

## REPORT TO ASTTBC COUNCIL

Meeting date: September 30, 2021

1. **SUBJECT: Registrar Report for September 2021 Council Meeting**

2. **PURPOSE:**

To provide Council with a summary of ASTTBC's regulatory activities for the period of April 17, 2021 to September 15, 2021.

3. **DISCUSSION:**

**Transition and change management**

- The first year of ASTTBC's journey as a PGA regulator is unfolding quickly. We continue to harmonize legacy processes and develop new procedures to meet the new requirements of the *PGA* and bylaws.
- Change brings both challenges and opportunities. The ASTTBC team continues to respond to the challenges of organizational transition with equanimity and excellence, and registrants are learning more about ASTTBC's new role as a modern regulator. In support of these efforts, staff have undergone and will undergo further training in resilience and conflict. We also continue to provide webinars and regular communications for registrants who wish to know more about their roles and responsibilities as regulated professionals during this period of change and adjustment.

**Bylaw amendments**

- On July 15, 2021, Council proposed to amend its Bylaws for the first time. The amendments came into force on July 27, 2021, well before the end of the 45-day filing period prescribed under the *Professional Governance General Regulation*. The early effective date allowed staff to implement new procedures earlier than expected, resulting in improved administrative efficiencies for staff and registrants alike. ASTTBC is appreciative of the OSPG's agile, collaborative approach to bylaw amendments.

**Statutory committees**

- *Investigation Committee*  
To date, the Investigations Committee has held two meetings and plans to hold an additional two meetings before the end of the year. Staff have developed robust procedures and templates to support the Committee's work. Of the 29 investigations open at this time, it is expected that four will be concluded before the new year.
- *Credentials Committee*  
By the time of the September council meeting, the Credentials Committee will have held 5 meetings, and plans to hold an additional three meetings before the end of the year. With the support of ASTTBC's registration staff team, it continues to determine a high volume of applications at each meeting. At its September meeting, it will be reviewing procedures for assessment of RTS training programs by the Education Program Working Group, and various draft policy guidelines.

Staff expect to have completed robust procedures and templates to support the Committee's work by late November. The Drupal 8 upgrade to the TRC registration application software is expected to be completed in the coming months.

- *Recruitment, training, evaluations and appointments*  
ASTTBC is investing in the regulatory expertise of its staff and statutory decision-makers. It has engaged experts to provide tailor-made training courses to committees and support staff on the following topics:
  1. Human rights and *Charter* issues in statutory decision-making;
  2. Conducting fair investigations;
  3. Writing good investigative reports;
  4. Extraordinary action under section 67 of the *PGA*;
  5. Procedural fairness, including disclosure, notice, bias, and timeliness;
  6. Writing good reasons;
  7. Conducting fair and efficient discipline hearings; and
  8. Assessing good character.

Staff and committee members will also be attending BCCAT courses including:

1. Administrative Justice: Practice and Procedure for Decision-Makers;
2. Decision-writing workshop; and
3. Hearing skills workshop.

Building upon the development of the Statutory Committee Terms of Reference, ASTTBC will also be working with Richard Steinecke in the coming months to develop an appointments and evaluations process for committees and committee members.

**4. RECOMMENDATION:**

That the ASTTBC Registrar report be received by Council for information.

Report Prepared: Phillipa Stanaway, Registrar  
Submitted: September 15, 2021