

**Minutes from the OPEN SESSION MEETING of the
COUNCIL of APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
September 30, 2021
In-Person Meeting for Councillors at Fairmont YVR Airport Richmond, BC
Virtual Meeting for all other participants through ZOOM**

In-Person Councillors	David Sparanese, PTech, ASCT, CPWI 3 President	Randy Meszaros, ASCT, CET, PMP Registrant Councillor
	Sarah Campden, CTech, RTMgr. Past President, Observer	Brian Davies, CTech, RSIS Registrant Councillor
	Paul LaBranche, ASCT Registrant Councillor	Roslyn Kunin, PhD Lay Councillor
	Mike Battistel, ASCT Registrant Councillor	Mary O'Callaghan, MBA, FCMC Lay Councillor
In-Person Staff:	Theresa McCurry, BSc, PMP Chief Executive Officer	Jason Jung, ASCT Director, Professional Practice & Development
	Evan Triste, CPA, CGA Manger, Finance	Shahina Sharp Administrative Coordinator
Virtually Present Councillors and Staff	Ken Zeleschuk, MBA, PTech, RTMgr, ASCT, Dipl.T Vice President	Phillipa Stanaway, BA, MA, JD Registrar
	Kristy Bobbie, ASCT Registrant Councillor	
	Jayde Wood, JD, MSc Lay Councillor	
Regrets	James Coble, MA, PhD Lay Councillor	

Chair David Sparanese welcomed everyone to the September 30, 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 noting that we recognize the first National Day for Truth and Reconciliation federal statutory holiday and then acknowledged 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 2:35 pm. Quorum was reached.

FOR DECISION

1. **Approval of the September 30, 2021, Agenda**

Motion: That Council approve the September 30, 2021 Agenda.

That Council approve the September 30, 2021 Agenda.

Moved: Brian Davies

Seconded: Paul LaBranche

Carried

2. **Approval of the May 6, 2021 Council Meeting Minutes**

Motion: That Council approve the May 6, 2021 Council Meeting Minutes.

That Council approve the May 6, 2021 Council Meeting Minutes.

Moved: Paul LaBranche

Seconded: Mike Battistel

Carried

1.1 **Review and approve the Executive Succession Plan**

Motion: That Council accepts the Succession Plan created by the ASTTBC Succession Planning Working Group.

ASTTBC Council recognizes that the failure of an organization to plan for an executive's transition can have a high cost. It is important to note that this process takes time – some say years – not months. ASTTBC recognizes that succession planning is work that is not performed by one person, rather this is collaboration. A Succession Plan Working Group was formed with members of Council, including a layperson, and staff.

The plan was written by the CEO with input from the Registrar. The Working Group reviewed the plan and provided comments prior to meeting and finalizing the plan which is presented to Council for its review and approval.

That Council accepts the Succession Plan created by the ASTTBC Succession Planning Working Group.

Moved: Randy Meszaros

Seconded: Roslyn Kunin

Carried

1.2 **Review and approve proposed amendments to Schedule C of the ASTTBC Bylaws**

Motion: That Council approves the proposed amendments to Schedule C of the ASTTBC Bylaws as per attachment 1 and drafted amended bylaws.

With the negative impacts of COVID-19 on many businesses and individuals and given that we increased fees in 2020, fees were not increased in 2021. Despite the increase in vendor prices and operating costs associated with moving to the *Professional Governance Act* ("PGA") no increase on fees was recommended due to the extraordinary burden the pandemic had on our sector.

With a view that we are moving towards a near normal or pre-pandemic life, we recommend an increase on Registration and Application fees to cover cost of living corresponding to the

increase in fees from our vendors. As reported by Global news, Canada's Consumer Price Index (CPI) in August 2021 increased 4.1 per cent compared to last year, the highest in nearly two decades. Our recommendation is a modest 3 per cent increase on registration and application fees for 2022.

Fees must be set at a level that enables ASTTBC to meet its regulatory mandate under the PGA. The proposed fee increase will allow ASTTBC to meet its projected operating costs for 2022.

That Council approves the proposed amendments to Schedule C of the ASTTBC Bylaws as per attachment 1 and drafted amended bylaws.

Moved: Roslyn Kunin

Seconded: Brian Davies

Carried

1.3 Review and approve revised 2021 Budget and CAPEX

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

Each year, the Chief Executive Officer prepares and presents for endorsement by Council, an annual Budget to guide the Chief Executive Officer as she manages the affairs of the association. The Chief Executive Officer is responsible for the financial operations and seeks Council approval at the September meeting for the revised current year Budget.

The revised 2021 budget is \$3,351,750 compared to the \$3,265,822 projected 2020 budget, representing an increase of \$86K or 2.5%.

REVENUE:

- The main differences are from an increase of Annual fees of \$21K which current trending shows a higher number than the initial forecast, Professional Affairs of \$42K as a result of higher than expected revenues from the ETPLMI project, and Registrant Services of \$20K to reflect the increase in in job advertising and affinity program revenues that are nearer to pre Covid-19 levels.

EXPENSES:

- The net increases are from Administration of \$69K owing to hiring costs of replacements and new staff positions, Wages and Benefits of \$44K to reflect the increase in Contractor activities for various PGA work partially offset by a decrease in wages and benefits due to challenges in hiring staff, Office Maintenance of \$75K due to new database license, file digitalization and network and phone upgrades, and Education and Training \$42K owing to indigenous training cost.
- The increase is partially offset by decreases in Governance of \$50K as AGM and meetings were still in virtual format and Professional Affairs and National Association of \$67K to reflect recoveries from the ETPLMI project, lower than expected legal costs and Practice Assessment Reviews (PARs) cost.

