

**Minutes from the OPEN SESSION MEETING of the COUNCIL of APPLIED SCIENCE
TECHNOLOGISTS AND TECHNICIANS OF BC
May 6, 2021
Virtual Meeting through GoToMeeting**

Virtually Present:

Councillors	David Sparanese, PTech, AScT, CPWI 3 President	Mike Battistel, AScT Registrant Councillor
	Ken Zeleschuk, MBA, PTech, RTMgr, AScT, Dipl.T Vice President	Randy Meszaros, AScT, CET, PMP Registrant Councillor
	Sarah Campden, CTech, RTMgr. Past President, Observer	Brian Davies, CTech, RSIS Registrant Councillor
	Trent Reid, CTech Observer	James Coble, MA, PhD Lay Councillor
	Kristy Bobbie, AScT Registrant Councillor	Roslyn Kunin, PhD Lay Councillor
	Paul LaBranche, AScT 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	

Chair David Sparanese welcomed everyone to the May 6, 2021 Open Session Meeting of Council. Chair Sparanese 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.

Chair Sparanese began with acknowledging that we are gathered across the province on the 198 traditional territories of First Nations, Inuit and Métis. He acknowledged our traditional hosts and thanked them for their graciousness in welcoming us to carry out this work on their land. In so doing, he 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.

Chair Sparanese called the Open Council Meeting to order at 12:52 pm. Quorum was reached.

FOR DECISION

1. Approval of the May 6, 2021 Agenda

Motion: That Council approve the May 6, 2021 Agenda.

That Council approve the May 6, 2021 Agenda.

Moved: Ken Zeleschuk

Seconded: Randy Meszaros

Carried

2. Approval of the March 11, 2021 Council Meeting Minutes

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

That Council approve the March 11, 2021 Council Meeting Minutes.

Moved: Roslyn Kunin

Seconded: Brian Davies

Carried

1.1 Vote for new President and Vice President

Motion: That Council have identified one name to stand for the vote for the President followed by a separate vote for the Vice-President, for a term of two years each:

- That Council vote David Sparanese, PTech, AScT, CPWI 3 for President of ASTTBC
- That Council vote Ken Zeleschuk, MBA, PTech, RTMgr, AScT, Dipl.T for Vice-President of ASTTBC.

Council has identified those individuals who wish to have their names stand for the positions of Vice President and President after the newly elected Councillors have been confirmed by the Registrar. As per section eight of ASTTBC's bylaws, it is Council that elects the President and Vice President. Specifically, the bylaws state:

8. *Council must elect a president and vice president by majority vote having regard to the merit and experience of the councillors being considered for those positions.*
- 8.1 *The president must:*
 - a. *chair all council meetings, the annual general meeting, and any special general meetings, and*
 - b. *perform any other duties as required to carry out the duties of council, including representing ASTTBC at public functions where such representation is required.*
- 8.2 *If the president is absent or unable to act, the vice president may exercise the powers and must perform the duties of the president.*
- 8.3 *If both the president and vice president are absent or unable to act, council must determine by majority vote who will act in the role of president until the president or vice president is able and willing to act or the vacancy is otherwise filled under section 8.6.*

- 8.4 *The term of a president elected by council is two years.*
- 8.5 *The term of a vice president elected by council is two years.*
- 8.6 *When a vacancy arises in the role of president or vice president, a president or vice president must be elected by majority vote having regard to the merit and experience of the councillors being considered to fill the vacancy.*

That Council vote David Sparanese, PTech, AScT, CPWI 3 for President of ASTTBC

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

That Council vote Ken Zeleschuk, MBA, PTech, RTMgr, AScT, Dipl.T for Vice-President of ASTTBC.

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

1.2 Statutory Committee Terms of Reference – approval for the updated bylaw references

Motion: That Council approve the amended Terms of Reference regarding the PGA Statutory Committees.

On January 21, 2021, Council received and approved the Terms of Reference for the new statutory committees established under the PGA.

The Terms of Reference referred to provisions of the (then draft) ASTTBC Bylaws. The Bylaws underwent revisions between the January Council meeting and the coming-into-force date of February 12, 2021.

The substantive content of the provisions referenced in the Terms of Reference did not change. However, section numbers of some provisions did change. These changes are redlined in the Terms of Reference document.

That Council approve the amended Terms of Reference regarding the PGA Statutory Committees.

Moved: Randy Meszaros Seconded: Paul LaBranche **Carried**

1.3 Approval for appointment of Chair-for three statutory committees

Motion:

- That Council appoint Lloyd Van't Haaff as the Chair of the Credentials Committee.
- That Council appoint Paul Tomei as the Chair of the Investigation Committee.
- That Council appoint Ariel Estrada as the Chair of the Audit and Practice Review Committee.

