

**Minutes from the OPEN SESSION MEETING of the COUNCIL of APPLIED SCIENCE
TECHNOLOGISTS AND TECHNICIANS OF BC
March 11, 2021
Virtual Meeting through GoToMeeting**

Virtually Present:

Councillors	Sarah Campden, CTech, RTMgr. President	Mike Battistel, ASCT Registrant Councillor
	David Sparanese, PTech, ASCT, CPWI 3 Vice President	Randy Meszaros, ASCT, CET, PMP Registrant Councillor
	Ken Zeleschuk, MBA, PTech, RTMgr, ASCT, Dipl.T Secretary/Treasurer	Rob Campbell, P.Eng, BSc Lay Councillor
	Trent Reid, CTech Past President, Observer	James Coble, MA, PhD Lay Councillor
	Kristy Bobbie, ASCT Registrant Councillor	Roslyn Kunin, PhD Lay Councillor
Regrets:	Brian Davies, CTech, RSIS Registrant Councillor	
Staff:	Theresa McCurry, BSc, PMP Chief Executive Officer	Phillipa Stanaway, BA, MA, JD Registrar
	Evan Triste, CPA, CGA Manger, Finance	Jason Jung, ASCT Director, Professional Practice & Development
	Shahina Sharp Administrative Coordinator	

President Sarah Campden welcomed everyone to the March 11, 2021 Open Session Meeting of Council. President Campden noted that this Open Session of Council minutes will be posted as per usual on the ASTTBC website and that Council is fully committed to openness and transparency in the governance of ASTTBC.

President Campden began with acknowledging that we are gathered together across the province on the 198 traditional territories of First Nations, Inuit and Métis. She acknowledged our traditional hosts and thanked them for their graciousness in welcoming us to carry out this work on their land. In so doing, she said that ASTTBC Council recognizes their inherent Indigenous rights and title, the implementation without qualification of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), and our support for the 94 calls to action by the Truth and Reconciliation Commission.

President Campden called the Open Council Meeting to order at 1:38 pm. Quorum was reached.

1. Approval of the March 11, 2021 Agenda

Motion: That Council approve the March 11, 2021 Agenda.

That Council approve the March 11, 2021 Agenda.

Moved: Randy Meszaros Seconded: David Sparanese **Carried**

2. Approval of the January 21, 2021 Council Meeting Minutes

Motion: That Council approve the January 21, 2021 Council Minutes.

That Council approve the January 21, 2021 Council Meeting Minutes.

Moved: Kristy Bobbie Seconded: Randy Meszaros **Carried**

1.5.1 Council Meeting Guidelines

Motion: That Council endorses the Council meeting guidelines.

A new meeting guidance document was created for Council to assist with onboarding of new Councillors and help Councillors understand how their meetings are structured and planned. During these meeting full engagement of Councillors is expected so that pertinent decisions can be support the fulfilment of ASTTBC’s legislated authority under the Professional Governance Act.

That Council endorses the Council meeting guidelines.

Moved: David Sparanese Seconded: Roslyn Kunin **Carried**

1.5.2 Updated Mission, Vision and Values Statements

Motion: That Council accepts and approves the updated ASTTBC vision, mission and values statements.

In 2019 after consulting with registrants and other stakeholder ASTTBC updated its vision statement as well as our corporate values, however the mission statement was not edited as it was felt it represented the work ASTTBC performs. These statements reflected both the work of ASTTBC and the professions that we regulate. Now that ASTTBC’s Act has been repealed and we are under the Professional Governance Act it was felt a refreshed mission, vision and values statements are needed to reflect that work that ASTTBC performs.

VISION

Regulation of Technology Professionals that safeguards the public through leadership and excellence.

MISSION

We serve the public by contributing to a safe, sustainable society and environment by regulating Technology Professionals. We accomplish this through supporting the competent, safe, and ethical practice of applied science technology in British Columbia.

VALUES

Professionalism

We uphold a foundation of high standards, ethics and competence to ensure accountability of our registrants.

Accountable

We are invested in our responsibility to Government and British Columbians.

Integrity

We are honest, dedicated, ethical and fair by doing the right thing every time, for the protection of the public.

Inclusion

We embrace the principles of equity, diversity, inclusion, cultural safety and humility.

That Council accepts and approves the updated ASTTBC vision, mission and values statements.

