



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OVERALL AGENDA

DATE	April 19, 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 – 10:10	Open Session
10:10 – 10:25	Morning Break
10:25 – 11:50	Open Session (continued)
11:50 – 12:50	Lunch Break
12:50 – 15:05	Closed Session
15:05 – 15:15	Break Before In-Camera Session
15:15 – 16:15	In-Camera Session
16:15	Adjournment

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



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GEOSCIENTISTS
BRITISH COLUMBIA

OPEN AGENDA

DATE	April 19, 2024
TIME	08:50 – 11:50 (preceded by CEO/Chair Meeting Framing at 8:30 am)
LOCATION	Hybrid Event Engineers and Geoscientists BC Office (Dan Lambert Boardroom) & Virtually Via Teams (<i>Meeting Link Sent Via Outlook Invitation</i>)

08:50 (5 mins)	1.0 OPEN SESSION – Welcome Greetings & Call to Order Chair: Michelle Mahovlich, P.Eng., P.Geo., FCSSE MOTION: That the Board approve the Open Agenda in its entirety.	
08:55 (2 mins)	1.1 Declaration of Conflict of Interest	
08:57 (11 mins)	1.2 Safety Moment	
09:08 (2 mins)	2.0 OPEN CONSENT AGENDA MOTION: That the Board approve all items (2.1) on the Open Consent Agenda.	
	2.1 February 16, 2024 Open Minutes MOTION: That the Board approve the February 16, 2024 Open Meeting minutes as circulated.	February 16, 2024 Open Minutes
09:10	3.0 OPEN REGULAR AGENDA	
09:10 (15 mins)	3.1 Updated Board Remuneration Policy	Updated Board Remuneration Policy

	<p>MOTION: That the Board approve the recommended updates to the Board Remuneration Policy, as set out in detail in the attached appendix, to take effect October 16, 2024.</p> <p><i>Governance Sub-committee</i></p>	
<p>09:25 (15 mins)</p>	<p>3.2 Bylaw Amendments and Approval of Updated Election Policy</p> <p>MOTION: That the Board approve the Election Bylaw Amendments, Housekeeping Bylaw Amendments, and Election Policy Amendments, all as set out in detail in the appendices, 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 <i>Professional Governance Act</i>.</p> <p><i>Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance</i></p> <p><i>David Burns, Legal Counsel, Policy Manager</i></p> <p><i>Mary Weiler, Senior Policy Analyst</i></p>	<p>Bylaw Amendments and Approval of Updated Election Policy</p>
<p>09:40 (10 mins)</p>	<p>3.3 FY2024 Forecast Update 2</p> <p>For information only.</p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	<p>FY2024 Forecast Update 2</p>
<p>09:50 (20 mins)</p>	<p>3.4 AGM Motion Regarding the Advocacy Body</p> <p>For discussion only.</p> <p><i>Heidi Yang, P. Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>AGM Motion Regarding the Advocacy Body</p>
<p>10:10 (15 mins)</p>	<p>MORNING BREAK</p>	
<p>10:25 (15 mins)</p>	<p>3.5 CEO Report (Open)</p> <p>For information only.</p> <p><i>Heidi Yang, P. Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>CEO Report (Open)</p>
<p>10:40 (40 mins)</p>	<p>3.6 Annual Update from Audit & Practice Review Committee</p> <p>For information only.</p> <p><i>Louis Blom, CPA, CA, Vice Chair, Audit & Practice Review Committee</i></p> <p><i>Ramin Seifi, P.Eng. FEC, Director, Professional Practice, Standards and Development</i></p>	<p>Annual Update from Audit & Practice Review Committee</p>

<p>11:20 (30 mins)</p>	<p>3.7 Recommendations for the 2024 Engineers Canada Annual Meeting of Members</p> <p>MOTION: That the Board instruct its Member representative (ie. the Engineers and Geoscientists BC Board Chair or their designate) to vote to:</p> <p>i) approve the proposed 2024 Per Capita Assessment Fee be increased from \$8 to \$10 per registrant,</p> <p>ii) approve and sign the National Statement of Collaboration; and</p> <p>iii) approve the 2025-2029 Strategic Plan – Realizing Tomorrows at Engineers Canada’s Annual Meeting of Members in May 2024.</p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p> <p><i>Michael Wrinch, PHD, P.Eng., FS.ENG., ICD.D, President Elect, Engineers Canada</i></p> <p><i>Ann English, P.Eng., FEC, FGC (Hon.), FCSSE, Director, Engineers Canada</i></p>	<p>Recommendations for the 2024 Engineers Canada Annual Meeting of Members</p>
<p>OPEN INFORMATION REPORTS</p>		
	<p>Engineers and Geoscientists BC Board Road Map for 2023/2024</p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Road Map for 2023/2024</p>
<p>11:50</p>	<p>END OF OPEN SESSION</p>	
<p>11:50 (60 mins)</p>	<p>LUNCH BREAK</p>	

Minutes of the Open Session of the Third Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held on February 16, 2024 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)
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)
Matthew Salmon, P.Eng.	Board Member (2023/2024)
Jens Weber, P.Eng.	Board Member (2023/2024)

Regrets

Mark Adams, P.Eng.	Immediate Past Chair (2023/2024)
Bill Chan, CPA, CGA, ICD.D	Board Member (2023/2024)

Guests

Theresa McCurry, BSc, PMP	Chief Executive Officer, ASTTBC
Claudio Arato, P.Eng., FEC	Chair, Credentials Committee

Staff

Liza Aboud, MBA, ABC, ICD.D	Chief Operating Officer
Megan Archibald	Director, Communications & Stakeholder Engagement
Vicki Charman	Associate Director, Engineering Admissions Registration
Jen Cho, CPA, CGA, FEC (Hon.), FGC (Hon.)	Chief Financial and Administration Officer
Catherine Cleary	Executive Assistant to CFAO, CRO & COO
Kelly Dayman, ASct, Eng.L.	Associate Director, Regulation of Firms
Will Morrison	Manager, Governance and Policy
Deesh Olychick	Director, Corporate Governance & Strategy
Jason Ong	Director, Registration
Kevin O’Connell	Director, Human Resources & Facilities
David Pavan, R. Ph.	Chief Regulatory Officer & Registrar
Tracy Richards	Executive Assistant to CEO and Board
Mark Rigolo, P.Eng.	Director, Programs and Continuing Education
Ramin Sefi, P.Eng., FEC, MCIP, RPP, R.I	Director, Professional Practice, Standards & Development
Efrem Swartz, LLB	Director, Legislation, Ethics & Compliance
Alicia Tan, CPA, CMA, MA	Director, Finance
Derrick Underwood	Director, Information Services
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer

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 Jens Weber, P.Eng., acted as the meeting's EDI Champion. Board Members Mark Adams, P.Eng. and Bill Chan, CPA, CGA, ICD.D sent their regrets.

Meeting guests for the Open Session included Theresa McCurry, BSc, PMP, CEO of ASTTBC (observer) and Claudio Arato, P.Eng., FEC, Chair of the Credential Committee who delivered a presentation on the work of the Credentials Committee over the last year.

CO-24-26 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 Leslie Hildebrandt, LL.B, ICD.D provided the Safety Moment for the meeting.

CO-24-27 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 December 1, 2023 Open Minutes

MOTION: That the Board approve the December 1, 2023 Open Meeting minutes as circulated.

2.2 Professional Practice Guidelines - Guidelines for the Preparation of One Water System Risk Management Plans in B.C.

MOTION: That consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approve *Professional Practice Guidelines – Guidelines for the Preparation of One Water System Risk Management Plans in BC, Version V1.0*, 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.

2.3 Approval of the 104th Annual General Meeting Minutes

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

CO-24-28 AGM MOTIONS # 1 & # 2

MOTION 1: It was moved 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.

CARRIED

MOTION 2: It was moved that having carefully considered the 2023 AGM Motion # 2, and to ensure that the organization is adequately and sustainably resourced to fulfill its mandate, the Board rejects setting a numerical cap on future fee increases and re-affirms its rigorous adherence to the Budget Guidelines that have been established to support a robust budgeting process.

CARRIED

CO-24-29 DRAFT FY2025 BUDGET GUIDELINES

MOTION: It was moved that the Board approve the FY2025 Budget Guidelines as presented.

CARRIED

CO-24-30 FORMAT OF THE 2024 ANNUAL GENERAL MEETING

MOTION: It was moved 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.

CARRIED

CO-24-31 REVISED DISCIPLINE COMMITTEE HONORARIA PAYMENT POLICY

MOTION: It was moved that the Board approve the revised Discipline Committee Honoraria Policy.

CARRIED

CO-24-32 KEY PERFORMANCE INDICATOR REPORT

Liza Aboud, MBA, ABC, ICD.D, Chief Operating Officer spoke to this agenda item and updated the Board on the organization's Key Performance Indicators (KPI) outcomes and development. The presentation focused on definitions, the organization's performance areas and associated KPIs, reported KPIs and metrics measured to date, continued KPI development and next steps.

At the conclusion of the presentation, staff addressed all questions from the Board. This was for information only.

CO-24-33 FY2024 Q2 FINANCIAL RESULTS

Alicia Tan, Director, Finance and Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer delivered a brief presentation providing an overview of the FY2024 Q2 financial results.

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

CO-24-34 ANNUAL UPDATE FROM CREDENTIALS COMMITTEE

Claudio Arato, P.Eng., FEC, Chair of the Credentials Committee and Jason Ong, Director, Registration shared a high-level presentation with the Board providing an overview of the purpose and responsibilities of the Credentials Committee, organizational overview, challenging cases and application volumes over the last year as well as current opportunities and challenges.

This was for information only.

CO-24-35 REGULATION OF FIRMS PROGRAM – ANNUAL REPORT

Kelly Dayman, AScT, P.L.Eng., Associate Director, Regulation of Firms spoke to the next item on the agenda and provided the Board with a summary of the first-year results of the Firm Audit Program. Mr. Dayman's presentation discussed the history of the program, identified the audit team members, audit activity totals for the first year, processing times by firm size, audit findings, collaborations and accomplishments and planned activities for year two of the program.

This was for information only.

CO-24-36 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 December 1, 2023 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions. This was for information only.

CO-24-37 OPEN INFORMATION REPORTS

- Year 2 Strategic Plan Update
- Engineers and Geoscientists BC Board Road Map 2023/2024
- Board Attendance Summary Report
- Revisions to the BC Building Code Letters of Assurance
- Comox Valley Regional District – Floodplain Assurance Statement

END OF OPEN SESSION

The Open Session concluded at 11:55 a.m.



OPEN SESSION

ITEM 3.1

DATE	April 3, 2024
REPORT TO	Board for Decision
FROM	Governance Sub-committee
SUBJECT	Review of Board Remuneration Policy
LINKAGE TO STRATEGIC PLAN	Our talent, tools and work environment create an engaged organizational culture.

