

**Minutes from the OPEN SESSION MEETING of the COUNCIL of APPLIED SCIENCE
TECHNOLOGISTS AND TECHNICIANS OF BC
January 21, 2021
Virtual Meeting through 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 January 21, 2021 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 2:15 pm. Quorum was reached.

1. Approval of the January 21, 2021 Agenda

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

That Council approve the January 21, 2021 Agenda.

Moved: Randy Meszaros Seconded: Ken Zeleschuk **Carried**

2. Approval of the November 19, 2020 Council Meeting Minutes

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

That Council approve the November 19, 2020 Meeting Minutes.

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

1.5.1 Review and approve PGA Committee appointments

Motion: That the revision and addition to the PGA Statutory Committees be approved.

At Council’s November 2020 meeting, one individual was inadvertently appointed to two committees. In the committee member list noted below, that error is corrected by the name being crossed out from the list in red.

Since the November meeting, an additional layperson has volunteered to serve on the Audit and Practice Review Committee. That addition is reflected in the list noted below in blue.

The PGA requires that Council appoint five Statutory Committees of which there were changes to two of the previously approved Committees:

- 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;

Practice and Audit Review Committee

	Given	Surname	Designation	Competence	Experience
1	Monty	Armstrong	AScT, RFPT	Industrial	PRB
2	Geoff	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	Laurelle	Funk		Layperson	Lawyer
7	Ariel	Estrada	MSc, P.Eng.	Environmental	Accreditation Board Chair
8					

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

Investigations Committee

	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
8				Lay	

That the revision and addition to the PGA Statutory Committees be approved.

Moved: Brian Davies

Seconded: Randy Meszaros

Carried

1.5.2 Review and approve Terms of Reference and Competencies for Statutory Committees

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

Staff have prepared the appended Terms of Reference to assist council in recruitment, training, evaluation, and appointments of future Statutory Committee members that was initially presented to Council to review at our November Council meeting. It was brought forth at this meeting for approval. The Terms of Reference include Competencies and Composition Matrices for each committee.

Council is required to appoint five Statutory Committees. Each Committee makes administrative decisions in service of a key regulatory function of ASTTBC, and each Committee requires distinct competencies and attributes in its members. Staff will assist Council with the selection process.

When finalized, the Terms of Reference will be posted to the ASTTBC website, where they will provide information to both registrants and the general public about the roles and obligations of ASTTBC's Statutory Committees, and how committee members are appointed.

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

Moved: Brian Davies

Seconded: Ken Zeleschuk

Carried

1.5.3 Review and approve legal reserves and existing reserves in the financial records

Motion: That the establishment of a Legal Fund of a minimum \$150,000 and closing of existing reserves or internally restricted funds be approved by Council.

With ASTTBC coming under the Professional Governance Act (PGA), one significant funding risk is related to its new role as a regulator. Costs on discipline cases are

unpredictable as some can be very complicated and ASTTBC has no control over the time, effort and other variables causing uncertainty on legal costs. We would like to establish a Legal Fund of a minimum \$150,000.

In the past, Council had given approval to allocate amounts from the unrestricted cumulative excess of revenues over expenses into various reserve accounts, to be used for specific purposes. The reserves were established in the recognition that the Association will incur future expenses and capital expenditures beyond the normal operating budget. As a result of a discussion with the Auditors, management has come into the view that these existing reserves are redundant. The current year budget and CAPEX are intended to cover all operating expenses. Overspending if any is addressed through the revised budget approval process conducted during the September council meeting. We would like to close these reserve accounts.

That the establishment of a Legal Fund of a minimum \$150,000 and closing of existing reserves or internally restricted funds be approved by Council.

Moved: Randy Meszaros

Seconded: Brian Davies

Carried

FOR INFORMATION

2.5.1 Indigenous CPD Update (verbal)

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. After our November Council meeting where Council agreed to enter into a license agreement with Indigenous Awareness Canada, we now have 6000 licenses for registrants, staff and committee members to access both online 101 and 201 courses for two years. Moving forward all practising registrants will be required to have two hours of Indigenous CPD per year, inclusive of their required 20 hours per year. We will be rolling this CPD initiative out this spring.

That Council receive for information the verbal Indigenous CPD Update.

Reports

3.5.1 Receive Financial Statements – November 2020

Manager, Finance Evan Triste provided an updated regarding the ASTTBC November 2020 Financial Statements.

REVENUE:

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

2020	2019	2018	2017
92.47%	93.06%	94.27%	99.77%

The total revenue as of November 2020 is lower by \$12K or 0.36% compared to November 2019. The variance is mainly from decreases in Registrant services revenue of \$27K 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 Registration and Publication of \$11K. The decrease was mostly offset by an increase in Annual Dues of \$61K owing to the increase in annual fee rates.

