

**Minutes from the (OPEN) MEETING of the COUNCIL of
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
November 7, 2019
Pacific Gateway Hotel Vancouver Airport, Richmond**

Present:	Sarah Campden, CTech, RTMgr. President	Brian Davis, CTech, RSIS Council Registrant
	Ken Zeleschuk, AScT, RTMgr, MBA Secretary/Treasurer	Rob Campbell, P.Eng, BSc Lay Councilor
	Trent Reid, CTech Past President	Randy Meszaros, AScT, CET, PMP Council Registrant
	Heather Robertson, AScT Council Registrant	Roslyn Kunin, PhD Lay Councilor
	Rachel Butler, AScT Council Registrant	James Coble, MA Lay Councilor
Absent:	David Sparanese, AScT, CPWI 3 Vice President	Ben Bracht IT Support Specialist
		Meg Kalinowska Manager, IT
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 November 7, 2019 'open' 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 1:45 pm. Quorum present.

November 7, 2019 ASTTBC Council Open Meeting Minutes

1. Approval of Agenda
That Council approve the November 7, 2019 Agenda

That Council approve the November 7, 2019 Agenda.

Moved: Randy Meszaros Seconded: Ken Zeleschuk **Carried**

2. Approval of September 12, 2019 Council Meeting Minutes and verbal update on June 2020 Council Meeting Date and AGM
That Council approve the September 12, 2019 Minutes

Please note that our June Council Meeting will be on June 3, 2020 that the 2020 ASTTBC AGM will be on June 4, 2020 in Richmond, BC.

That Council approve the September 12, 2019 Minutes.

Moved: Trent Reid Seconded: Brian Davies **Carried**

FOR DECISION

Goal 1: Professional Legislation & Regulation

- 1.1.1 **Council Executive Model under PGA**
That Council select a model for the Executive when ASTTBC moves under the Professional Governance Act, and approves staff to create the bylaws that reflect this model

This item has been tabled to the January 23, 2020 Meeting.

- 1.1.2 **Review and approve BC Government request to assist with Inspector Program**
(follow-up from June and September meeting)
That Council approve that staff finalize the negotiations for the contract for the pilot program for a possible new industrial inspector program.

We started speaking about it again and Jason Jung is now leading discussions with government. We have discussed this project to be in three phases:

- Phase 1 – GAAP Analysis,
- Phase 2-Regulation Inspector Program Development and
- Phase 3-Pilot

Jason Jung has sent feedback regarding the contract as they are looking at us for assistance with GAAP analysis which will be approximately \$100,000. Currently there is an undetermined timeline as they are behind in their current timeline.

A draft proposal of what it could look like was submitted a week prior and is still under review and feedback will be provided to us next week. We will need the government to provide us with the work they have done, the BC Agricultural Council work that has been done federally with respect to some of industrial camp regulations and what their Federal Minister is looking for. Once we receive this information, it will be reviewed

along with the GAAP analysis and see what this could look like in support of the new regulations.

- GAAP timeline – Spring – This will need to be revised as we need to agree on scope of project. We could be looking at a 4-6 month estimated timeframe
- Phase 2 (Regulation for Inspector Model) and Phase 3 (Pilot Program) are currently off the table.

We will keep Council updated.

That Council approve that staff finalize the negotiations for the contract for the pilot program for a possible new industrial inspector program.

Moved: Trent Reid

Seconded: Rob Campbell

Carried

1.1.3 Updating the ASTTBC Vision Statement

That Council accepts and approves the updated ASTTBC vision statement.

Over the past year, ASTTBC has asked members in webinars, at registrant meetings and in a registrant, survey conducted in May 2019 to provide their feedback. Member registrants agreed that the current statement needed updating. The statement needs to be punchier and reflect us moving forward,

Current vision statement:

ASTTBC is the model association for technology professionals.

Proposed vision statement:

Safeguarding the public
through leadership and regulatory excellence.