Purpose	To consider recommendations from the review of the Board Remuneration Policy.
Motion	That the Board approve the recommended updates to the Board Remuneration Policy, as set out in detail in the attached appendix, to take effect October 16, 2024.

BACKGROUND

The Board Remuneration Policy (the “Policy”) has been in place since the beginning of the 2022/23 Board year. The Policy sets out the Board’s remuneration philosophy, current rates, and a schedule for review every two years.

As outlined in the Policy, in its review, the Board may consider whether:

- the Policy remains aligned with the Board’s values around the design of the remuneration scheme; and
- the remuneration philosophy continues to serve Engineers and Geoscientists BC.

The Governance Sub-committee is tasked with reviewing the Policy as part of the budget cycle of the review year and providing its recommendations to the Board for approval as part of the operating budget approval process.

This is the first review cycle since the implementation of the Policy. In January 2024, the Governance Sub-committee considered options for conducting the review and chose a model led by staff, focused primarily on the remuneration quantum. The approach taken in this review cycle

will not bind future review cycles, which may entail reviews with broader scopes and the engagement of external advisors.

DISCUSSION

1. Review Process

In accordance with the Policy, staff, led by the Director, Corporate Governance & Strategy, have taken the following steps to conduct this review:

- Reviewed the current version of the Policy and sought feedback from the Governance Sub-committee.
- Identified and researched comparable organizations, as well as relevant public sector compensation directives.
- Researched key trends in regulatory board compensation.
- Identified and analyzed relevant financial considerations (e.g. inflation rates, budget impacts)
- Made recommendations to the Governance Sub-committee regarding the level of remuneration payable to Board members in consideration of operating budgets and financial constraints.

This review cycle has particularly focused on the quantum of remuneration (including meeting fees and the Chair's retainer) and the scope of eligible activities and role requirements.

2. Review of Current Policy

Within the current Policy, the "Policy Statement", "Purpose", "Remuneration Philosophy" sections, as well as the "Guiding Principles" in Appendix B of the Policy, remain aligned with the Board's values around the design of the remuneration scheme, and continue to serve the organization. Neither the Board nor staff have indicated a desire to change the overall philosophy or approach, nor have there been any issues with the application of these sections since the implementation of the Policy. No substantive changes are recommended to these sections. Discussion of the Treasury Board Directive in Appendix B of the Policy needs to be updated to reference the current version of that Directive.

There are also no changes recommended to the "Payment of Remuneration" or "Expenses" sections.

The analysis that follows will focus on whether to recommend changes to the "Current Remuneration" section and the "Remuneration Eligibility by Event" table at Appendix A of the Policy.

3. Environmental Scan

The development of the Board Remuneration Policy between 2020-2022 included assistance from external consultants, who identified and studied a small number of comparable organizations. For this review, staff have conducted an environmental scan, which included all of the organizations previously studied and other relevant sources.

This research has indicated that, just as in the original study, there is no consistent rationale for board remuneration policies among comparable organizations. Only some organizations offer remuneration to board members, and among those that do, rates and eligible activities vary widely, as do the structures of remuneration (e.g. retainer models, per-meeting rates, or per-hour rates). No common rationales or rates have emerged as accepted standard practices among the organization's relevant comparators.

The environmental scan included studying any updates or increases to remuneration rates among the sources originally studied in 2020. Some of those organizations have not made changes to their remuneration policies. Where an organization has increased its rates since 2020, that increase has generally been modest.¹

Another key source for this review is BC Treasury Board Directive ("TBD") 2/24, *Remuneration Guidelines for Appointees to Ministry and Crown Agency Boards*. EGBC is not subject to this Directive, but it is an instructive benchmark in light of the similarities in mandates and roles between our Board members and the appointees who are subject to this Directive.

At the time this Policy was developed, a previous version of this Treasury Board Directive was in place ("TBD 2/17"). The consultants who studied it for our project stated that, as of 2020, "the quantum of remuneration provided under TBD 2/17 has not changed substantially since 2010. As such, the quantum set for ministries and Crown agencies is not in keeping with general market comparables." The current TBD 2/24 came into effect in April 2023. It increased meeting fees by 15-20% compared to TBD 2/17 and made no other substantial changes. The TBD rates are per-meeting and are not adjusted based on the length of the meeting, so they cannot be compared directly to the rates in our Policy. However, they are roughly at par, within the same range.

Other relevant sources researched as part of this review include the federal College of Patent and Trademark Agents (which follows the rates paid to government appointees by the Treasury Board of Canada, and pays a slightly higher rate than EGBC, plus remunerates for meeting preparation time and any lengthy travel time), and all of the nursing regulators across Canada (only some of which pay remuneration to board members, and none of which pay rates as high as EGBC).

There is very little basis for directly comparing the Board Chair's flat-fee annual retainer amount to retainers paid by other organizations. Among the limited set of comparable organizations that take this approach, rationales and retainer amounts vary widely.

¹ For example, the College of Physicians and Surgeons of BC increased its hourly rates for meetings by 5% effective March 2023. It should be noted, however, that CPSBC's rates are an outlier among regulatory bodies, and are significantly higher than EGBC's.

4. Role Profile of Board Members

This review has also considered whether any changes to the role profile of Board members or overall Board governance operations at EGBC have occurred since 2022 or will occur over the near term.

Staff have noted the following observations:

- Since the decision to adopt this Policy, EGBC’s governance model has changed from a Council led by a President to a Board led by a Chair. The new governance model is well-aligned with the overall remuneration philosophy and guiding principles expressed in the Policy.
- The annual workload for Board members has generally remained consistent since the implementation of the Policy. The kinds of activities that Board members engage in have not changed materially during this period. The number of Board and committee meetings per year has remained consistent.
- The new governance model, along with changes in EGBC’s activities and structure resulting from the shift from an association to a regulator, is expected to show a reduction in the amount of external engagement work and related commitments for the Board Chair, as compared to the former role profile of the President.
- A new structure for Board sub-committees was introduced in the fall of 2023. It is too early to identify any impacts of those changes on this Policy.

Any change in workload should not directly lead to corresponding changes to remuneration rates. If work time that is eligible for remuneration increases or decreases, that change will be reflected in the total amounts paid to Board members. Any change in time spent on ineligible activities (such as meeting preparation time, or ineligible kinds of meetings or events) should prompt re-evaluation of the scope of activities eligible for remuneration, rather than remuneration rates.

5. Scope of Eligible Activities – Analysis

Board members have expressed a desire to add discretion or flexibility to the Policy to make certain kinds of Board-related activities eligible for remuneration where unique circumstances warrant. For example, under the current Policy, Board members at the end of their terms who have been invited to participate in that capacity in activities that occur shortly after the end of their terms (for example, at the AGM and annual conference, or in related stakeholder engagement activities) will not be remunerated because they are not Board members at the time those activities occur.

The current Policy states, “There will be no remuneration for any other activity unless otherwise approved by the Board Chair, the CEO or CFAO.” To enhance discretion and flexibility while maintaining accountability, it is recommended that this statement be amended as follows: “For any other activity not listed as eligible for remuneration in Appendix A, remuneration may be paid if

approved by the Board Chair, the CEO or CFAO. Members are encouraged to seek approval in advance of the activity occurring, where possible.”

In addition, it is recommended that a new section be added to the Policy to state: “Incoming or former Board members who, in that capacity, are invited to participate in pre-scheduled Board-related activities that occur before or after the end of their term may be eligible for remuneration, with prior approval from the Board Chair, the CEO or CFAO.”

Appendix A of the Policy contains several references to Branch-related activities (which are ineligible for remuneration). Due to the upcoming discontinuation of the Branches program, these references should be removed from the Policy.

The Governance Sub-committee did not recommend making any additional activities eligible for remuneration in this review cycle (for example, the Board’s agenda review meeting, which typically occurs two days prior to each Board meeting and is optional for Board members to attend). However, the scope of eligible activities should be considered again in a future review cycle.

6. Remuneration Quantum – Analysis

Compared to those of comparable organizations, the Board’s current remuneration rates remain reasonable and within an appropriate range. Among organizations that have increased their remuneration rates between 2020 and 2024, most have done so modestly, and EGBC’s current rates have generally remained consistent with the resulting rates.

Similarly, there are no notable trends or indicators that suggest the retainer amount that was approved for the Board Chair effective 2022 is now out of step with comparators.

Based on the research and analysis prepared during this review, the following rationales would support increasing remuneration rates (meeting fees for Board members and annual retainer fee for the Chair) by a modest percentage (e.g. 3-5%):

- Since the implementation of the Policy, the BC Treasury Board Directive has increased its rates, as have several comparable regulatory bodies.
- In February 2024, the Board approved revisions to the honoraria payment policy for members of a Discipline Committee inquiry panel. The revisions added new activities that were eligible for remuneration and increased the payment rates for the first time since 2018. The new policy increases the remuneration for the chair of a panel from \$450 to \$500 per half day (an increase of 11%), and for the other panelists from \$375 to \$400 per half day (an increase of 7%).
- Increasing remuneration rates would recognize the impacts of inflation over the period since the Policy’s inception.

- Periodic rate increases by modest increments would accord with the “market compensation” approach to the remuneration philosophy that was originally approved by the Board at the adoption of this Policy and could also lessen the challenges and impacts of increasing rates in future review cycles.

Alternatively, the following rationales support maintaining the current remuneration rates set out in the Policy:

- There have been no relevant changes to the role profile or workload of Board members since the Policy was implemented.
- There is no indication that the current remuneration rates are failing to keep pace with other comparable organizations or with broader trends.
- The Policy has only been in effect since September 2022, and has therefore only spanned portions of two fiscal years. There is a lack of relevant financial data at this time that could eventually be used to benchmark and evaluate remuneration expense patterns.
- It is too early to identify any impacts on remuneration issues stemming from the changes to the Board sub-committee structure which were implemented in the fall of 2023.

Having considered all of the above, it is recommended that the current remuneration rates be maintained for the next two years, at which time more relevant data will be available and a more broadly scoped review of this Policy should be undertaken.

RECOMMENDATIONS

Upon review of the Policy, the Governance Sub-committee recommends the following:

1. That the current remuneration rates (meeting fees for Board members and annual retainer fee for the Chair) should be maintained for the next two years.
2. In the “Current Remuneration” section, that the statements regarding approval of remuneration for otherwise ineligible activities be adjusted to enhance discretion and flexibility, while maintaining accountability.
3. That references to Branch-related activities should be removed from the table in Appendix A of the Policy.
4. That the reference to the Treasury Board Directive in Appendix B of the Policy should be updated to the current version.
5. That the revised Policy should take effect October 16, 2024, which is the date of EGBC’s AGM and the start of a new Board year.
6. That a more broadly scoped review of this Policy should be undertaken in the next review cycle (in 2026).

