

**Minutes from the OPEN SESSION MEETING of the COUNCIL of APPLIED SCIENCE
TECHNOLOGISTS AND TECHNICIANS OF BC
November 19, 2020
Virtual Meeting through the GoToMeeting**

Virtually Present:

Councillors	Sarah Campden, CTech, RTMgr. President	Mike Battistel, ASCT Council Registrant
	David Sparanese, ASCT, CPWI 3 Vice President	Rob Campbell, P.Eng, BSc Lay Councillor
	Ken Zeleschuk, ASCT, RTMgr, MBA Secretary/Treasurer	James Coble, MA, PhD Lay Councillor
	Trent Reid, CTech Past President, Observer	Roslyn Kunin, PhD Lay Councillor
	Kristy Bobbie, ASCT Council Registrant	Randy Meszaros, ASCT, CET, PMP Council Registrant
	Brian Davies, CTech, RSIS Council Registrant	
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 November 19, 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.

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 1:41 pm. Quorum was reached.

1. Approval of the November 19, 2020 Agenda

Motion: That Council approve the November 19, 2020 Agenda.

That Council approve the November 19, 2020 Agenda.

Moved: Randy Meszaros

Seconded: Kristy Bobbie

Carried

2. Approval of the September 24, 2020 Council Meeting Minutes

Motion: That Council approve the September 24, 2020 Minutes.

That Council approve the September 24, 2020 Meeting Minutes.

Moved: James Coble

Seconded: Ken Zeleschuk

Carried

1.5.1 Review and approve ASTTBC Strategic Plan 2021-2022

Motion: That Council accept the 2021 – 2022 Strategic Plan.

The Strategic Plan has been updated to include Council's updated goals and reflect the focus of our work as a regulator as we move from the *ASTT Act* to the *Professional Governance Act*.

The goals include:

Goal 1: Professional Legislation & Regulation

Strategic priorities

- A. While transitioning under the *Professional Governance Act*, ASTTBC must fully understand the impacts to the Organization.
- B. Engage with other regulatory bodies to serve the public.

Goal 2: Qualified Professionals

Strategic priorities

- A. Enhancing the safety and protection of British Columbians by utilizing and removing barriers for Qualified Professionals, ensuring inclusion and diversity.
- B. Continuing professional development (CPD) remains a key expectation of all registrants.
- C. ASTTBC will emphasize competency levels for education laddering.
- D. Enhance our professional guidance with comprehensive, enforceable standards, practice bulletins, review, update and expand practice guides which will be published.
- E. Clarify with the general public the work of technology professionals and how ASTTBC regulates these professionals.

Goal 3: Professional Harmonization

Strategic priorities

- A. Evaluate national harmonization of professional titles.
- B. Participate in the development of national standards and when appropriate international standards.

- C. Support the inclusion of all people to encourage diversity within technology professionals.

Goal 4: Registrant Services

Strategic priorities

- A. Access to educational material will be a priority, including through partnerships.
- B. Targeted communications of professional development.
- C. Clarify with the general public the work of technology professionals and how ASTTBC regulates these professionals.

Goal 5: Governance

Strategic priorities

- A. Council and staff will be open, transparent and accountable.
- B. Councillors and committee members will be, as described by the Professional Governance Act, competent and have the support and capacity to complete their duties.
- C. ASTTBC will demonstrate sound financial management.
- D. Optimize IT systems to ensure users can effectively and efficiently do their work now and in the future.

That Council accept the 2021 – 2022 Strategic Plan.

Moved: Brian Davies

Seconded: Ken Zeleschuk

Carried

1.5.2 Review Indigenous CPD Options

Motion: That Council select one of the options presented in this report to support registrant CPD in 2020 and 2021.

Indigenous cultural awareness and reconciliation education programs as required under the PGA. The government of British Columbia has introduced legislation to adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples, and is committed to adopting the Truth and Reconciliation Commission of Canada's Calls to Action.

Under the *PGA Section 57.1.f* which addresses standards of conduct and competence it states that each regulatory body must make bylaws regarding continuing education programs or requirements that support reconciliation with Indigenous peoples in British Columbia. The expectation from the Office of the Superintendent of Professional Governance (OSPG) is that a formal Indigenous CPD program will be in place by 2021. After much research this past spring and summer we have determined the content they have developed and pricing options with Indigenous Awareness Canada is the preferred vendor. We have also had confirmation from the OSPG that Indigenous Awareness Canada is a vendor whose services will be recognized.