The Nomination Committee reported the results of the call for applications for committee chair positions for the Credentials, Investigations and Audit and Practice Review Committees.

Under the ASTTBC bylaws, Council must appoint a chair and may appoint a vice chair for each statutory committee (section 23). 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). This report is that list of recommended nominees.

At its March 11 meeting, Council approved its new procedure for the appointment of chairs of statutory committees and instructed staff to issue a call for applications for nomination to currently appointed committee members (s. 23.2) on its behalf. Applications were received by March 26, 2021 for each of the statutory committee Chair positions and the nominations committee met on April 20, 2021 to review the following applications for committee chair positions for the three committees noted above.

The nominations committee considered the following criteria, in addition to the merit-based criteria set out in the *Professional Governance General Regulation*, when reviewing all applications:

1. the applicant's previous experience as a chair or in another position with a statutory committee of a regulatory body, or on a board or committee with a similar role;
2. the applicant's understanding of the role of the applicable statutory committee and of ASTTBC's public protection mandate;
3. the applicant's knowledge of the professions regulated by ASTTBC;
4. the applicant's possession of, or willingness to learn and/or acquire, the capabilities, qualifications, and skills set out in the "competencies" section of the attached Terms of Reference;
5. the applicant's professional practice or background, as applicable; and
6. any real or perceived conflicts of interest the applicant may have in relation to the chair or vice chair position.

That Council appoint Lloyd Van't Haaff as the Chair of the Credentials Committee.

Moved: Mike Battistel Seconded: Kristy Bobbie **Carried**

That Council appoint Paul Tomei as the Chair of the Investigation Committee.

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

That Council appoint Ariel Estrada as the Chair of the Audit and Practice Review Committee.

Moved: Mike Battistel Seconded: Kristy Bobbie **Carried**

1.4 Executive Succession

Motion: That Council appoints a new Succession Planning Working Group that will be supported by the CEO to begin the planning process in the fall of 2021.

ASTTBC Council has the responsibility of appointing people to the CEO and Registrar positions. As a smaller organization which has recently hired both executives in both positions, we believe that we have a number of components for the succession plan already in place. As this is a new item to be added to the Council Work Plan the planning will take place in late 2021 and continue to 2022. This succession plan process is about proactive planning and not an indication that staff are leaving. This will be used in the future as a guide for Council if, and when, a new executive member of ASTTBC needs to be appointed. Once the plan has been completed and approved by Council it will be reviewed annually by Council.

That Council appoints a new Succession Planning Working Group that will be supported by the CEO to begin the planning process in the fall of 2021.

Moved: Roslyn Kunin

Seconded: James Coble

Carried

1.5 **Approval of 2021-2022 Council Meetings and 2022 AGM**

Motion: That Council receive for information and approve the proposed Council meeting dates and the proposed AGM date.

Proposed 2022 Council Dates:

- Thursday, January 20, 2022
- Thursday, March 10, 2022 (spring break is March 14-March 25)
- Thursday, May 5, 2022
- Thursday, September 22, 2022
- Thursday, November 17, 2022

Proposed 2022 AGM Date

- Friday, May 6, 2022 in Penticton, BC

That Council receive for information and approve the proposed Council meeting dates and the proposed AGM date.

Moved: Mike Battistel

Seconded: Randy Meszaros

Carried

FOR INFORMATION

2.0 Reports

2.1 Update on Practice Guides

Director, Professional Practice & Development, Jason Jung gave an update on Practice Guides. As of February 5, 2021, ASTTBC transitioned from the Applied Science Technologists and Technicians Act (ASTT Act) to the Professional Governance Act (PGA), and also new bylaws were filed with the Ministry of the Attorney General coming into effect immediately. To ensure our practice resources reflect the current statutory framework it is required they be updated to reference the *PGA* and our new bylaws.

Changes will undergo a review by legal counsel to ensure they adequately reflect and refer to the current act and bylaws. In addition, the guides will receive a refresh in formatting that will be used consistently among all guides and future guides. Once complete, the guides will be made available to the public on the ASTTBC website.

While this work is being done, registrants are still expected to follow existing guides published and ensure they continue to consider a range of guides, standards and other relevant sources of practice guidance in performing their work.

A review of the scopes of practice will commence shortly and will involve a thorough review throughout the coming months, engaging subject matter experts to ensure scopes are accurately framed. Guides which require revisions will be presented to council by the fall of 2021.

