PhD, Vice President  | mandated    | Oct/11            | Oct/12             |
| Mike Waberski BCLS – member at large, govt appointee   | 1 year      | Dec/11            | Dec/12             |
| Matt Cameron PEng – member at large  | 1 year      | Dec/11            | Dec/12             |
| <b>Governance Committee – Membership: Immediate Past President and up to 4 members of Council</b>                    |             |                   |                    |
| Frank Denton PEng, Past President  | mandated    | Oct/11            | Oct/12             |
| Joe Martignago   | 1 year      | Dec/11            | Dec/12             |
| Ana Fernandes CIM FCSI   | 1 year      | Dec/11            | Dec/12             |
| Donna Howes PEng   | 1 year      | Dec/11            | Dec/12             |
| Sheila Wynn PhD  | 1 year      | Dec/11            | Dec/12             |
| <b>Audit Committee – Membership: 5 Council with minimum 2 government appointees</b>                                  |             |                   |                    |
| Ana Fernandes CIM FCSI   | 1 year      | Dec/11            | Dec/12             |
| Donna Howes PEng   | 1 year      | Dec/11            | Dec/12             |
| Joe Martignago   | 1 year      | Dec/11            | Dec/12             |
| Mike Waberski BCLS   | 1 year      | Dec/11            | Dec/12             |
| John Clague PGeo   | 1 year      | Dec/11            | Dec/12             |
| <b>Registration Committee – Membership: 4 Council, 1 serves as Chair (Council designates the Chair)</b>              |             |                   |                    |
| Andy Mill PEng/StructEng, Chair  | 1 year      | Dec/11            | Dec/12             |
| Harlan Kelly PEng  | 1 year      | Dec/11            | Dec/12             |
| Mark Porter PEng/StructEng   | 1 year      | Dec/11            | Dec/12             |
| Mike Wrinch PEng PhD   | 1 year      | Dec/11            | Dec/12             |
| <b>Geoscience Committee – Membership: 2 Council</b>  |             |                   |                    |
| John Clague PGeo   | 1 year      | Dec/11            | Dec/12             |
| Herb Hawson PEng   | 1 year      | Dec/11            | Dec/12             |

|   |          |        |        |
|---|----------|--------|--------|
| <b>Professional Practice Committee – Membership: at least 2 Council, 1 serves as Chair (Council designates the Chair)</b> |          |        |        |
| Emily Cheung, PEng Chair  | 1 year   | Dec/11 | Dec/12 |
| Harlan Kelly PEng   | 1 year   | Dec/11 | Dec/12 |
| Matt Cameron PEng   | 1 year   | Dec/11 | Dec/12 |
| Mark Porter PEng/StructEng  | 1 year   | Dec/11 | Dec/12 |
| <b>Nominating Committee – Membership: Immediate Past President</b>  |          |        |        |
| Frank Denton PEng, Past President   | mandated | Oct/11 | Oct/12 |

**7.4. Executive Committee Item: MOTION** that Council approve and ratify the recommendation for the Registration Committee to utilize a special quorum for their November 16, 2011 meeting, to include at least two current or past councillors.

**7.5. MOTION** that the resignation of Cleo Faus “Kip” Gaudry is approved.

**7.6. MOTION** that the *Policy on Resignation of Membership* be approved.

**7.8. Letter to the CEAB and the NCDAS: MOTION** that Council endorse and authorize the President to sign the letter to the Chairs of the Canadian Engineering Accreditation Board (CEAB) and the National Council of Deans in Applied Science (NCDAS).

**7.9. REGISTRATION COMMITTEE: Recommendations arising from the 2011 Registration Process Reengineering Review - Part 2**

**MOTION 1** that the *Policy on Fairness of the Review Process* be approved.

**MOTION 2** that the *Policy: Screening of Looking to Exempt Interviewees* be approved.

**MOTION 3** that the Limited Licence New Applicant Process be approved.

**MOTION 4** that the *Guideline for Satisfactory Experience: Application of Theory in the Mining Industry by Area of Practice* be adopted.

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

CO-12-17     OPEN REGULAR AGENDA

**MOTION**     **It was moved and seconded that the open meeting regular agenda be approved with the addition of Item 8.1 Shop Drawing Guidelines moved from the Consent Agenda (Item 7.7) and Item 10.0 Council Oath of Office.**  
**CARRIED**

CO-12-18     SHOP DRAWING GUIDELINES (MOVED FROM CONSENT AGENDA)

**MOTION**     **It was moved and seconded that the APEGBC Council refers the revised Guidelines on Shop Drawings (Revised November 14, 2011) to the Professional Practice Committee for review.**  
**CARRIED**

CO-12-19     PTECH FRAMEWORK DEVELOPMENT GROUP INTERIM REPORT  
President Jeff Holm passed the gavel to Past President Frank Denton so that he could participate in discussion as a reporting member of the PTech Framework Development Group, a joint working group of members from both APEGBC and the Applied Sciences Technicians and Technologists of BC (ASTTBC). Council reviewed and discussed the Interim Report of the group containing the proposed PTech concept, governance, regulatory framework and plans for stakeholder consultation then completion of the final deliverables and report. Council members commended the group for bringing forward their interim report within a short timeframe and for proposing an excellent process.