Council concurred that a dimension is missing relating to technology. Council would like the words Technology Professionals added to the statement.

The amended vision statement is:

Technology Professionals safeguarding the public
through leadership and regulatory excellence.

That Council accepts and approves the updated amended ASTTBC vision statement.

Moved: Brian Davies

Seconded: Heather Robertson

Carried

Goal 5: Governance

2.5.1 Review and approve the revised 2020 ASTTBC budget

That Council approve the updated 2020 ASTTBC budget.

The 2020 projected budget is set at \$3,852,186 compared to the \$3,733,281 revised 2019 budget. This represents an increase of \$119K or 3.19%.

REVENUE:

- The revenue budget is mainly comparable with the revised 2019 budget except for an increase of \$152K in Membership dues as a result of increased membership fees (new fee structure), and a decrease of \$31K from Professional Affairs due to a slight decrease in Government project activities.

EXPENSE:

While the total expense budget is comparable to the revised 2019 budget, significant changes have been made on the expense groups:

- **Wages and Benefits** show a net increase of \$86K owing to a projected increase in the number of staff with a corresponding decrease in Contractor activities.
- **Office & Equipment** is lower by \$25K as there are no planned major activities on computer hardware and software.
- **Professional Affairs** increased by \$56K owing to an anticipated increase of \$117K in legal expenses due to PGA and PARS to be performed on members both random and practice related, this is partially offset by a decrease Government projects of \$39K.

CAPITAL EXPENDITURE (CAPEX):

- The 2020 CAPEX of \$272.5K is for Phase I and II of the database upgrade, the office digitalization project, laptops for staff etc.

The government project status report was highly favored by Council. Going forward, it will become a regular report.

Evan explained the difference between that the preliminary budget presented in September with the one presented at today's meeting did not have the factor in the \$52K from the fee structure that were approved in September.

That Council approve the updated 2020 ASTTBC budget.

Moved: Roslyn Kunin

Seconded: Randy Meszaros

Carried

2.5.2 Review and approve the new Stamp/Seal Policy

That Council approve the new Stamp/Seal Policy.

The formatting of the info below showed blank in the board book and should of read as:

Policy Subject	ASTTBC Professional Stamp and Seal Policy
Policy Number	To be determined
Approving Authority	Council
Revision	0
Effective Date	November 7, 2019

Guidelines and expectations for Registrants to obtain and use ASTTBC stamps and seals exist in several different source documents at ASTTBC. These include the ASTTBC Regulations, various certification policies, professional practice guides and Standards of Practice.

In order to have a clear and consistent reference for the public, authorities having jurisdiction, government and Registrants concerning stamp and seal usage, it is necessary to create a single source policy document where the requirements and expectations for the use of stamps and seals is clearly defined.

The new policy will clearly define the purpose of the ASTTBC professional stamp and seal, specify who can obtain and use stamps and seals, and outline expectations on how documents are authenticated.

We have to bring this Policy under our Act so that we can move forward on investigations until the PGA is implemented.

That Council approve the new Stamp/Seal Policy.

Moved: Brian Davies

Seconded: Trent Reid

Carried

2.5.3 Approve new member for the Construction Safety Board

That Council approve the new member for the Construction Safety Board.

On September 18, 2019, the CSCB recommended the appointed of a new Board member:

Rebecca Sheng-Taylor BA, CRSP, CSP is a health and safety professional and strategist with over 30 years of corporate leadership inspiring and connecting industry stakeholders to sustainable health and safety initiatives, programs and systems—producing measurable results and cultural change. Achieved a 20-year track record of award-winning work in occupational health and safety, business communications, education/training and presentations. Rebecca has over 15 years' experience with Work Safe BC and recently joined Phoenix Fire and Life Safety Inc. as Vice-President, Safety, Health and Environment Consulting Services.

That Council approves the appointment of: Rebecca Sheng-Taylor to the Construction Safety Certification Board.

