



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OVERALL AGENDA

DATE	February 16, 2024
	Hybrid Event
LOCATION	Engineers and Geoscientists BC office (Dan Lambert Boardroom) & Virtually Via Teams (<i>Meeting Link Sent Via Outlook Invitation</i>)

Meeting Schedule

08:30 – 08:50	CEO/Chair Meeting Framing
08:50 – 10:25	Open Session
10:25 – 10:40	Morning Break
10:40 – 11:55	Open Session (continued)
11:55 – 13:00	Lunch Break
13:00 – 14:10	Closed Session
14:10 – 14:20	Break Before In-Camera Session
14:20 – 15:20	In-Camera Session
15:20	Adjournment

For more information, contact Tracy Richards at trichards@egbc.ca or 604.412.6055.



OPEN AGENDA

DATE February 16, 2024

TIME 08:50 – 11:55 (preceded by CEO/Chair Meeting Framing at 8:30 am)

LOCATION **Hybrid Event**
Engineers and Geoscientists BC Office (Dan Lambert Boardroom) & Virtually Via Teams (*Meeting Link Sent Via Outlook Invitation*)

<p>08:50 (3 mins)</p>	<p>1.0 OPEN SESSION – Welcome Greetings & Call to Order</p> <p>Chair: Michelle Mahovlich, P.Eng., P.Geo., FCSSE</p> <p>MOTION: That the Board approve the Open Agenda in its entirety.</p>	
<p>08:53 (2 mins)</p>	<p>1.1 Declaration of Conflict of Interest</p>	
<p>08:55 (10 mins)</p>	<p>1.2 Safety Moment</p>	
<p>09:05 (5 mins)</p>	<p>2.0 OPEN CONSENT AGENDA</p> <p>MOTION: That the Board approve all items (2.1 to 2.3) on the Open Consent Agenda.</p>	
	<p>2.1 December 1, 2023 Open Minutes</p> <p>MOTION: That the Board approve the December 1, 2023 Open Meeting minutes as circulated.</p>	<p>December 1, 2023 Open Minutes</p>
	<p>2.2 Professional Practice Guidelines – Guidelines for the Preparation of One Water System Risk Management Plans in BC</p>	<p>Professional Practice Guidelines – Guidelines for the Preparation of One Water System Risk</p>

	<p>MOTION: That Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approve <i>Professional Practice Guidelines - Guidelines for the Preparation of One Water System Risk Management Plans in BC, Version V1.0</i>, to be published following editorial and legal review. The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> • the standard guideline development process was followed; and • a robust and appropriate review and consultation process was followed. <p><i>Harshan Radhakrishnan, P.Eng., Manager, Climate Change and Sustainability Initiatives, PPSD</i></p>	<p>Management Plans in BC</p>
	<p>2.3 Approval of the 104th Annual General Meeting Minutes</p> <p>MOTION: That the Board approve the minutes of the 104th Annual General Meeting of Engineers and Geoscientists BC.</p> <p><i>Deesh Olychick, Director Corporate Governance & Strategy</i></p>	<p>Approval of the 104th Annual General Meeting Minutes</p>
<p>09:10</p>	<p>3.0 OPEN REGULAR AGENDA</p>	
<p>09:10 (20 mins)</p>	<p>3.1 AGM Motions #1 & #2</p> <p>MOTION 1: That the Board approve the FY2025 Budget Guidelines to include a provision for the Board to consider past surpluses/deficits when setting future annual licensing fees for registrants and firms.</p> <p>MOTION 2: That the Board does not approve the 2023 AGM Motion #2.</p> <p>Finance, Audit, & Risk (FAR) Sub-Committee</p> <p>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</p>	<p>AGM Motions #1 & #2</p>
<p>09:30 (10 mins)</p>	<p>3.2 Draft FY2025 Budget Guidelines</p> <p>MOTION: That the Board approve the FY2025 Budget Guidelines as presented.</p> <p><i>Finance, Audit, & Risk (FAR) Sub-Committee</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p>	<p>Draft FY2025 Budget Guidelines</p>

<p>09:40 (10 mins)</p>	<p>3.3 Format of the 2024 Annual General Meeting</p> <p>MOTION: That the Board approve the 2024 Annual General Meeting to be held in Vancouver, BC using a hybrid format on October 16, 2024, at 2:00 pm.</p> <p><i>Governance Sub-Committee</i></p>	<p>Format of the 2024 Annual General Meeting</p>
<p>09:50 (15 mins)</p>	<p>3.4 Revised Discipline Committee Honoraria Payment Policy</p> <p>MOTION: That the Board approve the revised Discipline Committee Honoraria Policy.</p> <p><i>Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance</i> <i>Jesse Romano, Associate Director, Investigation and Discipline</i> <i>Klara Hillmann, Senior Policy Analyst (on parental leave)</i></p>	<p>Revised Discipline Committee Honoraria Payment Policy</p>
<p>10:05 (20 mins)</p>	<p>3.5 Key Performance Indicator Report</p> <p>For information only.</p> <p><i>Ollie Campbell, Manager, Organizational Performance</i> <i>Liza Aboud, MBA, ABC, ICD.D., Chief Operating Officer</i></p>	<p>Key Performance Indicator Report</p>
<p>10:25 (15 mins)</p>	<p>MORNING BREAK</p>	
<p>10:40 (10 mins)</p>	<p>3.6 FY2024 Q2 Financial Results</p> <p>For information only.</p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i> <i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	<p>FY2024 Q2 Financial Results</p>
<p>10:50 (35 mins)</p>	<p>3.7 Annual Update from Credentials Committee</p> <p>For information only.</p> <p><i>Claudio Arato, P.Eng., FEC, Chair, Credentials Committee</i> <i>Jason Ong, Director, Registration</i></p>	<p>verbal</p>
<p>11:25 (15 mins)</p>	<p>3.8 Regulation of Firms Program – Annual Report</p> <p>For information only.</p> <p><i>Kelly Dayman, AScT, P.L.Eng., Associate Director, Regulation of Firms</i></p>	<p>verbal</p>

<p>11:40 (15 mins)</p>	<p>3.9 CEO Report (Open) For information only. <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>CEO Report (Open)</p>
<p>11:55</p>	<p>OPEN INFORMATION REPORTS</p>	
	<p>Year 2 Strategic Plan Update <i>Liza Aboud, MBA, ABC, ICD.D., Chief Operating Officer</i></p>	<p>Year 2 Strategic Plan Update</p>
	<p>Engineers and Geoscientists BC Board Road Map for 2023/2024 <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Road Map for 2023/2024</p>
	<p>Board Attendance Summary Report <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Attendance Summary Report</p>
	<p>Revisions to the BC Building Code Letters of Assurance <i>Amy Fehr, P.Eng., Manager Professional Practice Advice Program, PPSD</i> <i>Lindsay Steele, P.Geo., Associate Director, Professional Practice</i></p>	<p>Revisions to the BC Building Code Letters of Assurance</p>
	<p>Comox Valley Regional District – Floodplain Assurance Statement <i>Alice Kruchten, P.Eng., Practice Advisor, PPSD</i></p>	<p>Comox Valley Regional District – Floodplain Assurance Statement</p>
<p>11:55</p>	<p>END OF OPEN SESSION</p>	
<p>11:55 (65 mins)</p>	<p>LUNCH BREAK</p>	

Minutes of the Open Session of the Second Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held on December 1, 2023 at the Engineers and Geoscientists BC Office (Dan Lambert Boardroom) and virtually via Teams.

Present

Board

Michelle Mahovlich, P.Eng., P.Geo., FCSSE	Chair (2023/2024)
Mark Porter, P.Eng., StructEng.	Vice Chair (2023/2024)
Mark Adams, P.Eng.	Immediate Past Chair (2023/2024)
Bill Chan, CPA, CGA, ICD.D	Board Member (2023/2024)
Leslie Hildebrandt, LL.B, ICD.D	Board Member (2023/2024)
Veronica Knott, P.Eng.	Board Member (2023/2024)
Emily Lewis, CPA, CMA	Board Member (2023/2024)
Karen Ling, P.Eng.	Board Member (2023/2024)
Cathy McIntyre, MBA, C.Dir.	Board Member (2023/2024)
Mahsoo Naderi-Dasoar, P.Eng.	Board Member (2023/2024)
Jens Weber, P.Eng.	Board Member (2023/2024)

Regrets

Matthew Salmon, P.Eng.	Board Member (2023/2024)
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Guests

Jason Jung, ASCT	Director, Professional Practice, ASTTBC
Sany Zein, P.Eng.	Engineers and Geoscientists BC Director to the Vancouver Airport Authority Board
Karen Savage, P.Eng., FEC	Engineers and Geoscientists BC Director to Canadian Engineering Qualifications Board
Julius Pataky, P.Eng.	Engineers and Geoscientists BC Director to Canadian Engineering Accreditation Board
Ann English, P.Eng., FEC, FCSSE, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada Board
Mike Wrinch, P.Eng., Ph.D., FEC	Engineers and Geoscientists BC Director to Engineers Canada Board

Staff

Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer
David Pavan, R. Ph.	Chief Regulatory Officer & Registrar
Liza Aboud, MBA, ABC, ICD.D	Chief Operating Officer
Jen Cho, CPA, CGA, FEC (Hon.), FGC (Hon.)	Chief Financial and Administration Officer
Alicia Tan, CPA, CMA, MA	Director, Finance
Deesh Olychick	Director, Corporate Governance & Strategy
Jason Ong	Director, Registration
Ramin Sefi, P.Eng.	Director, Professional Practice, Standards & Development
Megan Archibald	Director, Communications & Stakeholder Engagement
Efrem Swartz, LLB	Director, Legislation, Ethics & Compliance
Kevin O'Connell	Director, Human Resources & Facilities
Derrick Underwood	Director, Information Services
Mark Rigolo, P.Eng.	Director, Programs and Continuing Education

Lindsay Steele, P.Geo.	Associate Director, Professional Practice, Standards & Development
Kelly Dayman, ASCT, Eng.L.	Associate Director, Regulation of Firms
Apsara Telwatte	Associate Director, Human Resources & Facilities
Vicki Charman	Associate Director, Engineering Admissions Registration
Vanessa Simpson	Associate Director, Corporate Governance & Strategy
Jesse Romano	Associate Director, Investigation & Discipline (LEC)
Kate Henry	Associate Director, Finance & Administration
Jan Peek	Acting Associate Director, Information Systems
Hannah Hirsch	Information Manager, Information Systems
Tracy Richards	Executive Assistant to CEO and Board
Catherine Cleary	Executive Assistant to CFAO, CRO & COO

OPEN SESSION – CALL TO ORDER

The Open Session was called to order at 08:50 a.m.

Michelle Mahovich, P.Eng., P.Geo., FCSSE, Board Chair began the meeting by acknowledging the ancestral, traditional and unceded territories of the Coast Salish people and the Musqueam, Squamish and Tsleil-waututh Nations on whose territory the meeting was held.

The Chair then welcomed everyone to the meeting and announced that Deesh Olychick, Director, Corporate Governance & Strategy would act as the Governance Advisor for the meeting. Board Member Leslie Hildebrandt, LL.B, ICD.D acted as the meeting's EDI Champion.

Several guests joined the meeting as observers including Sany Zein, Engineers and Geoscientists BC 's representative to the YAA Board, Julius Pataky, representative to the Canadian Education Accreditation Board (CEAB), Karen Savage, representative to the Canadian Education Qualifications Board (CEQB) and Jason Jung, AScT, Director Professional Practice from ASTTBC. Joining the meeting for Item 3.7 was Ann English, P.Eng., FEC, FCSSE, FGC (Hon.) and Mike Wrinch, P.Eng., Ph.D, FEC, Engineers and Geoscientists BC's appointees to the Engineers Canada Board who presented a high-level overview of the work of Engineers Canada.

CO-24-07 OPEN AGENDA

MOTION **It was moved that the Board approve the Open Agenda in its entirety.**

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None declared.

SAFETY MOMENT

Board Member Emily Lewis, CPA, CMA provided the Safety Moment for the meeting.

CO-24-08 OPEN CONSENT AGENDA

MOTION **It was moved that the Board approve all items (2.1 to 2.3) on the Open Consent Agenda.**

CARRIED

Motions carried by approval of the Consent Agenda:

2.1 October 28, 2023 Open Minutes

MOTION: That the Board approve the October 28, 2023 Open Meeting minutes as circulated.

2.2 Professional Practice Guidelines - Seismic Retrofit Guidelines

MOTION: That Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves *Seismic Retrofit Guidelines, 2023 Edition (SRG 2023) and Seismic Performance Analyzer I, Version 4.1*, to be published following editorial and legal review.

The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

- the standard guideline development process was followed; and
- a robust and appropriate review and consultation process was followed.

2.3 Professional Practice Guidelines - Microzonation Mapping

MOTION: That Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves *Development and Use of Seismic Microzonation Maps in BC, Version 1.0*, to be published following editorial and legal review.

The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

- the standard guideline development process was followed; and
- a robust and appropriate review and consultation process was followed.

CO-24-09 AGM MOTIONS

Deesh Olychick, Director Corporate Governance & Strategy spoke to this item. Following the presentation, several questions were raised, and all questions were clarified to the satisfaction of the Board.

The following two motions were put forward as an omnibus motion:

MOTION 1: That the Board approve consideration of Motion 1 and 2 to be scheduled for the February 16, 2024 meeting.

MOTION 2: That the Board approve consideration of Motion 3 to be scheduled for the April 19, 2024 meeting.

CARRIED

CO-24-10 DATA GOVERNANCE INFORMATION AND DATA GATHERING

Derrick Underwood, Director Information Systems and Hannah Hirsch, Information Manager delivered the results of the survey sent to the Board prior to the meeting to guide future best practices when handling sensitive information on volunteer platforms. They also discussed the timeline for selecting and implementing the solution(s) going forward.

After the presentation, the floor was open for questions. This was for information only.

CO-24-11 FY2024 Q1 FINANCIAL RESULTS AND FORECAST UPDATE

Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer spoke to this item.

A discussion ensued and all questions were answered to the satisfaction of the Board. There was no motion associated with this item.

CO-24-12 INTERNATIONAL CREDENTIALS RECOGNITION ACT

Jason Ong, Director, Registration delivered a detailed presentation to the Board updating them on the introduction of the new legislation from the provincial government intending to make it easier for internationally trained professionals to use their skills to work in BC. He also explained how Engineers and Geoscientists BC currently fares in complying with the new legislation, concerns and further discussion and next steps.

After the presentation, Mr. Ong opened the floor for questions. This was for information only.

CO-24-13 BOARD SUCCESSION

Deesh Olychick, Director, Corporate Governance & Strategy spoke to this agenda item and answered all questions from the Board. This was for information only.

CO-24-14 STRATEGY RENEWAL – YEAR 3 PRIORITIES

Liza Aboud, Chief Operating Officer delivered a brief presentation providing an overview of the purpose of the Strategy Renewal process, summarized the September Board session outcomes, outlined the decision-making process and announced the Year 3 Strategic initiatives.

The floor was then open for questions. This was for information only.

CO-24-15 ANNUAL UPDATE FROM ENGINEERS CANADA DIRECTORS

Mike Wrinch, P.Eng., Ph.D., FEC and Ann English, P.Eng., FEC, FCSSE, FGC (Hon.) shared a high-level presentation with the Board providing an overview of the work performed by Engineers Canada.

This was for information only.

CO-24-16 CEO REPORT (OPEN)

Heidi Yang, P.Eng., FEC, FGC (Hon.), briefed the Board on the contents of the CEO Report which highlights some of the activities of the organization related to policy work, implementation of the Strategic Plan and ongoing regulatory duties since the September 2023 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions. This was for information only.

CO-24-17 OPEN INFORMATION REPORTS

- Year 2 Strategic Plan Update
- Engineers and Geoscientists BC Board Road Map for 2023/2024

CLOSE OF OPEN SESSION

The Open Session ended at 1:25 p.m. to allow the Board to enter into a confidential Closed Session until 3:10 p.m.

OPEN SESSION RESUMED AT 3:10 p.m.

CO-24-25 BYLAW AMENDMENTS

Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance spoke to this item.

MOTION: That the Board pass the Recommended Motion, the attached amended draft bylaws, and authorize staff to forward the amended bylaws to the Office of the Superintendent of Professional Governance for filing with the minister pursuant to section 37 of the *Professional Governance Act*.

RECOMMENDED MOTION:

That the Board approve the following Bylaw amendments as set out in detail in the appendices:

- Substantive Amendments concerning: i) Extraordinary Action to Protect the Public; ii) Open Court Principle: Access to Discipline Hearing Records
- Minor Amendments and Housekeeping;

and authorize staff to forward the amended bylaws to the Office of the Superintendent of Professional Governance for filing with the minister pursuant to section 37 of the *Professional Governance Act*.

CARRIED

ADJOURNMENT

The meeting adjourned at 3:20 p.m.



OPEN SESSION

ITEM 2.2

DATE	January 30, 2024
REPORT TO	Board for Decision
FROM	Harshan Radhakrishnan, P.Eng., Manager, Climate Change and Sustainability Initiatives, PPSD
SUBJECT	<i>Professional Practice Guidelines – Preparation of One Water System Risk Management Plans in BC, V 1.0</i>
LINKAGE TO STRATEGIC PLAN	Enhance members' awareness and use of professional practice resources.

Purpose	For Board's review and decision.
Motion	<p>Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approve <i>Professional Practice Guidelines – V1.0</i> to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> - the standard guideline development process was followed; and - a robust and appropriate review and consultation process was followed.

BACKGROUND

Pursuant to the *Professional Governance Act*, Engineers and Geoscientists BC is responsible for establishing, monitoring, and enforcing the standards of practice, conduct, and competence for Engineering/Geoscience Professionals. One way that Engineers and Geoscientists BC exercises these responsibilities is by publishing and enforcing the use of professional practice guidelines, as per Section 7.3.1 of the Engineers and Geoscientists BC Bylaws.

Each professional practice guideline describes expectations and obligations of professional practice that all Engineering/Geoscience Professionals are expected to have regard for in relation to specific professional activities.

Having regard for professional practice guidelines means that Engineering/Geoscience Professionals must follow established and documented procedures to stay informed of, be knowledgeable about, and meet the intent of any professional practice guidelines related to their

area of practice. By carefully considering the objectives and intent of a professional practice guideline, an Engineering/Geoscience Professional can then use their professional judgment when applying the guidance to a specific situation. Any deviation from the guidelines must be documented and a rationale provided. Where the guidelines refer to professional obligations specified under the *Professional Governance Act*, the Engineers and Geoscientists BC Bylaws, and other regulations/legislation, Engineering/Geoscience Professionals must understand that such obligations are mandatory.

DISCUSSION

Developed with support and funding from the BC Ministry of Health, these *Guidelines for the Preparation of One Water Systems Risk Management Plans in BC* are intended to guide professional practice related to managing a community's enterprise-level water system risks by using a "One Water" approach which considers the entire water system, from source to tap and sink to watershed (i.e. viewing the watershed, drinking water, wastewater, stormwater, and water reuse systems as a single resource).