MOTION

That the Board approve the recommended updates to the Board Remuneration Policy, as set out in detail in the attached appendix, to take effect October 16, 2024.

APPENDIX A – Revised Board Remuneration Policy (Redlined)

APPENDIX B – Revised Board Remuneration Policy (Clean)



POLICY

POLICY	Board Remuneration Policy
NUMBER OF POLICY	CO-24-XX
DATE OF POLICY	MM DD, 2024
APPROVED BY	The Board

POLICY STATEMENT

The Board of Engineers and Geoscientists BC works together to govern the organization, playing an essential role in ensuring the organization fulfills its mandate and lives its values. Individually and collectively, Board members, both directly elected and those appointed by government, contribute to Engineers and Geoscientists BC at the highest level, and in so doing make an important contribution to the protection of the public and the integrity of the professions of engineering and geoscience in British Columbia.

Engineers and Geoscientists BC aspires to attract qualified individuals and recognizes the considerable time and energy necessary by Board members in order to fulfill their obligation to oversee the organization and serve the public. Each year, Board members are required to attend six Board meetings, an orientation session, planning sessions, and a number of workshops. In addition, each Board member is required to serve on at least one Board Sub-Committee, to travel as necessary and to prepare thoroughly for each meeting. Where possible, in-person attendance at meetings is highly encouraged.

Remuneration is an important component in recognizing the significant time commitment. Remuneration differs from a salary in that Board members are not *employed* by Engineers and Geoscientists BC, but rather are elected or appointed to the Board.

PURPOSE

This Policy details how Board members (including the Board Chair) are compensated for their contributions to Engineers and Geoscientists BC. This Policy applies to the Board Chair, Board Vice Chair, Immediate Past Board Chair and all Board member positions, including Government Appointed Board members.

APPLICATION AND SCOPE

REMUNERATION PHILOSOPHY

Engineers and Geoscientists BC provides remuneration to its Board members in order to:

1. Affirm the Board member's responsibilities and the professional nature of the work that Board members are expected to perform.
2. Attract and retain qualified individuals to serve as Board members.
3. Partially compensate Board members for their time and lost opportunity costs and be seen as "value received" for value given.
4. Recognize the different levels of time and responsibility associated with Board Chair, Vice Chair, Immediate Past Chair and Board member positions.
5. Recognize an element of public service.
6. Reflect that regardless of how Board members come to sit on the Board, their role and responsibilities are the same and remuneration should be consistent to Board members performing similar roles.

CURRENT REMUNERATION

Board Chair:

1. The Board Chair is entitled to a flat-fee annual retainer consisting of \$35,000. This compensates the Chair for the Board and Sub-Committee meetings they attend, their preparation for Board and Committee meetings, meetings with external parties (e.g., Engineers Canada, Geoscientists Canada, other regulators, etc.), managing Board issues and meetings with the CEO.
2. The Board Chair does not receive meeting fees. While the Board Chair is paid a flat fee for their contribution, their workloads are expected to vary considerably depending on their level of involvement, Committee memberships, Board role and other factors.

Board members:

1. All Board members are entitled to the following fee:

Meeting Fee	
Meetings under 4 hours	\$250
Meetings of 4 hours or more	\$500

2. Board members will be paid a meeting fee for attendance at mandatory meetings (regardless of number and format, whether in-person or virtually), orientation and education sessions, and the annual general meeting. Appendix A sets out the activities that are considered mandatory responsibilities of a Board member and by which a meeting fee is payable. For any other activity not listed as eligible for remuneration in Appendix A, remuneration may be paid if approved by the Board Chair, the CEO or CFAO. Members are encouraged to seek approval in advance of the activity occurring, where possible. ~~There will be no remuneration for any other activity unless otherwise approved by the Board Chair, the CEO or CFAO.~~

3. Incoming or former Board members who, in that capacity, are invited to participate in pre-scheduled Board-related activities that occur before or after the end of their term may be eligible for remuneration, with prior approval from the Board Chair, the CEO or CFAO.

~~3.4.~~ The Board Chair or the Committee Chair, as the case may be, will have discretion to determine that no meeting fee be payable in relation to a short meeting. In making their determination, the respective chairs will consider the amount of preparation required and the length of the meeting.

SETTING AND REVIEWING REMUNERATION

The Board is authorized to set their own remuneration. The Board appreciates that there is an inherent conflict in setting compensation amounts that they will ultimately benefit from. To manage this conflict, the Board has established a comprehensive process to ensure that a clear, fair, reasonable, transparent, and easily administered process is in place.

The Board will review its compensation every two years, or earlier if there is a material change to the complexity of the current role profile. As part of the review, the Board may consider whether the:

1. Policy remains aligned with the Board's values around the design of the remuneration scheme.
2. Remuneration philosophy continues to serve the Engineers and Geoscientists BC.

With support from the Director, Corporate Governance & Strategy, the Governance Sub-Committee reviews this policy, as guided by the remuneration philosophy and guiding principles (as set out in Appendix B), as part of the budget cycle of the review year, and provides its recommendations to the Board for approval as part of the operating budget approval process. The Governance Sub-Committee may consider additional questions related to Board member remuneration, as determined by the Board.

To support the review, the Director, Corporate Governance & Strategy may assist the Governance Sub-Committee by:

1. Identifying and recommending an appropriate list of comparable organizations;
2. Reviewing the current remuneration scheme in light of any shifts in remuneration with Comparable Organizations or Treasury Board Directives and/or any changes to the role profile and providing analysis on the suitability of the quantum against the guiding principles;
3. Making recommendations regarding changes to the level of remuneration payable to Board members in consideration of operating budgets and financial constraints;
4. Informing and supporting the review as otherwise requested.

The Governance Sub-Committee may make recommendations, providing for remuneration for Board members participating in different capacities within the Board, including, without limitation, as the Board Chair, as chair of a committee of Board members, and in different situations relating to the work of the Board. To inform and support the Governance Sub-Committee's review, the Governance Sub-Committee may seek independent advice, or take such other steps as it determines appropriate.

PAYMENT OF REMUNERATION

Annual retainer and meeting fees are payable in accordance with the following:

1. Annual retainer is paid quarterly in arrears. No payment form is required.
2. In respect of meeting fees, staff support for the Board and Sub-Committee will be responsible for tracking meeting attendance and submitting a payment form to Finance on a quarterly basis on behalf of the Board member.
3. Provided the activity is permitted under this Policy, a payment form is required to be completed by a Board member in order to document any time incurred attending a meeting where minutes, including a record of attendance, are not provided to staff. This payment form requires sign-off from the CFAO.
4. Payments will be made by electronic transfer.
5. The Canada Revenue Agency regulations state that all honoraria payments are considered taxable under the Income Tax Act of Canada and are subject to a T4A slip being issued at each calendar year-end if the total of all payments is more than \$500. As a result, Board members receiving remuneration payments that exceed \$500 in a given calendar year will be issued a T4A for the payment(s) and will be asked to provide their SIN number and mailing address to Engineers and Geoscientists BC.

Any questions or issues regarding remuneration and expenses will be referred to the CEO for resolution.

EXPENSES

While travel time is excluded from consideration of meeting length, Engineers and Geoscientists BC also recognizes that Board members incur travel, meal or entertainment expenses as they carry out their duties during the year.

Board members are entitled to reimbursement for expenses reasonably incurred resulting from their participation on the Board and certain Committees, pursuant to Engineers and Geoscientists BC's Expense Reimbursement Policy. Expense reimbursements are required to be submitted by the Board member using the Expense Reimbursement Form.

CROSS REFERENCE

The following related policies may be referred to for more information:

- CO-18-85 Expense Reimbursement

REVISION AND APPROVAL LOG

September 9, 2022 – Approved by Council (CO-22-91)

February 17, 2023 – Revisions ~~authorized~~approved by Board (CO-23-30)

MM DD, 2024 – Revisions approved by Board (CO-24-XX)

APPENDIX A

Appendix A: Remuneration Eligibility By Event¹

The following table outlines the activity whereby a meeting fee may be claimed by a Board member:

	Meeting Fee(s)
Meetings	
Board or Sub-Committee meeting ²	✓
Board or Committee preparation	✗
Board Wednesday teleconference	✗
Board forum meeting	✓
Board forum preparation	✗
Annual conference ³	✓
Annual General Meeting	✓
Education and Development	
Board member orientation	✓
Board member education	✓
Conferences and Industry Events	
Branch pairings	✗
Branch visits	✗
Branch representative dinner	✗
Branch meeting	✗
Induction ceremonies	✗
Legislature Day	✓

¹ The Board Chair is not entitled to meeting fees.

² Defined as any Board meeting or Board Committee meeting published in the Board calendar, as approved by the Board annually, or any Board meeting or Board Committee meeting added to the calendar during the course of the year. A Sub-Committee meeting is restricted to the meetings of Executive, Governance and Audit Sub-Committees.

³ Typically, a two-day event

Appendix B: Guiding Principles

These guiding principles help Engineers and Geoscientists BC to ensure that its decision-making regarding Board member remuneration is made thoughtfully and holistically.

Guiding Principle(s)	Definition
Attracting Board members	Remuneration is provided to attract candidates that will bring the required/desired skills and experience to the Board
Public Service	Remuneration amounts takes into account the public service nature of the Board member role
Reasonable	Remuneration is provided at rates that are comparable to similar organizations within the same industry, or with organizations of similar size and complexity ('Comparable Organizations'). The rates set out in the BC Treasury Board Directive 2/240 Remuneration Guidelines for Appointees to Ministry and Crown Agency Boards may also be taken into consideration as part of a review.
Recognition	Remuneration is set to recognize aspects of the Board members' contribution or role. To varying degrees, it can recognize the value Board members bring to the organization, the extensive nature and responsibilities of their role, or the time that they give



POLICY

POLICY	Board Remuneration Policy
NUMBER OF POLICY	CO-24-XX
DATE OF POLICY	MM DD, 2024
APPROVED BY	The Board

POLICY STATEMENT

The Board of Engineers and Geoscientists BC works together to govern the organization, playing an essential role in ensuring the organization fulfills its mandate and lives its values. Individually and collectively, Board members, both directly elected and those appointed by government, contribute to Engineers and Geoscientists BC at the highest level, and in so doing make an important contribution to the protection of the public and the integrity of the professions of engineering and geoscience in British Columbia.

Engineers and Geoscientists BC aspires to attract qualified individuals and recognizes the considerable time and energy necessary by Board members in order to fulfill their obligation to oversee the organization and serve the public. Each year, Board members are required to attend six Board meetings, an orientation session, planning sessions, and a number of workshops. In addition, each Board member is required to serve on at least one Board Sub-Committee, to travel as necessary and to prepare thoroughly for each meeting. Where possible, in-person attendance at meetings is highly encouraged.

Remuneration is an important component in recognizing the significant time commitment. Remuneration differs from a salary in that Board members are not *employed* by Engineers and Geoscientists BC, but rather are elected or appointed to the Board.

