

**Minutes of a Meeting of the
COUNCIL of the
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
September 29, 2011 – Sheraton Guildford Hotel, Surrey**

Present:	Clarissa Brennan, ASCT Toni-Lynn Card, ASCT Richard Cave, ASCT Dmitri Gulak, ASCT, PQS, MRICS Kai Hui, ASCT	Bill MacPherson, ASCT John Murphy Bob Prasad, ASCT, RTMgr Dave Rutherford, ASCT, BCLS, CLS Keith Trulson, ASCT, EngL
Staff:	Cindy Aitken John Leech, ASCT, CAE John Shortreid, ASCT, CLS	Manager, Governance & Events Executive Director Registrar
Absent:	Jim Blake, MBA, CA Doug Carter, CTech Russell Dobie, ASCT	Wendy Grant-John Grant Loyer, ASCT, CMC Trent Reid, CTech
Guests:	Jeff Holm, PEng	APEGBC Vice President

President Bill MacPherson called the meeting to order at 6:15 pm.

1. **Approval of Agenda**

The Agenda was approved as presented.

2. **Approval of Minutes**

The Minutes of May 26, 2011 were presented for approval.

11-48: *That the Minutes of Council of May 26, 2011 be approved.*

M/S/C

The Council Minutes will be posted on the ASTTBC Website.

3. **ACTION AGENDA**

GOAL #1 – PROFESSIONAL LEGISLATION & REGULATION

3.1.1 ASTTBC – APEGBC PTech Framework Development Group

Council received a number of handouts and participated in a discussion during the Workshop. A Motion from the Council Workshop on the PTech Implementation - OPTIONS was put forward.

11-49: *That the following model be endorsed:*

- *PTech practices engineering and geoscience technologies within a scope which is agreed to jointly by ASTTBC and APEGBC.*
- *PTech is a member of ASTTBC and is regulated by ASTTBC.*
- *PTech is governed by ASTTBC.*
- *ASTTBC – APEGBC Joint Board established to decide on PTech scope of practice.*
- *APEGBC and ASTTBC Acts amended accordingly.*

M/S/C

3.1.2 ASTT Act Changes

Executive Director John Leech gave a verbal report on a meeting with Hon. Naomi Yamamoto, Minister of Advanced Education the Minister responsible for the ASTT Act. This item was tabled.

GOAL #3 – PROFESSIONAL STANDARDS & REGULATION

3.3.1 ASTT Regulation 2.3(b) re Electrical Work Practitioner

Council received for information a Report on the ‘Electrical Work Practitioner’ as an ASTTBC Technical Specialty for Certification and Registration.

11-50 : *That the following change to ASTT Regulation 2.3(b) be approved:*

- I. *Approved in principle;*
- II. *released for public consultation, and;*
- III. *final proposal returned for Council’s consideration in early 2012 or at the discretion of the Registrar.*

M/S/C

3.3.2 Certification Policy for the ‘Electrical Work Practitioner’

Council received for information a Report on the Certification Policy for the ‘Electrical Work Practitioner’ ASTTBC Technical Specialty Initiative and a DRAFT 2011 Electrical Work Practitioner Certification Policy.

11-51: *That the 2011 Electrical Work Practitioner Certification Policy be approved:*

- I. *Approved in principle;*
- II. *released for public consultation, and;*
- III. *final policy proposal returned for Council's consideration in early 2012 or at the discretion of the Registrar.*

M/S/C

3.3.3 *Fire Protection Certification Policy Change re: Electrical Work Practitioner*

Council received for information a Report on Required Amendment to the 'Fire Protection Certification Policy'.

11-52: *That the change to the ASTTBC Fire Protection Certification be approved:*

- I. *Approved in principle;*
- II. *released for public consultation, and;*
- III. *final proposal returned for Council's consideration in early 2012 or at the discretion of the Registrar.*

M/S/C

3.3.4 *Update to 'Tags and Reports for Fire Tests and Inspection Guidelines'*

Council received for information a Report on Tags and Reports for Fire Tests and Inspection Guidelines and a copy of the Guidelines.

11-53: *That the amended document 'Tags and Reports for Fire Tests and Inspection Guidelines' be approved.*

M/C/S

3.3.5 *Abeyance of applicant files after two years of non-activity*

Council received for information a Report on Abeyance of applicant files after two years of non-activity.

11-54: *That all certification policies are to contain an 'Application Abeyance' clause that allows applicant files to be put into abeyance if the applicant has failed to meet application file completion requirements within a period of two years. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.*

M/C/S

3.3.6 *Retired Member/Registrant Registration Policy*

Council received for information a Report on the 'Retired' Member/Registrant Registration Policy.