That the report on Revisions to the Existing ASTTBC Guides to Professional Practice be received for information and that ASTTBC staff move forward with changes to the guides outlined.

2.2 Receive Financial Statements – March 2021

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

Revenue

Actual revenue % to budget compared to the previous three years

2021	2020	2019	2018
85.76%	77.29%	62.17%	62.61%

The total revenue as of March 2021 is lower by \$93K or 3.2% compared to March 2020. The variance is mainly from lower Annual Dues revenue due to a decrease in Registrant invoices issued and a decrease in Professional Affairs due to fewer government projects in 2021.

Expense

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

2021	2020	2019	2018
23.77%	23.43%	23.29%	24.20%

Total expenses as of March 2021 decreased by \$101K or 11.51% compared to March 2020. The major decreases vary from a shift in payment of accreditation dues, a net decrease in Professional Affairs due to fewer government projects, and increased legal fees in relation to the bylaws. Other decreases were in Governance and Registrant Services due to a reduction in meeting and travel costs owing to COVID-19 restrictions. The total decrease was offset by an increase in Education & Training because of the Indigenous education for continuing professional development.

That Council receive for information the March 2021 Financial Statements

2.3 Receive President's Report

The President discussed the activities that she participated in from March 2021 to May 2021.

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, AGM and ongoing TPC meetings.

March Council Meetings

Thank you all for virtually attending the March 11th meetings.

Technology Professionals Canada

The TPC Working Group and Co-Chairs met on March 16th March 22nd, April 12th and April 19th with the working group continuing to meet every three weeks. Upcoming meetings are scheduled for May and June and will include both the working group and leadership council.

That Council receive for information the President's Report.

2.4 Receive CEO's Report

The CEO discussed the activities that she participated in from February 17 – April 15, 2021.

Goal 1: Professional Legislation & Regulation

Professional Governance Act

- Filed the Annual Report with the Superintendent on March 30, 2021 as required by the Professional Governance Act.
- Website has been updated with new bylaws and materials including the 2020 Annual Report and the Strategic Plan 2021-2022 summary.
- Still continue to meet monthly with OSPG and regulators.
- April 14 participated in the OSPG Advisory Committee

Goal 2: Qualified Professionals

Review of Ministry of Health Guides

- Provided commentary on the applicability of three Ministry of Health guides for use as a resource for registrant's professional practice, the need to be inclusive of all regulated professionals working within those practice areas not only for accuracy but to link practice expectations as outlined in the guides to support the shared goal of protecting the public and environment. These guides include:
 - Draft Design Guidelines for Drinking Water Systems in BC
 - Guidelines for Pathogen Log Reduction Credit Assignment
 - Guidelines for Ultraviolet Disinfection of Drinking Water

Meetings with Stakeholders

- Met with the Canadian Armed Forces to discuss collaboration through N-APPL and future project.

Goal 4: Registrant Services

Indigenous Reconciliation Continuing Professional Development

- A requirement for all regulatory bodies is to make mandatory CPD in this area which ASTTBC has done.
- To date 288 people have registered for the courses that we are offering with our partner Indigenous Awareness Canada.
- Separately we are also hosting a few sessions on inclusion and diversity through our AWET program. The following sessions will be open to all ASTTBC registrants free of charge:

May 11 - Indigenous Awareness – Myths and Misconceptions standard presentations

Objectives: to gain awareness and understanding between Indigenous peoples and non-Indigenous peoples. This course will challenge the way you think about Indigenous peoples and maybe even yourself.

May 18 - The Inclusive workplace

Objective: to provide an insightful and informative overview of current and future challenges and issues that affect the Outreach, Recruitment, and Retention of Indigenous employees Topics include: Employment Equity, Labour Force Development, Inclusive Workplace Culture, Retention Challenges and Strategies. Creating a respectful, positive and welcoming workplace.

May 25 - Allyship

Objective: to explore the concept of Allyship
Topics: What is an Ally? Why do we need Allies? How to be an Ally. Current Circumstances and Engagement. Are you an Ally, Accomplice or Co-resistor? Will also provide links to existing resources and toolkits.

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 April and then a decision on the dissemination of information in summer.

Enhancing staff professionalism with a dedicated reading hour

- ASTTBC is piloting a new program for staff whereby they will have one hour each week at a dedicated time and day where all they do is read that pertains to work we do as a regulator. During this one hour a week, staff will not email each other, will not be in a meeting, nor be on the telephone. Instead ASTTBC is preserving some thinking time across the organization. Some staff are now looking to creating a time to get together on MS Teams to discuss their reading and share resources.