The historical approach to the regulation of water/wastewater management in BC is a compliance model focused on *technical risks* within the water supply and wastewater treatment system. This model does not take *enterprise-level system risks* into account (i.e. limited available funding, climate-related vulnerabilities, land-use planning considerations, aging infrastructure, and complex interconnections between various parties), which, if not addressed can lead to environmental and public health risks.

The Water System Risk Management Plan (WSRMP) concept was initially developed between 2008 and 2014 through dialogue among water professionals, industry associations, research organizations, leading municipalities and regional governments, and provincial ministries across BC. The vision for collaboration across the whole water system (including Indigenous communities, engineers, operators, land use planners, health authorities, ministries and other departments and agencies) lead to the development of professional practice guidelines developed by Engineers and Geoscientists BC, to encourage these parties to work together to manage the high-level public and environmental health risks.

These guidelines seek to address common issues in water management and consider system-level risks, to provide an effective way for organizations to identify and manage risks that may require cross-departmental collaboration and senior level decision making.

The objective of these guidelines is to specify the expectations and obligations that professional registrants must meet when developing comprehensive Water System Risk Management Plans (WSRMPs) to identify, assess, and manage enterprise-level risks to water systems by:

- Describing the applicable regulatory framework in the federal, provincial, and municipal/regional context,

- Introducing the “One Water’ concept and demonstrating its value in assessing systems-level risks,
- Supporting an integrated, One Water approach that identifies, assesses and manages risks to the water system from source to tap and sink to watershed,
- Establishing a consistent framework for developing WSRMPs for large and small organizations and communities,
- Bringing consistency and quality to WSRMPs by describing specific considerations that must inform professional activities, and
- Describing roles and responsibilities of parties potentially involved in WSRMPs (water users, Indigenous communities, utilities and service providers, provincial ministries, health authorities, professional regulators, etc.)

In absence of regulatory levers or relevant demand-side legislation, these guidelines have been developed as *interim* professional practice guidelines to promote the One Water approach and provide guidance to registrants of Engineers and Geoscientists BC in this space, while allowing local BC policy and industry to build capacity before finalization,

REASON FOR INITIATION

- Demand-Based
- Practice-Based
- Strategic Based
- Reaction-Based

Additional Information:

The WSRMP concept was initially discussed between 2008 and 2014 as described above. Between 2016 and 2020, Engineers and Geoscientists BC and WSP Canada Inc. (the project team) engaged with various partners in BC to develop the concept and eventually produced a draft set of guidelines designed to inform the development of a WSRMP, which was pilot-tested by two BC municipalities.

The results of the pilot test, and further consultation and engagement with interested parties conducted in 2022 and 2023, are incorporated into this 2024 version of the guidelines. As suggested by BC Ministry of Health, a public-facing Planning Guide for local government and water utilities on Applying a One Water lens to Managing Water System Risks is also being developed, which will be a stand-alone resource that is complementary to these professional practice guidelines.

As the approach outlined in these guidelines represents a brand-new approach to risk management for water sector professionals, these have been issued as interim professional practice guidelines. Offering these as interim will enable policy, funding, and human resource capacity to be built and allow tools, resources, and training to be developed to enable wider implementation across BC.

WAS THE STANDARD DEVELOPMENT PROCESS FOLLOWED AS PER BOARD'S POLICY ON PROFESSIONAL PRACTICE GUIDELINES?

Yes

No

Additional Information:

As per the Board Policy on Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

AUTHORS, REVIEWERS, AND CONSULTATION

Authors:

- *Aline Bennett, P.Eng. – WSP Canada Inc.*
- *Elise Pare, P.Eng. – WSP Canada Inc.*

Reviewers:

- *Adam Phillips, EIT – Urban Systems*
- *Michael Wu, P.Eng. – Vancouver Coastal health*
- *Julie Gardner, P.Eng. – Ministry of Environment and Climate Change Strategy*
- *Sean Moore, P.Eng. – Ministry of Water Land and Resource Stewardship*
- *Jim Brown – Lytton First Nation*
- *Kim Brown, P.Eng. – BC First Nations Health Authority*
- *Marianne Crowe, P.Eng. – Interior Health Authority*
- *Jeff Huang, P.Eng. – Fraser Health Authority*
- *Kim Stephens, P.Eng. – Partnership for Water Sustainability*
- *Ted Molyneux, P.Eng. – Indigenous Services Canada*

Consultants involved:

- *WSP Canada Inc. (development of the guideline document)*
- *James Laurence Group (development of the engagement and consultation process)*
- *Kerr Wood Leidal (development of the companion document)*

Engagement and Consultation:

- *Ministry of Health*
- *Ministry of Municipal Affairs*
- *Wildgrass Consulting Inc.*
- *Ministry of Environment and Climate Change Strategy*
- *Ministry of Water, Land and Resource Stewardship*
- *Vancouver Coastal Health*

- *City of Vancouver*
- *Engineers & Geoscientists BC*
- *City of Fort St John*
- *BC Water & Waste Association*
- *City of North Vancouver*
- *Regional District of Nanaimo*

RECOMMENDATIONS

That the Board approve the *Professional Practice Guidelines –Preparation of One Water Systems Risk Management Plans in BC*, V 1.0 for final legal and editorial review prior to publication.

MOTION

Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approve *Professional Practice Guidelines –Preparation of One Water Systems Risk Management Plans in BC* to be published following editorial and legal review. Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

- The standard guideline development process was followed; and
- A robust and appropriate review and consultation process was followed.



OPEN SESSION

ITEM 2.3

DATE	January 31, 2024
REPORT TO	Board for Decision
FROM	Deesh Olychick, Director Corporate Governance & Strategy
SUBJECT	Approval of the 104 th Annual General Meeting Minutes
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To review and approve the minutes of the 104 th Annual General Meeting.
Motion	That the Board approve the minutes of the 104 th Annual General Meeting of Engineers and Geoscientists BC.

BACKGROUND

The 104th Annual General Meeting of Engineers and Geoscientists BC was held on Saturday, October 28, 2023. The AGM Rules of Order state that the minutes from the AGM must be made available for review and comment for a period of 30 days from the date of publication. After the review period, the Board makes any requisite changes to the minutes and approves them for the final record.

DISCUSSION

The minutes were posted online on November 24, 2023, and an email was sent to all AGM attendees to notify them to the comment period. Registrants and trainees were encouraged to review the drafted minutes and inform staff of any corrections by 5:00pm on December 24, 2023. There was only correction (a minor typo) brought to the attention of staff.

The correction to the minutes was made by staff. No other comments or corrections were received during the review period.

MOTION

That the Board approve the minutes of the 104th Annual General Meeting of Engineers and Geoscientists BC.

APPENDIX A – Minutes of the 104th Annual General Meeting

MINUTES OF THE 104th ANNUAL GENERAL MEETING OF ENGINEERS AND GEOSCIENTISTS OF BRITISH COLUMBIA

WELCOME AND INTRODUCTIONS

The meeting was held in a hybrid format on Saturday, October 28, 2023 from the Whistler Conference Centre in Whistler, BC.

The Chair welcomed Irene and Romi, cultural ambassadors from the Squamish Lil'Wat Cultural Centre who welcomed us to this land. The Chair expressed his gratitude to Irene and Romi and for the opportunity to gather on the unceded land of the Squamish and Lil'Wat peoples.

The Chair then proceeded to advise the assembly of the emergency exits and protocols for the venue and noted that the legal and notification requirements for the meeting had been met and the meeting duly constituted. After establishing that quorum of registrants was present, Chair, Mark Adams, P.Eng. declared the meeting open at 9:40 am.

The first item of business was greetings from the Honorable Selina Robinson, Minister of Post-Secondary Education and Future Skills, which were recorded in advance of the meeting.

The Chair addressed the assembly and advised that the AGM is an opportunity for registrants to hear from the Board and senior staff on the organization's strategic progress and financial standing. He added that this was our first year operating under our new 2022-2027 Strategic Plan, which outlines the work we will undertake over the next 5 years. We continued to operationalize the *Professional Governance Act* including introducing audit programs for individual and firm registrants, and making changes to our Continuing Education and Annual Reporting processes based on registrant feedback. Our commitment to environmental and social impact also remains strong, with work continuing to educate registrants on important topics including equity, diversity, inclusion and reconciliation.

Introduction of 2022/2023 Board

The Chair then introduced the members of the 2022/2023 Board.

Introduction of Staff

The Chair introduced each member of the Engineers and Geoscientists BC Executive Team and took a moment to thank all of the Engineers and Geoscientists BC staff who were actively participating in the meeting working behind the scenes for their efforts.

Introduction of Parliamentarian

Eli Mina, Registered Parliamentarian, was introduced as the parliamentarian for the meeting.

OVERVIEW OF MEETING RULES AND PROTOCOLS

The Chair provided a brief overview of the meeting's rules and protocols for registrants attending in-person as well as those attending the meeting virtually. After advising registrants of the voting instructions, he launched a practice vote to ensure that all attendees could successfully vote using the online module.

ANNUAL REPORT

The Chair moved to Item 3 on the agenda, the presentation of the organization's Annual Report. The Annual Report is made available on Engineers and Geoscientists BC's website and also available to download in the webinar platform.

He advised that discussion would begin with the Board Chair's Report, followed by the CEO's Report and a 15-minute question period for both reports. He also informed the assembly that later in the meeting, Jessica Steeves, a member of the Audit Sub-Committee, would present the audited financial statements and asked that any questions related to the organization's finances and audit process be held until Item 3.3 on the agenda. He also advised that during Item 5, we will also be hearing from Chief Executive Officer, Heidi Yang, P.Eng., FEC, FGC (Hon.) about the creation of an independent advocacy body and asked that questions related to that topic also temporarily be held until then.

BOARD CHAIR'S REPORT

The Chair then began to provide a report on the organization's activities from this past fiscal year and shared some of the highlights from the organization's work from July 1, 2022 to June 30, 2023.

Some of the key highlights included: continued progress on the operationalizing of requirements under the *Professional Governance Act*, the development of a Regulatory Learning Module focused on Truth and Reconciliation with Indigenous peoples, tangible action undertaken on climate change through the development of new greenhouse gas emission mitigation resources and climate related practice guidelines, strengthening our data governance to comply with the *Freedom of Information and Privacy Act* requirements, conducting a risk assessment and identification of possible threats from machine learning technologies like ChatGPT and the initiation of creating a separate advocacy body for engineering and geoscience in BC.

The Chair then thanked all of our volunteers, registrants, staff and Board members for being resilient during our rapidly changing environment.

CHIEF EXECUTIVE OFFICER'S REPORT

Heidi Yang, P.Eng., FEC, FGC (Hon.) Chief Executive Officer, briefed the assembly on major operational activities of the past year.

She began by recognizing that this year the organization initiated a second comprehensive review of our core activities. She commented that the landscape around us has shifted significantly, and the *PGA* has outlined a growing scope of work for our organization, as well as a mandate focused on regulation. This has led to the decision to initiate the creation of a separate advocacy body, which would be discussed in further detail later on the agenda.

Other major activities were the launch of our firm audit program in the fall of 2022, the proactive investigation of cancelled registrants to ensure that they did not continue engaging in a reserved practice, the continued piloting of online, proctored exams, making licensure in BC more accessible to candidates from around the world and the development of Professional Practice Guidelines on Sustainability which were updated to reflect evolving climate and sustainability considerations in professional practice. We also published the *Guide to Inclusive Practices*, a new resource to help our stakeholders build safe spaces around them and further equity, diversity, and inclusion.

Heidi Yang thanked all of our staff and volunteers, as well as our Board, registrants, and those we've collaborated with across the country.

The Chair then opened the floor for questions regarding the Chief Executive Officer's Report and the Board Chair's report.

Several questions were received from registrants both in-person from the floor and online. Questions focused on the following topics: how the organization is complying with changes brought into force under the *PGA* and how those changes have affected the organization on an operational level (staffing levels, office space needs and access to staff), how to engage better with registrants to improve voter turnout for Board elections, future plans for licensing internationally trained applicants and future CE program initiatives. Questions were addressed by the Chair and Chief Executive Officer.

AUDITED FINANCIAL STATEMENTS

The Chair called upon Jessica Steeves, P.Eng., member of the Audit Sub-Committee, to report on the audit process and to present the financial statements for the fiscal year ending June 30, 2023.

Ms. Steeves confirmed that these statements have been approved by the Board and do not require a motion for approval at the AGM. They are available to registrants and the public in our Annual Report.

The Chair invited Jennifer Cho, Chief Financial and Administration Officer to the stage to address any broader financial questions and then opened the floor for questions regarding the organization's financial standing.

Several questions were brought forward from registrants online as well in-person. They primarily focused on changes to the organization's financial position and its reserve funds, the growing scope of work for the organization as a result of the *PGA*, how the organization intends to manage the financial impact to programs and services as a result of the discontinuation of some advocacy programs, and the potential impacts to licensing fees in the future.

Once all questions from the floor were addressed, the Chair called a 15-minute break.

REPORT FROM THE OFFICE OF THE SUPERINTENDENT OF PROFESSIONAL GOVERNANCE

The Chair welcomed Kate Haines, Superintendent, to present a report from the Office of the Superintendent of Professional Governance (OSPG). The Chair advised that Ms. Haine's remarks had been pre-recorded for the meeting as she was unable to attend in-person.

The Chair thanked Ms. Haines' and informed the audience that if anyone had any questions for Ms. Haines to please direct them to: AGMquestion@egbc.ca.

Following the report from the OSPG, the Chair called for another practice vote to test the technology.

SUPPORTING MODERN REGULATION: DIVESTING ADVOCACY ACTIVITIES

The Chair informed the assembly that the next item on the agenda pertained to a report on our recent work to initiate the creation of an independent advocacy body for engineering and geoscience in BC. He then invited Heidi Yang, Chief Executive Officer to the podium.

Mrs. Yang initiated the discussion by reminding registrants that over the past three years, the organization has experienced many changes, primarily having to do with our role as a regulator, and what government expects us to do in service to the public. We are directed by legislation that sets the mandate we must deliver on. Public protection has always been Engineers and Geoscientists BC's primary mandate, but for much of our history, we have also had a secondary mandate, which was to promote our registrants' interests through advocacy activities.

In 2019, government responded by introducing new legislation for Engineers and Geoscientists BC, and for other regulators that work in the built and natural environments. This was the *Professional Governance Act*, or PGA, and when it came into force in 2021 it fundamentally changed our mandate by significantly altering our secondary role, only allowing advocacy activities that directly support regulation.

Mrs. Yang then proceeded to speak to the organization's preliminary review of its advocacy-focused programs in 2021 to determine what was allowable under the PGA. Some adjustments were made to a few programs at that time, but for the most part much was left in place, since so much change was underway with the PGA.

In 2022, this review was revisited but with the lens of what the organization must do, what we should do, versus what we could do. Over the course of a year a broad evaluation of our work and our programs was conducted. Through this evaluation, we identified that some of the programs we have invested in and dedicated resources to for many years, no longer advanced our regulatory mandate and were not suited to who the organization is today under the PGA. This led to exploring the idea of a separate advocacy body for engineering and geoscience, which after many detailed discussions, was approved by the Board in April 2023. This decision was made in tandem by the Board when approving which programs should stop, which ones should be modified, and which ones should be transferred to the future advocacy body.

CHANGES TO PROGRAMS AND INITIATIVES

Mrs. Yang then led the assembly through an overview of the key program changes that were made.

This includes changes to some programs focused on community-building and registrant benefits programs that we intend to transition to the advocacy body such as the Branch program, the Affinity Program and the Career Advertising program. She reported that the intent is for these programs to eventually become revenue generators for the advocacy body, but they will remain in place at Engineers and Geoscientists BC until an appropriate timeline for transition can be determined.

Mrs. Yang continued to explain that other programs that no longer fit within the organization's mandate as a regulator will come to a stop within the next two years, including: the Awards program, Sponsorships, our Outreach program, our technical Divisions (transition plans are underway to transfer division activities to current or new advisory groups), and our Women in Engineering and Geoscience Division (this will transition to a broader working group that will still support the recruitment and retention of women in the professions, but with a broader approach that also focuses on other equity deserving groups and the intersections between them).

Mrs. Yang added that by making these transitions this will enable Engineers and Geoscientists BC to apply renewed focus to our core mandate of public protection and strengthen our regulatory processes.

ESTABLISHMENT OF ADVOCACY BODY

Heidi Yang then moved on to Item 5.2 where she provided an update on the establishment of the advocacy body.

She informed the assembly that as the advocacy body initiates its work, we will be keeping registrants up to date through our regular communications channels.

The floor was then opened to questions from both in-person and virtual attendees. Several questions were raised surrounding the financial viability of the advocacy body to become a self-sufficient entity and future plans for Branches and Technical Divisions.

REPORT FROM ENGINEERS CANADA AND GEOSCIENTISTS CANADA

The Chair welcomed Engineers Canada President Nancy Hill to provide an update on the work of our national engineering organization. After Ms. Hill's update, the Chair thanked her for her presentation.

The Chair then proceeded to welcome Geoscientists Canada President Doug Bell to the stage to provide a report on behalf of Geoscientists Canada. After Mr. Bell's update, the Chair thanked him for his presentation.

Acknowledgment of Guests from Other Regulators

The Chair welcomed special guests joining us in person and virtually this morning as representatives from engineering and geoscience regulators across the country, post-secondary institutions, and from other professional regulatory bodies. He thanked them for making time to join the meeting, and for their support as we work together on shared issues to strengthen our professions.

AGM MOTIONS

The Chair informed the assembly that in accordance with our bylaws, registrants had the opportunity to submit motions in advance of the AGM for the Board's consideration. All motions must have been received no later than 5:00 PM on September 27, 2023 to allow adequate time for review and inclusion in the hybrid meeting and to support fair and informed debate. Registrant motions are advisory and non-binding on the Board.

The Chair advised that two motions were submitted in advance of the meeting. They were reviewed and deemed to be in compliance with our Bylaws and Robert's Rules of Order. They were received from the same mover and seconder. He then proceeded to provide an overview of the meeting rules, which establish how motions are put forward and debated.

Mark Adams, Chair, then read the first motion which was displayed on-screen. The motion was moved by Kevin Preston, P.Eng., and seconded by Brett Patrick, P.Eng.

He then asked the mover, Kevin Preston, P.Eng., to approach the microphone to speak to the motion.

The floor was then open for debate. During debate a registrant had proposed that the first motion be amended into two parts. The assembly voted to split Motion 1 into two separate parts prior to voting on that motion.

