

**Minutes from the (OPEN) MEETING of the COUNCIL of
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
June 3, 2020
ASTTBC Office, Surrey, BC and via Teleconference/Adobeconnect**

Present:	Sarah Campden, CTech, RTMgr. President	David Sparanese, ASCT, CPWI 3 Vice President
	Trent Reid, CTech Past President	
Dial-In:	Rachel Butler, ASCT Council Registrant	Heather Robertson, ASCT Council Registrant
	Ken Zeleschuk, ASCT, RTMgr, MBA Secretary/Treasurer	Brian Davis, CTech, RSIS Council Registrant
	Rob Campbell, P.Eng, BSc Lay Councilor	Randy Meszaros, ASCT, CET, PMP Council Registrant
	James Coble, MA, PhD Lay Councilor	Roslyn Kunin, PhD Lay Councilor
Staff:	Theresa McCurry, BSc, PMP Chief Executive Officer	Charles Joyner, ASCT Registrar
	Evan Triste, CPA, CGA Manger, Finance	Jason Jung, ASCT Director, Professional Practice & Business Development
	Shahina Sharp Administrative Coordinator	

President Sarah Campden welcomed all to the June 3, 2020 Open Session Meeting of Council. President Campden noted that this Open Session of Council will be recorded and posted on the ASTTBC website and that Council is fully committed to openness and transparency in the governance of ASTTBC. It was also noted that many of the reports and recommendations coming before Council today have been previously discussed by Council during the Workshop.

President Campden called the open Council meeting to order at 1:07 pm. Quorum was reached.

1. Approval of the June 3, 2020 Agenda
Motion: That Council approve the June 3, 2020 Agenda.

That Council approve the June 3, 2020 Agenda.

Moved: Rob Campbell

Seconded: Randy Meszaros

Carried

Amendments to the Agenda as follows:

3.5.2 - *That the Council receive ASTTBC & Foundation Auditor 2019 Financial Statements for information.*

Moved: Trent Reid

Seconded: Randy Meszaros

Carried

2. Approval of the January 23, 2020 Council Meeting Minutes
Motion: That Council approve the January 23, 2020 Minutes.

That Council approve the January 23, 2020 Minutes.

Moved: Ken Zeleschuk

Seconded: Randy Meszaros

Carried

1.1.1 ASTTBC By-laws (verbal)

Motion: That Council review and approve the ASTTBC Bylaws.

We have reviewed the Bylaws on March 5 and then again on May 27 with our Council and legal team to review the OSPG feedback and further refinement and clarification of various sections. In particular, OSPG is working closely with all five regulators through a working group regarding complaints and discipline.

We will get through our changes, then review, revise and discuss information amongst our staff, our legal team and the OSPG. Once finalized and submitted, the OSPG has 45 days to review and provide feedback and then we will have 45 days to respond. Once we have a final draft, we will share it with Council to review.

That Council review and approve the ASTTBC Bylaws.

Moved: Brian Davies

Seconded: Trent Reid

Carried

1.1.2 Agricultural Camp Inspector Program Update (verbal)

Motion: That Council directs staff to continue to solicit feedback from Ministry staff, to finalize the report and ensure that payment is received for the work performed for this project prior to proceeding to future phases of the contract.

We signed an Agreement for 3 phases and note we are able to cancel this Project at any time. To date, we (*Jason Jung and the consultants we hired*) completed Phase 1 of the Project

We started having official discussions last February with the Ministry of Health. We were in negotiations from February until December and then signed off on the contract at the end of December 2019. The timeline for the contractual work was from the beginning of January until the end of March which we started work on in mid-January. We were doing a GAP Analysis of what is currently happening with Agricultural Inspectors and what we believe a certification program should be with regards to competencies and how we get them to that competency level as well as create a certification program for inspectors. We wanted to create a potential certification program with competencies pre-identified for the inspector that would give the Ministry a lot more oversight of what their current inspection process is and also bring more of a stabilized environment to whom would be performing the inspections because there has been a lot of issues regarding the Foreign Temporary Worker Housing Program. This was all captured in our Report to the Ministry.

We submitted a draft report with the intention to collect feedback and work through any additional research that was needed, etc. in the third week of March. This was during the Co-vid-19 pandemic time where Ministry staff were being seconded to other Ministry areas to assist during this time. We look forward to following up and discussing the report with Ministry.

That Council directs staff to continue to solicit feedback from Ministry staff, to finalize the report and ensure that payment is received for the work performed for this project prior to proceeding to future phases of the contract.

Moved: Rob Campbell

Seconded: Randy Meszaros

Carried

2.5.1 Moving New Councillor Orientation to September

Motion: That Council agree to move the Council Orientation from this June to September business item schedule

Previously as most Councillor appointments were by acclamation; new Councillors received their orientation as observers the day prior to the AGM during the June Council meeting. As ASTTBC has now moved to voting its new Councillors it is no longer possible to provide orientation to new Councillors until after the vote has taken place. Therefore, for only this year, this June business item for Council will need to be moved to September.