Goal 5: Governance

Virtual Annual General Meeting & Conference May 7, 2021

- Planning continued with the finessing of the live sessions and taping the on-demand sessions.

Training for Councillors

- A legal expert in governance has been identified to assist with governance training for ASTTBC Councillors for this year and next year. This training starts in May.

Succession Planning

- A briefing note was reviewed with the Executive Committee in April with recommendations to come to Council at the May meeting.

2022 AGM Planning

- After hearing in March that in-person conferences could likely take place in 2022 from health officials we have renewed our efforts to host an in-person AGM and conference – outside of the lower mainland, as we had planned to do this year.
- Negotiations took place during this time period for two different hotels.

- A contract is being finalized and we will co-host our AGM and conference in the Okanagan May 5-7. Our hosting partner is the BC Institute of Agrologists.

That Council receive for information the CEO's Report.

2.5 Receive Registrar's Report

The Registrar discussed the activities that she participated in from March 11, 2021 to April 17, 2021.

- **Transition**

ASTTBC's journey as a *PGA* regulator is now underway. This includes a number of long-term projects involving harmonization of legacy processes, procedures, communications materials, and software systems to the requirements of the new *PGA* framework in regulatory areas such as registration and practice quality assurance.

Significant progress has been made since the ASTTBC Bylaws came into force on February 12.

- **Statutory committees**

Meetings

The Credentials Committee met on March 24 to review and clarify new procedures and requirements of the *PGA* and ASTTBC Bylaws. Members and staff worked together to update procedures and forms for review of initial applications for registration, good character requirements, course and training recognition, and criminal record checks.

Meetings of the investigation committee and audit and practice review committee are expected to take place just after the May 6 Council meeting. It is anticipated that the committees will similarly address themselves to harmonization of legacy investigation and practice review procedures to new legislative requirements, among other matters.

- **Registration and renewal**

Harmonization of registration procedures to the new requirements of the *PGA* and ASTTBC Bylaws continues apace with the system upgrade of our registration application software and operationalization of new requirements in areas such as reinstatement. New template communications are under development. Our registration and accounting teams are working together more closely, seizing opportunities to collaborate on streamlined procedures under our new Bylaws.

ASTTBC's first annual registration renewal as a *PGA* regulator, which will open on September 30 pursuant to section 45 of the Bylaws, is such an opportunity. Between September 30 and November 30, 2021, we will have a unique chance to communicate with every ASTTBC registrant for the first time about their new annual renewal requirements and procedures. These requirements extend beyond an annual fee payment and include declarations regarding continuing professional development and compliance with the *PGA* and Bylaws.

- **Change management**

ASTTBC staff continue to receive questions and communicate regularly with registrants about the *PGA* and what it means for the public and the profession. Our approach is to support registrants and members of the public alike through regulatory

change. Communications that support safe, competent, ethical practice and help everyone to understand our regulatory role are one of the many ways we protect the public and the environment.

- **ETPLMI project**

The Expediting Technology Professionals Labour Market Integration (ETPLMI) project funded by Employment and Social Development Canada (ESDC) is on schedule, within budget, and in the final six months of the 30-month agreement. The project includes a new national gateway website with pathways to apply for registration.

The website will include clear information regarding eligibility to apply for registration with an easy-to-use quiz and other diagnostic tools to help internationally educated technology professionals and Canadian Armed Forces applicants decide if they should apply at the technician or the technologist level. An application programming interface (API) between the national gateway and Technology Registrations Canada (TRC) updated software will provide full functionality for application processing for the seven provinces intending to use TRC. The anticipated completion of the API is August 31, 2021. In the interim, users of the national gateway when applying for registration will be directed to the selected provincial association website.

That Council receive for information the Registrar's Report.

2.6 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.

2.7 Receive ASTTBC's 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: September 23, 2021

Motion: That Council recognize the next Council Meeting will be held on September 23, 2021.

Moved: Ken Zeleschuk

Seconded: Brian Davies

Carried

4.0 Meeting Adjournment

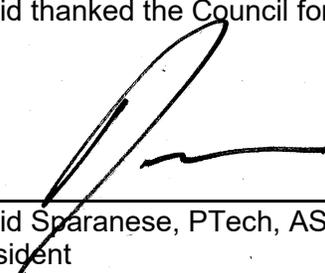
That Council adjourn the May 6, 2021 meeting at 1:34 pm.

Moved: Kristy Bobbie

Seconded: Ken Zeleschuk

Carried

David thanked the Council for participating.



David Sparanese, PTech, ASCT, CPWI 3
President



Ken Zeleschuk, MBA, PTech, RTMgr, ASCT, Dipl.T
Vice President