Moved: Heather Robertson Seconded: Rachel Butler **Carried**

FOR INFORMATION

Goal 5: Governance

3.5.1 Receive draft Building Guide

That Council review for information this draft Building Guide.

The Building Enclosure Design Guide for Wood-Frame Multi-Unit Residential Buildings has been developed by the Province of British Columbia in partnership with BC Housing and the industry.

The guide will serve as a resource for industry professionals involved with the design and construction of building enclosures of multi-unit, wood-frame residential buildings. The guide explores the latest research, design and construction best practices. It addresses wood-frame construction in five and six storey mid-rise buildings and is one of the industry's most widely accepted reference guides. Both EGBC and AIBC has endorsed the guide for use by their registrants. ASTTBC had the opportunity to be

involved on the consultation committee as the guide was developed and has received a credit, shown on the inside front cover.

This will be an excellent resource for ASTTBC practitioners in our building technology discipline, building designers and other related disciplines.

That the Building Guide be received for information.

Moved: Brian Davies Seconded: Heather Robertson **Carried**

3.5.2 Review Council Work Plan Update

That Council receive for information the updated Council Work Plan.

Further to our September meeting, this Work Plan has been adjusted to include notes, updates and completion dates. For the most-part we are green and on track.

The color codes mean:

Ongoing/On Schedule	
Delayed, Late	
On hold/Stopped	

Council has suggested that “on hold” should move to yellow color code and this will be reflected in the January 23, 2020 meeting.

That the Council Work Plan Update be received for information.

Moved: Ken Zeleschuk Seconded: Rob Campbell **Carried**

Reports

4.5.1 Receive Financial Statements - September 2019

That Council receive for information the September 2019 Financial Statements.

REVENUE:

Actual revenue % to budget compared to the previous three:

2019	2018	2017	2016
89.41%	90.99%	93.38%	94.71%

Total revenues for YTD September 2019 is higher by \$158K or 4.95% compared to September 2018. The net increase is mainly from **Professional affairs** of \$159K owing to larger Government projects compared to previous years particularly with Techability: Aligning Diverse Abilities to Technical Occupations (Techability) and Advancing Women in Engineering and Technology projects. Other increases are from **Publication** of \$9K due to more advertising revenue as a result of more Newsletter releases, and **Admin General** of \$11K from Interest income mainly due to better rates. The increase was partially offset by a decrease in **Member Services** of \$41K due to lower Techjob and CTEN job postings.

EXPENSE:

That the CEO's Report be received for information.

Moved: Roslyn Kunin Seconded: Trent Reid **Carried**

4.5.4 Receive Registrar's Report (verbal)

That Council receive for information the Registrar's Report.

It has been business as usual. We have our various boards meetings as well as a Practice Review Board where we are reviewing two cases. Once case will incur a disciplinary hearing and we will know more about the 2nd case in January 2020.

We had a national Registrar Meeting on September 26 and 27 which went really well. The Registrar Meeting discussed expedited access to technology programs and harmonization. Quebec and Alberta were not able to attend the meeting.

Technology Accreditations Canada – Standards Development Steering Committee will review standards and take 18 disciplines and re-cluster them into 7 disciplines. The report will be up for public consultation in early 2020.

That the Registrar's Report be received for information.

Moved: Brian Davies Seconded: Rob Campbell **Carried**

4.5.5 Receive ASTTBC Events Summary

That Council receive for information the ASTTBC Events Summary Report.

That the ASTTBC's Events Summary Report be received for information.

Moved: Brian Davies Seconded: Randy Meszaros **Carried**

5.0 Next Meeting: January 23, 2020

That Council recognize the next Council Meeting will be held on January 23, 2020.


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

6.0 ADJOURNMENT


That the meeting adjourned at 2:53 pm.

Moved: Brian Davies Seconded: Ken Zeleschuk **Carried**

Sarah thanked the Council for participating.



Sarah Campden, CTech, RTMgr
President



Theresa McCurry, BSc, PMP
CEO