PURPOSE

This Policy details how Board members (including the Board Chair) are compensated for their contributions to Engineers and Geoscientists BC. This Policy applies to the Board Chair, Board Vice Chair, Immediate Past Board Chair and all Board member positions, including Government Appointed Board members.

APPLICATION AND SCOPE

REMUNERATION PHILOSOPHY

Engineers and Geoscientists BC provides remuneration to its Board members in order to:

1. Affirm the Board member’s responsibilities and the professional nature of the work that Board members are expected to perform.
2. Attract and retain qualified individuals to serve as Board members.
3. Partially compensate Board members for their time and lost opportunity costs and be seen as “value received” for value given.
4. Recognize the different levels of time and responsibility associated with Board Chair, Vice Chair, Immediate Past Chair and Board member positions.
5. Recognize an element of public service.
6. Reflect that regardless of how Board members come to sit on the Board, their role and responsibilities are the same and remuneration should be consistent to Board members performing similar roles.

CURRENT REMUNERATION

Board Chair:

1. The Board Chair is entitled to a flat-fee annual retainer consisting of \$35,000. This compensates the Chair for the Board and Sub-Committee meetings they attend, their preparation for Board and Committee meetings, meetings with external parties (e.g., Engineers Canada, Geoscientists Canada, other regulators, etc.), managing Board issues and meetings with the CEO.
2. The Board Chair does not receive meeting fees. While the Board Chair is paid a flat fee for their contribution, their workloads are expected to vary considerably depending on their level of involvement, Committee memberships, Board role and other factors.

Board members:

1. All Board members are entitled to the following fee:

Meeting Fee	
Meetings under 4 hours	\$250
Meetings of 4 hours or more	\$500

2. Board members will be paid a meeting fee for attendance at mandatory meetings (regardless of number and format, whether in-person or virtually), orientation and education sessions, and the annual general meeting. Appendix A sets out the activities that are considered mandatory responsibilities of a Board member and by which a meeting fee is payable. For any other activity not listed as eligible for remuneration in Appendix A, remuneration may be paid if approved by the Board Chair, the CEO or CFAO. Members are encouraged to seek approval in advance of the activity occurring, where possible.

3. Incoming or former Board members who, in that capacity, are invited to participate in pre-scheduled Board-related activities that occur before or after the end of their term may be eligible for remuneration, with prior approval from the Board Chair, the CEO or CFAO.
4. The Board Chair or the Committee Chair, as the case may be, will have discretion to determine that no meeting fee be payable in relation to a short meeting. In making their determination, the respective chairs will consider the amount of preparation required and the length of the meeting.

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Annual General Meeting	✓
Education and Development	
Board member orientation	✓
Board member education	✓
Conferences and Industry Events	
Induction ceremonies	✗
Legislature Day	✓

¹ The Board Chair is not entitled to meeting fees.

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Recognition	Remuneration is set to recognize aspects of the Board members' contribution or role. To varying degrees, it can recognize the value Board members bring to the organization, the extensive nature and responsibilities of their role, or the time that they give



OPEN SESSION

ITEM 3.2

DATE	April 9, 2024
REPORT TO	Board for Decision
FROM	Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance David Burns, Legal Counsel, Policy Manager Mary Weiler, Senior Policy Analyst
SUBJECT	Amendments to the Bylaws and Election Policy of Engineers and Geoscientists BC
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation

Purpose	The Board is requested to review and approve the proposed amendments to the bylaws and Election Policy.
Motion	That the Board approve the Election Bylaw Amendments, Housekeeping Bylaw Amendments, and Election Policy Amendments, all as set out in detail in the appendices, 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 <i>Professional Governance Act</i> .

BACKGROUND

Regulatory bodies are permitted to amend their bylaws and policies via Board motion, with final bylaw review and approval by the Office of the Superintendent of Professional Governance (the “OSPG”). This report provides an overview of proposed amendments to the bylaws and the Election Policy. If the proposed bylaw amendments are approved by the Board, they will be sent to the OSPG for filing with the minister pursuant to the procedure set out in section 37 of the *Professional Governance Act* (the “PGA”). The OSPG conducted a review of the proposed bylaw amendments and gave us feedback. We anticipate that the bylaws will be approved by the OSPG following approval by the Board.

The bylaw amendments will facilitate changes to the Election Policy to provide longer onboarding of new Board members, adjusting the close of voting, clarify when the voting period opens and how long it is to remain open, and the method of publicizing the election.

DISCUSSION

Proposed Amendments

There are several election and housekeeping amendments.

(1) Election Bylaw Amendments

Several amendments are proposed to adjust the timing of the election to separate EGBC elections and the Annual General Meeting, which will permit changes to the Election Policy described below.

(2) Housekeeping Bylaw Amendments

Additionally, numerous housekeeping amendments are proposed to update language from Council to Board to align with the current PGA in force.

See **Appendix B** for a description of the Election and Housekeeping bylaw changes.

(3) Election Policy Amendments

Recently approved by the Governance Sub-committee, there are several proposed Election Policy changes. These amendments include changing the election timing to provide longer onboarding of new Board members and adjusting the close of voting and method of publicizing the election results. As suggested by the OSPG to increase transparency, language has also been added to clarify when the voting period opens and how long it is to remain open.

RECOMMENDED MOTION

That the Board approve the Election Bylaw Amendments, Housekeeping Bylaw Amendments, and Election Policy Amendments, all as set out in detail in the appendices, 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*.

APPENDIX A – Final Draft Amended Bylaws with Redline Revisions

APPENDIX B – Descriptions of Proposed Amendments to Bylaws

APPENDIX C – Final Draft Amended Election Policy with Redline Revisions

APPENDIX D – Clean Final Draft Amended Election Policy

APPENDIX E – Election By-law and Policy Change Report to Governance Sub-Committee

Pursuant to the *Professional
Governance Act*, S.B.C. 2018, c. 47

BYLAWS OF ENGINEERS AND GEOLOGICISTS BC

In Force Effective MM DD 2024



ENGINEERS &
GEOLOGICISTS
BRITISH COLUMBIA

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1 Definitions and Communications

1.1 Definitions

(1) In these Bylaws the following definitions apply:

“Abuse of Process” means the complaint process is not being fairly or honestly used, or where multiple or successive complaints are made to cause vexation or oppression.

“Accounting Records” means true accounts of

- (a) the assets and liabilities of EGBC,
- (b) the sums of money received and expended by EGBC, and
- (c) the manner in respect of which such receipt and expenditure takes place.

“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.

“Applicant” means the same as set out in section 1(1) of the PGA [*Definitions and interpretation*].

“Audit and Practice Review Committee” means the audit and practice review committee established pursuant to section 63(1) of the PGA [*Audits and practice reviews*].

“Authenticate” means the act of a Professional Registrant Manually Authenticating or Digitally Authenticating a Document.

“Bad Faith” refers to a complaint that was made with untruthful, misleading, or unduly insensitive intent where the Complainant is motivated by malice or financial gain.

“Board” means ~~the same as “council” as defined in section 1(1) of the PGA [*Definitions and interpretation*].~~ added 2023-0a board established under section 23 of the PGA [*Board of regulatory body*].

[amended 2024-MM-DD]

“Board Chair” means ~~the same as president of the council referred to in the PGA.~~ added 2023-02-28]a board member referred to in section 23(2)(a) of the PGA [*Board of regulatory body*].

[amended 2024-MM-DD]

“Board Member” means ~~the same as “councillor” as defined in section 1(1) of the PGA [Definitions and interpretation]~~^[added 2023-02-28] a board member referred to in section 23(2) of the PGA [Board of regulatory body].

[amended 2024-MM-DD]

“Board Vice Chair” means ~~the same as vice president of the council referred to in the PGA.~~^[added 2023-02-28] a board member referred to in section 23(2)(a) of the PGA [Board of regulatory body].

[amended 2024-MM-DD]

“Branch” means a geographical group of Registrants.

“Branch Representatives’ Chair” means an individual who is appointed by the Board to chair meetings of representatives of each Branch and to act as a liaison between those representatives and the Board.

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

“Certificate Authority” means a third party approved by EGBC to issue Digital Certificates to Professional Registrants.

“Code of Conduct” means the document created or adopted by a Registrant Firm pursuant to section 7.7.3(1)(a) of the Bylaws [Professional Practice Management Plan].

“Code of Ethics” means the Code of Ethics of EGBC set out in Schedule A of the Bylaws.

“Committee” means the same as defined in section 1(1) of the PGA [Definitions and interpretation].

“Communications and Leadership Learning” means Continuing Education Activities related to advancing an individual Registrant’s non-technical knowledge and skills, including communications and leadership skills.

“Complainant” means a person who files a complaint against a Registrant and includes a member of the public or another Registrant.

“Conduct of Concern” means the same as defined in section 76(1) of the PGA [Conduct in another jurisdiction].

“Conduct Unbecoming a Registrant” means the same as defined in section 1(1) of the PGA [Definitions and interpretation].

“Continuing Education Activity” means an activity related to advancing an individual Registrant’s knowledge in the categories of Ethical Learning, Regulatory Learning, Communications and Leadership Learning, or Technical Learning.

“Continuing Education Hour” means one hour of a Continuing Education Activity that contributes to an individual Registrant’s maintenance of competency within the individual Registrant’s current area(s) of practice, including any anticipated future area(s) of practice, if the individual Registrant is a Professional Registrant.

[amended 2023-02-28]

“Council” [Repealed 2023-02-28 – see “Board”]

“Credentials Committee” means the credentials committee established pursuant to section 44(1) of the PGA [*Credentials committee*].

“Decision Maker” means

- (a) the Registrar in the case of a credentials hearing pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*], and
- (b) the Discipline Hearing Panel in the case of a discipline hearing pursuant to section 10.7 of the Bylaws [*Discipline Hearings*].

“Delegated” means, in relation to Direct Supervision, a Subordinate being directed to undertake certain activities, work, or decisions related to the Regulated Practice on behalf of a Professional Registrant who takes professional responsibility for the work of the Subordinate.

“Deputy Registrar” means any individual appointed by the Board as deputy registrar pursuant to section 31(1) of the PGA [*Registrar and register for regulatory body*].

“Different Governing Body” means the same as defined in section 76(1) of the PGA [*Conduct in another jurisdiction*].

“Digital Certificate” means a certificate issued to a Professional Registrant by a Certificate Authority that attests to the legitimacy of information through the use of encryption.

“Digitally Authenticating” means a Professional Registrant applying all of the following to a Document:

- (a) the Professional Registrant’s Digital Seal;
- (b) a digital image of the Professional Registrant’s signature;
- (c) a digital image of the date of authentication;
- (d) the Professional Registrant’s Digital Certificate.

“Digital Seal” means a digital image of a Professional Registrant’s Manual Seal, with no material variation in format or wording.

