

Certified Professional Advisory Committee Meeting Minutes

Date: November 26, 2008	Attendees: Alan Brown, (AB) AIBC (CHAIR) (Absent) Murray Johnson, (MJ) APEGBC Martin Bruckner, (MB) AIBC Will Johnston, (WJ) City of Vancouver (Absent) Jeff Mitchell, (JM) City of Vancouver Soren Agren, (SA) BOABC (Absent) Eddie Ho, (EH) BOABC Patrick Shek, (PS) BOABC (Absent) Glenn Gibson, (GG) APEGBC David Graham, (DG) APEGBC Steve Hart, (SH) AIBC Mehran Nazeman (MN) City of Surrey (Observer) Kandiah Pavananathan, (KP) City of Vancouver (Absent)
Time: 8:00am to 9:30am	
Location: City Hall, East Wing - Coaches Corner Meeting Room	

ITEMS DISCUSSED	ACTION
Minutes from July 16, 2008 Meeting - The minutes from the previous meeting were reviewed and discussed. SH noted several corrections that needed to be made around the 1h Floor Rating issue. JM said that that he would make the corrections and send out a 2 nd draft for review and comment.	JM
Selection of New Chairperson - JM noted that it was time to select a new Chairperson. The group agreed that it was an APEGBC member's turn. GG was unanimously voted in as chair.	None required
Joint AIBC/APEGBC Task Group - JM and SH reported out on the Joint AIBC/APEGBC CP Program Task Group. JM noted that there had been 3 meetings so far and that Ed MacKinnon had been selected as chairperson. JM said that the Task Group is currently working up a list of tasks which must be worked through prior to handoff of the CP Program to AIBC/APEGBC. SH said that one of the critical path items was the CP Manual of Practice. JM gave the group an update on the status of the manual, stating that he had completed his revisions and had handed it off to the City's Law Dept. MJ asked about the timing of the handoff to the Associations. MN said that the timeframe was 2 years at the very least. JM said that he and MN would run the CP Course once more before the transition process was complete.	None required
1h Rating of Wood Frame Floors - JM said that this letter had not gone out yet and was still with AB for final comment and signing. SH expressed disappointment that the letter had not gone out. JM noted that he was concerned about the perception that the letter was coming from the City of Vancouver when really it should be clearly from the CP Advisory Committee.	JM/GG

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<p>He stated that it was better of the chair of the CP Committee sign it. As a result, he had sent it off to AB in early October. MJ suggested that the new chair person sign the letter and send it as soon as possible. GG agreed to this. JM said he would finalize the letter and send to GG as soon as possible.</p> <p>2009 Certified Professional Course - JM reported out on initial preparations for the 2009 CP Course. He presented a set of brainstorming notes as well as a draft schedule. JM noted that the course content and structure would be very similar to the 2007 Course. He said that the major goal was to try to compress the course such that it was finished in mid-December 2009. The exams would be offered in mid-January and the course would wrap up well in advance of the Olympic period in 2010. DG suggested that the individual sessions of the course be offered in more of an "all-day" format which would minimize the travel time for students. JM agreed that this could definitely be considered and would be discussed with Justice Institute staff when he and MN met with them next week. MB raised the issue of previous experience of the students and suggested that an experience pre-requisite be mandated. SH noted that this was on the table for discussion by the Joint Association Task Group. After some general discussion, the group agreed that it be made clear in the course advertisements that previous experience in the industry is an asset. JM said that another idea was to limit student enrollment to 20 people, given some of the logistical difficulties encountered in the previous course. The consensus was, given the demand for the course, it is unfair to impose limits on enrollment. MN and JM stated that they would impress upon J.I. the need for sufficiently sized classrooms for both the course sessions and the exams. Discussion then turned to the need to rewrite the exam. It was agreed that an exam committee would be set up to look after this. MB volunteered to be on the committee. MN said that he would ask Maggie Meng from his office if she was interested in participating. JM said that he would ask Rick Cheung if he would also participate. It was confirmed that weekly assignments would again be offered, with a question format similar to the final exams. MB suggested that the individual presenters be asked to look after the weekly assignments. It was agreed that this was a good approach. GG noted that JM and MN would be available if there was disagreement on the assignment answers. JM said that he was going to approach the same presenters as last time, which should minimize the amount of work required to prepare each session. GG suggested that this step be accomplished by early January. The Committee agreed.</p> <p>As part of the exam related discussion, it was agreed that any students who took the course in 2007 and did not pass would be allowed to rewrite the exam and not have to retake the 2009 course. It was also agreed that the policy is that this is a one-time offer. If a candidate fails the rewrite then the full course must be taken again before they are eligible to rewrite the exam. JM and MN will discuss the details with the Justice Institute.</p>	<p>JM/MN</p>

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<p>Electronic Sealing of Documents - MJ raised the issue of electronic sealing of drawings and documents, asking what the policies were of Surrey and Vancouver. He noted that both AIBC and APEGBC now have systems in place for electronic sealing. MJ indicated that there was some urgency in establishing a clear policy as electronic submissions could start coming in imminently. JM noted that he had briefly discussed the issue with Will Johnston, who indicated that he was supportive of electronic sealing and that we will work with our IT Department to put the necessary pieces in place. MN asked if it was worthwhile having Peter Mitchell from APEGBC come and present the details of the electronic system to the CP Committee. The group agreed this would be beneficial. JM said he would contact Peter to see what could be arranged. SH noted that further discussion was required on this issue and that it should be tabled for future discussion.</p> <p>Other Business - No additional items were raised for discussion.</p>	<p>JM</p> <p>None required</p>
<p>Next Meeting: Wednesday, January 21, 2008 at 8:00am in the Coaches Corner Meeting Room.</p>	