CAPEX:

- The revised 2021 CAPEX increased by \$22K mainly from IT projects to improve infrastructure.

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

Moved: Paul LaBranche Seconded: Mike Battistel **Carried**

1.4 Review and approval of Practice Guides:

- Biomedical Technology Services
- Electrical Technology Services for Building Projects
- Electronics Technology Services
- Fire Protection Technology Services for Building Projects
- Geomatics Technology Services
- Mechanical Technology Services for Building Projects

Motion: That Council approves the Biomedical Technology, Electrical Technology, Electronics Technology, Fire Protection Technology, Geomatics Technology and Mechanical Technology guides to professional practice.

With the Professional Governance Act (PGA) coming into full force on February 5, 2021 along with new ASTTBC bylaws shortly thereafter, ASTTBC made administrative changes to reflect the new legislation in each of the existing guides and to reflect the ASTTBC bylaws with regards to document authentication (signing & sealing of documents) and professional liability insurance requirements. As was presented at the previous council meeting, these changes were also made in consultation with ASTTBC’s legal counsel to ensure consistency with the PGA.

To build on the administrative changes, staff has taken the opportunity to review the technical (scope) content of the guides. Subject matter experts in each corresponding practice area were consulted to determine if there were any changes required and to verify the scopes indicated within the guides. In all cases it was recommended that no material revisions were needed to the technical content. Large in part to this process is due to the fact the guides were last revised and approved by ASTTBC Council as recently as four years ago. Essentially, the scopes are unchanged.

At the recent meeting of the Audit and Practice Review Committee (APRC) on September 9, 2021 there were no changes advised resulting from a review of the guides and it was recommended that the guides be presented to Council for approval.

That Council approves the Biomedical Technology, Electrical Technology, Electronics Technology, Fire Protection Technology, Geomatics Technology and Mechanical Technology guides to professional practice.

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

FOR INFORMATION

2.0 Reports

2.1 Receive Financial Statements – August 2021

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

Revenue

Actual revenue % to budget compared to the previous three years

2021	2020	2019	2018
98.56%	87.28%	87.90%	84.67%

The total revenue as of August 2021 is lower by \$49K or 1.5% compared to August 2020. The variance is mainly from lower Annual Dues revenue of \$89K due to a decrease in Registrant invoices issued, partially offset by an increase in Professional Affairs of \$27K due to the Expediting Technology Professional Labour Market Integration (ETPLMI) program and an increase in Registrant Services of \$22K because of better revenues in job advertising.

Expense

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

2021	2020	2019	2018
60.09%	52.39%	59.30%	58.68%

Total expenses as of August 2021 is similar to August 2020 showing only a slight decrease of \$1K. The major variances include an increase in Wages and Benefits of \$81K due to new staff positions. Another notable increase is in Office and Equipment of \$28K owing to ongoing improvements on the IT infrastructure and the new Database license. Major decreases are in Professional affairs and National Association of \$59K, and Administration and Stationery & Printing of \$24K. Other decreases were in Governance of \$8K and Registrant Services of \$15K due to COVID-19 restrictions.

That Council receive for information the August 2021 Financial Statements.

2.2 Receive President's Report

The President discussed the activities that he participated in from April 2021 to September 2021.

- President/CEO/Executive Meetings**
 Ongoing meetings and communications with CEO McCurry and the Executive to discuss agenda topics for upcoming Council meetings, ongoing Working Group meetings and the PGA.
- AGM and Conference/Tradeshaw**
 On May 7th we hosted another very successful virtual AGM and Conference/Tradeshaw and thanks to all the staff, volunteers, presenters and attendees for their participation.
- Council Meeting and Workshops**
 Participated and chaired the following virtual Council meetings and workshops: April 23rd (*elected as ASTTBC President*), May 6th, June 15th July 15th and our in-person meeting September 30th in Richmond BC.
- Working Groups**
 Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
 Attended virtual AGM on May 29th.
- Technology Professionals Canada (TPC)**
 May 31st attended the TPC Leadership Council meeting. Participated in June meeting and VP Zeleschuk participated in the July meeting.
- Technology Accreditation Canada (TAC)**
 Attended virtual TAC meeting and AGM on June 16th.

- **Other Items**

In August, I successfully completed 201 Indigenous Awareness Certification training by Indigenous Awareness Canada.

That Council receive for information the President's Report.

2.3 Receive CEO's Report

The CEO discussed the activities that she participated in from April 16, 2021 to August 31, 2021. This report can be found at <https://asttbc.org/public/governance-documents/>.

That Council receive for information the CEO's Report.

2.4 Receive Registrar's Report

The Registrar discussed the activities that she participated in from April 17, 2021 to September 15, 2021. This report can be found at <https://asttbc.org/public/governance-documents/>.

That Council receive for information the Registrar's Report.

3.0 Next Meeting: November 18, 2021

Motion: That Council recognize the next Council Meeting will be held on November 18, 2021.

Moved: Roslyn Kunin

Seconded: Brian Davies

Carried

4.0 Meeting Adjournment

That Council adjourn the September 30, 2021 meeting at 3:42 pm.

Moved: Randy Meszaros

Seconded: Mary O'Callaghan

Carried

David thanked the Council for participating.



David Sparanese, PTech, ASCT, CPWI 3
President



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