Moved: Randy Meszaros

Seconded: Ken Zeleschuk

Carried

1.5.3 Governance Policies

Motion: That Council accept the recommended changes that now align the policies with the Professional Governance Act and ASTTBC's new bylaws.

The Council Governance Policy document has been created to guide Councillors as to their requirements to fulfill their duties under the PGA. These policies have had a major revision as per the approved bylaws. Council performed a review during the November meeting to identify the areas which will need policy updates.

That Council accept the recommended changes that now align the policies with the Professional Governance Act and ASTTBC's new bylaws.

Moved: Kristy Bobbie

Seconded: Randy Meszaros

Carried

1.5.4 ASTTBC Annual Report

Motion: That Council accept the annual report and when finalized with the designer a copy will be sent to all Councillors and the Superintendent of the OSPG.

In previous years annual reporting out of the financials as well as registration information, etc., was shared in Connect. This year a more formal report was created for Council to submit to the Superintendent by April 1, 2021. The information will contain all previous year's annual data and will also add additional data deemed of interest by the OSPG. Given that portions of the report are dependant on the approval of updated language for the vision and mission of the organization, the Annual Report will be finalized after this Council meeting.

That Council accept the annual report and when finalized with the designer a copy will be sent to all Councillors and the Superintendent of the OSPG.

Moved: Randy Meszaros

Seconded: David Sparanese

Carried

1.5.5 Council Reflection Summary

Motion: That Council accept the Council Reflections Summary and recognize this review was performed under the ASTT Act. This work will be performed through feedback provided by other mechanisms under the PGA.

The Council meets annually in January to review the previous years progress and achievement. This review was based on the Council Workplan which is updated at every council meeting throughout the year. This work will be performed differently under the PGA.

That Council accept the Council Reflections Summary and recognize this review was performed under the ASTT Act. This work will be performed through feedback provided by other mechanisms under the PGA.

Moved: Kristy Bobbie

Seconded: Roslyn Kunin

Carried

1.5.6 Call for applications for committee

Under the ASTTBC bylaws, council must appoint a chair and may appoint a vice chair for each statutory committee (ss. 23 and 23.1). In order to make those appointments, council must issue a call for applications for nomination to currently appointed committee members (s. 23.2). The nomination committee must review all valid applications for appointment that are delivered by the specified deadline and provide a list of recommended nominees to council (s. 23.6).

Motion 1: That Council appoint the individuals identified as chairs be appointed as temporary acting chairs.

Motion 2: That Council approve staff to issue the call for applications for Chairs to statutory committee members.

Moved: David Sparanese

Seconded: Ken Zeleschuk

Carried

FOR INFORMATION

Reports

2.5.1 Lay Councillors Report

The Lay Councillors annually present a report that is tabled with the AGM. This year's report discusses the organizations performance in 2020 and summarizes what occurred throughout the year.

That Council receive for information the Lay Councillors' Report.

2.5.2 Nomination Committee Report

The framework for the election of ASTTBC Council members is set out in the *Professional Governance Act (PGA)*, *Professional Governance General Regulation (PGGR)*, and the ASTTBC Bylaws.

Under section 25 of the *PGA*, the selection of nominees to be put forward for election as registrant councillors is to be conducted in accordance with the process and merit-based selection principles prescribed by the Lieutenant Governor in Council, as set out at sections 5 and 6 of the *PGGR*.

Under section 6(4)(e) of the *PGGR*, the Committee must produce a report for Council, signed by the chair, specifying:

- (i) how the outcome of the selection of nominees meets the requirements of the Act, any other applicable Act, this regulation or other applicable regulations, and any applicable bylaws of the regulatory body; and
- (ii) how the nominees meet the criteria set out in the advertisement for the current or expected vacancies.

For the 2021 election, a total of eleven applications were received. Two applications were determined by the Committee to be ineligible for consideration under the ASTTBC bylaws. One of the two ineligible applications was provided to ASTTBC after February 5 (the deadline for applications set out at section 4.3 of the bylaws). Under section 4.5 of the bylaws, the Committee is required to decline applications received past deadline. The Committee determined that the other applicant was ineligible for election to Council under section 3.1(f) of the ASTTBC bylaws.

