

**COUNCIL of the  
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC**

**May 24, 2018**

**Delta Hotels Burnaby Conference Centre, Burnaby**

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Present:	Rob Campbell, BSc, PEng Sarah Campden, CTech, RTMgr James Coble, MA Edzel Escala, AScT Trent Reid, CTech	Heather Robertson, AScT Paul Sawyer, CTech David Sparanese, AScT, CPWI 3 Paul Tomei, AScT Keith Trulson, AScT, Eng.L Ken Zeleschuk, AScT, RTMgr, MBA
Absent:	Todd Blackstock, AScT	Rachel Butler, AScT
Observers:	Brian Davies, CTech, RSIS Randy Meszaros, AScT, PMP, CET	Roslyn Kunin, PhD
Staff:	Cindy Aitken Charles Joyner, AScT Jason Jung, AScT Nicky Malli, BA Theresa McCurry, BSc, PMP	Manager, Governance & Events Registrar Manager, Professional Practice & Development Manager, Finance Chief Executive Officer

President Trent Reid called the OPEN Council Meeting to order at 3:00 pm. President Reid noted that this ‘Open Session’ of Council will be recorded and posted on the ASTTBC website as Council is fully committed to openness and transparency in the governance of ASTTBC.

**1. Approval of Agenda**

The Agenda was presented for approval.

**18-36:**            *That the Agenda of May 24, 2018 be approved as presented.*

M/S/C

**2. Approval of Minutes**

**The Minutes of April 12, 2018 were presented for approval**

**18-37:**            *That the Minutes of the Council Meeting of April 12, 2018 be approved.*

M/S/C

### **3. ACTION AGENDA**

#### **GOAL #3 – PROFESSIONAL STANDARDS & REGULATION**

##### **3.3.1 Registered Fire Protection Technician (RFPT) Standards of Practice (SoP)**

Council received for information a Report on the Registered Fire Protection Technician (RFPT) Standards of Practice (SoP) and a copy of the Standards of Practice dated May 11, 2018. Registrar Charles Joyner reported that the RFPT Standards of Practice has been in the works for 2 years with consultations and discussions with the Fire Protection Certification Board, Fire Protection Service company owners, Authorities having jurisdiction and RFPTs. Charles also noted that these Standards of Practice have been reviewed and approved by the PRB and that the RFPT SoP will be fully effective as of January 1, 2019.

**18-38:**            *That Council approves the Registered Fire Protection Technician Standard of Practice as presented in Appendix 1.*

M/S/C

#### **GOAL #8 – GOVERNANCE AND MANAGEMENT**

##### **3.8.1 Conditions and Criteria for Introducing New Technical Specialist Designations Policy**

Council received for information a Policy on New Technical Specialist Designations Criteria. The Policy was discussed during the Council Workshop. Council was in general agreement that the new Policy be TABLED to the September meeting. The CEO was asked to assure that any new technical specialist designations are within ASTTBC's objectives and strategic goals and report back at the September meeting.

**18-39:**            *That Council TABLE the New Technical Specialist Designations Criteria Policy to the September 27, 2018 meeting.*

M/S/C

##### **3.8.2 Sponsorship Policy**

Council received for information a Policy on ASTTBC Sponsorship. The Policy was discussed during the Council Workshop. Council was in general agreement that the new Policy be TABLED to the September meeting and that the CEO provide a budget for Sponsorship.

**18-40:**            *That Council TABLE the ASTTBC Sponsorship Policy to the September 27, 2018 meeting.*

M/S/C

##### **3.8.3 Auditor Independence Policy**

Council received for information a Policy on the Auditor Independence. The Policy was discussed during the Workshop. CEO Theresa McCurry reported that previously ASTTBC did not have a guideline and that it is standard business practice that the Auditor maintains an adequate degree of independence.

**18-41:**            *That Council approve the Auditor Independence Policy.*

M/S/C

#### 3.8.4 Board Appointments

Council received for information a Report on Board Appointments for the Construction Safety Certification Board. Council was in general agreement that it would be beneficial to have BIOs for all new Board Appointments. Registrar Charles Joyner agreed to include BIOs with Board Appointment Reports to Council.

**18-42:** *That Council approve the appointment of the following members to the Construction Safety Certification Board:*

- Nicolette Wilson, RCSO
- John Frost, RCSO, OFA II

M/S/C

#### 4. **INFORMATION AGENDA**

##### **GOAL #1 – PROFESSIONAL LEGISLATION & REGULATION**

###### 4.1.1 PTech Implementation (verbal update)

Council received for information a verbal update on PTech Implementation from CEO Theresa McCurry. Theresa reported that a letter was sent in March to the Minister with changes to the ASTT Act regarding PTech. Theresa noted that ASTTBC has not heard back from the Government and is waiting for the Professional Reliance Review Report with recommendations to come out shortly.

**18-43:** *That the PTech Implementation verbal update be received for information.*

M/S/C

##### **GOAL #2 – RIGHTS TO PRACTICE**

###### 4.2.1 Professional Practice Guides (verbal update)

Council received for information a verbal update on the Professional Practice Guides from Manager, Professional Practice & Development Jason Jung. Jason provided some background information on the Professional Practice Guides and noted that the existing approved Guides will serve as a template for any new Guides.

**18-44:** *That the Professional Practice Guides verbal update be received for information.*

M/S/C

##### **GOAL #3 – PROFESSIONAL STANDARDS & REGULATION**

###### 4.3.1 National Standards for Accreditation (verbal update)

Council received for information a verbal update on National Standards for Accreditation from CEO Theresa McCurry. Theresa reported that she recently attended a TAC meeting in Toronto with President Reid and that one set of National Standards for Accreditation will be implemented. President Reid noted that this is very positive news!