11-55: *That all certification policies for Technical Specialists Disciplines (all ASTTBC Registrants) will be amended to include a 'Retired' category of registration.*

A 'Retired' Member or Registrant is defined as a current Member or Registrant in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status. The Member or Registrant must commit in writing not to engage in engineering or applied science technology beyond the practice limits established by ASTTBC Council policy.

A 'Retired' Member or Registrant is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development requirements) regarding practice guidelines, standards and processes.

While a 'Retired' Member or Registrant will be shown on the ASTTBC Registry as having 'Retired' status, the Member or Registrant is not required to show '(Retired)' after their certification designation. 'Retired' Members and Registrants are required to inform potential clients or employers of their practice limitations.

This policy will be administered by ASTTBC Registrations' staff, upon the request for 'Retired' status by the Member or Registrant, and staff will report to the appropriate Certification Board the change to the Member's or Registrant's registration status. Prior to 'Retired' status being granted the member or Registrant must sign an affidavit that affirms they understand the limits of practice for 'Retired' registration.

Further, that this policy to be amended to show that the 'Retired' category of registration be administered by the Registrar.

M/S/C

3.3.7 Addition of 'Instrumentation' as an ASTTBC Discipline

Council received for information a Report on the Addition of 'Instrumentation' as an ASTTBC Discipline of Certification and Registration.

11-56: *That 'Instrumentation' is added as a Discipline of Certification and Registration be approved.*

M/S/C

GOAL #8 – GOVERNANCE AND MANAGEMENT

3.8.1 ASTTBC Work Plan 2012

Council received for information a Report on the ASTTBC Work Plan 2012 and a copy of the Work Plan 2012.

11-57: *That the Work Plan 2012 be approved as guidance for the Executive Director in the allocation of resources for fiscal 2012.*

M/S/C

3.8.2 ASTTBC Budget and Fees 2012

Council received for information a Report on 2012 Annual Dues, Fees and Budget and a copy of the 2012 Budget dated September 29, 2011.

- 11-58:**
- 1) *That the 2012 Annual Dues and Fees be approved.*
 - 2) *That the 2012 Budget be approved as a guide for the Executive Director in the management of the business of the association. The Executive Director may adjust the Budget during the course of the year to meet changed circumstances and priorities.*
 - 3) *That the Registrar, in consultation with the Executive Director, is directed to set the cancellation dates for non-payment of annual dues / renewal fees.*
 - 4) *That the following charges apply to annual dues / renewal fees:*
 - a) *early payment discount of \$10 for annual dues / renewal fees paid electronically and within one month of the invoice. Members / Registrants may choose to apply the discount directly to FEAT;*
 - b) *late payment fee to be applied to invoices outstanding three months or other schedule set by the Executive Director; and,*
 - c) *reinstatement fee of \$75 for members / registrants cancelled for non-payment of annual dues / renewal fees provided the payment is received within two weeks of cancellation or other schedule set by the Executive Director.*

M/S/C

3.8.3 ASTTBC Awards

Council received for information a Report on ASTTBC Awards and a list of Award Recipients for approval.

11-59: *That the following Awards be approved:*

<i>Dan Mooney, ASCT, CPWI I</i>	<i>Peter Allan Leadership</i>
<i>Doug Carter, CTech</i>	<i>Life Member</i>
<i>Trevor Williams, PEng</i>	<i>Honourary Member</i>
<i>Sid Siddiqui, PEng</i>	<i>Honourary Member</i>
<i>Ron Elliott, ASCT</i>	<i>Professional Achievement</i>
<i>Dale Black, ASCT</i>	<i>Professional Achievement</i>
<i>Ian Emery, ASCT, RFT</i>	<i>Professional Achievement</i>
<i>Brian Benson, ASCT</i>	<i>Professional Achievement</i>
<i>Coast Tsimshian Resources</i>	<i>TechGREEN</i>
<i>BC Construction Association</i>	<i>TechGREEN</i>
<i>Glen Garrick</i>	<i>TechGREEN</i>

M/S/C

3.8.4 Appointment of Accreditation Board

Council received for information a Report on the Appointment of Accreditation Board Members and a list of Board appointments for approval.

11-60: *That the following members and individuals be approved for appointment to the Accreditation Board:*

*Dale Churchill, ASCT
Ariel Estrada, ASCT, PEng (Chair)
Douglas MacLeod
Michelle Nakano, ASCT
Milan Pavlovic, ASCT
Frank Rossi
Claus Schlueter, ASCT*

M/S/C

3.8.5 Appointments to the RTMgr Certification Board

Council received for information a Report on the New Appointments to the Registered Technology Manager Certification Board and a list of Board appointments for approval.