As a result, nine applications were reviewed by the Committee. The Committee evaluated all eligible applications based upon pre-established criteria based on the selection principles set out at section 5 of the *PGGR*, using a scoring system matrix. The criteria-based matrix considered such factors as: disciplines of certification, geographic area, diversity, experience serving on boards, experience in financial management, policy governance, professional experience, leadership skills, integrity, objectivity, and general ability to serve on Council.

If required, applicants were contacted by a Committee member to verify or validate information contained in their application. All applicants that received a minimum score on the matrix were nominated to run in the upcoming Council election ballot. The list of nominees determined by the Committee to be eligible to run for the three vacant seats in the 2021 ASTTBC Council Election, listed in alphabetical order, are:

- Paul LaBranche, ASCT
- David Sparanese, ASCT (i)
- Vytas Vaitkus, ASCT
- Ken Zeleschuk, ASCT, MBA (i)

(i)Incumbent Council Director

Voting registrants will elect three of the four candidates to serve on Council.

In addition to the 7 registrants serving on Council, the PGA requires that four 'lay person' representatives be appointed by Government to serve on Council. The lay person representatives are individuals from the BC community who help bring the 'public perspective' to Council and, in doing so, assist Council in serving the public interest. Neither the Committee nor Council participates in these appointments.

That Council receive for information the Nomination Committee Report.

2.5.3 ASTTBC and ASTTBC Foundation Auditors Report

Manager, Finance Evan Triste provided an update regarding the ASTTBC and ASTTBC Foundation Auditors report which will be presented at our AGM on May 7, 2021.

That Council receive for information the ASTTBC and ASTTBC Foundation Auditors' Report.

2.5.4 Receive Financial Statements – January 2021

Manager, Finance Evan Triste provided an update regarding the ASTTBC January 2021 Financial Statements.

REVENUE

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

2021	2020	2019	2018
72.35%	59.32%	48.56%	52.01%

The total revenue as of January 2021 is higher by \$142K or 6.40% compared to January 2020. The variance is mainly from higher Annual Dues revenue of \$174K. This is a timing difference owing to earlier invoicing for the 2021 fees. The increase is partially offset by a decrease in Professional Affairs of \$30K due to fewer government projects in 2021.

EXPENSES

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

2021	2020	2019	2018
7.67%	8.23%	8.21%	9.71%

Total expenses as of January 2021 decreased by \$58K or 18.73% compared to January 2020. One of the major decreases is that national accreditation dues are now charged quarterly, not annually. Wages and benefits of \$17K as there were no staff reorganization related payments this year. The decrease is partially offset by a net increase in increased legal fees in relation to the bylaws, and the absence of the PWIS one time gift, partially offset by decreased expenses from government projects.

That Council receive for information the January 2021 Financial Statements.

2.5.5 Receive President's Report

The President discussed the activities that she participated in from January and February 2021.

- Transition to the PGA**
We helped to bring ASTTBC into the future with the repeal of the ASTTBC Act and transition to the Professional Governance Act. This is a huge milestone for technologists, technicians and technical specialists in British Columbia.
- President/CEO/Executive Meetings**
CEO McCurry and the Executive continued to keep in close contact as we discussed agenda topics for the upcoming Council meeting, Bylaw Review meeting and ongoing TPC meetings.
- January Council Meetings**
Thank you all for virtually attending the January 21st Council and January 28th Bylaw review meetings.

- **Technology Professionals Canada**
The TPC Leadership Council met on January 28th with the working group continuing to meet every three weeks. The co-chairs continue to meet bi-weekly to foster discussions during the Working Group sessions.

That Council receive for information the President's Report.

2.5.6 Receive CEO's Report

This Report will focus on key PGA related activities that took place in 2020 which includes the work of this time period given that most of our work aside from running the day-to-day operations was focused on transition to the Professional Governance Act. We note that letters of congratulations were sent during this time period to all elected MLA's.

Goal 1: Professional Legislation & Regulation

Professional Governance Act

- Moved under PGA on February 5, 2021.
- Bylaws completed, approved by Council and OSPG. Posted immediately to website.
- Governance policies updated to reflect PGA and new bylaws.
- March Council meeting open to the public with notice on the ASTTBC website and social media.
- OSPG introducing final guidance and policies in January & February.
- Monthly meetings with OSPG and other regulators, monthly meetings on the regulation of Firms, quarterly meeting in January with OSPG Advisory Committee.
- Now implementation under PGA requires realignment of ASTTBC operational structures, policies, procedures.
- Change management planning has shifted from transition to implementation.