Upon calling the question, the following motions were carried:

**MOTION 1a: That the Board consider past surpluses when setting future annual licensing fees.
CARRIED**

**MOTION 1b: That the Board consider limiting future increases to no more than 2% per year.
CARRIED**

The Chair then proceed to read the second motion which was displayed on-screen. The motion was moved by Kevin Preston, P.Eng., and seconded by Brett Patrick, P.Eng. The Chair invited the mover of the second motion, Kevin Preston, P.Eng. to speak to the motion. The floor was once again open for debate. Upon calling the question, the following motion was carried:

MOTION 2: That the Board consider that a larger seed fund be given to the new advocacy body to be spent on expenses of existing programs being transferred to it, plus a reasonable staffing budget for those programs.

CARRIED

IN MEMORIAM

The Chair acknowledged registrants of the organization who had passed away over the last year. A moment of respectful silence was observed.

RESULTS OF THE 2023 COUNCIL ELECTION

The Chair welcomed Heidi Yang, P.Eng., FEC, FGC (Hon.) Chief Executive Officer, in her capacity as Chief Electoral Officer, to review the results and election process.

The Engineers and Geoscientists BC election was conducted by electronic ballot. The process is run through a two-tiered, secure third-party administered system, so while the organization can access an up-to-date voter list, the results are held by the third party and not released to us until the close of voting. By using this system, neither Engineers and Geoscientists BC nor the third party can connect voter to vote. As Chief Electoral Officer, I am satisfied that the election was conducted in a fair, confidential and impartial manner.

This year 12.6% of eligible voting members participated. 5,188 votes were cast.

The following individuals were elected to serve on the Board:

- Michelle Mahovlich
- Matthew Salmon; and
- Veronica Knott

Mrs. Yang congratulated those who were elected and invited the Chair to continue with the next item on the agenda.

RECOGNITION OF OUTGOING BOARD MEMBERS

The Chair took a moment to thank the Board members who had completed their terms of service on the Board.

He began with acknowledging outgoing Past Chair Carol Park for her many years of dedicated service and leadership on the Board.

Also completing their terms at this time were:

- Jessica Steeves, P.Eng.
- Suky Cheema
- David Wells, JD

On behalf of Engineers and Geoscientists BC, the Chair expressed his sincere thanks to all of the outgoing Board members for their tremendous dedication of time and energy to the organization and to the professions.

INDUCTION OF THE 2023/2024 BOARD

Mark Adams, P.Eng., announced that he would continue in the role of Immediate Past Board Chair in the 2023/2024 year.

New and returning Board members are:

- Veronica Knott, P.Eng.
- Karen Ling, P.Eng.

- Mahsoo Naderi-Dasoar; P.Eng.
- Michelle Mahovlich, P.Eng., P.Geo.
- Mark Porter, P.Eng., StructEng., FEC
- Matthew Salmon, P.Eng., and
- Jens Weber, P.Eng.

Engineers and Geoscientists BC's public representatives appointed by government are:

- Leslie Hildebrandt, ICD.D, LLB
- Emily Lewis, CPA, CMA

Joining the Board as of October 31st are Cathy McIntyre, MBA, C. Dir. and Bill Chan, CPA, CGA, ICD.D..

Board Chair in Review

Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer acknowledged Mark Adams, P.Eng., outgoing Board Chair for his service and commitment over the past year and thanked him on behalf of Engineers and Geoscientists BC for his continued contributions to the professions and the public.

Stripped Gear Presentation

Outgoing Board Chair, Mark Adams, P.Eng., was then honoured with the "Stripped Gear" medallion in a ceremony presented by outgoing Past Board Chair Carol Park, P.Eng.

CLOSING REMARKS AND ANNOUNCEMENTS

In closing, the Chair thanked all attendees for attending the annual conference and AGM and encouraged attendees to help identify and recruit candidates for next year's Board election.

The Chair then offered thanks to those who had organized the AGM, as well as the annual conference sessions over the last few days.

ADJOURNMENT

The Chair declared the meeting adjourned at 12: 40 p.m.



OPEN SESSION

ITEM 3.1

DATE	February 5, 2024
REPORT TO	The Board for Decision
FROM	Finance, Audit, & Risk (FAR) Sub-Committee Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer
SUBJECT	AGM Motions #1 & #2
LINKAGE TO STRATEGIC PLAN	We have effective and efficient systems in place to enable modern regulation

Purpose	To provide the Board with analysis and recommendations to consider as response for AGM Motions #1 & #2 for decision.
Motion 1	That the Board approve the FY2025 Budget Guidelines to include a provision for the Board to consider past surpluses/deficits when setting future annual licensing fees for registrants and firms.
Motion 2	That the Board does not approve the 2023 AGM Motion #2.

BACKGROUND

Engineers and Geoscientists BC’s Annual General Meeting (AGM) was held on October 28, 2023. In accordance with our Bylaws, registrants had the opportunity to submit motions in advance. Three motions were carried at the 2023 AGM. Two of the three motions will be addressed in this report. Motions carried at an AGM are non-binding but were added to the Board’s workplan and brought forward for discussion at the appropriate time.

The motions from the 2023 AGM that will be discussed are as follows:

- Motion 1: That the Board consider past surpluses when setting future annual licensing fees.
- Motion 2: That the Board consider limiting future increases to no more than 2% per year.

DISCUSSION

As per the previous memo at the December 1, 2023 Board meeting, it was recommended that these motions be first discussed with the FAR Sub-committee and brought forward for the Board at its February 16, 2024 meeting. This timing aligns with when the Board will be considering its Budget Guidelines for FY2025. The FAR Sub-Committee met on January 22, 2024 and are aligned with the recommendations outlined in this report.

Motion 1: That the Board consider past surpluses when setting future annual licensing fees.

This motion refers to the Board's consideration of annual licensing fees. In the past, the Board has considered past surpluses and deficits when setting any future increases to annual licensing fees as a part of the budgeting process. This is a good practice as the Board will take into consideration any past surpluses or deficits and future fee increases to find a balance between ensuring long term financial sustainability of the organization and the impact of a fee increase to the registrant or firm.

It is recommended that the Board continue the practice as suggested in the motion. To capture this financial philosophy and ensure that this process occurs, it is recommended that moving forward, the Budget Guidelines will include a guideline that states clearly for the Board to consider past surpluses/deficits when considering annual licensing fees for both registrants and firms.

Motion 2: That the Board consider limiting future increases to no more than 2% per year.

In addition to the first motion, this motion also refers to the Board's consideration of annual licensing fees. As a regulator, setting fees is based on the cost of regulation. Capping fees to a certain percentage per year would go against regulating in the public interest as the organization needs to ensure it is adequately resourced to fulfill its mandate.

Limiting any future increases to annual licensing fees to no more than 2% is detrimental and short-sighted to the organization. Below are some key impacts to consider if the organization is to limit the increase to no more than 2%:

- Fulfilling the mandate of the organization would be hampered to status quo with little to no improvements in programs
- Limits the ability of the organization to achieve the Strategic Plan in a timely manner with limited resources and no ability to add resources
- Cannot keep up with inflationary increases above 2% to costs of services and products utilized by the organization
- Cannot fulfill reserve requirements on a timely basis, thus putting the long-term financial sustainability of the organization at risk

- Organization would not have funds or flexibility to respond to unforeseen events that occur e.g., implementation of government-imposed regulation, natural disasters, pandemic, sudden loss of revenue
- Does not align with the organization's values or vision to be a modern regulator ie. Capping fees does not allow for flexibility and hampers the organization's ability to regulate which is not in alignment with our value of innovation, our mission to be a progressive and future-focused regulator and our vision of being a modern regulator. Capping fees is a limiting policy opposite of what the organization stands for.
- Lower organizational morale because we are not able to deliver our mandate well

Prior to the Board having the right to set its own fees, the organization went through a period of zero to low fee increases as fee increases needed to be approved by the Registrants. This resulted in deficits, low reserve fund balances, inability to move forward with initiatives and regulatory demands, ultimately negatively impacting public safety. If the organization moved forward with this motion, the likely result would be similar to what has occurred in the past. The organization will not benefit with a restrictive cap of fees as it will be limited in flexibility on how it can regulate in an effective manner.

The process of setting fees is during our budgeting process. In developing the draft budget, consideration must be given to the Strategic Plan, Budget Guidelines, and the overall landscape of what the organization faces working under the requirements of the PGA.

The overall landscape to consider in budget & fee setting would be:

- Continuation of PGA programs that have been integrated into our operations
- FIPPA compliance requirements
- Increasing number of complaints (63% increase between FY21 vs. FY22), investigations, disciplinary hearings and FOI requests
- Increasing trends in individual registrant applications
- International Credentials Recognition Act
- Hybrid work environment
- Inflation
- Resources to balance organizational workload
- Reserve considerations
- Fees comparison to sister organizations

Setting fees is an integrated process with many contributing factors. Limiting the fee increase without consideration of the factors is not recommended.

It is recommended that the Board not move ahead with this motion to limit future fee increases to no more than 2%.

MOTIONS

- MOTION 1: That the Board approve the FY2025 Budget Guidelines to include a provision for the Board to consider past surpluses/deficits when setting future annual licensing fees for registrants and firms.
- MOTION 2: That the Board does not approve the 2023 AGM Motion #2.



OPEN SESSION

ITEM 3.2

DATE	January 30, 2024
REPORT TO	The Board for Decision
FROM	Finance, Audit, & Risk (FAR) Sub-Committee Jennifer Cho, CPA, CGA Chief Financial and Administration Officer
SUBJECT	Draft FY2025 Budget Guidelines
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To have the Board review the draft FY2025 Budget Guidelines.
Motion	That the Board approve the FY2025 Budget Guidelines as presented.

BACKGROUND

Since 2013 the Board has adopted a planning process that aligns the multi-year strategic plan with the multi-year budget. Some of the main reasons and benefits of a multi-year budget are as follows:

- Ensures that strategic initiatives that span fiscal years can be funded beyond fiscal year boundaries without disruption to the schedule that is associated with annual budget approvals.
- Contingencies associated with specific initiatives are reduced as there is greater certainty around future commitments.
- Greater predictability of budget and fee increases.
- Board passes a five-year strategic plan that is linked with an associated five-year budget. At the end of Year 1,2,3 and 4, the budget can be adjusted with corresponding updates to the plan providing flexibility while still staying focused.
- Overall, long term strategic planning is more achievable.

As the organization developed our new five-year strategic plan, the budget process for a five-year budget has been completed in tandem. The budget is the primary instrument of fiscal control and, accordingly, contains all projected revenues and expenditures of the organization. The budget is expressed in terms of dollars, the funded programs and plans of the organization for the fiscal year and the estimated revenues necessary to finance these programs and plans. Budget guidelines have been created in the past to act as a guiding post for the creation of a budget.

The FAR Sub-Committee met on January 22, 2024 to review the draft budget guidelines and recommend that the Board approve the FY2025 Budget Guidelines as presented.

DISCUSSION

Outlined below is the draft of the FY2025 fiscal year Budget Guidelines for your review and approval. The FY2024 Budget Guidelines were used as a base.

Principle: Engineers and Geoscientists BC is a not-for-profit organization and will be financially self-sustaining.

1. All initiatives/projects and expenditures are aligned to the Strategic Plan.
2. Revenue sources, including registrant fees, are reviewed and analyzed with a financial sustainability mindset, which includes the following elements:
 - i. Consider a fee increase to cover inflation
 - ii. Consider all revenue sources and expected growth for registrant and firm related fees
 - iii. Distinction between single year versus sustained revenue sources
 - iv. Consider any potential fluctuation or interruption of revenue sources
3. There is an annual review of economies, efficiencies and effectiveness of current staffing levels, expenditures, along with revenue strategies. Such a review would consider the following elements:
 - a. Salaries and Benefits
 - i. Review staffing levels against future needs.
 - ii. Compare in-house resources against contracted services for efficiencies and value evaluation.
 - iii. Review short-term staffing needs versus long-term permanent staffing needs.
 - iv. Annual merit increases.
 - b. Expenditures
 - i. Review departmental spend for efficiency and value of service.
 - ii. Distinction between short-term initiatives/projects versus recurring commitments.
 - iii. Consider potential savings and new requirements.
4. Review and assess any necessary funding to address Risk Register items and mitigation strategies.

5. Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund, the Legal and Insurance Fund, and the Advocacy Body Fund.
6. Consider past surpluses when setting future annual licensing fee increases for registrants and firms.
7. Final 2025 budget approval will be finalized at the Board meeting in May 2024.

Some of important points to note:

- Point #6 has been added to consider past surpluses when setting annual fee increases reflects an actual practice that is being done and addresses the AGM Motion #1 from the 2023 AGM.
- Note that the impact of the Activity Review on operations will be incorporated into the process of review of the revenues and expenditures in Guideline #2 & #3. No significant revenue impact is expected till July 1, 2025 (FY2026).
- Principle at the beginning is to emphasize that the organization is a not-for-profit and is self-sustaining. This is a shift from the view that each individual program should be self-sustaining. Not all programs will be, e.g. Innovation Magazine, some regulatory Continuing Education seminars.
- Alignment of the budget to the Strategic Plan to ensure that the organization is focusing its efforts on the Strategic Plan.
- It is best practice to do an annual review of economies, efficiencies, & effectiveness of staffing levels, expenditures, and revenue strategies during the budgeting process, thus the inclusion of such a guideline. Outlined in more detail in the draft guidelines are specific considerations for such a review.
- It is important to ensure funding is in place to address Risk Register items.
- Review of funding levels for all reserves is a necessity annually to ensure that long term the organization is appropriately funded and ultimately financially sustainable.

RECOMMENDATION

That the Board approve the FY2025 Budget Guidelines as presented.

MOTION

That the Board approve the FY2025 Budget Guidelines as presented.



OPEN SESSION

ITEM 3.3

DATE	January 29, 2024
REPORT TO	Board for Decision
FROM	Governance Subcommittee
SUBJECT	Format of the 2024 Annual General Meeting
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To consider the format for the 2024 Annual General Meeting
Motion	That the Board approve the 2024 Annual General Meeting to be held in Vancouver, BC using a hybrid format on October 16, 2024, at 2:00 pm.

BACKGROUND

In 2023, the organization held its first hybrid Annual General Meeting (AGM). Due to the Covid-19 pandemic, the prior three AGM's had been held in an entirely virtual format. The meeting attracted over 300 participants, with approximately 160 attending in person.

The virtual component continues to attract good participation numbers and ensures the meeting is accessible to registrants throughout the province, without travel costs. While the hybrid format incurred additional expense and effort, the format was successful and allowed for better registrant engagement over the virtual format.

DISCUSSION

Traditionally the AGM is held alongside the Annual Conference. The 2024 Annual Conference will be held October 16 to 19 in Vancouver, BC. To begin planning, the time and format of the meeting need to be confirmed.

Date/Time

Past AGM's have been scheduled for a Saturday morning. While no formal survey has been completed, some registrants and guests have shared that holding an AGM on a weekend can be challenging due to other family commitments. Most other regulators hold AGM's during the work

week. For the conference programming schedule, having the AGM at the start of the event is smoother from a planning perspective.

It is proposed that the 2024 AGM be held on Wednesday, October 16th at 2:00 pm. The meeting would act as a kickoff to the conference program, followed likely by a reception or other conference event.

Hybrid Meeting Format

The Governance Subcommittee considered several options for the AGM format for 2024 (in-person, virtual, or hybrid), accounting for factors like engagement, accessibility, resources, and costs. After careful consideration, the Subcommittee recommends that the organization continue with the hybrid format. There are clear benefits to a hybrid event, particularly for registrants who don't have the time or ability to travel but still wish to participate in the governance of their profession. Although the hybrid model involves a much higher cost (46K for hybrid vs 25K for virtual only), the Subcommittee felt that this was justified by the increase in overall attendance and better engagement levels. Having delivered a successful hybrid meeting in 2023, there is also value in continuity for registrants.

Expenses for the Whistler venue were high overall. There are options that could be explored to reduce technology costs with the event being held in Vancouver. It is expected that in-person attendance may be higher than in 2023. Also, holding the event in the afternoon will reduce the food and beverage cost.

In addition, management will also be reviewing the AGM agenda to ensure that the content aligns with our regulatory role and more time is allocated to question periods and debate.

RECOMMENDATIONS

The Governance Subcommittee recommends that the 2024 Annual General Meeting be held on October 16th at 2pm, using a hybrid format.

MOTION

That the Board approve the 2024 Annual General Meeting to be held in Vancouver, BC using a hybrid format on October 16, 2024, at 2:00 pm.



OPEN SESSION

ITEM 3.4

DATE	January 30, 2024
REPORT TO	Board for Decision
FROM	Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance Jesse Romano, Associate Director, Investigation and Discipline Klara Hillmann, Senior Policy Analyst (on parental leave)
SUBJECT	Revised Discipline Committee Honoraria Payment Policy
LINKAGE TO STRATEGIC PLAN	Volunteer engagement

Purpose	The Board is requested to review and approve the proposed amendments to the policy on payments of honoraria to members of the Discipline Committee.
Motion	That the Board approve the revised Discipline Committee Honoraria Policy.

BACKGROUND

Engineers and Geoscientists BC’s policy “Payment of Honoraria to the Members of a Discipline Committee Inquiry Panel” (the “Current Policy”) was approved by Council on June 15, 2018 (CO-18-52). The Current Policy applies only to Discipline Committee members in their capacity presiding over discipline hearings. However, Discipline Committee members also serve significant time on panels for pre-hearing conferences, alternative resolution processes (i.e. mediation), or extraordinary action proceedings.

PROPOSED POLICY CHANGES

The original honoraria policy was adopted in 1999 with the intent to compensate members of the Discipline Committee for their time spent on multi-day hearings (which goes beyond the single day time commitment that is reasonable to expect of volunteers). Continuing the philosophy since 1999, the revised policy maintains that honoraria are not paid for committee meetings or one-day discipline hearings which involve a comparable time commitment of volunteer services provided by members of other statutory committees. Honoraria payments are only made for multi-day discipline hearings beyond the first day.

To recognize the Discipline Committee members’ significant time commitment on other proceedings in the discipline process, the revised policy makes pre-hearing conferences, alternative complaint resolution processes (i.e. mediation), and extraordinary action proceedings eligible for honoraria payments if the proceeding extends to a second day.

The proposed policy changes also include a raise in the honoraria payment amounts as it has not been changed since 2018:

- (a) the honorarium for a chair of a panel is be raised from \$450 to \$500 for each half day,
- (b) the honorarium for the other panelists is raised from \$375 to \$400 for each half day.

In addition, the revised policy adds a new provision for late cancellations of multi-day discipline hearings to pay a portion of honoraria payments to compensate the committee members for their time commitment which was ultimately not required. Therefore, if a discipline hearing is cancelled within 5 business days of the scheduled hearing dates, panel members will receive 25 percent of the honorarium amount as if the discipline hearing proceeded, up to a maximum honorarium payment of 4 days.

RECOMMENDED MOTION

That the Board approve the revised Discipline Committee Honoraria Policy.