11-61: *That the following Registered Technology Manager Certification Board appointments, Board Chair and Vice Chair be approved:*

*Marsh Heinekey, ASCT (Chair)
Grant Lachmuth, ASCT, RTMgr (Vice Chair)
Bob Prasad, ASCT, RTMgr
Lloyd Van't Haaff, ASCT*

M/S/C

3.8.6 Publishing Names of Chairs

Council received for information a Report on Publishing the Names of Chairs for ASTTBC Boards, Committees, Panels and Institutes.

11-62: *That names of the Chairs for all Council appointed Boards, Committees, Panels and Institutes will be published and made known to the public. The information will be limited to the information shown on the ASTTBC Registry and conform to ASTTBC's Privacy Policy and FOIPP requirements. ASTTBC information will indicate that public contact with the Bboards, Committees, Panels and Institutes including the Chair will be through, and at the discretion of, the Registrar or Executive Director and their designates.*

M/S/C

3.8.7 AGM 2011 Report

Council received for information a Report on the 2011 Annual General Meeting & Professional Development Day.

11-63: *The the Report on the 2011 Annual General Meeting & Professional Development Day be received for information.*

M/S/C

3.8.8 AGM 2012 and 2013 Dates

Council received for information a Report on the 2012 & 2013 Annual General Meeting & Professional Development Day.

11-64: *That the date to hold the 2012 AGM & Professional Development Day be Friday, May 25, 2012 and the date to hold the 2013 AGM & Professional Development Day be Friday, May 24, 2013. Both events to be held at the Hilton Hotel Metrotown, Burnaby or other location determined by the Executive Director.*

M/S/C

3.8.9 Council Meeting Schedule 2012

Council received for information a Report on the Council Meeting Schedule 2012.

11-65: *That the regular schedule of Council meetings for 2012 be established as follows: January 26th; March 29th (conference call); May 24th; September 27th; November 1st (conference call).*

M/S/C

3.8.10 Nominations Committee 2012 - 2013

Council received for information a Report on the Appointment of 2012 – 2013 Nominating Committee.

11-66: *That Past President Doug Carter, CTech (Chair); Bob Colclough, ASCT; March Heinekey, ASCT; Dan Mooney, ASCT, CPWI 1; Tim Murphy, ASCT, MBA and Keith Switzer, ASCT be appointed to the 2012 – 2013 Nominating Committee to carry out responsibilities assigned to the Committee in the ASTT Regulations, including preparing a slate of Officers and Directors for ASTTBC Council 2012 – 2013.*

M/S/C

4. **INFORMATION AGENDA**

GOAL #8 – GOVERNANCE AND MANAGEMENT

4.8.1 Financial Statement for August 2011

Council received for information a Report on the August 2011 Financial Statement and a copy of the Statement of Revenue and Expenses including a graph.

11-67: *That the August 2011 Statement of Revenue and Expenses be received for information.*

M/S/C

4.8.2 ASTTBC Revised Budget 2011

Council received for information a Report on the Budget 20112 REVISED and a copy of the revision.

11-68: *That the 2011 Budget REVISED be received for information.*

M/S/C

5. **Reports**

5.1 President's Report

President Bill MacPherson gave a verbal Report on meetings and activities he was involved with from May 2011 – September 2011. President MacPherson noted that he has been very involved with liaison with APEGBC, issues with PTech and participated in a TPC teleconference.

11-69: *That the President's verbal Report be received for information.*

M/S/C

5.2 Executive Director's Report

Council received for information the Executive Director's Report #65 covering the period from May 1, 2011 to August 31, 2011. Executive Director John Leech offered to answer any questions.

11-70: *That the Executive Director's Report (#65) dated September 2011 be received for information.*

M/S/C

The Executive Director's Report will be posted on the ASTTBC Website.

5.3 Registrar's Report

Council received for information the Registrar's Report dated September 29, 2011 including a Membership Statistics Report from January 1, 2011 to September 1, 2011 and a Report on Technical Specialist Groups including 2010 & 2011 stats for each group.

11-71: *That the Registrar's Report dated September 29, 2011 be received for information.*

M/S/C

The Registrar's Report will be posted on the ASTTBC Website.

6. **Other Business**

Executive Director's Term Life Insurance Policy

Council received for information a Report on the Executive Director's Term Life Insurance Policy prepared by Vice President Dave Rutherford. Vice President Rutherford provided some background information on the "Key Man" Term Life Insurance Policy noting that premiums are going up and with the ASTTBC mortgage being paid off the need for this insurance is not needed.