Annual Report to OSPG

- New requirement under PGA for Council to submit an annual report.
- Updated format to include new information including trends in practice advisor questions and will include the Lay Councillor Report.
- Submission will take place in late March 2021.

Goal 2: Qualified Professionals

Presentations

- Okanagan serving and retired Armed Forces Personnel – career opportunities as a technologist or technician.
- Post-secondary presentations have been postponed.

Goal 3: Professional Harmonization

Expediting Technology Professional Labor Integration Project

- National association is looking at the sustainability of the gateway for international and military applicants.
- Launch of website is set for April.
- All provinces are participating.

Goal 4: Registrant Services

PGA Change Communications

- February issue of Connect focused on the new Code of Ethics as did the February webinar. See Schedule D of the bylaws or go to the website to view these new requirements <https://asttbc.org/wp-content/uploads/2021/02/Standards-of-Competence-and-Code-of-Ethics.pdf>.

Staffing Increase

- In order to meet the additional requirements of the PGA and OSPG standards of good regulation, by which government will audit regulatory bodies, there will be new positions created to support enhancements in registrations, investigations, practice reviews and the creation/update of practice guides and standards.

Indigenous Reconciliation Continuing Professional Development

- A requirement for all regulatory bodies is to make mandatory CPD in this area. Education is key to a true and lasting reconciliation. Sustained learning and development require continually increasing a registrant's ability to build and maintain respectful and effective relationships with Indigenous peoples.
- Registrants are required to commit to a minimum of two hours annually to continuing professional development which addresses Indigenous intercultural competency, Indigenous history, Indigenous engagement, Indigenous conflict resolution, Indigenous human rights, and Indigenous anti-racism as it relates to a registrant's applied science and engineering technology practice.
- Continuing educational development must address a minimum of one of the following learning outcome areas:
 1. Foundational awareness: history and impact of colonialization in Canada; legal rights of Indigenous Peoples and relevant law; reconciliation actions.
 2. Service-related skills: communication, consultation, engagement, relationship-building, and collaboration; understanding and respect for the contribution of Indigenous knowledge.
 3. Organization approach: incorporate cultural safety and humility into meetings and events; employee onboarding; change leadership; outreach, recruit, retain, and develop qualified Indigenous employees.
- CPD hours taken in these learning areas are inclusive of the 20 hours required to fulfil annual CPD requirements. Recognition will be given to those registrants that have taken previous course work that addresses the learning outcomes below. Registrants will be permitted to apply extra Indigenous CPD credit up to a maximum of three years.

Diversity and Inclusion: ensuring access for all registrants - *Advancing women as technology professionals.*

- The ASTTBC project titled Advancing Women in Engineering and Technology (AWET) is nearing the end with a final report and presentation to Government in early spring.
- Planning for the sustainability of this work has started and will be based on the final recommendations from the report and building alliances.

Goal 5: Governance

Yearly Financial Audit

- To meet OSPG April 1 deadline we started our audit 2 months earlier in order to have Council approved, audited financial statements included.

Change Management

- The scope of the change is enterprise wide. The type of changes required to come under the PGA includes policy, processes, system, organization and redefining some job roles within ASTTBC and certainly with the statutory committees. This impacts roughly 10,000 people currently. Therefore, as this is a somewhat dramatic change this process will be ongoing in 2021 and into 2022.
- Change management plan is being developed as planning for training needs for staff, committee members and Council is finalized.
- Given this is a large system wide change for regulators, planning will have training taking place in stages to accommodate the various needs.

Virtual Annual General Meeting & Conference May 7, 2021

- Planning continues with the finessing of sessions which will be a mix of live and on-demand.
- Registration will begin in early March.
- Now that vaccines are being rolled out across Canada, we are looking to host an in-person event in 2022 assuming it is safe to do so. We hope to host the event with another PGA regulator and will announce more after this year's AGM.

Website Refresh

- Much of the writing of new content took place in January, February and continues into March.
- We anticipate launching the refreshed website in early spring.

That Council receive for information the CEO's Report.

2.5.7 Receive Registrar's Report

This report is a summary of ASTTBC's Registrar activities for the period of January 21, 2021 to February 25, 2021.