APPENDIX A – Final Draft Discipline Committee Honoraria Policy

APPENDIX B – Current Policy: CO-18-52 – Payment of Honoraria to the Members of a Discipline Committee Inquiry Panel ([link](#))

DISCIPLINE COMMITTEE HONORARIA POLICY

POLICY	Discipline Committee Honoraria Policy
NUMBER OF POLICY	CO-24-31
DATE OF POLICY	February 16, 2024
DATE OF LAST REVISION	June 15, 2018
APPROVED BY	Board

DEFINITIONS

“Alternative Complaint Resolution” means a process or processes for the full or partial resolution of one or more matters to be dealt with at a discipline hearing and includes

- (a) negotiation,
- (b) mediation, or
- (c) other processes the parties agree to.

“Bylaws” means the bylaws of EGBC under the PGA.

“Disciplinary Proceeding”, for the purposes of this policy, means

- (a) an extraordinary action proceeding held pursuant to section 10.5 of the Bylaws for the purpose of considering extraordinary action pursuant to section 67 of the PGA,
- (b) an Alternative Complaint Resolution process pursuant to section 74 of the PGA,
- (c) one or more pre-hearing conferences convened by a Discipline Hearing Panel prior to the scheduled discipline hearing for the purposes outlined in section 1.6(4) of Schedule B of the Bylaws,
- (d) a discipline hearing held pursuant to section 75 of the PGA and any supplementary hearings related to penalty and costs, or
- (e) if not limited to a hearing in writing, a discipline hearing held pursuant to section 76 of the PGA regarding conduct in another jurisdiction, including any supplementary hearings on penalty and costs.

“Discipline Committee” means the discipline committee established pursuant to section 75(1) of the PGA [*Discipline hearings*].

“Discipline Hearing Panel” means a panel of at least 3 members of the Discipline Committee, one of whom must be a Lay Committee Member, that is established by the chair of the Discipline Committee pursuant to section 77(1) of the PGA [*Discipline committee to conduct hearings*] for the purpose of conducting a discipline hearing pursuant to section 75 of the PGA [*Discipline hearings*], or for the purpose of taking action pursuant to section 76 of the PGA [*Conduct in another jurisdiction*].

“Discipline Resolution Panel” means a panel of at least 3 members of the Discipline Committee, one of whom must be a Lay Committee Member, that is established by the chair of the Discipline Committee for the purpose of attempting to resolve one or more matters set out in a citation by means other than a discipline hearing pursuant to sections 72 to 74 of the PGA.

“EGBC” means the Association of Professional Engineers and Geoscientists of the Province of British Columbia, also operating as Engineers and Geoscientists BC.

“Electronic Means” includes videoconference, telephone conference, and webcasting.

“Extraordinary Action Panel” means a panel of at least 3 members of the Discipline Committee, one of whom must be a Lay Committee Member, that is established for the purpose of considering action that may be taken pursuant to section 67 of the PGA [*Extraordinary action*].

“Panel” means one or more of the following:

- (a) Extraordinary Action Panel;
- (b) Discipline Resolution Panel;
- (c) Discipline Hearing Panel.

“PGA” means the *Professional Governance Act*, S.B.C. 2018, c. 47.

“Registrant” means the same as defined in Schedule 1, section 5 of the PGA [Definitions in respect of the Association of Professional Engineers and Geoscientists of the Province of British Columbia].

“Registrar” means the individual appointed by the Board as registrar pursuant to section 31(1) of the PGA [Registrar and register for regulatory body], who may also be the Executive Director.

POLICY STATEMENT

1. To recognize and encourage participation of Discipline Committee members on Panels in Disciplinary Proceedings, the Board approves the payment of honoraria to panelists when their service extends beyond one day.

POLICY

Payment of Honoraria for Disciplinary Proceedings

2. The members of a Panel will be paid an honorarium for each half day of a Disciplinary Proceeding beyond the first day.
3. For clarity, honoraria are not paid for a one-day Disciplinary Proceeding nor for the first day of a multi-day Disciplinary Proceeding.
4. Subject to paragraphs 2 and 3, the following honoraria payments will be made:
 - (a) the chair of a Panel will be paid \$500 for each half day,
 - (b) the other panelists on a Panel will be paid \$400 for each half day.
5. The chair and the other panelists are entitled to reimbursement for expenses reasonably incurred resulting from their participation on a Panel, pursuant to EGBC’s current expense reimbursement policies for volunteers.

Specific Policy Rules for the Different Types of Disciplinary Proceedings

Extraordinary Action Proceeding:

6. All extraordinary action proceedings conducted pursuant to section 10.5 of the Bylaws are subject to this policy.

Alternative Complaint Resolution:

7. An Alternative Complaint Resolution process is subject to this policy only where the format of the Alternative Resolution process requires the Discipline Resolution Panel, the Registrar, and the Registrant subject to discipline to be in attendance either in person or by Electronic Means.

Pre-Hearing Conferences:

8. Pre-hearing conferences are subject to this policy only where the Discipline Hearing Panel and one or both parties are in attendance either in person or by Electronic Means. The Discipline Hearing Panel's consideration of written motions is not subject to honoraria payments under this policy.
9. For the purposes of this policy, multiple pre-hearing conferences for the same file count as one Disciplinary Proceeding with respect to the payment of honoraria. This means honoraria payments are made for each half day of each pre-hearing conference for the same file after the first day of the first pre-hearing conference.

Cancellation of Multi-Day Discipline Proceedings:

10. If a multi-day discipline proceeding is cancelled (as opposed to postponed or adjourned) within 5 business days of the scheduled Discipline Proceeding, the chair and the other panelists will be paid 25 percent of the honorarium amount as if the hearing proceeded, for up to a maximum honorarium payment for 4 days.

REVIEW DATES

February 16, 2024 (CO-24-31) – Updated and Approved by the Board under the policy title “Discipline Committee Honoraria Policy”

June 15, 2018 (CO-18-52) – Updated and Approved by Council under the policy title “Payment of Honoraria to the Members of a Discipline Committee Inquiry Panel”

September 9, 1999 (CO 99-153) – Approved by Council under the policy title “Payment of Honoraria to the Members of a Discipline Committee Panel”



PAYMENT OF HONORARIA TO THE MEMBERS OF A DISCIPLINE COMMITTEE INQUIRY PANEL

To recognize and encourage participation in Discipline Committee Inquiry Panels held pursuant to s. 32 of the *Engineers and Geoscientists Act*, R.S.B.C 1996, c. 116, including major inquiries that may span several weeks, Council adopts the following policy on the payment of honoraria to the members of a Discipline Committee Inquiry Panel to reflect their time in conducting the inquiry, considering the evidence and writing reasons:

- (i) Honoraria are not paid in the case of a one-day Discipline Committee Inquiry.
- (ii) The Chair of a Discipline Committee Inquiry Panel will be paid \$450 for each half day beyond the first day of an inquiry.
- (iii) The other panelists on a Discipline Committee Inquiry Panel will be paid \$375 for each half day beyond the first day of an inquiry hearing.
- (iv) The Chair and the other panelists are entitled to reimbursement for expenses reasonably incurred resulting from their participation on a Discipline Committee Inquiry Panel, pursuant to the Association's current expense reimbursement policies for volunteers.

Approved by Council: June 15, 2018 (Minute # CO-18-52)



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OPEN SESSION

ITEM 3.5

DATE	January 23, 2024
REPORT TO	Board for Information
FROM	Ollie Campbell, Manager, Organizational Performance Liza Aboud, Chief Operating Officer
SUBJECT	Key Performance Indicator Report
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation

Purpose: To update the Board on Engineers and Geoscientists BC’s Key Performance Indicators (KPI) development, as well as KPI outcomes.

Motion: No motion, for information only.

EXECUTIVE SUMMARY

This report is the first to address Engineers and Geoscientists BCs updated approach to KPIs and metrics. As this is the first report, trends and definitive conclusions from the data gathered cannot be drawn. However, what the report will highlight is the approach that the organization is taking, and how it proposes to document KPIs in subsequent reports.

We anticipate that KPI reports will be provided to the Board on a quarterly basis, in February, April, June and September, with relevant data from the previous financial quarter being reported for comparison.

This report will cover 7 KPIs out of the 16 KPIs that have been developed for the organization. Within those 7 KPIs, we have reported on 11 metrics out of 15. As a reminder, we have developed 16 KPIs, with 26 associated metrics – details are at Annex B:

KPI	Number of Metrics Reported On
Registration Process Effectiveness	3 out of 3
Practice Guideline Effectiveness	1 out of 2
Investigation & Discipline Process Effectiveness	1 out of 3
Enforcement Process Effectiveness	1 out of 2
Resource Balance	3 out of 3
Staff Engagement	1 out of 1
Registrant Trust	1 out of 1
Total KPIs: 7	Total Metrics: 11

Some of the reasons for excluding particular KPIs or metrics are:

- The processes or mechanism for gathering the data are not in place (Firm and Individual Audit Results).
- Data is not being collected until April 2024 (Financial Ratio).
- The KPI or metric is being reported on an annual basis (Time taken for priority 1 files to be investigated – (part of the I&D Process Effectiveness KPI).
- There is an insufficient data set to generate benchmarks and targets (OSPG Audit Results).
- The requirement to generate and initiate annual surveys (Public Trust)
- Project scopes and timelines are still under development (Climate Change / EDI, Business Processes).

Although this report is limited from a data perspective, we anticipate that the first couple of reports will be important in setting the context against which we will be able to develop targets, set benchmarks, and measure trends. It is important for the organization to establish clear trends, as well as cause/effect before committing to addressing areas for improvement. Additionally, while we have been able to identify targets and benchmarks for some of the metrics, other metrics will require a number of reporting periods before realistic targets can be set.

With an eye on the medium to long term (3-5 years), the production of this report represents substantial progress, with significant work conducted to ensure that our data is robust, and that we can capture and analyze it on a regular, repeatable basis. It provides a solid framework against which to gather and report on future KPIs.

BACKGROUND

A KPI is a measurable value (metric) or insight (from several metrics) that demonstrates how effectively the organization is achieving its desired results. The aim of an enterprise-wide KPI report is to provide a holistic view of the performance and impact of an organization's strategic plan, driven by departmental functions and strategic priorities. KPIs typically drive business behavior, results, and influence the organization's culture.

There are a significant number of metrics that can be utilized to indicate a measure of performance. Enterprise KPIs are the high-level metrics that are used to assess whether our strategic plan is on track, and if we are achieving the desired results.

Departmental metrics are the specific targets and goals for each department and will contribute to our enterprise KPIs; the organization will consider the implementation of departmental metrics in due course.

The aspiration is for each metric to have a benchmark and a target. For the organization's purposes, a benchmark is a standard or point of reference against which the metric can be measured. Benchmarks are generated through analysis of previous data, where available. In some instances where the data collection or metric is new, we will not be able to generate benchmarks until we have reported on several cycles of data collection.

A target is an objective or result toward which efforts are directed. Targets represent where we would like to get to with respect to metrics and KPIs.

Targets and benchmarks represent an ongoing area of work as the organization refines its capacity to track and gather the relevant data.

DISCUSSION

PERFORMANCE AREA: REGULATORY MANDATE

KPI:	Registration Process Effectiveness		
Metric:	Application Process Efficiency – P.Eng		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
97.13%	100%	99.03%	
<p>Comment: This metric measures the percentage of individual registrant applications that receive a decision within the target timeframe The target timeframe has been set at 180 days, a target that is likely to be formalized by the OSPG. Upcoming legislation regarding internationally trained applicants might also have an impact on this KPI and is an area that Registration will continue to monitor. The benchmark is FY 2021/2022. The ‘current’ score is taken from Q1 and Q2 2024. The percentage figure relates to 204 out of 206 applications being processed within the 180-day timeline.</p>			

KPI:	Registration Process Effectiveness		
Metric:	Application Process Efficiency – P.Geo		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
42.31%	100%	95.2%	
<p>Comment: This metric measures the percentage of individual registrant applications that receive a decision within the target timeframe The target timeframe has been set at 180 days, a target that is likely to be formalized by the OSPG. Upcoming legislation regarding internationally trained applicants might also have an impact on this KPI and is an area that the Registration department will continue to monitor. The current figures represent 20 out of 21 applications (Q1 & Q2) completed with the target timeframe</p>			

KPI:	Registration Process Effectiveness		
Metric:	Quality of Application Decision		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
60.7%	TBC	57.1%	
<p>Comment: This metric measures the percentage of Credentials Committee decisions that have been amended, based on the number of completed Reconsideration of Decision applications submitted by applicants. This metric indicates the accuracy of the application process and is also an indicator of the level of understanding applicants have with respect to our application processes. A lower percentage number indicates a higher quality of initial application decisions.</p>			

KPI:	Registration Process Effectiveness		
Metric:	Application Processing Capacity		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
8.5	TBC	5.66	
<p>Comment: This metric measures the number of experience assessments completed and the number of assessors who completed those assessments. This metric is generated by dividing the number of experience assessments by the number of assessors. An increasing divergence between the number of assessments and number of assessors is a signal that the organization may find it increasingly difficult to meet the application processing efficiency target. For the benchmark (FY23), 2591 engineering and geoscience experience assessments were completed using 305 assessors. For Q1+Q2 FY 24, 1335 engineering and geoscience experience assessments were completed using 236 assessors</p>			

KPI:	Practice Guideline Effectiveness		
Metric:	Familiarity and Application of Practice Guidelines Among Auditees		
Outcome:	Registrants are familiar with Practice Guidelines (PGs) and consider them relevant to their practice, and use them to ensure they meet the standards and guidelines for their profession.		
Benchmark	Target	Current	Trend
7.23%	TBC	5.49%	
<p>Comment: The metric measures the number of Minor Non-Conformances (MNCs) for Use of Professional Practice Guidelines divided by the total number of minor MNCs. The target is to be confirmed, and will be developed following 3-4 reporting cycles. There have been no Major Non-Conformances relating to Practice Guidelines in the previous FY, or the current reporting period.</p>			

KPI:	I&D Process Effectiveness		
Metric:	Percentage of Files Closed Before Disciplinary Hearing Occurs		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	TBC	88%	TBC
<p>Comment: This metric looks at files that proceed to the discipline stage, and measures those that are closed before a disciplinary hearing is convened, divided by the total number of files that have been closed via disciplinary action. This is a measure of both efficiency and quality. The disciplinary hearing stage is often one of the longer components in the resolution process; closing a file before a Disciplinary Hearing occurs indicates that the case compiled by EGBC is coherent and persuasive. 8 files closed in Q2 2024, of these, 7 closed without requiring a Disciplinary Hearing.</p>			

KPI:	Enforcement Process Effectiveness		
Metric:	Intake and Investigation Efficiency		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	80%	100%	TBC
<p>Comment: This metric measures the percentage of investigations of high-risk files completed within the target timeframe, measured from the point of intake to the point at which the ‘standard letter procedure’ or the ‘alternative file handling strategy’ begins. This is a measure of the efficiency with which files that pose the greatest risk to the public are investigated and a course of action to pursue compliance is taken. A benchmark will be established once more data is captured through reporting periods. The target for this metric is an 80% completion of high-risk files within 60 days. 14 files closed in Q2, and all 14 closed within the target timeframe.</p>			

PERFORMANCE AREA: ORGANIZATIONAL SUSTAINABILITY

KPI:	Resource Balance		
Metric:	Employee Vacancy Ratio		
Outcomes:	The organization has the human and financial resources to meet its mandate.		
Benchmark	Target	Current	Trend
92.2%	90%	92.3%	
<p>Comment: This metric is derived from the number of current FTE staff divided by the number of current FTE staff, plus the number of unfilled FTE staff positions. This indicates the extent to which the organization has the necessary staff to meet its regulatory mandate. The data does not take into account contract employees, or contract vacancies of <6 month contract length. The total number of roles increased by 8 from Q1 to Q2, the organization kept pace with this increase by hiring an additional 9 employees over the reporting period.</p>			

KPI:		Resource Balance		
Metric:		Volunteers – Time Served on Statutory Committees		
Outcomes:		The organization has the human and financial resources to meet its mandate.		
Band	Benchmark	Target	Current	Trend
0 – 3 years	TBC	33%	48.2%	TBC
4 – 6 years	TBC	33%	21.7%	TBC
7 – 9 years	TBC	33%	10.8%	TBC
9+ years	TBC	0%	19.3%	TBC

Comment: This metric is a % of statutory committee members whose term lengths fall into the categories outlined above. Using the Term Length Policy as a benchmark, this metric provides insight as to the turnover of committee members, and how well the committees are resourced now and into the future.
 Benchmarks will be established following further reporting and data capture.
 The high proportion of volunteers in the 0-3 years category is indicative of the increase in committee sizes dictated by the advent of the PGA.

KPI:	Resource Balance		
Metric:	Volunteers – Statutory Committee Vacancy Ratios		
Outcomes:	The organization has the human and financial resources to meet its mandate.		
Benchmark	Target	Current	Trend
TBC	95%	91.2%	TBC

Comment: This metric measures the number of filled volunteer positions on Statutory Committees divided by the number of filled volunteer positions on statutory committees plus the number of unfilled positions on statutory committees. It indicates the extent to which the organization has the necessary volunteers to meet its regulatory mandate.
 The target number is established by Statutory Committee leads identifying an optimum number of positions to enable the Committee to function effectively. It includes lay members as well as registrant committee members. The optimum number is typically greater than that outlined in Committee Terms of Reference, which is the minimum number.

PERFORMANCE AREA: PEOPLE AND CULTURE

KPI:	Staff Engagement		
Metric:	Staff Engagement Score		
Outcomes	Our volunteers and staff are committed to the organization and inspired to contribute to its success.		
Benchmark	Target	Current	Trend
69%	TBC	68%	
<p>Comment: This metric is derived from combining the ratings on three questions in the 2023 Employee Engagement survey:</p> <ul style="list-style-type: none"> • I feel my contribution to EGBC is valued • I would recommend EGBC to a friend as a great place to work • I am motivated to do more than what is normally required for my job. <p>While this figure, based on the 3 questions above, comes to 68%, our organizational engagement score when taking into account all engagement specific questions is 67%. The benchmark above has been taken from the Engagement 2020 Survey result, using the same three questions. It represents an organizational benchmark, not a comparator with similar organizations.</p> <p>The organization (Talent Map) that facilitated the 2023 Staff Engagement Survey do not routinely use the questions outlined above, and therefore have no industry data against which to compare the EGBC scores with scores from similar organizations. Talent Map included these questions in the 2023 survey at EGBC's request, in order for us to have a like-for-like comparator with our 2020 engagement survey results.</p> <p>As we propose to use Talent Map for engagement surveys going forward, we will in future use their engagement score question set, and therefore be in a position to compare our scores with similar organizations, and propose targets based on those averaged industry scores.</p>			

PERFORMANCE AREA: PEOPLE AND CULTURE

KPI:	Registrant Trust		
Metric:	Registrant Trust Score		
Outcome	Stakeholders have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.		
Benchmark	Target	Current	Trend
TBC	80	77	TBC
<p>Comment: The metric is based on scores from five components from the 2023 Registrant Insight Survey: transparency; fairness; responsiveness; reliability; accountability</p> <p>Scores can range from 20 (reflecting virtually no trust in the organization) to 100 (reflecting complete trust in the organization).</p> <p>Without high levels of trust, registrants will not consider the organization's processes, procedures, and decisions as credible. Registrants with trust scores of 80 or higher show particularly strong support for the organization.</p> <p>A benchmark is under development; our 2018 Member Insights Survey was conducted prior to the introduction of the PGA and OSPG, and contained different survey questions. As such the 2018 survey doesn't provide a like-for-like comparator.</p>			

RECOMMENDATIONS

While this report is limited from a data perspective, it is important in setting the context to enable the further development of targets, setting of benchmarks, and measurement of trends. It is important for the organization to establish clear trends, as well as cause/effect before committing to addressing areas for improvement. Additionally, while we have been able to identify targets and benchmarks for some of the metrics, other metrics will require a number of reporting periods before realistic targets can be set.