That Council agree to move the Council Orientation from this June to September business item schedule.

Moved: Trent Reid

Seconded: Ken Zeleschuk

Carried

2.5.2 Board Appointment

Motion: That Council approves the appointment of Samira Harris, ASCT, PTech, P.Eng. as a member of the Board of Examiners.

To seek Council approval for the appointment of Samira Harris to the Board of Examiners (BoE) to maintain an adequate number of volunteer members on the BoE and to have representation from various disciplines. Samira Harris, ASCT, PTech, P.Eng. (Electrical and Electronics) has been actively volunteering as a file reviewer since 2018 and has attended BoE meetings as an observer for more than a year. Samira has a BCIT diploma in Electrical and Computer Engineering Technology – Instrumentation option, a Bachelor of Technology – Electronics and further education at Simon Fraser University. Samira is a Technical Project Manager for the Cole Engineering Group.

That Council approves the appointment of Samira Harris, ASCT, PTech, P.Eng. as a member of the Board of Examiners.

Moved: Randy Meszaros

Seconded: Ken Zeleschuk

Carried

3.5.1 Receive Lay Councillors' Report

Roslyn will be presenting the report at the AGM. This report covers the period from January 1, 2019 to December 31, 2019, a period of major transition for ASTTBC. The primary driver of this transition is the change in governing legislation from the Applied Science Technologists and Technicians Act (ASTT Act) and associated regulations to the new Professional Governance Act (PGA) with developing regulations. Further transitioning, unrelated to legislative changes, also occurred. This report will also be submitted to the OSPG.

That the Council receive Lay Councillors' Report for information.

3.5.2 Review ASTTBC & Foundation Auditor Reports (verbal)

ASTTBC Audited Financial Statements

For 2019 they gave us a clean opinion where our financials were presented in accordance with the Canadian Accounting Standards for not for profit organizations. This is consistent with our 2018 information.

Statement 1 – Financial Position: We are in a strong financial position, have a positive cash flow and in terms of liquidity we have the cash to achieve our short-term goals and pay our operational needs.

Foundation Audited Financial Statements

Auditors Report – With a charity, you do not get a clean opinion but we always get a qualified opinion for the reason they are not able to fully validate the revenue because there are donations. The statements that are provided are in accordance with the Canadian Accounting Standards for not for profit organizations.

Statement 1: In terms of liquidity, we are able to pay off our liabilities. The numbers are comparable to 2018.

That the Council receive ASTTBC & Foundation Auditor 2019 Financial Statements for information.

4.5.1 Receive Financial Statements – April 2020

REVENUE:

Actual revenue % to budget compared to the previous three years is at:

2020	2019	2018	2017
75.98%	65.97%	67.48%	70.92%

The total revenue as of April 2020 is higher by \$464K or 18.85% compared to April 2019. This is primarily from **Annual dues** of \$397K due to a timing difference as a result of the consolidation into one billing cycle for all members, and the increase in fees. There is also an increase in **Professional affairs** of \$97K due to more Government projects this year compared to the same period last year. The increase is partially offset by a decrease of \$27K from **Events** due to lower Sponsorship and events registration.

EXPENSE:

Actual expense % to budget compared to the previous three years is at:

2020	2019	2018	2017
27.28%	29.29%	34.57%	37.33%

Total expenses as of April 2020 decreased by \$43K or 4% compared to April 2019. The significant variances are decreases in **Wages and benefits** of \$71K due to fewer staff and decreased activities in part time/contract work, and **Community relations and recruitment** of \$31K as a result of a decrease in Sponsorship expenses. The decrease was partially offset by a net increase in **Professional Affairs** of \$60K from an increase in Government project costs of \$78K, partially offset by a \$19K gift from the Public Works Inspectors Society (PWIS) to ASTTBC.

That Council receive for information the Financial Statements – April 2020.

4.5.2 Receive the President's Report President/CEO/Executive Meetings

CEO McCurry and I continue to keep in close contact as we tackle PGA and other strategic priority items in 2020. Regular phone calls help to keep each other abreast of items that require attention.

The Executive met on February 18, April 8, and May 12 to touch base, review and finalize the Council agenda for the March and June meetings.

January Council Meeting

Thank you all for attending the January 23rd Council meeting. I was appreciative of Council's input for the CEO Review and Council Reflections portions of the workshop, and the wonderful discussion on agenda items.

Camosun College

I met with Camosun College Advancement and Alumni Officer Christina Bauzon to discuss connections between ASTTBC and Camosun. She also presented ASTTBC with a certificate of achievement for 18 years of contributing to Camosun award winners.