After testing both the one-hour introductory course (\$45 per person without discount) and the five-hour course (\$128 per person) that comes with a certificate we are very satisfied with the content and the plans to expand course content in Q1-Q2 2020. We have secured the following options.

Option A

Enter into a license agreement for a set number of registrants, staff and committee members to access both courses at a deep discount for either one, two or three years.

Option B

Enter into a Partnership Agreement for a minimum number of years with Indigenous Awareness Canada as exclusive/recommended training partner. ASTTBC would pay a onetime fee to participate. ASTTBC Members would receive a unique coupon allowing them to purchase online courses at a discount off retail prices.

Council amended the motion to read:

That Council select Option A for two years and then explore moving over to Option B of the options presented in this report to support registrant CPD in 2020 and beyond.

Moved: Randy Meszaros

Seconded: Brian Davies

Carried

1.5.3 Review and approve 2021 Budget

Motion: That the 2021 Budget and CAPEX be approved as the foundation for the Chief Executive Officer as she manages ASTTBC affairs.

The 2021 projected budget is set at \$3,265,822 compared to the \$3,743,500 revised 2020 budget. This represents a decrease of \$478K or 12.76%.

REVENUE:

The revenue budget line items are mostly comparable with the revised 2020 budget except for the following that drives the net decrease:

- Decrease in **Professional Affairs** of \$391K as the Expediting Technology Professionals Labour Market Integration (ETPLMI) and Advancing Women in Engineering and Technology (AWET) projects wind down;
- Decrease in **Membership Dues** of \$111K to reflect the decrease in Registrants and lower collection rate experienced in 2020; and
- An increase in **Member services** of \$20K as we anticipate an increase in Job advertising revenue closer to pre COVID levels.

EXPENSE:

The main variances for the net decrease in the expense budget are from:

- A decrease in **Professional Affairs** of \$448K as ETPLMI and AWET wind down and legal costs for PGA are expected to be lower;
- Decrease in **Education and Training** of \$86K as no major CPD programs similar to Indigenous Awareness Canada will be undertaken in 2021, and ASTTBC Foundation funding support will decrease with the hiring of an Executive Director who is expected to generate revenue for the foundation in lieu of ASTTBC support;
- Decrease in **Administration** of \$54K as no major hiring costs are anticipated;
- An increase in **Wages and Benefits** of \$209K as vacant positions are filled, and from additional hires to address PGA requirements.

CAPITAL EXPENDITURE (CAPEX):

- The 2021 CAPEX of \$342K is for Phase I and II of the database upgrade, the Drupal 8 migration, balance of the file digitalization work, additional office renovation, migration to office 365 and Portal Phase 2. The CAPEX also includes 5 laptops or PCs for staff.

That the 2021 Budget and CAPEX be approved as the foundation for the Chief Executive Officer as she manages ASTTBC affairs.

Moved: Randy Meszaros

Seconded: Brian Davies

Carried

1.5.4 Review and approve PGA Committee Appointment(s)

Motion: That the appointments for the four PGA Statutory Committees be approved.

The PGA requires that Council appoint five Statutory Committees:

- Nomination Committee - The Nomination Committee determines who may run for council

	Given	Surname	Designation	Competence	Experience
1	Trent	Reid	CTech	Civil	
2	Keith	Trulson	AScT, PTech, Eng.L.	Mechanical	
3	Nancy	Fowler	AScT (Retired)	Electronics	
4	Tim	Murphy	AScT	Civil	
5	Terry	Suen		Lay	

- Credentials Committee - The Credentials Committee determines whether or not individuals may register as technologists, technicians, and/or technical specialists in British Columbia;

	Given	Surname	Designation	Competence	Experience
1	Lloyd	Van't Haaff	AScT	Electronics	BoE Chair
2	Peter	Jorgensen	AScT, RBD	Building	
3	Ed	Mitchel	AScT, CPWI 3 (Retired)	Civil	BoE
4	Brian	Mowry	AScT, PTech, Eng.L., P.Tech.(AB)	Civil	PTech board
5	Santokh	Sahota	AScT, P.Eng.	Electrical	BoE
6	Andrew	Mark	CTech, RULT	Geomatics	RULT board
7	Mary	Lu	AScT	Gas Petroleum	BoE
8	Ken	Mayo	Ctech, CHI, RRFA	Building	PI board
9	Milan	Pavlovic	AScT	Mechanical	BoE
10	Gurvur	Sekhon	RFPT	AL, EM, EX, WA	FP board
11	Shaun	Pattenden	ROWP	PL	ROWP board
12	Martin	Sills		Lay	