“Direct Supervision” means the responsibility for the control and conduct of the activities, work, or decisions related to the Regulated Practice that have been Delegated to a Subordinate.

“Disciplinary Order” means any of the following:

- (a) an order made pursuant to section 9.7.2 of the Bylaws [*Suspension or Cancellation on the Basis of an Indictable Offence*];
- (b) an order made pursuant to section 67(1) of the PGA [*Extraordinary action*];
- (c) a consent or undertaking given pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*];
- (d) a consent order made pursuant to section 73(2)(a) or (b) of the PGA [*Consent orders*];
- (e) any agreement reached through the Alternative Complaint Resolution process pursuant to section 74 of the PGA [*Alternative complaint resolution*];
- (e.1) a determination made at a pre-hearing conference by a Discipline Hearing Panel;
- (f) a determination made pursuant to sections 75(5)(b), 75(6), or 75(7) of the PGA [*Discipline hearings*], as applicable;
- (g) an assessment of costs made pursuant to section 81(1) of the PGA [*Costs*].

[(a) amended 2021-12-15; (e.1) added 2023-06-27]

“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 Hearing Record” means any of the following:

- (a) a citation for a discipline hearing;
- (b) motions;
- (c) affidavits and attached exhibits;
- (d) exhibits;
- (e) written submissions;
- (f) transcripts, if any.

[added 2024-01-31]

“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 pursuant to section 77(1) of the PGA [*Discipline committee to conduct hearings*] 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.

[amended 2024-01-31]

“Document” includes any physical or electronic record, including but not limited to a report, certificate, memo, specification, drawing, map, or plan, that conveys a design, direction, estimate, calculation, opinion, interpretation, observation, model, or simulation that relates to the Regulated Practice.

“EGA” means the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c. 116.

“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.

“Ethical Learning”, means Continuing Education Activities related to advancing an individual Registrant’s knowledge of how to act ethically and meet the ethical obligations of Registrants pursuant to the PGA, regulations, Bylaws, and Code of Ethics.

“Executive Director” means the individual appointed by the Board as the chief executive officer of EGBC pursuant to section 32(1)(a) of the PGA [*Officers and committees*], who may also be the Registrar.

“Extraordinary Action Panel” means a panel of either the Discipline Committee or the Investigation Committee, as applicable, that consists of at least 3 officers who are members of either the Discipline Committee or the Investigation Committee, as applicable, one of whom must be a Lay Committee Member, and is established pursuant to section 9.3(2) of the Bylaws [*Officers*] or section 10.3(2) of the Bylaws [*Officers and Discipline Committee Panels*] for the purpose of considering action that may be taken pursuant to section 67 of the PGA [*Extraordinary action*].

[amended 2024-01-31]

“Firm” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Frivolous” refers to a complaint that is obviously unsustainable in law or that displays no reasonable cause for complaint in law.

“Government Registrant” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Immediate Past Board Chair” means ~~the same as immediate past president of the council referred to in the PGA.~~^[added 2023-02-28] a board member referred to in section 23(2)(c) of the PGA [*Board of regulatory body*].

[amended 2024-MM-DD]

“Incompetent” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Individual With Authority” means an individual that is:

- (a) in respect of a Firm that is a corporation, a director or senior officer;
- (b) in respect of a Firm that is a partnership, a partner;
- (c) in respect of a Firm that is a sole proprietorship, an owner; or
- (d) any other individual that is authorized by a Firm to act in a similar capacity as a director, senior officer, or partner and to make legally binding decisions and take binding action on behalf of the Firm.

“In Good Standing” means a Registrant meets all of the following criteria:

- (a) the Registrant’s registration is not suspended;
- (b) the Registrant has paid any annual fee owing to EGBC; and
- (c) if the Registrant is a Registrant Firm,
 - (i) the Registrant Firm’s registration and Permit to Practice are not suspended, and
 - (ii) there are no conditions on the Registrant Firm’s registration and Permit to Practice prohibiting it from engaging in the Regulated Practice.

“Inspector” [Repealed 2022-12-02 – see “Investigator”]

“Investigation Committee” means the investigation committee established pursuant to section 64 of the PGA [*Investigation committee*].

“Investigation Subcommittee” means any number of members of the Investigation Committee authorized by the Investigation Committee to carry out an investigation or oversee and take responsibility for an investigation carried out by an Investigator, which members may be the same as those serving on a Resolution Subcommittee.

“Investigator” means the Registrar, the members of an Investigation Subcommittee, and any person appointed as an investigator pursuant to section 68 of the PGA [*Investigators*].

[amended 2022-12-02]

“Lay Board Member” means ~~the same as “lay councillor” as defined in section 1(1) of the PGA [*Definitions and interpretation*].~~[added 2023-02-28] a board member described in section 23(2)(b) of the PGA [*Board of regulatory body*].

[amended 2024-MM-DD]

“Lay Committee Member” means the same as defined in section 21 of the PGA [*Definition*].

“**Lay Councillor**” [Repealed 2023-02-28 – see “Lay Board Member”]

“**Major Non-Conformance**” means a situation in which, based on the evidence provided to the assessor,

- (a) there is systemic failure by a Registrant subject to a compliance audit to meet an applicable regulatory requirement(s), or
- (b) there are reasonable and probable grounds to believe that a Registrant subject to a compliance audit may be engaged in the Regulated Practice in a manner that may pose a risk of significant harm to the environment or to the health or safety of the public or a group of people.

“**Manually Authenticating**” means a Professional Registrant applying all of the following to a Document:

- (a) the Professional Registrant’s Manual Seal;
- (b) the Professional Registrant’s handwritten signature;
- (c) the date of authentication.

“**Manual Seal**” means the ink stamp or embossing machine issued to a Professional Registrant by EGBC that can create an impression on a Document.

“**Minor Non-Conformance**” means a situation in which, based on the evidence provided to the assessor,

- (a) there has been failure by a Registrant subject to a compliance audit to meet an applicable regulatory requirement(s), but such failure is not systemic, and
- (b) there are no reasonable and probable grounds to believe that the Registrant subject to a compliance audit may be engaged in the Regulated Practice in a manner that may pose a risk of significant harm to the environment or to the health or safety of the public or a group of people.

“**Nomination Committee**” means the nomination committee established pursuant to section 26(1) of the PGA [*Election of registrant ~~councillors~~ board members*].

[amended 2024-MM-DD]

“**Non-Contentious Decision**” means a decision which, pursuant to a policy approved by the Board, may be made by an officer in relation to an application for enrolment, admission, or reinstatement pursuant to the Bylaws.

“**Panel**” means one or more of the following:

- (a) Extraordinary Action Panel;
- (b) Discipline Resolution Panel;

(c) Discipline Hearing Panel.

“Permit to Practice” means a certificate bearing a Permit to Practice Number that is issued to a Registrant Firm by EGBC and confirms that the Registrant Firm is entitled to engage in the Reserved Practice in British Columbia, subject to any suspensions, limitations, conditions, or restrictions on the Registrant Firm’s registration.

“Permit to Practice Number” means the unique number that is issued to a Registrant Firm by EGBC and appears on the Permit to Practice.

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

“Practice Advice Program” means a program offered by EGBC to assist Registrants in dealing with professional or ethical issues, as required by section 57(1)(d) of the PGA [*Standards of conduct and competence*].

“Practice Advisor” means an individual Registrant employed or retained by EGBC who receives and responds to professional or ethical inquiries of Registrants through the Practice Advice Program.

“Practice of Professional Engineering” 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*] and prescribed by the *Engineers and Geoscientists Regulation*, B.C. Reg. 14/2021.

[amended 2021-07-14]

“Practice of Professional Geoscience” 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*] and prescribed by the *Engineers and Geoscientists Regulation*, B.C. Reg. 14/2021.

[amended 2021-07-14]

“Private Sector Firm” means a Registrant Firm that is designated as a Private Sector Firm pursuant to section 5.12.2(2) of the Bylaws [*Private Sector Firm*].

“Proceeding” means a motion, application, pre-hearing conference or hearing.

“Professional Misconduct” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Professional of Record” means the Professional Registrant who is professionally responsible for activities, work, or Documents related to the Regulated Practice.

“Professional Practice Management Plan” means a document that is developed and maintained by a Registrant Firm and must meet the requirements set out in section 7.7.3 of the Bylaws [*Professional Practice Management Plan*].

“Professional Registrant” means a Registrant who is registered in one of the following categories of Registrants:

- (a) professional engineer;
- (b) professional geoscientist;
- (c) professional licensee engineering;
- (d) professional licensee geoscience;
- (e) life member prior to 1998;
- (f) honorary life member.

“**Public Sector Firm**” means a Registrant Firm that is designated as a Public Sector Firm pursuant to section 5.12.1(2) of the Bylaws [*Public Sector Firm*].

“**Recent Historical Member**” means the same as defined in section 1.4 of the *Professional Governance General Regulation*, B.C. Reg. 107/2019 [*Definitions*].

“**Register**” means the register on a publicly available website maintained by or on behalf of EGBC pursuant to section 31(3) of the PGA [*Registrar and register for regulatory body*].

“**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*].

“**Registrant Board Member**” means ~~the same as “registrant councillor” as defined in section 1(1) of the PGA [*Definitions and interpretation*]~~ added 2023 a board member described in section 23(2)(a) of the PGA [*Board of regulatory body*].

[amended 2024-MM-DD]

“**Registrant Firm**” means a Firm that is registered with EGBC as a Registrant.

“**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.

“**Regulated Practice**” 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*] and prescribed by the *Engineers and Geoscientists Regulation*, B.C. Reg. 14/2021.

[amended 2021-07-14]

“**Regulation of Firms Training Program**” means the training program designated by EGBC for providing training and information to Responsible Registrants of Registrant Firms.

“**Regulatory Authority**” means a licensing or certification body for regulating engineering or geoscience in Canada, or an institution in another country that is, in the opinion of the Board, equivalent to EGBC.

“Regulatory Committee” means the Credentials Committee, the Audit and Practice Review Committee, the Investigation Committee, or the Discipline Committee.

[added 2022-09-19]

“Regulatory Learning”, means Continuing Education Activities related to advancing an individual Registrant’s knowledge of the relevant regulatory requirements, including the PGA, regulations, Bylaws, Code of Ethics, codes, standards, policies, and requirements in relevant legislation.

“Reporting Year” means the period beginning on July 1 of a calendar year and ending on June 30 of the following calendar year.

“Reserved Practice” means the same as prescribed by the *Engineers and Geoscientists Regulation*, B.C. Reg. 14/2021.

[amended 2021-07-14]

“Resolution Subcommittee” means any number of members of the Investigation Committee authorized by the Investigation Committee to attempt to resolve or oversee an attempt to resolve one or more matters subject to investigation pursuant to sections 72 to 74 of the PGA, which members may be the same as those serving on an Investigation Subcommittee.