Registrar Interviews

The Registrar Interview Committee performed in person interviews with 4 individuals on January 28th. Two individuals were called back, and an additional candidate added for additional interviews that were held on February 18th. The selection was stellar and we were encouraged by the high level of qualifications and experiences of the various candidates. Unfortunately, this process did not end in a candidate ultimately being chosen for the position.

March Council Meeting

Thank you all for attending the March 5th Council meeting. It was a productive session to review the draft ASTTBC Bylaws in preparation for the PGA.

Women in Public Works Conference

CEO McCurry and I attended the Women in Public Works Conference in Victoria and enjoyed good discussion with individuals from lower Vancouver Island. Topics focused on careers in public works, harassment within the work place and creating a gender equal world.

Technology Professionals Canada

I attended a conference call with the TPC Leadership Council to discuss the 2020 financial statements, budget and membership and the incoming applications for the new members from CCTT.

CEO 2 Year Anniversary with ASTTBC

I wanted to mention that on April 9th, it was CEO McCurry's 2 year anniversary with CEO. I am thankful for her leadership and congratulate her on the successes during her time with ASTTBC and look forward to the upcoming years.

PFM Executive Search – Registrar Interviews

As our internal search for a new Registrar was not successful, ASTTBC engaged PFM to provide us with new individuals to interview. Upcoming meetings have been booked to narrow down the list of candidates.

Volunteer Appreciation

ASTTBC provided certificates of appreciation for professionalism to Herold Engineering Limited and held a Zoom meeting with technologists and technicians to thank them for the work that they do. And to let them know how easy it is to apply to be a registrant! Volunteer certificates were sent to all ASTTBC volunteers on National Volunteer Appreciation week (April 19-25), thanking them for their ongoing commitment to supporting the important activities they perform including credentialing, practice reviews, reviewing professional practice standards and so much more.

That Council receive for information the President's Report.

4.5.3 Receive the CEO's Report**Goal 1: Professional Legislation & Regulation
Professional Governance Act Implementation**

Staff continue to meet with the OSPG staff and other regulators on a monthly basis.

Current priority work for the OSPG has been:

- Finalizing the updated Code of Ethics
- Participating on the Working Group for Complaints and Discipline including review of OSPG policies.
- OSPG liaison for ASTTBC came to the office for a day and participated in transition planning, meeting with the Young Professionals Group and the Board of Examiners Committee meeting.
- Creation of bylaws in December – February for March review with Council and updates in April for review for the OSPG in early May before Council's final review and approval in June 2020.
- Feedback on what titles ASTTBC is seeking for the PGA and defining the regulated practice for ASTTBC registrants.
- Reviewing requirements for statutory committees and approach to convert current Boards to Panels.
- Duty to report and whistleblowers.
- Joined the EGBC led advisory committee regarding the regulation of firms.
- Finalized materials for CABRO to search for the opening for one Lay Person Representative to Council.

**Goal 2: Right to Practice & Qualified Professionals
Practice and Regulatory Updates**

Practice guidance was provided in March with the announcement of the COVID-19 pandemic for those specialties which are front line workers including fire technicians which were included as essential workers as reported out by ASTTBC on March 26, 2020.

Continuing Professional Development

Staff continue to seek opportunities, especially online, for registrants. The ASTTBC conference will offer many more CPD opportunities than in previous years. With the cancellation of other conferences and CPD opportunities ASTTBC is looking at other potential partnerships for CPD. CPD in 2021 will also include require Indigenous training.

Qualified Professionals Required for Fire Safety in Kelowna

Recently the Kelowna Municipal Council updated its Fire and Life Safety bylaw 10760. Over a period of time, Fire Protection Service Technicians will need to be certified by ASTTBC. A plan is in final development to look at the training, registration and

certification needs of people who will be eligible to work in this region. At the time of writing this report an announcement is being planned.

Goal 3: Professional Recognition

Much of the work in this area has been with various ministries in the BC Government including the Attorney General, Public Safety & Solicitor General and Health. Much of the focus of this type of work has been in regard to the Professional Governance Act.

Goal 4: Member Services

Ensuring Access for All Registrants

Advancing women as technology professionals

The ASTTBC project titled Advancing Women in Engineering and Technology (AWET) was paused slightly as there was a change in the team members and planning shifted from in-person meetings to online work. A summary of the survey with EGBC and ASTTBC members is available on the AWET website <https://womeninengtech.ca>. Career profiles meant to engage students will be posted soon and on May 19 we begin a webinar series looking at key topics that women and HR professionals have identified as important topics for the recruitment and retention of women in engineering and technology.

Research program: Improving Access for Diverse Abilities

The TechAbility/Disabilities in the Workforce project was completed in March with glowing feedback from Ministry. One of the final outcomes is a matrix which we will be sending to those companies who have expressed interest in the results of this research project. The matrix can be used by HR specialists who are looking to better understand the suitability of certain physical and intellectual disabilities and jobs best suited for those individuals.