**18-45:** *That the National Standards for Accreditation verbal update be received for information.*

M/S/C

## **GOAL #8 – GOVERNANCE AND MANAGEMENT**

### **4.8.1 Financial Statement – March 2018**

Council received for information a Report on the Financial Statement for March 2018 including a copy of the Statement of Revenue & Expenses and a chart with targets dated March 31, 2018. Secretary Treasurer David Sparanese reported that overall revenue and expenses are on target and comparable to previous years.

**18-46:**            *That the March 2018 Financial Statement be received for information.*

M/S/C

### **4.8.2 Auditor's Letter to Council**

Council received for information a Report on the Auditor's Letter to Council re 2017 Audit and a copy of the Letter dated May 25, 2018. Manager, Finance Nicky Malli recommended that the Audit start sooner, preferably in February as currently the timeline is very tight.

- 18-47:** (a)    *That the Auditor's Letter to Council re 2017 Audit be received for information.*
- (b)    *That the Secretary Treasurer, President and Chief Executive Officer be authorized to sign the Auditor's Letter to Council.*
- (c)    *That the 'Difficulties Encountered During the Audit' included in the Auditor's Letter to Council dated May 25, 2018 be referred to the Secretary Treasurer and CEO for review and report at the September meeting of Council.*

M/S/C

### **4.8.3 ASTTBC Financial Audit 2017**

Council received for information a Report on the Financial Audit 2017 and a copy of the Financial Statements dated December 31, 2017. Secretary Treasurer David Sparanese reported that we are close to our set revenue and expense targets.

**18-48:**            *That the ASTTBC audited Financial Statements of December 31, 2017 be received for information.*

M/S/C

### **4.8.4 ASTTBC Foundation Financial Audit 2017**

Council received for information a Report on the ASTTBC Foundation Audit 2017 and a copy of the Financial Statements dated December 31, 2017. Manager, Finance Nicky Malli reported that donations made to the Foundation are invested in GIC's (and other secure savings) and that the Endowment Funds continue to grow.

**18-49:**            *That the ASTTBC Foundation audited Financial Statements of December 31, 2017 be received for information.*

M/S/C

#### 4.8.5 ASTTBC Activity Listing 2018

Council received for information the 2018 ASTTBC Activity Listing. CEO Theresa McCurry noted that all corners of the Province are covered and that this list is an informal directory to track Member engagement. Council was in general agreement that the list of ASTTBC activities be shared with Members and encourage them to volunteer in their communities.

**18-50:**            *That the ASTTBC Activity Listing 2018 be received for information.*

M/S/C

## 5. **Reports**

### 5.1 President's Report

Council received for information the President's Report covering the period from April 13<sup>th</sup> to May 23<sup>rd</sup>, 2018. President Reid noted that this has been a very busy time of year and highlighted some of the activities he has been involved with including: CEO recruitment process, TechNova AGM/Awards Dinner, MLA Breakfast in Victoria, meetings with TPC & TAC, National Presidents' Meeting and will be attending the upcoming OACETT AGM.

**18-51:**            *That the April/May 2018 President's Report be received for information.*

M/S/C

### 5.2 Chief Executive Officer's Report

Council received for information the CEO's Report to Council (#1) covering the period from April 9<sup>th</sup> to May 10<sup>th</sup>, 2018. CEO Theresa McCurry reported on a few key developments including: Professional Reliance Review Report to be out soon, meetings with TPC & TAC, a Statement being prepared on Regulation & Practice Rights, new Member Survey to be sent to reflect a better measurement of our success.

**18-52:**            *That the Chief Executive Officer's Report be received for information.*

M/S/C

### 5.3 Registrar's Report

Council received for information the Registrar's Report covering the period from April 12<sup>th</sup> to May 12<sup>th</sup>, 2018. Registrar Charles Joyner gave a brief overview of his report. Charles noted that the revised Board of Examiners Policy was submitted to the Practice Review Board for endorsement. Council was in general agreement that the colored graphs and pie charts are helpful and asked that percentages be shown.

**18-53:**            *That the Registrar's Report be received for information.*

M/S/C

### 5.4 Council Reports (verbal)

Council members were invited to speak on Association activities and meetings in which they have been involved.

Paul Sawyer reported that he attended an EGBC Council Meeting on April 27<sup>th</sup> as the ASTTBC Rep. Paul gave a brief overview on items of interest from the meeting. President Reid thanked Paul for his time to attend the EGBC Council Meeting and his report back.

Heather reported on an Ontario Society of Professional Engineers Report on ‘*Women and the Future STEM Work Force: Grass Roots Perspective from Students*’ dated April 2018. Heather noted how important it is to share this information across organizations. CEO Theresa McCurry reported that she will be meeting with the Author of the Report and will have more information to share in June.

**18-54:**            *That the Council verbal Report be received for information.*

M/S/C

6.    **Other Business**

President Reid noted that the November Council Meeting date has CHANGED to **November 10<sup>th</sup>, 2018** to coincide with TARC at the Westin Bayshore Hotel, Vancouver.

President Reid thanked Council Directors Jeff Collins and Craig Sears for their time served on Council. President Reid also thanked Public Representative Brian Carr for his many years of service as our Public Rep on Council.

7.    **Date of next Meeting:**

The next Council Meeting is scheduled for **Thursday, September 27<sup>th</sup>, 2018** at the Pacific Gateway Hotel, Richmond from 10:00 am to 4:00 pm.

President Reid thanked Council and those participating by Webinar.

8.    **Adjournment**

**18-55:**            *That the meeting adjourn at 4:15 pm.*

M/S/C

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Trent Reid, CTech  
President

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David Sparanese, ASCT, CPWI 3  
Secretary -Treasurer