“Respondent” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Responsible Officer” means an individual who has been designated by a Registrant Firm pursuant to section 5.12(13) of the Bylaws [*Registrant Firm*], must meet the requirements set out in sections 5.12(14), (15), (16) and (17) of the Bylaws [*Registrant Firm*], and has the responsibilities set out in section 5.12(18) of the Bylaws [*Registrant Firm*].

“Responsible Registrant” means a Professional Registrant who has been designated by a Registrant Firm pursuant to section 5.12(5) of the Bylaws [*Registrant Firm*], must meet the criteria set out in sections 5.12(7) and (8) of the Bylaws [*Registrant Firm*], and has the responsibilities set out in section 5.12(9) of the Bylaws [*Registrant Firm*].

“Robert’s Rules of Order” means the procedural rules set out in the guide published by the Robert’s Rules Association under the title “Robert’s Rules of Order Newly Revised”.

“Sole Practitioner” means a Professional Registrant who practises on their own, either in an incorporated or unincorporated manner.

“Structural Design” means a design of a Structure.

“Structure” means a series of connected, interrelated elements that form a system that provides adequate rigidity and can resist a series of external load effects applied to it, including its own weight. Examples include temporary or permanent structures such as buildings, retaining walls, large signage, support towers, bridges, dams, and tunnels.

“Subordinate” means any individual who engages in the Regulated Practice under the Direct Supervision of a Professional Registrant.

“Technical Learning” means Continuing Education Activities related to advancing an individual Registrant’s technical and professional knowledge and skills within an individual Registrant’s area(s) of practice, including any anticipated future area(s) of practice.

“Three-Year Rolling Period” means a period of 3 consecutive Reporting Years, with a new period starting on the first day of each Reporting Year. For greater clarity, Reporting Years 1, 2 and 3 is one period, Reporting Years 2, 3 and 4 is one period, and Reporting Years 3, 4 and 5 is one period, with the pattern continuing.

“Trainee” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

“Trivial” refers to a complaint that has no merit and does not warrant further investigation.

“Vexatious” refers to a complaint that has the intent of annoying, harassing, embarrassing, or abusing another party, or abusing the complaint process.

1.2 Written Notice to Registrants

- (1) In all instances where written notice is required to be provided to an individual Registrant pursuant to the PGA or the Bylaws, written notice to the individual Registrant may be provided by way of the individual Registrant’s personal and unique email address.
- (2) In all instances where written notice is required to be provided to a Registrant Firm pursuant to the PGA or the Bylaws, written notice to the Registrant Firm may be provided by way of the personal and unique email address of the Responsible Officer or any of the Responsible Registrants of the Registrant Firm.

2 Governance

2.1 Committees Established

- (1) The Nomination Committee is established pursuant to section 26(1) of the PGA [*Election of registrant ~~councillors~~ board members*].
[(1) amended 2024-MM-DD]
- (2) The Credentials Committee is established pursuant to section 44(1) of the PGA [*Credentials committee*].
- (3) The Audit and Practice Review Committee is established pursuant to section 63(1) of the PGA [*Audits and practice reviews*].
- (4) The Investigation Committee is established pursuant to section 64 of the PGA [*Investigation committee*].
- (5) The Discipline Committee is established pursuant to section 75(1) of the PGA [*Discipline hearings*].

2.2 Chairs, Vice-Chairs, and Members of Committees

- (1) Pursuant to section 32(7)(c) of the PGA, the Board must appoint a chair of a Committee in accordance with the merit-based selection principles prescribed by the Lieutenant Governor in Council pursuant to section 25(1) of the PGA [*Selection principles and criteria*].
[(1) amended 2022-12-02]
- (2) Except as otherwise prescribed by the Lieutenant Governor in Council or provided in the Bylaws, the Board may appoint a vice-chair of a Committee in accordance with the merit-based selection principles prescribed by the Lieutenant Governor in Council pursuant to section 25(1) of the PGA [*Selection principles and criteria*].
[(2) amended 2022-12-02]
- (3) Any vice-chair appointed pursuant to subsection (2) may assume the role of chair in the following situations:
 - (a) whenever the chair is unavailable to act, but not for a term that is longer than the remainder of the term of the chair;
 - (b) whenever there is no chair appointed, until a chair is appointed by the Board or the term of the vice-chair expires.
- (4) At a meeting of a Committee, if neither the chair nor any vice-chair of the Committee attends the meeting in person or by Electronic Means at its appointed time, the Committee members may choose one of their number to chair the meeting.

(5) [Repealed 2022-09-19]

(5.1) The Board must appoint the members of each Committee.

[(5.1) added 2022-09-19]

(5.2) For each Regulatory Committee, the Board must appoint Professional Registrants to constitute a majority of the Regulatory Committee members.

[(5.2) added 2022-09-19]

(5.3) If the composition of a Regulatory Committee changes such that Professional Registrants no longer constitute a majority of Regulatory Committee members, the Regulatory Committee may continue to operate and carry out its business without a majority of Professional Registrants for up to one year.

[(5.3) added 2022-09-19]

(6) A member, a vice-chair, or a chair of a Committee who is an individual Registrant and whose registration has been suspended or cancelled is terminated from the Committee effective the start date of the suspension or cancellation.

[(6) amended 2022-09-19]

(7) A Committee member serves on a Committee at the pleasure of the Board and may be removed by the Board from a Committee before the expiry of their term of office without prior notice to the Committee member.

[(7) amended 2022-09-19]

2.3 Conduct of Committee Meetings

(1) A Committee may meet or adjourn as it sees fit, including meeting by any combination of Committee members attending in person or by Electronic Means.

(2) Questions arising at a meeting of a Committee must be decided by a majority of the Committee members attending in person or by Electronic Means, who may each cast one vote on a matter put to a vote.

(3) Despite subsection (2), the chair of a meeting of a Committee may only vote on a matter put to a vote in the case of an equality of votes, in which case the chair will have a casting vote.

(4) A resolution that is assented to and adopted by Committee members in writing, although not passed during a meeting of the Committee, is of the same force and effect as if it had been duly passed at a meeting of the Committee.

2.4 Conduct of Board Meetings

(1) The Board may meet or adjourn as it sees fit, including meeting by any combination of Board Members attending in person or by Electronic Means.

- (2) The Board may adopt or establish policies, procedures, or rules of order, consistent with the PGA, applicable regulations, and the Bylaws, for the purpose of regulating the conduct of a meeting of the Board.
- (3) [Repealed 2021-07-14]
- (4) A meeting of the Board is open to the public.
- (5) Despite subsection (4), the Board is authorized to hold any meeting or a portion of any meeting in the absence of the public or any other person who is not a Board Member pursuant to section 35(2) of the PGA [*Bylaws of ~~council~~-board*].
[(5) amended 2024-MM-DD]
- (6) The Executive Director must
 - (a) call a meeting of the Board at the request of the Board Chair or any 3 Board Members, and
 - (b) provide reasonable written notice to the Board of the date, hour, place, and purpose of a meeting of the Board.
- (7) At a meeting of the Board, if neither the Board Chair nor the Board Vice Chair attend the meeting in person or by Electronic Means at its appointed time, the Board may choose one of their number to chair the meeting and exercise all of the functions and authority of the Board Chair for the conduct of the meeting.
- (8) Questions arising at a meeting of the Board must be decided by a majority of the voting Board Members attending in person or by Electronic Means, who may each cast one vote on a matter put to a vote.
- (9) Despite subsection (8), the chair of a meeting of the Board may only vote on a matter put to a vote in the case of an equality of votes, in which case the chair will have a casting vote.
- (10) A resolution that is assented to and adopted by the Board Members in writing, although not passed at a meeting of the Board, is of the same force and effect as if it had been duly passed at a meeting of the Board.
- (11) The Executive Director must ensure that minutes are taken at each meeting of the Board.

2.5 Executive Director, Registrar, and Deputy Registrar(s)

- (1.01) The Board must appoint an Executive Director pursuant to section 32(1)(a) of the PGA [*Officers and committees*].

[(1.01) added 2022-09-19]

(1.02) The Board authorizes the Executive Director to exercise the Board's power to terminate the appointment of the Registrar pursuant to section 31(1) of the PGA [*Registrar and register for regulatory body*].

[(1.02) added 2022-09-19]

(1.03) The Board authorizes the Executive Director to exercise the Board's powers to appoint any number of Deputy Registrars and terminate the appointment of a Deputy Registrar pursuant to section 31(1) of the PGA [*Registrar and register for regulatory body*].

[(1.03) added 2022-09-19]

(1) Pursuant to section 31(2) of the PGA [*Registrar and register for regulatory body*] the Board authorizes any Deputy Registrar(s) to exercise any of the powers and perform any of the duties of the Registrar set out in the Bylaws.

[(1) amended 2022-09-19]

2.6 Accounting Records of EGBC

- (1) Accounting Records must be maintained by EGBC and must be available for inspection by the Board.
- (2) No Registrant, other than a Registrant who is on the Board, has any right to inspect any Accounting Records of EGBC, except as authorized by the Board or as required by law.
- (3) The Board may determine whether, to what extent, at what time(s) and place(s), and under what conditions or regulations Accounting Records may be open to the inspection of Registrants that are not on the Board.

2.7 Financial Statements and Audit

- (1) Financial statements must be drawn up annually, and such financial statements, together with the books of EGBC, must be audited annually by a chartered professional accountant appointed by the Board as an auditor.
- (2) A report duly signed by the auditor appointed pursuant to subsection (1) must be presented to Registrants, and the Board must cause such report, together with the financial statements of EGBC, to be made available to all Registrants at least 15 days prior to the annual general meeting.
- (3) The auditor's report and the financial statements of EGBC required pursuant to subsection (2) must be accompanied by a report of the Executive Director as to the state of the affairs of EGBC, which must be published on a public website maintained by EGBC at least 15 days prior to the annual general meeting.

2.8 Seal of EGBC

- (1) EGBC must have a seal.

- (2) EGBC's seal must be affixed by the Executive Director or those persons designated by the Executive Director, to those instruments determined by the Executive Director.

2.9 Branches

- (1) Pursuant to section 35(1)(g) of the PGA [*Bylaws of ~~council~~, board*], the Board may continue or establish Branches.

[(1) amended 2024-MM-DD]

3 General Meetings

3.1 Conduct of General Meetings

- (1) A general meeting must be held in the manner provided in section 33 of the PGA [*General meetings of regulatory bodies*].
- (2) At the discretion of the Board, a general meeting may be held with Registrants attending
 - (a) in person,
 - (b) by Electronic Means, or
 - (c) in any combination of Registrants attending in person or by Electronic Means.
- (3) The Board may adopt or establish policies, procedures, or rules of order, consistent with the PGA, applicable regulations, and the Bylaws, for the purpose of regulating the conduct of a general meeting.
- (4) The rules contained in Robert's Rules of Order must govern the conduct of general meetings, as applicable, except where Robert's Rules of Order are inconsistent with the Bylaws or any policies, procedures, or rules of order adopted or established by the Board pursuant to subsection (3).
- (5) Any policies, procedures, or rules of order adopted or established by the Board prior to the general meeting pursuant to subsection (3) must be published on a public website maintained by EGBC prior to the general meeting to which the policies, procedures, or rules of order are to apply.
- (6) The Executive Director must ensure that minutes are taken at each general meeting.