EXPENSE:

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

2020	2019	2018	2017
71.34%	77.70%	87.03%	87.48%

Total expenses as of November 2020 decreased by \$230K or 7.94% compared to November 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 \$71K owing to lower AGM costs and a decrease in council governance meetings costs, Professional Affairs of \$42K 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 \$32K due to lower Association Liaison cost because of fewer activities and travel, and Member services of \$45K due to fewer member consultation and meetings and. The decrease was partially offset by increases in Administration General of \$66K due to hiring costs and an increase in credit card processing fees implemented on Dec 2019 and Education & Training of \$23K to provide additional funding support to ASTTBC Foundation.

That Council receive for information the November 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 November 2020 to January 2021 as follows:

- **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, ongoing TPC meetings and CEO Appraisal Committee meetings.
- **November Council Meeting**
 Thank you all for virtually attending the November 19th Council meeting. It was another busy agenda and resulted in a productive day.
- **Technology Professionals Canada**
 The TPC Leadership Council met on December 17th 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 focussed on key PGA related activities that took place in 2020 which included 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.

**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.

During 2020 ASTTBC was busy working closely with the OSPG determining how to best regulate and create policies and procedures for when we have our ASTT Act repealed and come under the PGA legislation. Some, but not all work includes:

- New staff positions have been created to undertake more work in monitoring, complaints and discipline as well as standards development. Some positions are still being filled as they require technical knowledge. Additional hires are planned for early 2021.
- Notifications to the 12 Boards and Committees that moving forward there will be five statutory committees. Two calls for committee participation were issued and committees were formed in October 2020 and approved by Council in November 2020.
- Online registry was updated in May and September based on feedback from OSPG.
- ASTTBC website is undergoing a complete update and will be launched once the ASTT Act is repealed. A completely new and easy to identify area for the general public has been added and practice policies and standards will be easier to find.
- Bylaws have been updated throughout 2020 with formal reviews by OSPG on two occasions. These bylaws have been extensively updated to reflect the requirements and obligations under the PGA.
- ASTTBC entered an agreement with a well-recognized vendor to provide continuing education for Indigenous Reconciliation for registrants to participate in free of charge.
- Policy changes include all aspects of complaints and discipline, Council Governance, a new designation of Registered Technical Specialists, audit procedures and review of key instruments used to assess the practice of professionals.
- Early in 2020 notices were sent to registrants designated Associates, notifying them that they will need to reclassify by January 2022.
- CEO & Registrar interviewed potential lay person members provided to us from the Crown Agencies Board Resourcing Office (CABRO) for statutory committees with recommendations coming in January 2021.
- Met with CABRO in December to review applications for Lay Person Councillor positions to be filled in 2021. Meeting dates to meet with candidates have been confirmed for January 2021.
- December 2020 financial information was sent to the external auditors so that ASTTBC could provide audited financial statements to the OSPG in time for the April 1 Annual Report. This is several months in advance of what we normally do because our Annual General meeting is usually held in June.
- Training for staff, committee members and Council has been identified and planned for 2021-2022.
- ASTTBC Finance department issued annual dues invoices one month early in order that fewer people would be cancelled in the new year which is part of our new bylaw requirements that all invoices be paid by January 1.
- Registrants have received updated information about how the PGA will impact them through webinars, magazine articles, email newsletters, practice bulletins and presentations with the OSPG. This includes explaining the difference between an association and a regulatory body.
- ASTTBC also invited the OSPG to be an exhibitor at our Annual AGM & Conference where they provided information on the PGA, as well as hosted a breakout session and Q&A for registrants.

The following is a breakdown of communications statistics related for each PGA only activity undertaken by ASTTBC.

- **Social media**
Tweets mentioning the PGA: 15 tweets
15 tweets = 35 retweets, 45 likes
Impressions of the above 15 tweets: 5,991 impressions
Engagement of the above 15 tweets: 260 engagements
- **AGM & Conference exposure**
OSPG booth attendees: 43 visits
PGA & You breakout session: 52 viewers
- **PGA webinars**
September 18: 581 registered, 338 attended
December 2: 289 registered, 178 attended
- **Quarterly publications (CONNECT) PGA articles/mentions**
Winter 2020 issue of Connect:
<https://asttbc.org/wpcontent/uploads/2020/02/ASTTBCConnect-Issue-148-COVER.pdf>

Spring 2020 issue of Connect:
<https://asttbc.org/wp-content/uploads/2020/05/ASTTBCConnect-Issue-149-FINAL.pdf>

Summer issue of Connect:
<https://asttbc.org/wp-content/uploads/2020/08/ASTTBCConnect-Issue-No.-150-July-September-2020.pdf>

Fall issue of Connect:
<https://asttbc.org/wp-content/uploads/2020/11/ASTTBC-Connect-Issue-151-FINAL.pdf>

Goal 2: Qualified Professionals BCIT & Accreditation

On December 1, myself and the Executive Director of Technology Accreditation Canada met with BCIT's Deans to present to them updates on ASTTBC, our progress on updating national standards and about the recent amalgamation of accreditation bodies in Canada and next steps for applied science technology accreditation in Canada. It was a fruitful discussion and ultimately successful when we received an email from BCIT confirming that they will proceed with updating their related programs.