**MOTION 1     It was moved and seconded that Council agree in principle on PTech Model *Option 2: PTech Practises in Currently Unregulated Areas* as outlined in the Interim Report.**  
**CARRIED**

**MOTION 2     It was moved and seconded that Council approve the development and implementation of a mutually agreed-to formal stakeholder consultation plan as contemplated in the Interim Report.**  
**CARRIED**

**MOTION 3     It was moved and seconded that Council, jointly with ASTTBC Council, advise the Minister of Advanced Education of progress to date on the development of the PTech Model and the details and timing of stakeholder consultation.**  
**CARRIED**

A joint letter from APEGBC and ASTTBC will be sent to the Minister of Advanced Education with the Interim Report. It is proposed that a meeting subsequently be arranged with the Minister as a follow-up to the letter.

At the end of discussion, Past President Denton passed the gavel back to President Holm who resumed chair of the meeting.

CO-12-20     2011 ANNUAL GENERAL MEETING MOTIONS  
There was one motion from the membership passed at the Annual General Meeting on October 15, 2011. *That Council consider publishing in the current Annual Report all audit changes, with explanations and/or notes, to the unaudited statements approved by the AGM in the previous year.* Action on this motion has been referred to the Director of Finance and Administration to bring a recommendation to the Finance and Audit Committees as part of the budget and audit process.

**MOTION       It was moved and seconded that Council approve the recommended actions as circulated.**  
**CARRIED**

CO-12-21     WORK PLAN – UPDATED FOR 2011-2013  
The Work Plan is prepared based upon discussions at the Council Planning Session and review of the Strategic Plan. This year, the Planning Session was held in September instead of November. This new timing was considered to be successful and the Planning Session will continue to be held in September.

The Work Plan guides the work of task forces, working groups, committees, divisions and staff in delivering the Strategic Plan.

- MOTION**     **It was moved and seconded that Council approve the 2011-2013 Work Plan, dated December 2, 2011 with the addition of an activity to track the Climate Change and Adaptation work.**  
**CARRIED**

The amended Work Plan will be published to the APEGBC website.

- CO-12-22     POLICY ON BYLAW CONSULTATION  
Prior to discussion regarding the Policy on Bylaw Consultation, Dr. Isaacson expressed concerns regarding the process for development of this policy, specifically that it was approved by the Executive Committee in the conceptual phase and presented to Council as a final draft without, perhaps, due consideration given to alternate options or sufficient review. He requested that the Governance Committee clarify both the agenda setting process for Council agendas and how Councillors should bring forward items onto the agenda.

- ACTION**     **Referred to the Governance Committee to clarify the agenda setting process for Council agendas and to advise on the process for Councillors to bring items onto Council agendas.**

- MOTION**     **It was moved and seconded that the proposed motion on the APEGBC Policy on Bylaw Consultation be postponed to the next meeting of Council.**  
**DEFEATED**

Council discussed the recommendations that consultation take place consistently for all bylaws, with each consultation tailored to best support the individual nature of each bylaw. After a proposed bylaw or amendment is approved in principle by Council, a consultation plan will be recommended and approved by the Executive Committee along with a budget for the process if required. Feedback and input from the consultation will be reviewed and any changes incorporated into the wording of the bylaw. A report on the consultation process and the final wording of the bylaw will be presented to Council for approval before presentation to the membership for ratification.

- MOTION**     **It was moved and seconded that Council approve the APEGBC Policy on Bylaw Consultation.**  
**CARRIED**

It was recognized that engaging with members on a deeper discussion and consultation of the policy objectives and proposed wording of a bylaw would support a stronger understanding of the regulatory process.

- CO-12-23     BYLAW ON ALTERNATIVE COMPLAINT RESOLUTION  
The Alternative Complaint Resolution (ACR) Bylaw has been developed by the Investigation and Discipline Committees to follow provisions in the *Engineers and Geoscientists Act* that permit alternate complaint resolution of discipline cases. The bylaw would set out considerations not covered in the *Act* such as

the form of the ACR (whether mediation, negotiation or a combination of both), the Association's involvement in the mediation, payment for the process and publication of the Consent Order.

**MOTION**     **It was moved and seconded that Council approve the proposed Alternate Complaint Resolution bylaw in principle and refer it back to the Discipline Committee to determine the method(s) for and to obtain stakeholder input on the proposed bylaw, in accordance with the Bylaw Consultation Policy.**  
**CARRIED**

It was noted that this bylaw would be beneficial for members and alternate complaint resolution allows opportunity for improved process.