- Audit and Practice Review Committee - The Audit and Practice Review Committee reviews and sets practice standards and guidelines and continuing professional development requirements, and conducts random practice reviews to ensure that registrants comply with practice standards;

	Given	Surname	Designation	Competence	Experience
1	Monty	Armstrong	AScT, RFPT	Industrial	PRB
2	Geof	Sale	AScT	Electronics	BoE
3	Tim	Wilson	ROWP	PL, IN, MP	OW board
4	Jeff	Martin	RFPT	AL, EM, EX, SP, WA	
5	Tracy	Smith	CTech, CHI	Building	PI board
6	Ariel	Estrada	MSc, P.Eng.	Environmental	Accreditation Board Chair

- Investigation Committee - The Investigation Committee investigates allegations of misconduct and determines whether enforcement actions are necessary to protect the public; and

	Given	Surname	Designation	Competence	Experience
1	Paul	Tomei	AScT	Civil	PRB Chair, Council
2	Donald	Stedeford	CTech (Retired)	Civil	PRB, Accreditation board, Tribunals
3	Samira	Harris	AScT, PTech, P.Eng.	Instrumentation	BoE
4	Cody	Elder	AScT	AScT, ROWP	PRB Vice Chair
5	Russell	Cass	CTech, CPI, RRFA	Building	PI Certification Board
6	Jeff	Martin	RFPT	RFPT	FP board chair
7	Stewart	Novak		Lay	AHJ, FP Board

- Discipline Committee hears citations for disciplinary action, makes findings of fact, and either dismisses allegations of or imposes consequences for misconduct, as necessary.

*** (there are no names for this committee as of November 9, 2020)***

The Nominations Committee must include four registrants in good standing, a lay person, and the Past President. The other committees must include four registrants in good standing and a lay person. The maximum length of a term is four years, and a committee member may serve a maximum of three terms on one committee.

That Council approves the appointments for the four PGA Statutory Committees be approved.

Moved: James Coble

Seconded: David Sparanese

Carried

FOR INFORMATION

2.5.1 ASTTBC Employee handbook (verbal)

Every employee comes to a new company with their own unique background, experience, and ideas about how to interact within the workplace. These differences can make it difficult to get every employee adapted to a new company's culture. An Employee Handbook is an excellent communications resource to inform what ASTTBC expects from the employee and what the employee can expect from ASTTBC, establishing a common understanding regarding performance standards and workplace behavior.

That Council receive for information the updated ASTTBC Employee Handbook.

Reports

3.5.1 Receive Financial Statements – October 2020

REVENUE:

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

2020	2019	2018	2017
90.64%	91.57%	93.06%	96.55%

The total revenue as of October 2020 is lower by \$25K or 0.74% compared to October 2019. The variance is mainly from decreases in Member services revenue of \$28K due to fewer job advertising on both Techjobs and CTEN apparently as a result of COVID-19, Events revenue of \$36K mostly from a decrease in Sponsorships as a result of the shift to

the virtual AGM format and a slight but general decrease in most revenue lines including Professional Affairs, Registration and Publication of \$23K. The decrease was mostly offset by an increase in Annual Dues of \$57K owing to the increase in annual fee rates.

EXPENSE:

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

2020	2019	2018	2017
64.38%	71.56%	73.10%	79.41%

Total expenses as of October 2020 decreased by \$261K or 9.79% compared to October 2019 largely from the effect of COVID-19. The major decrease are in Wages and Benefits of \$90K due to fewer activities from Contractors, and lower headcount for permanent employees, Governance costs of \$70K owing to lower AGM costs and a decrease in council governance meetings costs, Professional Affairs of \$52K due to lower project costs, a gift from the Public Works Inspection Society on its dissolution partially offset by an increase in legal costs for PGA, Community relations and recruitment of \$49K mostly from a decrease in Sponsorship expenses, Legislation & Practice of \$31K due to lower Association Liaison cost because of fewer activities and travel, and Member services of \$28K due to fewer member consultation and meetings and. The decrease was partially offset by increases in Administration General of \$51K due to hiring costs and an increase in credit card processing fees implemented on Dec 2019 and Education & Training of \$22K to provide additional funding support to ASTTBC Foundation.

That Council receive for information the October 2020 Financial Statements.