Continuing Professional Development

Indigenous Reconciliation education is required under the PGA, ASTTBC has signed a contract with Indigenous Awareness Canada and has acquired 6000 licenses for their online 101 and 201 courses which will meet our minimum requirements at this time.

Goal 5: Governance IT Modernization

With the number of IT projects requested by staff I decided to conduct an IT assessment which included a 2.5-hour workshop with staff to review all the requests for IT. It was determined that there are 17 IT projects on the books for 2020 and 2021. The final report has helped prioritize those projects as well as highlight the need for improved planning

of projects. This includes a review of the database results from the discovery phase. A project manager for the database has been hired and has started this review so to make recommendations on the next phase of building the database.

As mentioned previously the website is one of the IT activities, it is being updated to reflect our move to the PGA. Content writing has taken place during this time period and the amalgamation of several different but related domains to move to ASTTBC.org. Timelines are being met and it is expected that the website should be released shortly after the ASTT Act is repealed.

That Council receive for information the CEO's Report.

3.5.4 Receive Registrar's Report

Registrar Phillipa Stanaway provided a summary of ASTTBC's activities for the period of November 1, 2020 to December 23, 2020:

Activities in November and December 2020 were once again dominated by transition and preparation for change. We continued to review our draft bylaws in light of feedback from the OSPG and anticipated adjustments to procedures.

The last meetings of the Board of Examiners, Practice Review Board and technical specialist certification boards were held in November and December. The agenda for each meeting included an update on the implementation status of the *Professional Governance Act* (PGA). Board members were reminded that boards will be discontinued when the *ASTT Act* is repealed and we are under the *PGA* and new regulations and bylaws, but that their work will continue in the form of working groups, which will advise on amendments to registration, continuing education, and practice review requirements.

Recruitment of additional layperson members for committees, as well as assessors, inspectors, and file reviewers to assist the Audit and Practice Review Committee, Investigation Committee, and Credentials Committee, respectively, continued.

Transition of governance toward the framework contemplated in the *PGA* continued. The Nomination Committee met and worked together toward a successful roll-out of the beginning of the 2021 election cycle. Its call for nominations was issued December 7, on schedule. The Nomination Committee is also working on a "Competency and Composition Matrix" for Council's review. The Matrix will assist the Committee and CABRO in continuing to ensure that an optimal combination of values, competencies, perspectives, and specialized skills and experiences continue to be reflected in Council membership.

Staff in registrations and investigations continue to work hard to modernize and harmonize procedures with new expectations under the *PGA*. There is more work to be done in this area, and ASTTBC is embracing the challenge with enthusiasm.

Significant progress has been made on the Expediting Technology Professionals Labour Market Integration (ETPLMI) project. The new national gateway website that will be the user interface for technology professional organization in Canada has been created. The new website will have enhanced search engine optimization and be mobile optimized. This means that depending upon device and screen size, the site will adapt to ensure good presentation and ease of use. The Bilingual (English and French) site will be especially convenient for internationally educated technology professionals and

Canadian Armed Forces (CAF) personnel and veterans in addition to graduates of technology education programs is Canada.

A cooperation agreement has been reached with the National Advanced Placement Prior Learning (N-APPL) project based at BCIT to customize and use their state-of-the-art competency recognition software to compare the qualifications of CAF personnel and veterans to the Technology Accreditation Canada (TAC) standards used for certification and registration with ASTTBC. A collateral benefit of the cooperation with N-APPL is expanded reach to the network of CAF offices that provide transition services to military personnel and veterans. The national gateway website component of the ETPLMI project is on schedule and on budget with April 2021 the anticipated completion date.

That Council receive for information the Registrar's Report.

3.5.5 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.

4.0 Next Meeting: March 11, 2021

Motion: That Council recognize the next Council Meeting will be held on March 11, 2021.

Moved: David Sparanese Seconded: Ken Zeleschuk **Carried**

5.0 Meeting Adjournment

That Council adjourn the January 21, 2021 meeting at 2:52 pm.

Moved: Ken Zeleschuk Seconded: Brian Davies **Carried**

Sarah thanked the Council for participating.



Sarah Campden, CTech, RTMgr
President



David Sparanese, AScT, CPWI 3
Vice President