MOTION

No motion, for information only

[APPENDIX A – KPI Dashboard Summary](#)

[APPENDIX B – Engineers and Geoscientists BC Key Performance Indicators](#)

KPI DASHBOARD SUMMARY

KPI	Metric	Benchmarks	Target	Current	Comment
Registration Process Effectiveness	Application Processing Efficiency - P.Eng.	97.1%	100%	99.0%	Target is 100% within 180 days. Numbers - Q1 = 108/108. Q2 = 96/98
	Application Processing Efficiency - P.Geo.	42.3%	100%	95.2%	Target is 100% within 180 days. Numbers - Q1 = 14/14. Q2 = 6/7
	Quality of Application Decision	60.7%	TBC	57.1%	Benchmark = 28 reconsideration requests received, 17 granted. Current (Q1) = 14 reconsideration requests received, 8 granted
	Application Processing Capacity	8.5	TBC	5.66	Number = average number of assessments done per assessor. Benchmark is FY 2023. 'Current' is Q1 +Q2. Target TBC following 3-4 reporting cycles
Practice Guideline Effectiveness	Familiarity and Application of PGs among Auditees	7.2%	TBC	5.5%	Score is a % based on number of MNC for Use of Professional Practice Guidelines / total number of minor MNCs. Same methodology for both benchmark and current score. Target TBC following 3-4 reports.
I&D Process Effectiveness	Percentage of Files Closed Before Disciplinary Hearing Occurs	TBC	90%	88.0%	7 out of 8 closed without a discipline hearing
Enforcement Process Effectiveness	Intake and Investigation Efficiency	TBC	80%	100.0%	80% completion of high-risk files within 60 days. 14 files closed in Q2 of FY 2024, all 14 closed in target timeframe

KPI	Metric	Benchmarks	Target	Current	Comment
Resource Balance	Staff Ratios	92.2%	90%	92.3%	Difference in number of roles between Q1 and Q2. Number of positions increased by 8. Total for Q2 = 144/156. Used three quarters for benchmark: Q3 '23 - Q1 '24 (inclusive)
	Statutory Committee Term Length Breakdown:		Benchmark TBC		
	0-3 yrs	TBC	33%	48.2%	40 (out of 83)
	4-6 yrs	TBC	33%	21.7%	18 (out of 83)
	7-9 yrs	TBC	33%	10.8%	9 (out of 83)
	9+ yrs	TBC	0%	19.3%	16 (out of 83)
	Statutory Committee Vacancy Ratios	TBC	90%	91.2%	83/91.
Staff Engagement	Staff Engagement Score	69.0%	TBC	68.0%	Engagement score based on 3 questions. Not the same score as full engagement survey.
Registrant Trust	Registrant Trust Score	TBC	80	77	No benchmark, survey from 2018 had different questions. No like-for-like comparator

ENGINEERS AND GEOSCIENTISTS BC KEY PERFORMANCE INDICATORS

Measuring, tracking, and reporting on the KPIs will facilitate the Board and Senior Leadership's ability to do the following:

- Provide informed strategic oversight and direction
- Determine the impact of initiatives
- Provide the data for evidence-based decision-making
- Enable the setting of priorities to achieve organizational goals

The KPIs and metrics are focused on outcomes that indicate the extent to which the organization can fulfill its mission: to serve the public interest as an inclusive, progressive, future-focused regulator. Therefore, metrics have intentionally excluded process metrics – e.g., the number of times an event occurs.

Metrics are based on two types of data sources – internal data reflecting business outcomes, and survey data reflecting the perceptions of stakeholders – the public, staff, volunteers, registrants – on key outcome measures. The survey-based metrics have been validated using either statistical analyses applied to Engineers and Geoscientists BC survey data or statistical analyses applied to other datasets with the same type of data.

Metrics derived from both types of data sources can support decision-making in cases where there is a change in performance. However, the organization will still need to diagnose why performance dropped. For example, a drop in performance on an efficiency metric (internal data) will require determining at what stage or stages in the process inefficiencies are occurring. A drop in performance on a trust metric (survey data) will require a deeper dive into the data to determine why trust weakened.

At the Board strategy session on April 21, 2022, the Board established a number of Key Performance Questions (KPQs) to be addressed through KPIs and associated metrics. These Key Performance Questions are as follows:

Area	Key Performance Questions
Regulatory Mandate	How well are we performing our regulatory mandate?
Organizational Sustainability	How well have we aligned our resources, both human and financial, to meet our mandate now and into the future?
Internal Business Systems	Do we have all the necessary business systems in place? To what extent are our business systems effective and efficient?
Learning and Growth* (People and Culture)	How well are we improving employee engagement (well-being, work/life balance, satisfaction, development, career progression)

	How well are we improving volunteer engagement? (recruitment and retention, pipeline)
Stakeholders	To what extent do we have stakeholders' confidence and trust that we are fulfilling our mandate?
Social Responsibility	How well are we fulfilling our role in advancing EDI, T&R and Climate action?

Based on these Key Performance Questions, the organization has developed the KPIs and metrics contained below. Metrics are the data that make up each of the KPI – each KPI can have a number of metrics.

The metrics reflect key outcomes that meet the criteria of the SMART framework:

- **Specific.** The metric needs to be well defined, clear, and unambiguous
- **Measurable.** Has specific criteria that measures progress toward the accomplishment of the goal
- **Achievable.** The benchmark and targets need to be attainable and realistic
- **Relevant.** Pertinent to the Key Performance Question (KPQs), and the KPIs. The KPIs and associated metrics should also be used for other reporting purposes, where appropriate
- **Timebound.** Measured within a set timeframe that is understood in advance

REGULATORY MANDATE

Outcomes: We process individual registrant applications in a timely and high -quality manner

KPI	Metric(s)	Justification	Measurement Interval
Registration Process Effectiveness	Application Processing Efficiency The percentage of individual registrant applications that receive a decision within the target timeframe.	180 days is a performance standard that is likely to be requested by the OSPG.	Quarterly
	Quality of Application Decision The percentage of Credentials Committee decisions amended based on the number of Reconsideration of a Decision applications submitted and completed by applicants.	This indicates the accuracy of the application process. This metric is also an indicator of the level of understanding applicants have with respect to our application processes.	Quarterly
	Application Processing Capacity The number of experience assessments completed and the number of assessors who completed those assessments.	An increasing divergence between the number of assessments and number of assessors is a signal that the organization may find it increasingly difficult to meet the application processing efficiency target	Quarterly

REGULATORY MANDATE

Outcomes: Registrants are familiar with Practice Guidelines (PGs) and Quality Management Guides (QMG), consider them relevant to their practice, and use them to ensure they meet the standards and guidelines for their profession.

KPI	Metric(s)	Justification	Measurement Interval
Practice Guidelines (PG) / Quality Management Guides (QMG) Effectiveness	Familiarity and Application of PGs and QMGs among Auditees A score based on OFIs*, CARs**, and MNCs*** reported related to Practice Guidelines within the audit reports of both individuals and firms.	This data is already being collected as part of the audit process for firms and will be collected as part of the audit process for individuals.	Quarterly
	Familiarity and Application of PGs and QMGs among Registrants Generally A score based on questions assessing the following: familiarity, relevance; usefulness in improving standards of practice; ease of understanding/clarity; comprehensiveness; timeliness.	This metric would be based on information from all registrants, or at least a large representative sample of registrants, and will complement the results from the audits	Quarterly
	<i>Third metric under medium-term development.</i>	<i>TBC</i>	<i>TBC</i>

*OFI=Opportunity For Improvement, **CAR=Corrective Action Request (referred to as minor non-conformance in the bylaws), ***MNC=Major Non-Conformance

REGULATORY MANDATE

Outcomes: Our audit process is fair, transparent and relevant, identifies non-compliance, and leads to corrective action. Our Practice Reviews increase conformance to standards and technical competence.

KPI	Metric(s)	Justification	Measurement Interval
Audit & Practice Review Effectiveness (for individuals and firms)	Non-Conformance Correction The percentage of nonconformances fully corrected within the initial time period specified by the assessor or by the Audit and Practice Review Committee.	An indicator of the extent to which non-conformances detected during the audit are corrected in a timely manner.	Continuous
	Audit Experience Score Derived from a survey based on the following: helpfulness of audit in learning how to maintain compliance; reasonableness of scope; level of effort required; perceived fairness, professionalism/courtesy of the auditor.	Provides the organization with data on how auditees experience the audit process.	Continuous
	Removal of Remedial Actions Where a practice review has resulted in the imposition of remedial actions, the percentage of cases in which the subject has provided evidence that the remedial actions are no longer necessary or have been fulfilled.	An indicator of the extent to which practice reviews result in timely correction of skill deficits and failures to comply with standards and regulations.	Continuous

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high -quality manner.

KPI	Metric(s)	Justification	Measurement Interval
I&D Process Effectiveness	<p>Percentage of Files Closed Before Disciplinary Hearing Occurs.</p> <p>Of the files that proceed to the discipline stage, the number of files that are closed before a disciplinary hearing is convened divided by the total number of files that have been closed via disciplinary action.</p>	A measure of both efficiency and quality. The disciplinary hearing stage is often one of the longer components in the resolution process	Quarterly
	<p>Percentage of Disciplinary Orders Successfully Appealed.</p> <p>The number of successfully appealed Disciplinary Orders divided by the total number of Disciplinary Orders issued.</p>	This is an indicator of the quality of the process. Successful appeals indicate that the grounds for disciplinary action were not fully established.	Annual
	<p>Time Taken for 'Priority 1' Files to be Investigated.</p> <p>Of the 'Priority 1' files where an investigation is authorized by the Investigation Committee, the time taken from the opening of the file to the point where the Investigation Committee issues a decision at the conclusion of the investigation stage of the process.</p>	Priority 1 files represent (on balance) cases that pose a higher risk to the public or the environment and which are often more complex. Files to be tracked to fixed point (IC decision) as this process is generally within EGBC's control, additionally already have metric regarding discipline files.	Continuous

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high -quality manner.

KPI	Metric(s)	Justification	Measurement Interval
Enforcement Process Effectiveness	<p>Intake and Investigation Efficiency</p> <p>% of investigations of high-risk files that are completed within target timeframe, measured from the point of intake to the point at which the ‘standard letter procedure’ or the ‘alternative file handling strategy’ begins.</p>	<p>This is a measure of the efficiency with which files that pose the greatest risk to the public are investigated and a course of action to pursue compliance is taken.</p>	Quarterly
	<p>Percentage of Repeat Non-Compliers.</p> <p>The number of files that result in non -compliance after the Annual Non -Compliance Monitoring is conducted, divided by the total number of files that undergo Annual Non -Compliance Monitoring.</p>	<p>This is an indicator of the quality of the process. A small % of repeat non-compliers implies that the process has served both to remediate the issue, as well as act as a deterrent from future reoffence</p>	Quarterly

REGULATORY MANDATE

Outcomes: The OSPG audit illustrates that we meet all the Standards of Good Regulation as defined by the OSPG.

KPI	Metric(s)	Justification	Measurement Interval
OSPG Audit Result	OSPG Audit Score This score will depend on the audit outcome.	The OSPG is responsible for establishing and administering policy under the Professional Governance Act. A positive audit score indicates that the organization is meeting the Standards of Good Regulation.	Annual



ORGANIZATIONAL SUSTAINABILITY

Outcomes: The organization has the human and financial resources to meet its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Resource Balance*	Employee Vacancy Ratio* The number of current FTE staff divided by the number of current FTE staff plus the number of unfilled FTE staff positions.	Indicates the extent to which the organization has the necessary staff to meet its regulatory mandate.	Quarterly
	Volunteer Vacancy Ratio* The number of filled volunteer positions on statutory committees divided by the number of filled volunteer positions on statutory committees plus the number of unfilled positions on statutory committees.	Indicates the extent to which the organization has the necessary volunteers to meet its regulatory mandate.	Quarterly
	Statutory Committee Term Length* % of statutory committee members whose term lengths fall into following categories: 0-3 years 4-6 years 7-9 years 9+ years	Using the Term Length Policy as a benchmark, this metric provides insight as to the turnover of committee members, and how well the committees are resourced now and into the future	
Financial Health ⁹	Financial Health Index Ratio of revenues to expenditures.	This is a key measure of the organization's ability to meet its financial obligations, and is an appropriate target for a non-profit.	Bi-annual

PEOPLE & CULTURE (FORMERLY LEARNING & GROWTH)

Outcomes: Our volunteers and staff are committed to the organization and inspired to contribute to its success.

KPI	Metric(s)	Justification	Measurement Interval
Volunteer Engagement	<p>Volunteer Engagement Score A score based on combining the ratings from three questions in a survey of volunteers:</p> <ul style="list-style-type: none"> • I feel my volunteer work is appreciated by EGBC • I would recommend volunteering at EGBC to other professionals • EGBC meets my needs and expectations as a volunteer. <p>Scores range from 20 - 100</p>	<p>Scores on this measure are highly correlated with intentions to continue volunteering and interest in taking on more senior volunteer positions.</p> <p>Volunteers with scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual
Staff Engagement	<p>Staff Engagement Score A score based on combining the ratings on three questions in a staff survey</p> <ul style="list-style-type: none"> • I feel my contribution to EGBC is valued • I would recommend EGBC to a friend as a great place to work • I am motivated to do more than what is normally required for my job. <p>Scores range from 20 - 100</p>	<p>This is a well-validated of measure of staff engagement, Staff with engagement scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual

STAKEHOLDERS

Outcomes: Stakeholders have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Public Trust	<p>Public Trust Score A score derived from a survey of BC residents in which they rate the extent to which they rate EGBC on four components: effectively regulating the professions; instilling confidence in the public; being fair and impartial; putting the public's safety first. Scores can range from 20 - 100.</p>	<p>Require high levels of public trust to be effective regulator. Public trust is highly correlated with public support for the organization's role as a regulator.</p> <p>Members of the public with trust scores of 80 will show particularly strong support for the organization's role as a regulator.</p>	Annual
Registrant Trust	<p>Registrant Trust Score A score has been developed based on five components: transparency; fairness; responsiveness; reliability; accountability. Scores can range from 20 - 100.</p>	<p>Without high levels of trust, registrants will not consider the organization's processes, procedures, and decisions as credible. Registrants with trust scores of 80 or higher show particularly strong support for the organization.</p>	Annual

11

INTERNAL BUSINESS SYSTEMS

Outcomes: We have efficient business systems and effective business processes.

KPI	Metric(s)	Justification	Measurement Interval
<p>Progress re: Internal Business Systems</p>	<p>Internal Business System Audit Progress Score</p>	<p>The organization needs to identify what its internal business systems are. It can then develop metrics to measure and track performance.</p>	<p>Quarterly</p>

SOCIAL RESPONSIBILITY

Outcomes: We are committed to addressing climate change issues related to the practices of engineering and geoscience. We are committed to promoting EDI within the organization and among registrants. We are committed to supporting reconciliation with Indigenous Peoples

KPI	Metric(s)	Justification	Measurement Interval
Progress re: Action on Climate Change	Climate Change Project Progress Score	The organization’s strategy for climate change hasn’t been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Equity, Diversity & Inclusion (EDI)	EDI Project Progress Score	The organization’s EDI strategy hasn’t been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Truth & Reconciliation	Truth & Reconciliation Project Progress Score	The organization’s strategy Truth & Reconciliation strategy hasn’t been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly





OPEN SESSION

ITEM 3.6

DATE	January 25, 2024
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	FY2024 Q2 Financial Results
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For the Board to review financial results for second quarter FY2024 ending December 31, 2023.
Motion	For information only.

BACKGROUND

As approved by Board at the September 12, 2014 meeting, quarterly financial reports are to be made to the Sub-Committee for review. However, the timing of the FAR Sub-Committee and Board meetings did not match up to when December financial results were available for review, thus the FAR Sub-committee has not had a chance to review December financial results.

YEAR-TO-DATE FINANCIAL RESULTS AS AT END OF DECEMBER 2022

This update includes a comparison of FY2024 year-to-date (YTD) actual results to first forecast as presented to Board in December, and to FY2024 budget, with a summary of major variances (in '000's).

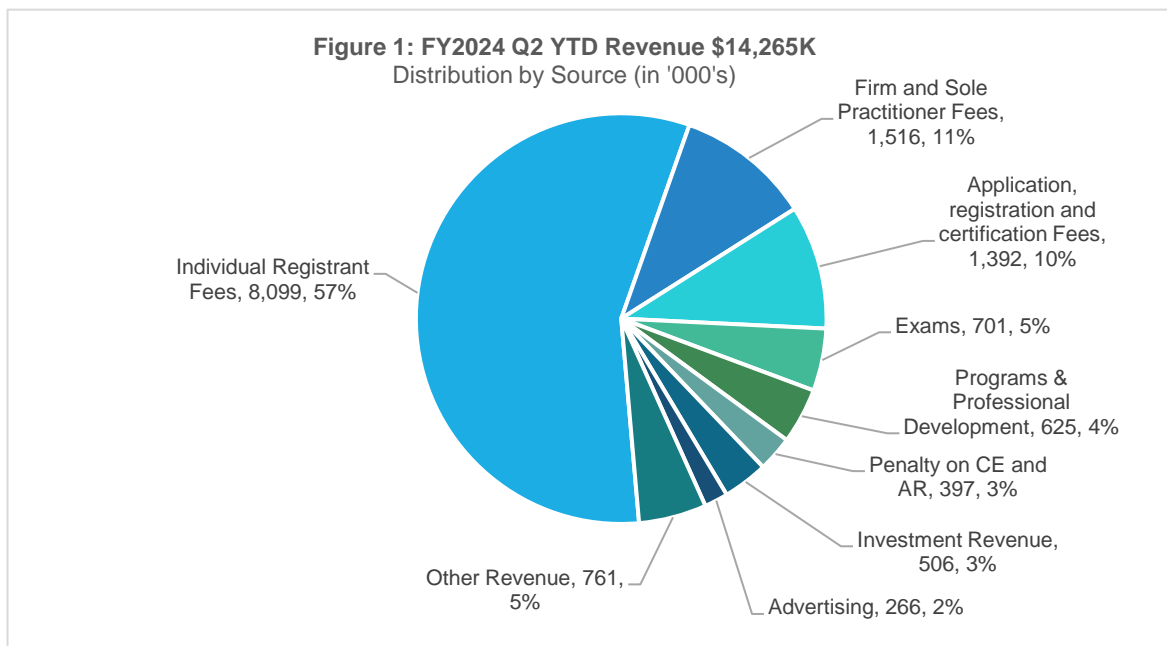
Table 1		A	B	C	D*	E*
		YTD Actual	YTD Budget	YTD Forecast 1	YTD Var-Act vs Budget	YTD Var-Act vs Fcst 1
Summary						
1	Revenue	14,265	13,786	14,011	478	254
2	Salaries and Benefits	8,320	8,850	8,336	530	16
3	Expenditures	4,561	4,991	5,287	430	726
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	1,384	(55)	388	1,439	996
5	Surplus (Deficit) from Grants	14	31	111	(17)	(97)
6=(4+5)	Surplus (Deficit)	1,398	(24)	499	1,422	899

* Positive figures add to the surplus and negative figures reduce surplus.