3.5.2 Receive President’s Report

President Sarah Campden provided Council an update of what she has been working on between September 2020 into November 2020 as follows:

- **President/CEO/Executive Meetings**
 CEO McCurry and I continued to keep in close contact as we discussed Council agenda topics for the upcoming Council meeting. The Executive met on October 23rd to touch base, review and finalize the Council agenda for the November meeting.
- **September Council Meeting**
 Thank you all for attending (in person and virtually) the September 24th Council meeting.
- **Technology Professionals Canada**
 The TPC Leadership Council met on October 20th with the working group continuing to meet every three weeks. The co-chairs continue to meet weekly to foster discussions during the Working Group sessions.

That Council receive for information the President’s Report.

3.5.3 Receive CEO’s Report

CEO Theresa McCurry provided a summary of ASTTBC’s activities for the period of August 22, 2020 – November 3, 2020:

Goal 1: Professional Legislation & Regulation Professional Governance Act Implementation

Staff continue to meet with the OSPG staff and other regulators for the regular monthly meetings as well as additional meetings to sort out items for our bylaws, titles, definition of practice to name a few. At this time of writing this report not all ballots have been counted for the recent election and government has not yet formed. We do not have a confirmed timeline on when ASTTBC and the other regulators will be moving under the Professional Governance Act.

Current priority work for the OSPG has been:

- Participated in the OSPG Advisory Committee.
- Finalizing ASTTBC bylaws for review by OSPG. Additional policy and guidelines are being developed for discipline and investigations as well we are review PGA requirements that need to be included in the database upgrade and registrations upgrade.
- Updating content for the online register.
- Participating on the Regulation of Firms Joint Advisory Group.
- CABRO has posted the notice of position for lay committee members which we will be reviewing soon.

Goal 2: Qualified Professionals Continuing Professional Development

Indigenous CPD training is required under the PGA, I have selected a potential partner to assist us in providing content for our registrants to access.

In October, all staff and most of Council attended an introductory two-hour presentation by on strengthening Indigenous relations webinar, facilitated by Indigenous Public Servants. During the session, the following topics were discussed:

- Events initiated by government policies and legislation
- How colonization, policy and legislation have impacted Indigenous peoples over the last 150 years in BC
- Resiliency of Indigenous peoples
- A strengths-based approach to Reconciliation
- Indigenous Relations Behavioral Competencies
- Simple and meaningful Acts of Reconciliation

Goal 3: Professional Harmonization

A national meeting for Technology Professionals Canada (TPC) took place in October with much preparation taking place beforehand with President Campden and VP Sparanese. TPC issued an announcement on October 7, signaling that additional provinces had joined the organization. ASTTBC has a link on its website about this news.

Goal 4: Registrant Services Ensuring Access for All Registrants

Advancing women as technology professionals

The ASTTBC project, Advancing Women in Engineering and Technology (AWET), finished its official activities and is now in the heavy research and evaluation phase. A sustainability plan has been created and the website was revised, and newly launched sections were revealed in late October. As part of the sustainability plan four webinars have been planned to take place in November and December.

Goal 5: Governance
2021 Annual General Meeting & Conference

Planning has started for our AGM next year in May. This will also be a virtual meeting. Vendors have been interviewed and pricing submitted. It is worth noting that vendor pricing has increased 110%-150% since early 2020.

IT Modernization

The discovery work that has taken place the past nine months or so, has come to a slow as we review the requirements with a PGA lens. We have put this work on hold as our new registrar brings wonderful experience in this area and will review what we have collected to date. I expect that we will need to delay this work by two months for a proper review.

The Technology Registrations Canada portal also underwent a discovery review of work needed as we upgrade from Drupal 7 to Drupal 8. This is a critical upgrade and rather complex with additional needs because of our legal requirements for the PGA. This registration system will also need to add flexibility required for other organizations to use it as their registrations platform.

ASTTBC Website

A new design has been selected, an updated sitemap has been created, IT is working on the infrastructure and content writing will begin before mid-November. A soft launch is expected in the first quarter of 2021.

That Council receive for information the CEO's Report.

3.5.4 Receive Registrar's Report

The report summarizes registration, practice compliance and special project activities from September 1 to October 31, 2020.

Preparing for Transition

Activities in September and October 2020 were dominated by transition and preparing for change. The penultimate meetings of the Board of Examiners, Practice Review Board and 8 technical specialist certification boards were held in September. The agenda for each meeting included an update on the implementation status of the *Professional Governance Act* (PGA) and reinforcement of the fact that existing boards will be discontinued when the ASTT Act is repealed and we are under the PGA, regulations and bylaws.

