1. **Name:** ASTTBC-APEGBC Joint Board

2. **Authority/Type:** Joint Board initially established through a Memorandum of Agreement and in future enabled by ASTTBC and APEGBC Legislation, reporting to ASTTBC and APEGBC Councils.

3. **Purpose:**
   i. To advise ASTTBC and APEGBC Councils on appropriate ways of protecting the public through development of professional reliance opportunities that benefit from the skills and competencies of Applied Science Technologists (AStT)’s.
   ii. to work towards a One Act/Two Associations Engineering Team or other mutually acceptable model where both Associations contribute to the Engineering Team and values each member’s contributions to problem solving and innovation in accordance with their competencies; and
   iii. to provide ongoing guidance and issue resolution to the Councils.

4. **Scope/Assignments:**
   a) determine appropriate ways of protecting the public and build upon existing workforce competencies to address labour shortages in government through AStT practice and provide ongoing guidance and issue resolution to the associations;
   b) consider and recommend to Councils the specifics and merits of a separate title to designate senior AStTs granted recognition for professional reliance;
   c) establish practice management guidelines for AStT in areas of professional reliance
   d) provide general advice to Councils on relevant aspects of their Acts to both associations
   e) research and define areas of practice to be recommended to regulators as benefitting public protection through third-party legislation reliance on AStT’s
   f) consider and recommend to Councils resolution for practice issues that affect members or designated/certified specialists from both associations
   g) consider and make recommendations to Councils for issues related to national mobility;
   h) monitor development of national frameworks for engineers and applied science technologists and develop a proposal for a One Act/Two Associations Model for the Engineering Team practice in British Columbia; and
i) refer to the Councils issues on which it is not able to reach an accord. Failing resolution by the Councils, within 120 days of referral by the Joint Board, the issue will be referred by the Councils to a special committee composed of one member appointed by each Council and a third party appointed by the Ministry responsible for the two Acts or in the absence of such an appointment a person mutually acceptable to APEGBC and ASTTBC Councils, which will resolve the issue within 60 days of referral by the Councils. Any decision supported by the Councils shall be binding on the Joint Board; and any decision supported by the special committee will be binding on the Councils and the Joint Board.

The Joint Board will not consider enforcement or discipline cases of either association, but may address general enforcement or practice issues arising from cases in general.

5. **Membership and Method of Appointment:**
   Each Council will appoint a total of three members to the Joint Board including one member of Council. The Council members will be co-chairs. The ASTTBC Executive Director and the APEGBC CEO are also ex-officio members. The Joint Board will call upon subject matter experts may engage the services of a facilitator as required.

6. **Timing and Reporting to Councils:**
   i. Approval of Terms of Reference: September 2012
   ii. Interim reporting to Councils – as required
   iii. Annual Report to Councils – May of each calendar year

7. **Quorum:**
   At least 4 appointed members, exclusive of the ASTTBC Executive Director and the APEGBC CEO.

8. **Frequency of meetings:**
   4 times/year or at the call of the co-chairs

9. **Conduct of Meetings:**
   Meetings can be in person and/or by telephone, webcast or other electronic means where members may simultaneously hear each other and participate during the meeting.

10. **Support Staff:**
    The Board will be supported by the Executive Director/CEO ex-officio. They will be responsible for providing meeting and other staff support to the Board.

11. **Budget**
    Expenses directly related to operation of the Joint Board will be allocated as follows: Meeting expenses will be the responsibility of the meeting host. Travel expenses to attend meetings and events will be the responsibility of the representative’s organization. The approval of the ASTTBC Executive Director & APEGBC CEO shall be sought for non-routine expenses (e.g. hiring of consultants) with respect to the work of the Joint Board in advance of any such expenses being incurred.
12. **Records and Minutes:** Support staff will maintain records, prepare concise notes of meetings and decisions and prepare reports to the Councils of ASTTBC and APEGBC.

**APPROVED BY COUNCIL:**

- **September 27, 2012 (12-46)**
  - ASTTBC

- **September 14, 2012 (CO-12-111)**
  - APEGBC