3.2 Request for General Meetings

- (1) A written request that the Board call a general meeting pursuant to section 33(4) of the PGA [*General meetings of regulatory bodies*] must be accompanied by a notice setting out specifically the business to be transacted at the general meeting.

3.3 Notice of General Meetings

- (1) Notice of the time and place of a general meeting must be
 - (a) published on a public website maintained by EGBC, and
 - (b) provided in writing to Registrants In Good Standing,at least 21 days prior to the general meeting.

- (2) If the Board has determined pursuant to section 3.1(2) of the Bylaws [*Conduct of General Meetings*] that a general meeting will be held by Electronic Means, or by any combination of Registrants attending in person or by Electronic Means, this determination must be included in the notice of the general meeting that is published pursuant to subsection (1).
- (3) Accidental omissions in the delivery of notice or non-receipt of a notice required pursuant to subsection (1) by any Registrant entitled to receive notice does not invalidate the proceedings at a general meeting.

3.4 Chair of General Meetings

- (1) The Board Chair must act as chair of a general meeting.
- (2) Despite subsection (1), the Board Vice Chair must act as chair of a general meeting if the Board Chair
 - (a) does not attend in person or by Electronic Means at the time appointed for holding the general meeting, or
 - (b) is not willing to act as chair of the general meeting.
- (3) Despite subsections (1) and (2), the Board may choose one of their number to chair the general meeting if both the Board Chair and the Board Vice Chair
 - (a) do not attend the general meeting in person or by Electronic Means at its appointed time, or
 - (b) are not willing to act as chair of the general meeting.

3.5 Quorum for General Meetings

- (1) The quorum requirement for a general meeting is 50 individual Registrants In Good Standing, whether attending the general meeting
 - (a) in person, or
 - (b) by Electronic Means, if the Board has determined that Registrants may attend the general meeting by Electronic Means pursuant to section 3.1(2) of the Bylaws [*Conduct of General Meetings*].

3.6 Eligibility and Entitlement to Vote

- (1) A Registrant is eligible to vote in a resolution, a referendum, and an election of the Board if the Registrant, at the time the Registrant casts the Registrant's vote
 - (a) is In Good Standing, and
 - (b) belongs to one of the following categories of Registrants:

- (i) Trainee;
- (ii) professional engineer;
- (iii) professional geoscientist;
- (iv) professional licensee engineering;
- (v) professional licensee geoscience;
- (vi) life member prior to 1998;
- (vii) honorary life member;
- (viii) non-practising;
- (ix) life members or life limited licensees.

3.7 Resolutions Proposed by Registrants

- (1) A Registrant who has voting rights pursuant to section 3.6 of the Bylaws [*Eligibility and Entitlement to Vote*] may deliver a written notice to the Executive Director not fewer than 30 days before the date set for a general meeting requesting the consideration of a resolution at the general meeting.
- (2) A written notice delivered by a Registrant pursuant to subsection (1) must
 - (a) identify the Registrant as the mover of the resolution,
 - (b) identify another Registrant who has voting rights pursuant to section 3.6 of the Bylaws [*Eligibility and Entitlement to Vote*] as a seconder of the resolution, and
 - (c) contain the text of the resolution, which must not include a preamble.
- (3) A resolution delivered by a Registrant pursuant to subsections (1) and (2) must be reviewed by the Executive Director to ensure the resolution is eligible for consideration at a general meeting, in accordance with any policies, procedures, or rules of order adopted or applicable pursuant to sections 3.1(3) and (4) of the Bylaws [*Conduct of General Meetings*].
- (4) If a resolution is eligible for consideration at the general meeting pursuant to subsection (3) the Executive Director must do all of the following at least 14 days before the date of the general meeting:
 - (a) deliver written notice of the resolution to Registrants who have voting rights pursuant to section 3.6 of the Bylaws [*Eligibility and Entitlement to Vote*];

- (b) publish notice of the resolution, including the text of the resolution, on a public website maintained by EGBC.
- (5) The accidental omission to deliver written notice of a resolution to, or the non-receipt of written notice by, any Registrant entitled to receive notice does not invalidate the resolution.

3.8 Voting on Resolutions

- (1) A vote of a general meeting may be taken in the manner determined by the Board, subject to the PGA, applicable regulations, and the Bylaws.
- (2) When a resolution is decided by a vote of a general meeting,
 - (a) the chair of the general meeting must declare that the resolution has been carried or lost, and
 - (b) minutes made that the resolution has been carried or lost are conclusive evidence of that fact, without proof of the number or proportion of the votes recorded in favour or against the resolution.
- (3) A Registrant must have one vote in a resolution put to a vote of the general meeting if the Registrant has voting rights pursuant to section 3.6 of the Bylaws [*Eligibility and Entitlement to Vote*] and is attending the general meeting
 - (a) in person, or
 - (b) by Electronic Means, if the Board has determined that Registrants may attend the general meeting by Electronic Means pursuant to section 3.1(2) of the Bylaws [*Conduct of General Meetings*].
- (4) Despite subsection (3), the chair of a general meeting may only vote on a resolution put to a vote in the case of an equality of votes, in which case the chair will have a casting vote.
- (5) Except as provided in section 34 of the PGA [*Implementing resolutions of general meetings*], a resolution approved at a general meeting does not bind the Board, any Committee, or any officer, employee, or agent of EGBC in the exercise of its or their powers or in performance of its or their duties under the PGA or any other enactment.

3.9 Adjourning General Meetings

- (1) The chair of a general meeting may adjourn the general meeting from time to time and from place to place.
- (2) The only business that may be transacted at an adjourned general meeting is that business left unfinished at the meeting from which the adjournment took place.

- (3) When a general meeting is adjourned for less than 30 days, it is not necessary for EGBC to give notice of the adjourned general meeting, or of the business to be transacted at the adjourned general meeting.
- (4) When a general meeting is adjourned for 30 days or more, notice of the adjourned general meeting must be given by EGBC in the same manner as notice of the original meeting.

4 Nominations and Election of the Board

4.1 Nomination Committee Composition

- (1) The Nomination Committee must be composed of between 5 and 7 members appointed by the Board.
- (2) The members of the Nomination Committee appointed by the Board pursuant to subsection (1) must include
 - (a) the Immediate Past Board Chair, who will serve as chair of the Nomination Committee,
 - (b) at least one Lay Committee Member, and
 - (c) the Branch Representatives' Chair.
- (3) If the Immediate Past Board Chair cannot be appointed as or serve as chair of the Nomination Committee, the Board must appoint a Lay Board Member as the chair of the Nomination Committee.
- (4) If the Branch Representatives' Chair cannot be appointed to or serve on the Nomination Committee, the Board must appoint a delegate.
- (5) No Board Member may be appointed to or serve on the Nomination Committee, except
 - (a) the Immediate Past Board Chair, or
 - (b) a Lay Board Member, if the Immediate Past Board Chair is unable to serve as chair of the Nomination Committee.

4.2 Powers of the Nomination Committee

- (1) The Nomination Committee has the functions and duties assigned to it in the PGA.

4.3 Criteria for Nomination of Candidates

- (1) Pursuant to section 25(2)(a) of the PGA [*Selection principles and criteria*], a candidate nominated by the Nomination Committee for a position as Registrant Board Member must be a Registrant In Good Standing.

[(1) amended 2023-02-28]

- (2) [Repealed 2023-02-28]
- (3) [Repealed 2023-02-28]

4.4 List of Candidates

- (1) The list of candidates nominated by the Nomination Committee must be
 - (a) signed by the chair of the Nomination Committee,
 - (b) accompanied by the written consent of all candidates,
 - (c) provided to the Executive Director, and
 - (d) published on a public website maintained by EGBCat least 90 days prior to the annual general meeting.

4.5 Election Procedures

(1.01) An election is held each year to fill vacancies on the Board.

[(1.01) added 2023-02-28]

- (1) The election of Registrant Board Members must be by electronic ballot.
[(1) amended 2023-02-28]
- (2) The Executive Director must prepare a ballot containing the names of all candidates nominated by the Nomination Committee.
- (3) Voting must be closed at no later than noon on the 15th day prior to the annual general meeting, ~~and ballots received after that time voting has closed must not be counted.~~
[(3) amended 2024-MM-DD]
- (4) Voting for more than the number of Registrant Board Members to be elected will invalidate the ballot.
[(4) amended 2023-02-28]
- (5) Voting for less than the number of Registrant Board Members to be elected will not invalidate the ballot.
[(5) amended 2023-02-28]
- (6) Ballots cast in an election must be tabulated at least 10 days prior to the annual general meeting.
- (7) [Repealed 2023-02-28]
- (8) The candidates who receive the most votes in the election are elected as Registrant Board Members.
[(8) amended 2023-02-28]

- (9) [Repealed 2023-02-28]
- (10) If there is a tie vote between 2 or more candidates, the Executive Director must hold a random draw to determine the successful candidate.
- (11) The Executive Director must inform each candidate in the election of the results of the election as soon as practicable, and the results of the election must be ~~announced~~ published on a public website maintained by EGBC at prior to the annual general meeting.
 [(11) amended 2024-MM-DD]
- (12) The successful candidates for positions as Registrant Board Members must take office at the close of the annual general meeting.
 [(12) amended 2023-02-28]
- (13) The Executive Director must not authorize the deletion of any electronic ballots cast in an election until 3 months after the date on which the ~~annual general meeting was held~~ results of the election were announced published on a public website maintained by EGBC.
 [(13) amended 2023-02-28]- [(13) amended 2024-MM-DD]
- (14) At the beginning of the first meeting of the Board after ~~an election of Registrant Board Members held pursuant to the Bylaws~~ the annual general meeting, the Board must elect by majority vote the Board Chair and Board Vice Chair from among the Registrant Board Members.
 [(14) added 2023-02-28]- [(14) amended 2024-MM-DD]

4.6 Term Lengths

- (1) Registrant Board Members must be elected for a 3-year term pursuant to section 24(1) of the PGA [*Term limits*].
 [(1) amended 2023-02-28]
- (2) The Board Chair and Board Vice Chair must each be elected pursuant to section 4.5(14) of the Bylaws [*Election Procedures*] for a one-year term pursuant to section 24(3) of the PGA [*Term limits*].
 [(2) amended 2023-02-28]

5 Credentials and Registrants

5.1 Powers of the Credentials Committee

- (1) The Credentials Committee has the functions and duties assigned to it in the PGA and delegated to it by the Board in subsections (2) and (3).
- (2) The Board authorizes the Credentials Committee to exercise the Board's powers pursuant to the following sections of the PGA, other than the Board's bylaw-making authority:
 - (a) section 32(1)(b) [*Officers and committees*], in order to appoint officers for the purpose of carrying out the powers delegated pursuant to subsection (3)(b).
 - (b) [Repealed 2023-05-01]
- (3) The Board authorizes the Credentials Committee to act pursuant to the following sections of the PGA:
 - (a) section 45 [*Application for enrolment, admission or reinstatement as registrant*] with respect to applications for registration as an individual Registrant;
 - (b) section 32(5)(b) [*Officers and committees*], to delegate the powers pursuant to section 45(1) of the PGA [*Application for enrolment, admission or reinstatement as registrant*] to one or more officers for the sole purpose of the officer(s) making a Non-Contentious Decision with respect to applications for registration as an individual Registrant.