The Q2 financial result as at end of December 31, 2023 ended with a year-to-date (YTD) surplus of \$1,398K (A6). This is \$899K (E6) higher than the forecasted YTD surplus of \$499K (C6). A more detailed variance report is outlined in [Appendix A](#).

YTD Revenues

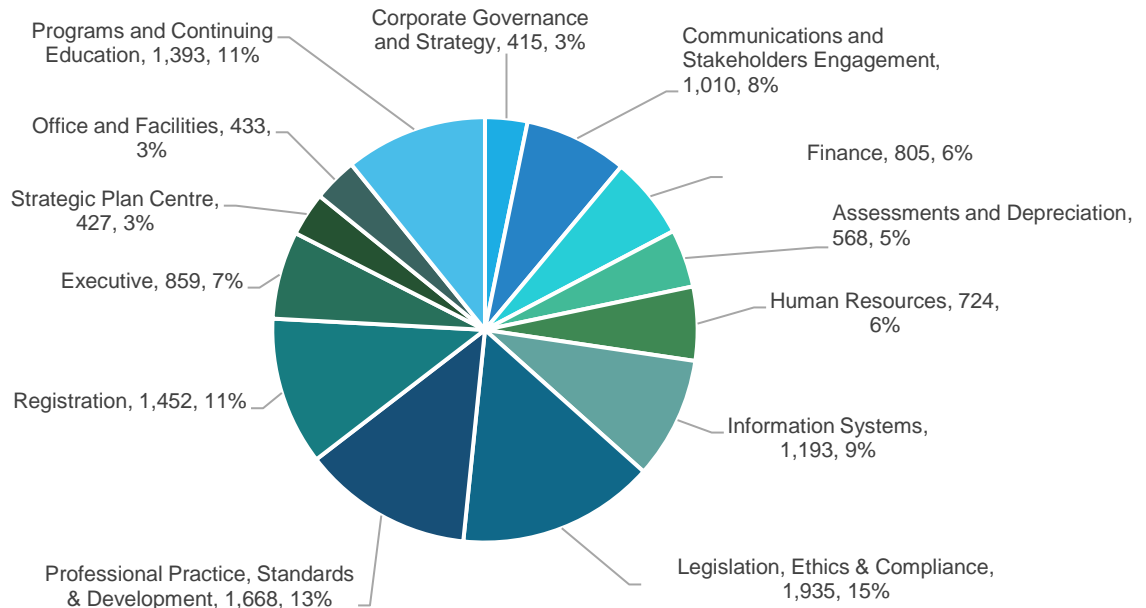
YTD total revenue is \$14,265K (cell A1). Figure 1 below shows the distribution of this revenue by source.



YTD Expenditures including salaries

YTD total operating expenditure is \$12,881K (cell A2 and A3). Figure 2 below shows the distribution of this expenditure by function.

Figure 2: FY2024 Q2 YTD Expenditures \$12,881K
Distribution by Function (in 000's)



FY2024 Q2 Actuals vs YTD Forecast 1

YTD revenue is \$254K (cell E1) higher than forecast 1 primary due to:

- higher volume of Academic exam candidates from other jurisdictions and increase in National Professional Practice Exams candidates than expected (\$23K)
- higher annual conference attendance than expected (\$63K)
- higher PD seminar attendance (\$30K) and BC Online Seminar revenue (\$17K) than expected
- higher affinity revenue (\$29K) due to timing
- higher on investment interest revenue (\$21K) and other revenue (\$35k) than expected

YTD expenditure is \$742K (cell E2 and E3) lower than forecast 1 primarily due to:

- lower salaries and benefits expenses (\$16K) from vacancies,
- lower legal expenses (\$93K) due to timing and rate of settlement on disciplinary files,
- lower overall contract services due to timing of projects and expenses
- lower expenses in events and travelling

FY2024 Q2 YTD Actuals vs FY2024 YTD Budget

YTD revenue is \$478K (cell D1) higher than budget primarily due to:

- higher application/registration volume (\$153K) than budgeted
- More than expected candidates for academic exam for other jurisdictions and professional practice exam (\$227K)
- Higher annual conference attendance (\$335k) offset by reduced number of issues on innovation magazine (\$22K) and less revenue on advertising (\$64K) than budgeted
- Higher revenue on BC Online seminar (\$64K) and affinity revenue (\$29K) due to timing

YTD expenditure is \$960K (cell D 2 and D3) lower than budget primarily due to:

- lower salaries and benefits expenses (\$530K) due to vacancies,
- lower legal expenses (\$125K) due to timing and rate of settlement on disciplinary files
- lower contract services due to timing of project and expenses,
- lower expenses in meeting and travelling

FY2024 Q2 Statement of Revenue and Expenses Compared to Budget and Forecast 1 (in '000's)

	A	B	C	D* = A vs B	E	F* = A vs C	G
	FY2024 YTD Dec Actual	FY2024 YTD Dec Budget	FY2024 YTD Dec Forecast 1	Var - Actual vs Budget	Comment - Actual vs Budget	Var - Actual vs Fcst 1	Comment - Actual vs Fcst 1
REVENUE							
1	Annual Registrant Fees - Individual	8,099	8,171	8,108	(72)	Less interim fee revenue due to less than expected new applicants	(8)
2	Annual Fees and Sole Practitioner Fee - Firm	1,516	1,649	1,497	(134)	Due to lower than expected number of new firms	19 Higher than expected new firms
3	Application, registration and certification fees - Individual and Firm	1,388	1,235	1,406	153	Higher individual and firms registration/application volume	(18) Lower firm registration/application volume
4	Annual conference, recoveries and other	1,026	747	896	279	Higher annual conference attendance than expected	129 Higher annual conference attendance than expected
5	Professional and academic examinations	706	479	683	227	Higher than expected candidates for academic exam for other jurisdictions and professional practice exam	23 Higher than expected candidates for academic exam for other jurisdictions
6	CE and AIR late fee revenue	397	400	375	(3)		22 Higher than expected late fee revenue related to CE and AIR program
7	Continuing Education Revenue	627	555	561	72	higher revenue mainly on Continuing Education revenue	66 higher revenue mainly on Continuing Education revenue
8	Investment income	506	551	486	(45)		21 Higher investment revenue due to rising interest rates
9	TOTAL REVENUE	14,265	13,786	14,011	478		254

	FY2024 YTD Dec Actual	FY2024 YTD Dec Budget	FY2024 YTD Dec Forecast 1	Var - Actual vs Budget	Comment - Actual vs Budget	Var - Actual vs Fcst 1	Comment - Actual vs Fcst 1
SALARIES AND EXPENSES							
10	Salaries and Employee Benefits	8,320	8,850	8,336	530	Due to delay in filling vacancies	16
11	Contract and consulting services	1,372	1,515	1,628	143	Due to timing of projects and spend across organization	257
12	Office, general and miscellaneous	1,662	1,689	1,913	27	Due to timing of actual expense vs budget	252
13	Legal	451	576	544	125	Due to delay / cancellation of hearing in a number of months	93
14	Premises and operating costs	198	247	234	49	Lower property management fee	37
15	Events, travel and other	879	965	967	86	Timing of meetings, events and travelling	88
16	Total salaries and Expenses before Grants	12,880	13,841	13,623	961		742
17 = (9-16)	Surplus before Grants and External Projects	1,384	(55)	388	1,439		996
18	Surplus (Deficit) from Grants and External Projects	14	31	111	(17)	Timing of grant progress	(97)
19 = (17+18)	Total Surplus (Deficit)	1,398	(24)	499	1,422		899

* Positive figures add to the surplus and negative figures reduce surplus.



OPEN SESSION

ITEM 3.9

DATE	February 2, 2024
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	CEO Report to Board

Purpose	This report highlights some of the activities of the Organization related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties since the December 1, 2023 meeting of the Board.
Motion	No motion required.

1. INTERNAL OPERATIONS

a. COMPLIANCE STATEMENT

Engineers and Geoscientists BC has met all of its legal obligations. There are no outstanding lawsuits or other liabilities that would materially modify our financial position.

2. PEOPLE UPDATE

Recruitment for FY24 continues to be successful. Currently the hiring for 12 of 13 of the FY24 newly budgeted headcounts is now complete. Recruitment for the remaining vacancy is progressing well.

3. VOLUNTEER PATHWAY UPDATE

The Volunteer Pathway Project continues to progress on track and has met a major milestone with the completion of the draft report compiling 112 recommended priorities over 14 categories. The report recommendations are currently under review and discussion with the leadership and executive teams to finalize the report and confirm the FY25 priorities. The FY25 priorities will commence the multi-year implementation portion of the long-term project.

4. CONTINUING EDUCATION AND ANNUAL REPORTING PROGRAMS UPDATE

A total of 250 registrants were cancelled last year for failing to comply with CE and AR program requirements. This is a significant improvement as compared to the number of cancellations the previous year at just over 800.

As we are entering the end of the first three-year revolving CE period, staff initiated an enhanced proactive communication campaign, including direct emails to individual registrants and firms, as well as posting of articles in Innovation, eNews and social media to increase compliance rates.

5. CREATION OF NEW ADVISORY GROUPS

As the Board is aware, the Activity Review process that was undertaken last year resulted in a number of programs being reviewed including the Divisions and Advisory Groups. The result was to end the Divisions program and renew our strategy around Advisory Groups. Staff is pleased to confirm that the process of the review of the Advisory Groups, including the renewed structure is about 95% complete.

The new structure, consisting of five sector-based Advisory Groups under an overarching Professional Practice Advisory group is intended to meet our regulatory mandate by expanding and broadening areas of practice with a future-oriented focus, while providing for enhanced collaboration.

Advisory Group volunteer opportunities were posted in December of last year with applications currently being received and reviewed. It is anticipated that all new Advisory Groups will be able to have their inaugural meeting by early April.

6. MISUSE OF TITLE CASE IN THE BC SUPREME COURT

David Hilderman was the People's Party of Canada candidate for the Saanich-Gulf Islands riding in the federal election of September 2021. On his website and in his political promotional materials, Hilderman described himself as an "engineer" with a "Bachelor of Applied Sciences" degree. Hilderman has never been a registrant of Engineers and Geoscientists BC. On September 13, 2022, Engineers and Geoscientists BC filed a civil claim against Hilderman in the BC Supreme Court. Engineers and Geoscientists BC asserted Hilderman breached s. 52(3) of the *PGA* and sought a permanent injunction in relation to Hilderman's use of the title "engineer".

In a decision issued on December 1, 2023, the court noted that registrants of Engineers and Geoscientists BC are "given the exclusive right to use certain reserved titles, namely: (a) "professional engineer;" (b) "professional engineering licensee;" and (c) "engineer in training". The court wrote that section 52(3) of the *PGA* "...effectively prohibits non-registrants from using reserved titles or other names that express or imply either

membership in the regulatory body, or authority to practice the profession regulated by that body.”

While Hilderman stated he was not implying he was a “professional engineer,” the judge determined that by saying he was an “engineer” with an applied sciences degree and engineering experience, doing contract engineering work and having worked in the electronics industry, such behaviors “cumulatively come within the prohibition”. The court issued a permanent injunction against Hilderman prohibiting him from using the title “engineer” or other language in any manner that expresses or implies that he is a registrant of Engineers and Geoscientists BC or authorized to practice engineering.

Hilderman has filed an appeal to the BC Court of Appeal.

7. UPDATE ON INTERNATIONAL CREDENTIALS RECOGNITION ACT

Engineers and Geoscientists BC has participated in several consultation sessions hosted by the Provincial Government’s Credentials Recognition Improvement Branch in relation to the International Credentials Recognition Act that received royal assent in November 2023. These consultation sessions involve numerous regulatory authorities and are intended to help determine the regulations once the Act is in force. The consultations have centered around the topics of application/assessment timelines, data reporting, and Canadian work experience. A more detailed update will be provided at a future date.

8. UPDATE ON MULTI-JURISDICTIONAL ONLINE TECHNICAL EXAM PILOT

The latest Fall 2023 online academic exam session marked a key milestone with Engineers and Geoscientists BC’s Exam Team managing the largest multi-jurisdictional session since the pilot’s launch in 2020/2021. The Fall 2023 session took place from October 2023 to December 2023 with just under 1,700 examinations attempted across 160 unique exam topics in engineering and geoscience.

The Spring/Summer 2024 session will take place in May and June and it is expected that the volume of candidates will remain at a high level. A detailed report will be provided to the Board in late Spring/early Summer to determine the long-term plans of the program.

9. SHARING OF DATA WITH BOARDS AND STATUTORY COMMITTEES

The Information Systems Department met with the Board in December to identify the Board’s needs on data sharing. Consultations are now complete with all Statutory Committees and other groups, and we are prototyping a solution to accommodate the Board, Statutory and sub-committees, and supporting groups. We expect to complete our testing and validation in the next 60 days and will roll out the solution for securely sharing information starting in late spring.

10. ADVOCACY BODY COMMUNICATION

Engineers and Geoscientists BC has established a communications strategy that will guide the organization in sharing information about (and on behalf of) the advocacy body. The goal of the strategy is to support the advocacy body to succeed by sharing information with our registrants (potential advocacy body members) but also enable Engineers and Geoscientists BC to maintain separation and independence. This strategy will provide clarity for both organizations until the advocacy body has its own communications channels established; they currently estimate they will not have a website established until at least the summer.

11. WEBSITE OPTIMIZATION

Work is underway to upgrade Engineers and Geoscientists BC's website to improve user experience. The changes incorporate user testing and feedback and includes a revised menu structure that is persona-based (e.g., "applicants", "registrants", "firms", "public"), simplified content, a section for the public, and a revised "for applicants" section that will make information more accessible and easier to understand. The update is scheduled for April 2024.

12. REPORT TO THE OSPG

Section 41 of the Professional Governance Act requires Regulatory Bodies to report to the Office of the Superintendent of Professional Governance (OSPG) annually, with any information required by the superintendent.

Following direction from the OSPG, the organization has contributed to the OSPG's Annual Report, which will be presented to the BC Government Legislature in the Spring, as well as being made available to the public. The OSPG Annual Report contains a summary of our key accomplishments during the calendar year, reflecting advancement of governance in the public interest. The report also contains data on registration, continuing education offerings, and the number of complaints received in FY23. We have also shared a copy of Engineers and Geoscientists BC's 2022-2023 Annual Report.

13. HIGHLIGHTS FROM ENGINEERS CANADA AND GEOSCIENTISTS CANADA

Engineers Canada held a virtual meeting on December 4th. Highlights include:

- Approval of 2024 budget that includes an operational budget of \$11.7M and a project budget of \$3.6M.
- Recommendation to the Members (provincial regulators) that the 2026 per capita assessment fee be set to \$10 per registrant. (*Note that the Engineers and*

Geoscientists BC board will be motioning on whether to accept or reject this recommendation at the April Board meeting).

Geoscientists Canada held a virtual meeting on January 19th. Highlights include:

- Updates from all committees.
- Healthy discussion on draft items for the 2024-2028 Implementation (Strategic) Plan Update. More discussion at their next meeting.
- CEO Search is now in progress.

14. OGQ PLACED UNDER TRUSTEESHIP

Engineers and Geoscientists BC was informed by Geoscientists Canada that OGQ (The Ordre des géologues du Québec) was placed under trusteeship on December 14th, 2023. A link to the article is here (it may need to be translated into English): [The Ordre des géologues du Québec placed under trusteeship | The Press \(lapresse.ca\)](#). Geoscientists Canada has agreed to update the other provincial regulators when appropriate.



DATE	February 1, 2024
REPORT TO	Board for Information
FROM	Liza Aboud, Chief Operating Officer
SUBJECT	Strategic Plan Update
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation

Purpose	To update the Board on the status of strategic projects.
Motion	For information only

SUMMARY

With Year 3 strategic projects confirmed, the planning phase has begun to prepare for fiscal year 2025. The Strategy and Business Planning team is supporting these planning efforts and continues to support project execution and Key Performance Indicator (KPI) reporting. The following report outlines outcomes for this reporting period.

ORGANIZATIONAL PLANNING

This year, planning efforts are emphasizing the integration of all planning activities to provide an interconnected view of planning, resourcing, and budgeting. Departmental planning for the fiscal year began with a kickoff session on January 18, 2024 followed by a leadership planning session on February 1, 2024. Additional planning activities are planned for March 2024 before the end of the departmental planning cycle.

While Year 3 strategic priorities were shared with the Board in December, they were shared with two caveats. The results from the Employee Engagement Survey as well as the need to create organizational capacity may result in reconsidering the organization's list of priorities. Should changes need to be made to Year 3 strategic priorities, they will be brought forward to the Board at a subsequent meeting.

STRATEGIC PROJECT STATUS

Detailed below is a brief overview of organizational projects currently underway. Additional information on project scopes is provided in [Appendix A](#).

PGA Integration

Objective	<p>The objective of this project is to establish and develop new programs and processes within the organization so it can implement the PGA effectively, by doing the following:</p> <ul style="list-style-type: none"> • Initiate and adapt key regulatory programs – Individual and firm audit and practice reviews, mandatory learning, annual reporting. • Add, modify, or eliminate policies and organizational stances to achieve compliance with the PGA – Advocacy review, temporary licenses and interprovincial mobility, understanding of “Reserved practice”, and approach to federally regulated industries. • Implement business processes to support PGA-related logistics – OSPG coordination meetings, PGA advisory group meetings, declarations.
Overall Status	The project is current on track. There are no issues.
Notable Achievements	<p>During this reporting period, the project had the following achievements:</p> <ul style="list-style-type: none"> • Continued to determine recommendations for harmonizing registrant fees and deadlines. <ul style="list-style-type: none"> • Completed internal stakeholder and registrant consultations. • Continued to examine temporary licensure options. <ul style="list-style-type: none"> • Completed internal stakeholder consultations
Open Risks	None

Data Governance

Objective	<p>During this phase of the project, the project team will do the following:</p> <ul style="list-style-type: none"> • Complete foundational policy and operational framework development to inform and enable data governance implementation across the organization. • Perform department-by-department migrations of data from legacy to target data systems, accompanied by applying data classification to the migrated data. • Create a plan and budget for FY25 data governance initiatives.
Overall Status	The project is currently on track

Notable Achievements	<p>The project had the following achievements:</p> <ul style="list-style-type: none"> • Moved project management of this initiative in-house and restructured the project management methodology into a Scaled Agile Framework approach. • Completed and approved the overall goals and objectives for Data Governance. • Created a draft data retention policy. • Completed a draft process for applying data classification per the approved classification policy.
Open Risks	Ongoing data migration and classification efforts require business analysis skills and capacity in order to properly identify migration/classification gaps and department needs. If such capacity is not available, then the project may suffer delays and underperformance.
Mitigation Strategy	<ul style="list-style-type: none"> • Seek approval to retain a Business Analyst (possibly shared with Information Systems) to support department migrations, and to promote consistency of approach across departments.