Technology Professionals Labour Market Integration

This project which is led by Charles is coming together nicely. I sit on the weekly project team meetings and recently we held a series of national meetings by teleconference to replace the in-person meetings we were to have in Montreal. Much progress has been made on a number of the components of the project which runs until Autumn 2021.

Post-Secondary Outreach

Outreach to the colleges continued in January until early March, due to COVID-19 and the shutting down of in-person classrooms our presentations and meetings have stopped. As we look to what the new normal will be for high school and post-secondary students we will plan accordingly.

Goal 5: Governance

IT Modernization

- In 2018 and 2019 it was determined that a number of small, medium and large IT projects were needed.

Member Portal

- We continue to get feedback on the new registrant area. Comments include the appreciation that we have made it easier to log CPD activities and flag professional practice updates. We are also collecting feedback for updates on version 2.0 likely to take place in early 2021.

Online Registry

- Is working well and we are finalizing approval with the OSPG.

ASTTBC Website

- This has been delayed and will start up again in the summer now that we have a full-time communications manager.

Database

- Our move to create a new database continues to move ahead. The Discovery Phase is wrapping up and Phase 1 starts in May through to December. This continues to be on budget and for the most part on time.

That Council receive for information the CEO's Report.

4.5.4 Receive the Registrar's Report

During the reporting period, considerable input was required preparing bylaws for the eventual transition to the Professional Governance Act (PGA) scheduled for November 2020. Significant changes from the existing regulations and policies are required particularly for the registration of applicants (Board of Examiners) and for processing complaints (Practice Review Board). Planning is underway for establishing five statutory committees each requiring 8 or more registrant members and at least one lay member.

January 2020 was the first time that payment of dues for the annual renewal of registration was required for all registrants in the same fiscal year. It was also the first time that the grace period before cancellation of registration was reduced to six weeks and the first time in several years that an increase in annual dues occurred. The restructuring of the fees to be more consistent across various categories of registration resulted in a substantial increase for Construction Safety registrants and to a lesser extent for several other registration categories.

The total number of registrants as of May 1, 2020 was 8,565 which is a decline of 4.7 percent compared to May 2019. The number of complaints and compliance-related issues remains relatively consistent. The Board of Examiners, technical specialist boards and the Practice Review Board meetings after March 17, 2020 were held using audio and visual conferencing. Staff continue to process applications for registration and manage complaints while working from their respective home offices.

The ETPLMI project goal is to address Canadian labour market shortages of applied science and engineering technicians and technologists. The six components of the project are designed to strengthen Canada's skills inventory in science, technology, engineering and math (STEM) by improving information available to and support for internationally trained technology professionals (ITTP) and Canadian Armed Forces (CAF) personnel considering relocating to Canada.

That Council receive for information the Registrar's Report.

4.5.5 Receive the ASTTBC Workplan

We are on task with our goals and busy working with aligning ourselves with the PGA which will be implemented in November 2020.

That Council receive for information the ASTTBC Workplan.

4.5.6 Received the Proposed 2021 ASTTBC Council Meeting Dates

The future Council Meeting dates and AGM date for 2021 are as follows:

Proposed 2021 Council Dates:

- January 21, 2021 – Council meeting (Richmond)
- March 11, 2021 – Council meeting (Richmond)
- May 6, 2021 – Council meeting (Richmond)
- September 23, 2021 (Richmond)
- November 18, 2021 (Richmond)

Confirmed 2021 AGM Date:

- Friday, May 7, 2021

Regarding May 6 and 7, we are working with the hotel to see if they can accommodate our meeting with the social distancing impact. They were not able to meet our needs for the safety of attendees thus the AGM & Conference in Kelowna has been cancelled as has the contract with the hotel.

That Council receive for information the Proposed 2021 ASTTBC Council Meeting Dates.

4.5.7 Receive ASTTBC Events Summary Report

That Council receive for information the ASTTBC Events Summary Report.

5.0 Next Meeting: Our next meeting will be on September 24, 2020.

Motion: That Council recognize the next Council Meeting will be held on September 24, 2020.

That Council recognize the next Council Meeting will be held on September 24, 2020.

Moved: James Coble Seconded: Randy Meszaros **Carried**


6.0 Meeting Adjournment

Motion: That Council adjourn the June 3, 2020 meeting.

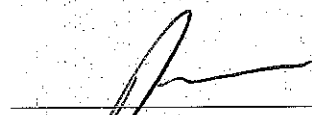
That Council adjourn the June 3, 2020 meeting at 2:07 pm.

Moved: Randy Meszaros Seconded: Trent Reid **Carried**

Sarah thanked the Council for participating.



Sarah Campden, CTech, RTMgr
President



David Sparanese, AscT, CPWI 3
Vice President