In September, a request for volunteers resulted in approximately one hundred expressions of interest of which more than half were registrants that are not currently volunteers. The list of volunteers will be reviewed to identify registrant members of statutory committees, working groups or to assess applications for registration.

On September 21, 2020, Phillipa Stanaway started a 6-week orientation in preparation for the transition to Registrar effective November 1, 2020. Introductory meetings were held with staff, the ASTTBC Council, a past Presidents meeting, the Technology Education Careers Council (TECC); the Technology Accreditation Canada (TAC) Standards Council and the Expediting Technology Professionals Labour Market Integration (ETPLMI) project team including a consultation meeting with registrars or designates from 7 provinces.

During that time, she also began work on key projects for transition under the *PGA*, including Terms of Reference for statutory committees, investigation procedures, and the publicly available register, or “registrant directory.”

Registrant Directory Accessible to the Public

The September 2020 Registrar’s report to Council included proposed changes to the directory of registrants (register) accessible to the public on the ASTTBC website. Currently, investigation outcomes are published “anonymously” (without registrant identifying information) on the website, with the exception of disciplinary hearing outcomes, which are published with registrant identifying information. In future, under the *PGA* and new bylaws, investigation outcomes will be published with registrant identifying information when:

- a) a citation for discipline hearing is issued;
- b) a matter is resolved by consent order prior to a discipline hearing; and
- c) when allegations are proven in a discipline hearing;

unless the hearing is to be held *in camera*. Remedial actions by consent, and other matters resolved by means short of a citation for discipline hearing, will be published “anonymously.” ASTTBC hopes to work collaboratively with other *PGA* regulators to develop a consistent policy approach to “information to be publicly available” under section 82 of the *PGA*.

Technology Accreditation Canada (TAC)

In October 2020, TAC requested ASTTBC to distribute a public survey to determine the extent of mathematics and statistics required for technologists and technicians to effectively practise. All ASTTBC practising AScTs and CTechs were invited to complete the survey administered by the Portage Group. The closing date for the survey is November 6, 2020. The results will help guide the revision of the mathematics and statistics requirements as part of the program accreditation standards.

Expediting Technology Professionals Labour Market Integration (ETPLMI) Project

On October 23, 2020, the Registrars or their designates from seven provinces participated in a three-hour consultation on the key issues related to the various components of the ETPLMI project including development of a website as the single national gateway to access information on registration as an applied science or engineering technologist or technician and employment in Canada. The feedback from the consultation will be used to confirm commitment to the project and to refine some aspects of the project.

A critical deliverable for the ETPLMI project is creation of a national gateway website that will be structured with sophisticated search engine optimization (SEO) to create the highest link/click through profile on google, bing and yahoo searches. Improved meta tagging will ensure higher site ranking and increased visitor traffic to the site. We expect to go from hundreds of hits per month on various exiting sites to thousands per month on the national gateway. This will increase ease of access by potential applicants, awareness of opportunities, increase in applications, and click throughs to province sites enabling higher visitor to registration conversion. The site will be mobile optimized which means the site will adapt to various devices and screen sizes ensuring best practices in presentation and navigation.

The detailed statements of work and master services agreements have been negotiated and signed for the national gateway and for updating the existing technology registrations Canada (TRC) application processing software. Work on the development has started and the scheduled completion dates are in May and June 2021.

3.5.5 Receive ASTTBC Events Summary

This report summarized the events that have occurred or will be occurring by the end of 2020.

That Council receive for information the ASTTBC Events Summary Report.

4.0 Next Meeting: January 21, 2021

Motion: That Council recognize the next Council Meeting will be held on January 21, 2021.

Moved: Ken Zeleschuk

Seconded: Brian Davies

Carried

5.0 Meeting Adjournment

That Council adjourn the November 19, 2020 meeting at 2:31 pm.

Moved: Randy Meszaros

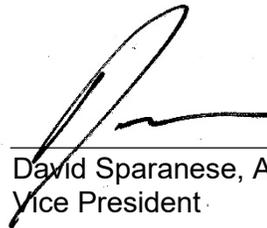
Seconded: Ken Zeleschuk

Carried

Sarah thanked the Council for participating.



Sarah Campden, CTech, RTMgr
President



David Sparanese, AScT, CPWI 3
Vice President