Volunteer Program

Objective	The Volunteer Program project aims to develop a Pathway that recommends short- and long-term priorities and initiatives for the Volunteer Program. The approved Pathway will guide the development of a Volunteer Program.
Overall Status	The project is experiencing minor delays.
Notable Achievements	<p>During this reporting period, the project had the following achievements:</p> <ul style="list-style-type: none"> • Distributed a draft recommendation report to the Leadership and Executive Teams. • Convened discussion meetings to review the draft report and prompt for final comments prior to the expected issue of the final report in late February.
Open Risks	Risk to ensuring FY25 project timeline and cost is accounted for in organizational planning if Pathway outcomes miss budgeting deadline. Strong dependency on review and approval of report recommendations by executives
Mitigation Strategy	<ul style="list-style-type: none"> • Proactively book executive meeting slots to ensure availability.

Workplace Modernization – Future Space Needs

Objective	<p>Phase 1 aims to establish a short-term office strategy to accommodate new staff within the current facility.</p> <p>Phase 2 aims to develop a long-term workspace strategy that answers the question of when space in the current facility will reach maximum capacity and confirms the optimum future workspace for the organization.</p>
Overall Status	The project is current on track.
Notable Achievements	<p>During this reporting period, the project had the following achievements:</p> <ul style="list-style-type: none">• On Phase 1, the vendor (Cornerstone) provided several short-term office adjustment scenarios for staff consideration; Facilities staff provided comments related to the report for executive review.• On Phase 2, EGBC and vendor staff planned and commenced a comprehensive set of department consultation meetings, followed by an all-staff survey to help inform staffing projections and potential long-term office concepts.
Open Risks	Phase 2 deliverable long-term strategy is vulnerable to quality of staffing projections. If those projections are inaccurate, the selected strategy may not be optimal or feasible.
Mitigation Strategy	<ul style="list-style-type: none">• Employ a rigorous and comprehensive engagement strategy.• Regularly validate analysis assumptions

Workplace Modernization – Work Standards

Objective	This project will define and develop a set of organizational work instructions that will clearly and consistently outline the standards to which the organization will work towards and maintain.
Overall Status	The project is current on track.
Notable Achievements	<p>During this reporting period, the project had the following achievements:</p> <ul style="list-style-type: none">• Project initiated its Research and Review Phase, which evaluates available standards and frameworks that encompass best practices in this topic area for suitability of use within our organization.
Open Risks	None.

Organizational Climate Strategy

Objective	<p>Phase 1 - Develop an internal document with a summary of EGBC’s Climate Action Plan to provide a clear understanding of the work completed to date including actions, goals, objectives, desired outcomes and current status.</p> <p>Phase 2 - Undertake a critical review of EGBC’s operations, policies, and practices from a climate action perspective to identify areas of potential action.</p> <p>Phase 3 - Carry out registrant and external engagement to clarify and confirm EGBC’s regulatory role regarding climate change and raise awareness with respect to EGBC’s Climate Change Action Plan.</p>
Overall Status	The project is current on track.
Notable Achievements	<p>During this reporting period had the following achievements:</p> <ul style="list-style-type: none">• Completed the project charter, thus formally starting the project.• Hired a full time Climate Strategist to support this project work.• Planned and commenced an internal staff engagement campaign to inform our climate strategy development.• Completed an organizational GHG footprint survey.
Open Risks	None

ORGANIZATIONAL PERFORMANCE

To highlight the KPI approach the organization is taking, a separate Board report has been developed for this reporting period.

MOTION

No motion, for information only.

APPENDIX A - Project Outlines

APPENDIX A – Project Outlines

Volunteer Pathways Project	
Scope Summary	<ul style="list-style-type: none"> • Conduct discussions with volunteer support staff and the leadership team to understand current state and desired state. • Provide a SWOT analysis of volunteer program. • Understand and create a summary report of current and future state, including identifying key priorities and opportunities to mitigate risks. • Receive Executive input and recommendations for follow on implementation plans.
Nominal Timeline	July 2023 – Feb 2024
Major Deliverables	<ul style="list-style-type: none"> • Volunteer Pathway Recommendation Report

Data Governance	
Scope Summary	<p>Overall, Data Governance project efforts are centered around the following goals for data governance:</p> <ul style="list-style-type: none"> • Our data culture mitigates organizational and individual risk. • Our data enable efficient operations. • Our data is compliant with legal obligations. • Our staff are actively engaged with data governance. <p>Current data governance project planning and execution is focussed on migrating data from a legacy system to a new system, and applying a data classification framework to the migrated data.</p> <p>This phase is likely to be followed or concurrently executed with the application of data retention policies.</p>
Nominal Timeline	Classification/Migration: Jan 2023 – Jun 2025 (est.)
Major Deliverables	<ul style="list-style-type: none"> • Organization data governance policy, including sub policies such as: <ul style="list-style-type: none"> • Data classification policy • Data retention policy • Migration of organization data from legacy systems to contemporary data management systems. • Classification of organization data

PGA Integration Project	
Scope Summary	<p>To establish and develop new programs and processes within the organization so that it can implement the requirements and expectations of the PGA effectively.</p> <p>These programs and processes have been organized as a number of 'Elements', each with their own objective.</p>
Nominal Timeline	Dec 2021 – Jun 2024
Major Deliverables	<ol style="list-style-type: none"> 1. The audit program for individuals (complete) 2. The practice review program for individuals (complete) 3. The practice review program for firms (complete) 4. Develop and implement a formal process for the Permit to Practice Applicability Review (P2PAR) 5. Implement improvements to the Continuing Education and Annual Reporting processes (complete) 6. Cancellation of the PGO mobility agreement (complete) 7. A process for deciding topics for the Mandatory Learning Modules (complete) 8. Complete all transitions/assessments of programs and action items from the Advocacy review (complete) 9. A position statement regarding firms/individuals that are in federally regulated industries. (complete) 10. Report on possible paths forward on harmonizing registrant deadlines and fees. 11. Report on the utility and viability of a 'temporary licence' category.

Future Space Needs Project	
Scope Summary	<p>Phase 1- Confirm and implement short-term office accommodation strategy.</p> <p>Phase 2 - Determine long-term facility and workspace needs and confirm Executive and Board decisions around actionable options.</p>
Nominal Timeline	July 2023 – June 2024
Major Deliverables	<p>Phase 1</p> <ul style="list-style-type: none"> • Optimization Options Floor Plans • Vendor quotes for selected scope of work <p>Phase 2</p> <ul style="list-style-type: none"> • Staff Engagement Outcomes Report • Accommodation Options Assessment Report • Block Concepts Development Report

Work Standards Project	
Scope Summary	This project will define and develop a set of organizational work instructions that will clearly and consistently outline the standards to which the organization will work towards and maintain.
Nominal Timeline	September 2023 – June 2024
Major Deliverables	<ul style="list-style-type: none"> • Research findings and recommended work standard framework report. • Initial revision of work standards for organizational rollout

Organizational Climate Strategy Project	
Scope Summary	<p>Phase 1 - Develop an internal document with a summary of EGBC's Climate Action Plan to provide a clear understanding of the work completed to date including actions, goals, objectives, desired outcomes and current status.</p> <p>Phase 2 - Undertake a critical review of EGBC's operations, policies, and practices from a climate action perspective to identify areas of potential action.</p> <p>Phase 3 - Carry out registrant and external engagement to clarify and confirm EGBC's regulatory role regarding climate change and raise awareness with respect to EGBC's Climate Change Action Plan.</p>
Nominal Timeline	November 2023 – September 2025
Major Deliverables	<p>Phase 1</p> <ul style="list-style-type: none"> • Staff engagement summary report <p>Phase 2</p> <ul style="list-style-type: none"> • Gap analysis report • Climate Risk Assessment, Emissions Reduction Plan, and updated Climate Position Statement <p>Phase 3</p> <ul style="list-style-type: none"> • External engagement report • Release of the Organizational Climate Strategy and Communications Plan



OPEN SESSION

INFORMATION REPORT

DATE	January 30, 2024
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	2023/2024 Work Plan
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To provide the Board with the current status of the actionable items listed on the Board Work Plan for 2023/2024.
Motion	No motion required, for information only.

BACKGROUND

The attached document summarizes the expected agenda items that are planned to be brought forward to the Board during the 2023/2024 Board Year. The items are aligned with the Strategic Plan and assist the Board in seeing the progress on elements of the Strategic Plan. This work plan is not exclusive and other additional items may be added throughout the year but will serve as a focus for this year's meetings.

Changes as of February 16, 2024

Please note that the items on the work plan noted below have been carried forward to a future meeting:

Risk Register Approval: The new risk register was presented to the Board for approval at the December 1st meeting with the intent to then develop mitigation strategies for the risks which will take several months to complete. Thus, the original February meeting date to present the mitigation strategies is not realistic with the time it requires to develop strategies as well as the need for the risk register to go to the FAR Sub-Committee for initial review in March. In light of this, the Risk Register will now be brought forward to the April Board meeting.

- *Annual Update from Higher Education Institute (H.E.I):* Due to scheduling conflicts, we were unable to secure a presenter for the February meeting. This will be deferred to the April meeting where we will be visited by James Olson, PhD, FCAE, P.Eng., Dean, Faculty of Applied Science.

APPENDIX A – Board Road Map (as of February 16, 2024)

2023/2024 Engineers and Geoscientists BC Board Work Plan					
Date & Description		Strategic Plan	Fiduciary Responsibilities	Non-Fiduciary Responsibilities	Other Initiatives - Generative
28-Oct-23	Inaugural Mtg		Selection of Chair & Vice Chair Oath of Office		
1-Dec-23	Board Mtg	YR 3 Strategic Plan Renewal YR 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Board Sub-Committee Appts & Branch Parings Volunteer appointments Practice Guideline approvals (placeholder) Quarterly financial statements approval Annual Board Succession Discussion Bylaw Amendments approval (placeholder) Other (as directed by OSPG)	Annual update from Discipline Cmtee Annual update from EC Directors	Regulated & Reserved Practice discussion
15-Feb-24	Board Forum	TBD	TBD	TBD	TBD
16-Feb-24	Board Mtg	Yr 2 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Budget Guideline approval Quarterly financial statements approval Approval of AGM Minutes Other (as directed by OSPG)	Annual update from Credentials Cmtee	Regulated & Reserved Practice discussion
18-Apr-24	Board Forum	TBD	TBD	TBD	TBD
19-Apr-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Quarterly financial statements approval Bylaw approval (placeholder) Approval of AGM Date & Format Risk Register Approval Other (as directed by OSPG)	Annual update Audit & Practice Review Cmtee Annual Update from H.E.I.	Regulated & Reserved Practice discussion Presentation by Advocacy Body Chair
28-May-24	Special Mtg		Budget Approval		
20-Jun-24	Board Forum	TBD	TBD	TBD	TBD
21-Jun-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Budget approval (placeholder) Risk Register approval (placeholder) Approval of AGM Rules OSPG Audit Update Other (as directed by OSPG)	Annual update from VAA Annual update Nominating Cmtee	Regulated & Reserved Practice discussion
19-Sep-24	Board Forum	Annual review of strat plan			Annual discussion to develop Board Workplan for coming year
20-Sep-24	Board Mtg	Yr 3 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Annual Financial statements approval Risk Register approval AGM agenda approval Annual CEO Performance Review Board Sub-Committee Composition Matrices Review Board Sub-Committee Workplan Performance Review Other (as directed by OSPG)	Annual update from GC Director Annual update from Investigation Cmtee	Regulated & Reserved Practice discussion

Strategic Plan includes: PMO project updates, KPIs and annual review of the strategic plan.

Fiduciary Responsibilities includes: Board policies, Practice Guideline approvals, volunteer appointments, Budget & Budget Guideline approval, approval of financial statements, Risk Register, Bylaw approval, PGA audit updates, CEO Annual Performance Review process, Other - as directed by OSPG, AGM agenda approval.

Non-Fiduciary - Routine Related includes: Annual updates from External Boards, annual update from HEI's and annual updates from Statutory Committee Chairs.

Other Initiatives - Generative includes: Regulated and Reserve Practice discussion updates with ASTTBC and annual Board workplan development discussion.



OPEN SESSION

INFORMATION REPORT

DATE	January 30, 2024
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	Board Member Attendance Summary (as at February 16, 2024)
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To provide updates on the Board Member attendance summary.
Motion	No motion required. For information only.

BACKGROUND

The Board Member Attendance Summary is used to track individual attendance at the Board meetings and other Board related events as well as the meetings of Board Sub-Committees that Board Members are assigned to (e.g. the Human Resources Oversight Sub-Committee, the Governance Sub-Committee and the Finance, Audit and Risk Sub-Committee). Each Board Member is assigned a column which is regularly updated.

At the end of the Board term, each Board Member’s column will be tallied and a percentage applied. The intent in curating this summary is to provide information that will assist with future correspondence relating to things such as the election; this will enable staff to display the high level of dedication that is required of candidates. The Board Member Attendance Summary will also provide a clear visual of the number of mandatory (and a select few strongly recommended) Board related meetings that the average Board Member is required to attend.

APPENDIX A – Board Member Attendance Summary (as at February 16, 2024)

	Michelle Mahowich, P.Eng., P.Geo., FCSSE	Mark Porter, P.Eng., Struct.Eng.	Mark Adams, P.Eng.	Cathy Mohrre, MBA, C.Dit.	Bill Chan, CPA, CGA, ICD.D	Emily Lewis, CPA, CMA	Leslie Hildebrandt, ICD.D., LL.B.	Veronica Knott, P.Eng.	Matthew Salmon, P.Eng.	Mahsoo Naderi-Dasouf, P.Eng.	Karen Link, P.Eng.	Jens Weber, P.Eng.
Oct 26 & 27 (Annual Conference)	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓
Oct 28 (AGM)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Oct 28, 2023 (Inaugural Board Mtg)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Nov 15, 2023 (New Board Orientation)	✓			✓	✓		✓	✓				
Nov 23, 2023 (Chair & Vice Chair Orientation)	✓	✓										
Dec 1, 2023 (Board Meeting)	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
Dec 6, 2023 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
Dec 6, 2023 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✓	
Dec 6, 2023 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
Jan 17, 2024 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
Jan 22, 2024 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
Jan 24, 2024 (Governance Sub-Comm Mtg)						✓	✓		✗	✓	✓	
Feb 2, 2024 (Nomination Committee Mtg)			✓									
Feb 15, 2024 (Board Forum)	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
Feb 16, 2024 (Board Mtg)	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
Total Percentage of Attendance												

Attendance Mandatory
(counts towards final tally)

Attendance Strongly Encouraged
(does not count towards final tally)

Attendance for Partial Meeting





OPEN SESSION

INFORMATION REPORT

DATE	January 30, 2024
REPORT TO	Board for Information
FROM	Amy Fehr, P.Eng., Manager Professional Practice Advice Program, PPSD Lindsay Steele, P.Geo., Associate Director, Professional Practice
SUBJECT	Revisions to the BC Building Code Letters of Assurance
LINKAGE TO STRATEGIC PLAN	Clarify our organization's role through clear communication that builds confidence and trust with our stakeholders.

Purpose	For Board's review.
Motion	No motion required.

BACKGROUND

Letters of Assurance are legal accountability documents that are required under the British Columbia Building Code (BCBC), intended to clearly identify the responsibilities of key players in a construction project. Uniform, mandatory Letters of Assurance have been included as Schedules in the BCBC since December 1992.

The BCBC requires Letters of Assurance in specific instances to document the parties responsible for design and field review of construction, and to obtain their professional assurances that the work substantially complies with the requirements of the BCBC, except for construction safety aspects, and that the requisite field reviews have been completed. Construction safety is the responsibility of the Constructor.

Staff reviewed and provided feedback to the revisions to confirm compliance with Engineers and Geoscientists BC's regulatory requirements. Communications with registrants will follow.

DISCUSSION

On November 24, 2023 the Hon. Ravi Kahlon, Minister of Housing, released Ministerial Order BA 2023 10 that amends the BCBC, effective March 8, 2024. This building code update (BCBC 2024) move towards harmonization with the National Building Code of Canada 2020 including enabling mass timber construction and requiring rough-ins for radon safety province-wide. It also includes some BC specific changes such as more information for constructing extended rough-ins for radon subfloor depressurization systems, adoption of cooling requirements for living spaces, and retention of existing ventilation requirements for systems serving single dwelling units.

The BCBC 2024 will also include revisions to the Letters of Assurance, specifically to Schedules A, B, C-A and C-B. In addition to adding an email address as a contact option for professionals, each schedule will also have an updated definition of *registered professional* to match the revised definition within the building code itself. AIBC revised their portion of the definition, and Engineers and Geoscientists BC revised our portion of the definition which now includes a specific reference to professional licensee engineering and updates the reference from the *Engineers and Geoscientists Act* to the *Professional Governance Act*.

The other change includes the addition of a new line item on Schedule B under the Structural discipline. This new line item 2.5 states “Independent review of structural designs” which was requested for inclusion jointly by both Engineers and Geoscientists BC and the Architectural Institute of BC. The reason for this request is due to complaints, investigations, and disciplines cases, as well as public attention related to the practice of structural engineering in BC. It has been noted through Engineers and Geoscientists BC’s regulatory processes that independent reviews of structural designs were not always being conducted, or not at the appropriate time, and when feedback was provided by the independent reviewer, it was either not adequate or was not being appropriately addressed.

Introducing the requirement for confirmation of independent review of structural design in the Letters of Assurance is a step towards increasing the safety of structural building design in BC. It is important to note that this is not an addition of a new requirement, but a change in process to have this line item included in the Letters of Assurance.

MOTION

No motion, for information only.