CO-12-24     ENGINEERS CANADA STRATEGIC PLAN

Margaret Li PEng and Russ Kinghorn PEng, APEGBC Directors to Engineers Canada reported that the Engineers Canada 2011-2016 Strategic Plan was approved at their October Board meeting. The plan includes 14 broad issues and opportunities. The Directors requested guidance from Council on priorities to recommend to Engineers Canada (EC) for suggested focus under their Strategic Plan as follows:

- A. Complete the Canadian Framework for Licensure under EC Strategic Issue #3 - harmonization of regulatory instruments and standards.
- B. Build a national repository of practice guidelines and urge all associations to adopt a consistent national guideline in preference to minor editing to give it a local flavour (also under EC Strategic Issue #3).
- C. Complete governance policies under EC Strategic Issue #1 – completion of the renewal of the governance of Engineers Canada.
- D. Efforts in the international sphere be limited to matters related directly to licensure of significant numbers of applicants seeking to practice in Canada and general intelligence gathering that informs strategic planning.
- E. Share and consult with associations on APEGBC's developmental work with ASTTBC on the professional technologist PTech framework.

**MOTION**     **It was moved and seconded that the recommendations made in the Engineers Canada Directors' report be endorsed.**  
**CARRIED**

Two national surveys were also recently completed: 1) the demographic-based Membership Survey, and 2) the Licensure Application Survey on applications received by all 12 constituent associations across Canada.

Vice President Michael Isaacson PEng PhD and Councillor Vic Baker PEng left the meeting at this point and guests Michael Blackman PEng and Chad Larson PEng joined the meeting.

CO-12-25     INFORMATION ONLY REPORTS (OPEN)

- **Building the Engineering & Geoscience Community Task Force Report (Scheduled Work Plan Item)** Emily Cheung PEng FEC, Chair of the Task Force, reported that seven groups have been targeted for study,

particularly disciplines that are new. Leaders and practitioners in each group were interviewed to identify areas for engagement. The purpose of the study is to recommend initiatives that will engage and encourage the value of the PEng and PGeo designation to potential members. A final report is expected at the March 2012 Council meeting.

- **Financial Report** Vincent Lai CGA, Manager of Accounting, presented the financial report for the four months ended October 31, 2011.
- **Value for Money Steering Committee Status Report (verbal report):** Mike Waberski BCLS, Value for Money Steering Committee, advised that the 2011 review by an independent consultant has progressed on schedule. The final report of the consultant will be made to Council at an in-camera session at the January 27, 2012 meeting.
- **Geoscientists Canada Report:** the written report of Lindsay Bottomer PGeo, APEGBC Director to GC, advised that Geoscientists Canada's semi-annual Directors meeting was held in Toronto November 4-5, 2011. Significant progress has been made on inter-provincial mobility for geoscience professionals and for the evaluation and registration criteria for internationally trained geoscientists. The 4th International Professional Geology Conference has a global audience and will be held in Vancouver January 22-24, 2012 in conjunction with Exploration RoundUp.
- **Registrar's Report:** Gillian Pichler PEng, Director, Registration and Licensing presented the admissions and membership report on intake and processing timelines.
- **Interim Report on Implementation of Limited Licence Renewal Task Force Recommendations:** this report tracks implementation of the 20 core and supporting recommendations of the Task Force.
- **Branch Engagement Report:** Megan Archibald, Associate Director, Communications & Stakeholder Engagement presented the report. Councillors are encouraged to attend Branch meetings.
- **2011 APEGBC Conference and AGM Survey:** Deesh Olychick, Associate Director, Member Services, advised that 92 of the 630 delegates to the annual conference completed the online survey. For 75.6% of the delegates, professional development is the primary reason for attending and 89.9% of delegates rated the professional development sessions as either good or excellent.
- **President's and Vice President's Reports:** in addition to the written report circulated with the agenda Jeff Holm PEng, President, advised that a Council/Past Presidents consultation meeting and luncheon was held on December 1. The event was well attended and the group expressed interest in increased (semi-annual) engagement and consultation.
- **Sustainability Committee Update:** Chad Larson PEng and Michael Blackman PEng, Incoming and Past Chairs of the Sustainability Committee, provided an update on the progress of revising APEGBC's 1995 Sustainability Guidelines. Based on initial feedback, the Committee will undertake further consultation before coming forward with an engagement plan.

CO-12-26      **COUNCIL OATH OF OFFICE (ADDED AGENDA ITEM)**  
There was discussion regarding the Council Oath of Office. Councillors are usually sworn in at the Annual General Meeting or, if not in attendance at the AGM, at the earliest Council meeting that follows. A Councillor expressed the opinion that if a Council member is not prepared to take the Oath of Office then the APEGBC membership should have the ability to be informed of this decision by having the oath administered in the Open session. It was suggested that the Governance Committee review the wording of the Oath of Office.

**MOTION      It was moved and seconded that in future when an Oath of Office is administered at a Council meeting that it be done in Open Session.  
CARRIED**

**MOTION      It was moved and seconded that the Oath of Office administered in today's Closed Session be reported in the Open Session minutes.  
CARRIED**

“Councillors not in attendance at the October 15, 2011 Annual General Meeting were invited to read the Councillors Oath of Office and later sign the oath certificate. Herb Hawson PEng, Harlan Kelly PEng and Sheila Wynn PhD read the oath. Vic Baker PEng declined to read the oath.”  
*(Authorized excerpt from Closed Session minutes of December 2, 2011)*

**END OF OPEN SESSION**

The meeting ended at 2:07 pm.

Approved as circulated at the Council Meeting of Jan 27 2012 – CO-12-34.