Transition

The past month has been an exciting time at ASTTBC. February 5 was "PGA Day" and the official beginning of our new journey as a regulator. The period between January 21

and February 12 was dominated by bylaw finalization and other preparations for transition under the *PGA*.

We remain hard at work on operationalizing our responsibilities under the *PGA*, *PGGR*, *ASTTR*, and bylaws.

Statutory committees

A draft procedure for the appointment of committee chairs has been prepared for council's approval. Once it is finalized, a call for applications will be sent out and regular meetings will proceed once chairs are appointed.

Staff are currently preparing on-boarding and training materials and opportunities for statutory committee members. We are also working on recruitment and training of the individuals who will be appointed to assist committees in their work. These include the "qualified individuals" who will assist the registrar and credentials committee in reviewing applications for registration, "assessors" who will work with the Audit and Practice Committee to perform audits and reviews, and "inspectors," who will assist the Investigation Committee in conducting investigations.

Change management

We have held internal and external webinars regarding changes for registrants and staff under the *PGA*. These have been received favorably and engagement has been high. Registrants have expressed interest in the duty to report under the *PGA*, and the OSPG has provided guidance on that issue:

<https://professionalgovernancebc.ca/app/uploads/sites/498/2021/02/2020-GD-14-Duty-to-Report-Guidance-for-registrants-web-20210205.pdf>.

Staff continue to display resilience in the face of change and enthusiasm as they learn more about our future as a regulator.

Communications and information infrastructure

Website content and information infrastructure are being reviewed in order to enhance harmonization with the *PGA* and bylaws. This includes the structure of the register, or "registrant directory" of all current and past registrants of ASTTBC, as well as applications for registration and renewal.

Registration

Harmonization of registration requirements to the requirements of the *PGA* has been a complex undertaking, and will continue to consume significant resources for some time. Operationalization of new requirements, such as the criminal record check required of all new applicants, is also underway. The Credentials Committee will likely hold its first meeting in early March.

ETPLMI

On February 24, 2021, a 90-minute presentation of the Expediting Technology Professionals Labour Market Integration (ETPLMI) project provided a preview of the new national gateway website. The Registrar and/or Chief Executive Officer and other key staff members of every province except Newfoundland and Labrador attended the presentation via Zoom. In addition to an overview of project progress to date, the presentation included a preview of information available for applicants that align with one of four pathways to apply for certification and registration. In addition to the pathway for graduates of Canadian post-secondary education programs there are special features for foreign educated technology professionals, Canadian Armed Forces members,

veterans and reservists and other potential applicants that have been working in a technical occupation but do not align with the other certification pathways.

The national gateway website is designed with intuitive navigation for a user journey designed to guide applicants from initial exploration through to determining the appropriate registration level, discipline and province of registration to submit an application. The anticipated completion date of the new national gateway is March 31, 2021.

That Council receive for information the Registrar's Report.

2.5.8 Receive Council Workplan

The Council Workplan is a useful tool to provide specific input on all work conducted by staff. In late 2020 Council reviewed the goals and strategic priorities and updated the language to align with the Professional Governance Act.

This document guides discussions at the Executive level and provides Council confirmation that the goals as set by Council are being met. Moving forward once the OSPG finalizes its standards of good regulations there will be additional information included in the Council workplan as these standards will be used by government to assess ASTTBC's performance.

That Council receive for information the Council Workplan.

2.5.9 Receive ASTTBC Events Summary

This report summarized the events that have occurred or will be occurring by the end of 2021.

That Council receive for information the ASTTBC Events Summary Report.

3.0 Next Meeting: May 6, 2021

Motion: That Council recognize the next Council Meeting will be held on May 6, 2021.

Moved: Randy Meszaros

Seconded: Kristy Bobbie

Carried

4.0 Meeting Adjournment

That Council adjourn the March 11, 2021 meeting at 2:35 pm.

Moved: Mike Battistel

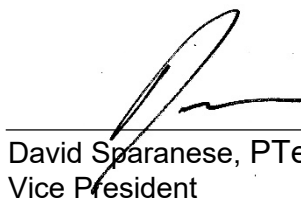
Seconded: Randy Meszaros

Carried

Sarah thanked the Council for participating.



Sarah Campden, CTech, RTMgr
President



David Sparanese, PTech, AScT, CPWI 3
Vice President