ATTACHMENT A - BCBC 2024 Letters of Assurance

- [BCBC Schedule A](#)
- [BCBC Schedule B](#)
- [BCBC Schedule C-A](#)
- [BCBC Schedule C-B](#)

BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE A

Forming Part of Sentence 2.2.7.2.(1), Division C of the
British Columbia Building CodeBuilding Permit Number
(for authority having jurisdiction's use)CONFIRMATION OF COMMITMENT BY OWNER
AND COORDINATING REGISTERED PROFESSIONAL

- Notes: (i) This letter must be submitted before issuance of a *building* permit.
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

Re: Design and *Field Review* of Construction
by a *Coordinating Registered Professional*To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Name of Project (Print)

Address of Project (Print)

(Professional's Seal and Signature)

Date

The undersigned has retained _____ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record* required¹ for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that the design will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

"*field reviews*" are defined in the British Columbia Building Code to mean those reviews of the work

- (a) at a project site of a development to which a *building* permit relates, and
(b) where applicable, at fabrication locations where *building* components are fabricated for use at the project site

that a *registered professional of record* in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the *registered professional of record* for which the *building* permit is issued.

The *owner* and the *coordinating registered professional* have read Subsection 2.2.7., Division C of the British Columbia Building Code. The *owner* and the *coordinating registered professional* each acknowledge their responsibility to notify the addressee of this letter of the date the *coordinating registered professional* ceases to be retained or, if that is not possible, then as soon as possible. The *coordinating registered professional* acknowledges the responsibility to notify the addressee of this letter of the date a *registered professional of record* ceases to be retained before the date the *registered professional of record* ceases to be retained or, if that is not possible, then as soon as possible.

¹It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

- Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each *registered professional of record*.
- (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re: _____

Name of Project (Print)

Address of Project (Print)

The undersigned hereby gives assurance that the design of the

(Initial those of the items listed below that apply to this *registered professional of record*. All the disciplines will not necessarily be employed on every project.)

- _____ ARCHITECTURAL
- _____ STRUCTURAL
- _____ MECHANICAL
- _____ PLUMBING
- _____ FIRE SUPPRESSION SYSTEMS
- _____ ELECTRICAL
- _____ GEOTECHNICAL — temporary
- _____ GEOTECHNICAL — permanent

(Professional's Seal and Signature)

Date

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the *building* permit as outlined below substantially comply with the British Columbia Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2024

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

The undersigned also undertakes to notify the *authority having jurisdiction* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

I certify that I am a *registered professional* as defined in the British Columbia Building Code.

Registered Professional of Record's Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number and Email Address

(Professional's Seal and Signature)

Date

(If the *Registered Professional of Record* is a member of a firm, complete the following.)

I am a member of the firm _____
and I sign this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered as an Architect with the Architectural Institute of British Columbia under the Professional Governance Act, or
- (b) a person who is registered as a professional engineer or professional licensee engineering with the Association of Professional Engineers and Geoscientists of the Province of British Columbia under the Professional Governance Act.

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2024

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

ARCHITECTURAL

- 1.1 Fire resisting assemblies
- 1.2 *Fire separations* and their continuity
- 1.3 *Closures*, including tightness and operation
- 1.4 Egress systems, including *access to exit* within *suites* and *floor areas*
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for firefighting access
- 1.10 Access requirements for *persons with disabilities*
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below *grade*
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 1.25 Building envelope, testing, confirmation or both as per Part 10 requirements

(Professional's Seal and Signature)

Date

STRUCTURAL

- 2.1 Structural capacity of structural components of the *building*, including anchorage and seismic restraint
- 2.2 Structural aspects of *deep foundations*
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post-tensioned concrete design and construction
- 2.5 Independent review of structural designs

MECHANICAL

- 3.1 HVAC systems and devices, including high *building* requirements where applicable
- 3.2 *Fire dampers* at required *fire separations*
- 3.3 Continuity of *fire separations* at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings
- 3.8 Mechanical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing, confirmation or both as per Part 10 requirements

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2024

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

PLUMBING

- 4.1 Roof *drainage systems*
- 4.2 Site and foundation *drainage systems*
- 4.3 *Plumbing systems* and devices
- 4.4 Continuity of *fire separations* at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for *plumbing systems*
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8 Review of all applicable shop drawings
- 4.9 Plumbing systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 4.10 Plumbing systems, testing, confirmation or both as per Part 10 requirements

FIRE SUPPRESSION SYSTEMS

- 5.1 Suppression system classification for type of *occupancy*
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision, ancillary alarm and control devices
- 5.4 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10 For partial systems — confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Freeze protection measures for fire suppression systems
- 5.14 Functional testing of fire suppression systems and devices

ELECTRICAL

- 6.1 Electrical systems and devices, including high building requirements where applicable
- 6.2 Continuity of *fire separations* at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6 Clearances from *buildings* of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings
- 6.9 Electrical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 6.10 Electrical systems, testing, confirmation or both as per Part 10 requirements

GEOTECHNICAL — Temporary

- 7.1 *Excavation*
- 7.2 Shoring
- 7.3 Underpinning
- 7.4 Temporary construction dewatering

GEOTECHNICAL — Permanent

- 8.1 Bearing capacity of the *soil*
- 8.2 Geotechnical aspects of deep *foundations*
- 8.3 Compaction of engineered fill
- 8.4 Structural considerations of *soil*, including slope stability and seismic loading
- 8.5 Backfill
- 8.6 Permanent dewatering
- 8.7 Permanent underpinning

(Professional's Seal and Signature)

Date

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE C-A

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

ASSURANCE OF COORDINATION OF PROFESSIONAL FIELD REVIEW

- Notes: (i) This letter must be submitted after completion of the project but before the *occupancy* permit is issued, or a final inspection is made, by the *authority having jurisdiction*.
- (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re: _____

Name of Project (Print)

Address of Project (Print)

(The *coordinating registered professional* shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number and Email Address

(Professional's Seal and Signature)

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for coordination of *field reviews* of the *registered professionals of record* required for the project as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL,"
- (b) I have coordinated the functional testing of the fire protection and life safety systems to ascertain that they substantially comply in all material respects with
- (i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (c) I have coordinated the *field reviews* to ascertain that the project substantially complies in all material respects with
- (i) the applicable requirements of Part 10, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (d) I am a *registered professional* as defined in the British Columbia Building Code.

(If the *registered professional* is a member of a firm, complete the following:)

I am a member of the firm _____
and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *coordinating registered professional*, who is also a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered as an Architect with the Architectural Institute of British Columbia under the Professional Governance Act, or
- (b) a person who is registered as a professional engineer or professional licensee engineering with the Association of Professional Engineers and Geoscientists of the Province of British Columbia under the Professional Governance Act.

BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE C-B

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

- Notes: (i) This letter must be submitted after completion of the project but prior to final inspection by the *authority having jurisdiction*. A separate letter must be submitted by each *registered professional of record*.
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC. Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Discipline (e.g. Architectural, etc.) (Print)

Name of Project (Print)

Address of Project (Print)

(Each *registered professional of record* shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number and Email Address

(Professional's Seal and Signature)

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and
- (b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with
 - (i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
 - (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (c) I am a *registered professional of record* as defined in the British Columbia Building Code.

(If the *registered professional of record* is a member of a firm, complete the following:)

I am a member of the firm _____
and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered as an Architect with the Architectural Institute of British Columbia under the Professional Governance Act, or
- (b) a person who is registered as a professional engineer or professional licensee engineering with the Association of the Professional Engineers and Geoscientists of the Province of British Columbia under the Professional Governance Act.



OPEN SESSION

INFORMATION REPORT

DATE	January 30, 2024
REPORT TO	Board for Information
FROM	Alice Kruchten, P.Eng., Practice Advisor, PPSD
SUBJECT	Comox Valley Regional District – Floodplain Assurance Statement
LINKAGE TO STRATEGIC PLAN	Clarify our organization’s role through clear communication that builds confidence and trust with our stakeholders.

Purpose	For the Board’s review.
Motion	No motion required.

BACKGROUND

The Comox Valley Regional District (CVRD) approached EGBC staff regarding ongoing management of flooding-related hazards in their jurisdiction at the permitting and approvals phase. Through their prior experiences with Qualified Professionals performing flood hazard and risk assessment activities, and their research of the approaches taken by other jurisdictions in British Columbia, CVRD identified that they wished to undertake a jurisdiction-specific assurance statement similar to that adopted by the Cowichan Valley Regional District and Fraser Valley Regional District.

Both Cowichan Valley Regional District and Fraser Valley Regional District have worked with EGBC staff to formulate their Geo-Hazard Assurance Statements in the past.

DISCUSSION

In general, this type of assurance statement (when completed in conjunction with the “Flood Assurance Statement” from Engineers and Geoscientists BC’s *Professional Practice Guidelines - Legislated Flood Assessments In A Changing Climate In BC*) provides a comprehensive form that consolidates information requirements for sites that are subject to jurisdiction-specific hazards (for example, coastal flooding). This assurance statement supports:

- Clear and consistent expectations for Engineers and Geoscientists BC registrants,
- Reference to applicable Engineers and Geoscientists BC guidelines and quality management requirements,
- Streamlined paperwork and information requirements which reduces the need for back-and-forth communication, additional site visits, etc.,
- Alignment with other technical reports (e.g., Riparian Area Assessments), and
- Improved review and approval processes and timelines.

CVRD has patterned their Assurance Statement after the Fraser Valley Regional District's "Geo-Hazard Assurance Statement" and the Cowichan Valley Regional District's "Geo-Hazard Assurance Statement for Development Approvals". The content of the CVRD Assurance Statement is functionally very similar to those two forms previous reviewed by staff and subject matter expert registrants.

As some aspects of the various jurisdictions differ, in response to the request put forward, and pursuant to established practices and procedures, staff reviewed and provided feedback on the CVRD's Assurance Statement to confirm compliance with Engineers and Geoscientists BC's regulatory requirements.

MOTION

No motion, for information only.

APPENDIX A – Comox Valley Regional District - Floodplain Assurance Statement

Please complete this form in its entirety. If fields are left blank, the form will be returned.

A. Project Information

Date	File No.
------	----------

Property Information

Project Name & Description	
Legal Description	
Site Address	PID

Client Information

Name			
Client Address			
Phone Number		Email	
Role (check one or more)	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Developer	<input type="checkbox"/> Other

Qualified Professional Information

Name				
EGBC Designation(s)	<input type="checkbox"/> P. Eng.	<input type="checkbox"/> P. Geo.	<input type="checkbox"/> P. L. Eng.	<input type="checkbox"/> P. L. Geo.
Permit to Practice Number		Registration Number		
Firm Name ¹				
Email Address				
Phone Number(s)				
Mailing Address				

1. The Qualified Professional is a representative of the firm and submits this Assurance Statement on behalf of the firm.

Floodplain Assessment Report Reference (the Report)

Title	Date
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B. Assurance

Based on the contents of this Assurance Statement and the Report, I hereby give assurance that (check as applicable):

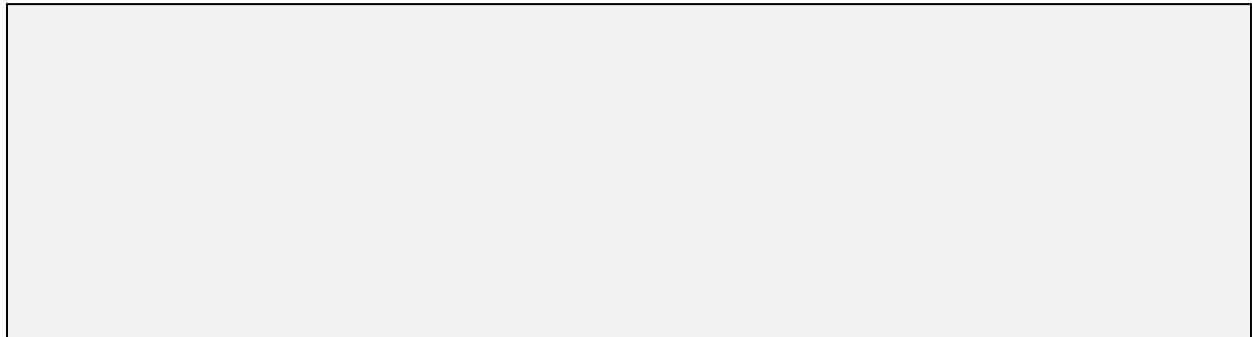
<input type="checkbox"/> Development Permit:	The Report will "assist the local government in determining what conditions or requirements under Section 920 subsection 7.1 it will impose in the permit", as required by the <i>Local Government Act</i> , Sections 488 to 491
<input type="checkbox"/> Building Permit: <input type="checkbox"/> Community Charter	"The land may be used safely for the use intended", as required by the Community Charter, Section 56,
<input type="checkbox"/> Floodplain Management Bylaw Exemption:	"The land may be used safely for the use intended", as required by the <i>Local Government Act</i> , Section 524.
<input type="checkbox"/> Subdivision	"The land may be used safely for the use intended", as required by the <i>Land Title Act</i> , Section 86.
<input type="checkbox"/> Other: (eg: Zoning Bylaw Amendment Official Community Plan Amendment Temporary Use Permit, etc.)	Insert statement as appropriate:

C. EGBC Professional Practice Guidelines

The Report and this Assurance Statement should be completed in accordance with the current version of the following Professional Practice Guidelines issued by Engineers and Geoscientists BC (EGBC). These documents are collectively referred to as the "EGBC Guidelines". The italicized words in this Assurance Statement are defined in the EGBC Guidelines.

- Legislated Flood Assessments in a Changing Climate in BC, and Associated Practice guidance.
- EGBC quality management guides.

If the Report is not prepared pursuant to either of the EGBC Guidelines, please explain.



D. Background Information

Qualified Professionals **must** confirm and check that each item is included in the Report.

- Property location map – 8.5" x 11" size
 - Development proposal site plan – 8.5" x 11" size. If a subdivision, show the parent parcel and all lots to be created, including any remainder.
 - Description of the proposed development project (including building use) to the extent this is known at the time of Report preparation. Specify ALL that apply.
 - Residential
 - Industrial
 - Commercial
 - Institutional
 - Other
-

E. Technical Requirements

Qualified Professionals must review, confirm and check completed items (as pertinent).

Report Content

The Report contains the following items:

- Relevant information pertaining to the property and pertinent potential hazards from appropriate background sources, including historical flood information and climatic data.
- Complete listing of previous reports and other relevant information that has been reviewed in preparing the Report.
- Assessment of the nature, extent, magnitude, frequency and potential effect of flood hazards that may affect the property.
- Maps, illustrations and diagrams to illustrate areas referred to in the Report.
- Description of field work conducted on and, if required, beyond the property, as relevant to the flood hazards identified.
- Contact and consultation with the Comox Valley Regional District. Provide name and title of contact: _____
- Review of relevant CVRD bylaws and other statutory requirements.
- Restrictive covenants registered against the property title that pertain to natural hazards (if registered, the Report provides relevant information about the covenants).

- Notation of any visibly apparent natural hazards or other hazards identified in background reports, which are not identified and addressed in the Report.

Yes

No

Comment: _____

- Does the Report rely on one or more supporting reports?

Yes

No

- I have reviewed the content of said reports and it is applicable

Yes

No

- For subdivision approval, the Report addresses natural hazards for:

- the parent parcel prior to subdivision; and

- any lots to be created (including any remainder)

- adjacent properties affecting the proposed lot

Floodplain Assessment, Risk Acceptability and Risk Transfer

In considering the above-noted potential hazards that may affect the property, I have:

- Reviewed and characterized the potential hazard(s);

- Estimated the potential frequency and magnitude of the potential hazard(s);

- Relied on supporting report(s) as noted above;

- Relied on a pre-existing assessment of hazard frequency and magnitude;

- Considered the potential effects of climate change in the context identified in the Report;

- Considered the potential effects of changed future conditions (upstream watershed changes, forestry activity, land use changes, sea level rise, etc.) in the context identified in the Report;
- Acknowledge that this Assurance Statement pertains to natural hazards that are assessed in the Report and any Supporting Reports, and accurately reflects the contents of those documents;
- Following consultation with the CVRD, the Report proposes an alternative approach to risk mitigation, summarized as follows:
 - design return period approach;
or
 - risk assessment approach; or
 - another approach: _____
- The Report describes the potential transfer of natural hazard risk to other properties or infrastructure as a result of the proposed project (including any proposed structural mitigation works): and
 - considered the potential for transfer of natural hazard risk;
 - concludes that there is no significant transfer of natural risk;
 - identifies the potential transfer of natural hazard risk and proposes measures to offset such transfer of risk.

Mitigation and Design Recommendations

The Report contains the following items:

- Clearly identified safe locations for building(s), ancillary structures, and onsite utility services (as applicable, such as a septic field) out of the floodplain area as a preferred development alternative).
- Implementation steps for the identified structural mitigation works (in terms of design, construction and approval).

- Commentary on the effectiveness of proposed structural mitigation works in terms of ability to reduce the potential hazard impact, and identification of any residual risk that would remain.
- Proposed Flood Construction Level (FCL) for future development, including specification of an appropriate method of achieving the FCL.
- Proposed watercourse setback, which is clearly referenced from the natural boundary, top of bank, or another suitable basis.
- Proposed operation and maintenance actions that will be necessary in order for the level of safety to be maintained in the future, with indication of who should be responsible for those actions and when.

Riparian Area Regulation (if applicable)

If a Riparian Area Regulation assessment has been completed for the property and it has been reviewed to identify and avoid conflict with Report recommendations for hazard mitigation.

- Yes No Uncertain

Reviewer

The Report has received appropriate independent review which is consistent with the EGBC Professional Practice Guidelines and the name of the reviewer is noted in the Report and below (insert name and professional designation):

Name

EGBC Designation(s) P. Eng. P. Geo. P.L. Eng. P.L.Geo.

Firm Name: _____

F. CVRD Supplemental Requirements

The following points are understood by the *Qualified Professional (QP)* when submitting a Report:

- Permission is granted to the CVRD to use the Report in considering approval of the proposed development on the Property, provided that such permission is limited only to the proposed development project for which the Report was prepared.
- Methodology used in the Report is described in sufficient detail to facilitate a professional review of the study by CVRD when necessary.
- This Assurance Statement may be relied upon for permitting purposes for a period of one year after submittal. Beyond that time, CVRD should contact the QP for an updated Assurance Statement if needed.
- Professional liability insurance coverage of at least \$1 million per claim is carried by the QP.
- That all reports provided by a single practitioners require a second reviewer.
- Third party review or supplemental information may be required by the CVRD, where complex development proposals warrant.

G. Qualified Professional

Prepared by: (QP of Record)

Name _____

Designation P. Eng. P. Geo. P. L. Eng. P. L. Geo.

Reviewed by:

Name _____

Designation: P. Eng. P. Geo. P.L. Eng. P.L. Geo.

Professional Seal, Signature and Date:

- I am a Qualified Professional as defined in the EGBC Guidelines, and I fulfill the education, training and experience requirements as outlined in the EGBC Guidelines.
- I have signed, sealed, dated and thereby certify, this Assurance Statement and the attached report.

Notice of Collection of Personal Information: The personal information on this form is collected under the authority of Section 26(C) of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and CVRD bylaws and will be used solely for the administration and processing of this application. All documents, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Ave, Courtenay BC V9N 0G8 or at 250-334-6000.