5.2 Powers of the Audit and Practice Review Committee

- (1) The Audit and Practice Review Committee has the functions and duties assigned to it in the PGA and delegated to it by the Board in this section of the Bylaws with respect to applications for registration as a Registrant Firm.
- (2) The Board authorizes the Audit and Practice Review Committee to exercise the Board's powers pursuant to the following sections of the PGA, other than the Board's bylaw-making authority:
 - (a) section 32(1)(b) [*Officers and committees*], in order to appoint officers for the purpose of carrying out the powers delegated to the Audit and Practice Review Committee pursuant to subsection (3)(b).
 - (b) [Repealed 2023-05-01]
- (3) The Board authorizes the Audit and Practice Review Committee to act pursuant to the following sections of the PGA:

- (a) section 45 [*Application for enrolment, admission or reinstatement as registrant*], with respect to applications for registration as a Registrant Firm;
- (b) section 32(5)(b) [*Officers and committees*], to delegate to one or more officers the powers granted to the Audit and Practice Review Committee by the Board pursuant to this section of the Bylaws, with respect to applications for registration as a Registrant Firm.

5.3 Powers of the Registrar

- (1) The Board authorizes the Registrar to exercise the Board's powers pursuant to sections 48(1), 48(2), 48(3), and 48(4) of the PGA [*Review on the record*] for the purpose of conducting reviews on the record pursuant to section 5.22 of the Bylaws [*Review on the Record*].

5.4 Categories of Registrants

- (1) The following categories and subcategories of Registrants are set out in sections 5.5 to 5.16 of the Bylaws:

Category of Registrant	Subcategory of Registrant	Bylaw Section
Trainee		5.5
	Engineer-in-Training	5.5.1
	Geoscientist-in-Training	5.5.2
Professional Engineer		5.6
	Designated Structural Engineer	5.6.1
Professional Geoscientist		5.7
Professional Licensee Engineering		5.8
Professional Licensee Geoscience		5.9
Life Member Prior to 1998		5.10
Honorary Life Member		5.11
Registrant Firm		5.12
	Public Sector Firm	5.12.1
	Private Sector Firm	5.12.2
Non-Practising Individual Registrant		5.13
Non-Practising Registrant Firm		5.14
Life Member or Life Limited Licensee		5.15
Honorary Member		5.16

5.5 Trainees

- (1) The category of Registrant called “Trainee” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) A Trainee must not serve as a Registrant Board Member, or as a member of any Committee.

5.5.1 Engineer-in-Training

- (1) The subcategory of Registrant called “engineer-in-training” is established under the category of Trainee pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Only a Registrant who is designated an engineer-in-training may hold themselves out to be an engineer-in-training and use the post-nominal “EIT”.
- (3) An engineer-in-training may only use a title containing the word “engineer”, or any form or abbreviation of the word “engineer”, if the designation “engineer-in-training” or “EIT” is used in close proximity to the title and given the same or higher degree of prominence.
 [(3) amended 2021-12-15]
- (4) An engineer-in-training must not represent themselves as a Professional Registrant.
- (5) An engineer-in-training must not engage in any area of the Reserved Practice except under the Direct Supervision of an individual who is legally entitled to independently practise in that area of the Reserved Practice, and that area of the Reserved Practice is of the type that may be provided under supervision pursuant to section 54(2) of the PGA [*Prohibitions regarding reserved practice*].
- (6) Pursuant to section 46(1) of the PGA [*Enrolment of trainees*], an Applicant for enrolment as an engineer-in-training must provide the following to the Credentials Committee:
 - (a) a completed application for enrolment as an engineer-in-training;
 - (b) any applicable application, examination, interview, or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) evidence satisfactory to the Credentials Committee of the following:
 - (i) the Applicant’s identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has

- (A) graduated in applied science, engineering, or geoscience from an institute of learning approved by the Credentials Committee in a program approved by the Credentials Committee, or
- (B) the equivalent of
 - (I) a university-level bachelor's degree in applied science or engineering, from an institution of learning not approved by the Credentials Committee, or in a program not approved by the Credentials Committee, but has passed
 - (1) examinations, assigned by the Credentials Committee from the syllabus published by the Credentials Committee, in the discipline of engineering of the Applicant's degree, that demonstrate that the Applicant's knowledge is equivalent to the knowledge of those who have graduated from an institute of learning approved by the Credentials Committee in a program in applied science or engineering approved by the Credentials Committee, or
 - (2) examinations, requiring special knowledge in branches of learning specified by the Credentials Committee, of an association or institute approved by the Credentials Committee, or
 - (II) 4 years of full-time post-secondary education in applied science, engineering, geoscience, science, or technology, and has demonstrated equivalency to graduation from an institute of learning approved by the Credentials Committee in a program in applied science, engineering, or geoscience approved by the Credentials Committee, by passing the Credentials Committee assigned
 - (1) examinations or coursework, applicable to the discipline or area of practice in which the Applicant wishes to be examined, to address deficiencies in syllabus or knowledge requirements coverage as determined by the Credentials Committee, or
 - (2) examinations, requiring special knowledge in branches of learning specified by the Credentials Committee, of an association or institute approved by the Credentials Committee.

5.5.2 Geoscientist-in-Training

- (1) The subcategory of Registrant called “geoscientist-in-training” is established under the category of Trainee pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Only a Registrant who is designated a geoscientist-in-training may hold themselves out to be a geoscientist-in-training and use the post-nominal “GIT”.
- (3) A geoscientist-in-training may only use a title containing the word “geologist”, “geophysicist”, “geochemist”, or “geoscientist”, or any form or abbreviation thereof, if the designation “geoscientist-in-training” or “GIT” is used in close proximity to the title and given the same or higher degree of prominence.
 [(3) amended 2021-12-15]
- (4) A geoscientist-in-training must not represent themselves as a Professional Registrant.
- (5) A geoscientist-in-training must not engage in any area of the Reserved Practice except under the Direct Supervision of an individual who is legally entitled to independently practise in that area of the Reserved Practice, and that area of the Reserved Practice is of the type that may be provided under supervision pursuant to section 54(2) of the PGA [*Prohibitions regarding reserved practice*].
- (6) Pursuant to section 46(1) of the PGA [*Enrolment of trainees*], an Applicant for enrolment as a geoscientist-in training must provide the following to the Credentials Committee:
 - (a) a completed application for enrolment as a geoscientist-in-training;
 - (b) any applicable application, examination, interview or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) evidence satisfactory to the Credentials Committee of the following:
 - (i) the Applicant’s identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has
 - (A) graduated in applied science, geoscience, or science from an institute of learning approved by the Credentials Committee in a program approved by the Credentials Committee, or
 - (B) the equivalent of 4 years of full-time post-secondary education in applied science, engineering, geoscience, science, or technology, and has demonstrated equivalency to graduation from an institute of learning approved by the Credentials Committee in a program in applied science,

geoscience, or science approved by the Credentials Committee, by passing the Credentials Committee assigned

- (I) examinations or coursework, applicable to the discipline or area of practice in which the Applicant wishes to be examined, to address deficiencies in syllabus or knowledge requirements coverage as determined by the Credentials Committee, or
- (II) examinations, requiring special knowledge in branches of learning specified by the Credentials Committee, of an association or institute approved by the Credentials Committee.

5.6 Professional Engineer

- (1) The category of Registrant called “professional engineer” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Only a Registrant who is designated a professional engineer may hold themselves out to be a professional engineer and use the post-nominal “P.Eng.”.
- (3) A professional engineer may engage in the Reserved Practice.
- (4) Pursuant to section 47(1) of the PGA [*Admission and reinstatement of registrants*], an Applicant for registration as a professional engineer must provide the following to the Credentials Committee:
 - (a) a completed application for registration as a professional engineer;
 - (b) any applicable application, examination, interview, course, or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) evidence satisfactory to the Credentials Committee of the following:
 - (i) the Applicant’s identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has obtained the necessary level of competency in English to engage in the Regulated Practice in British Columbia;
 - (iv) that the Applicant has completed the academic requirements pursuant to section 5.5.1(6)(c)(iii) of the Bylaws [*Engineer-in-Training*];
 - (v) that the Applicant has engineering experience that
 - (A) is sufficiently current to demonstrate competency with current practices,

- (B) is supported by the Applicant’s academic subjects of study, continuing education, or examinations assigned by the Credentials Committee,
 - (C) is broad-based and at the level of complexity and responsibility that demonstrates that the Applicant
 - (I) has applied engineering principles at an appropriate level,
 - (II) is ready to accept the full professional responsibility to engage in the Regulated Practice, and
 - (III) has reached the level of professional maturity needed to judge when the Applicant is out of the Applicant’s area of professional competence,
 - (D) is validated by
 - (I) a minimum of 4 Professional Registrants, or equivalent licensed engineering or geoscience practitioners from a Regulatory Authority, who
 - (1) practise in the same discipline of engineering as the Applicant or a related discipline, and
 - (2) have detailed knowledge of the work of the Applicant, or
 - (II) validators satisfactory to the Credentials Committee, where the Credentials Committee is satisfied that the Applicant cannot comply with the requirement in subsection (c)(v)(D)(I),
 - (E) is in conformance with general and discipline-specific experience guidelines published by the Credentials Committee,
 - (F) demonstrates that the Applicant has achieved the key competencies established by the Board at the required level of competence established by the Board in a minimum of 4 years, and
 - (G) demonstrates that the Applicant is competent to practise in British Columbia through achievement of Canadian environment competencies established by the Board at the required level of competence established by the Board, or by any alternative means established by the Board;
- (vi) that the Applicant has the requisite knowledge of the PGA, the Bylaws, the Code of Ethics, and professional practice issues, demonstrated by successful completion of

- (A) a course in law and ethics approved by the Board, and
 - (B) an examination in professional practice approved by the Board.
- (5) Despite subsection (4)(c), the Credentials Committee may accept the following qualifications without further examination:
- (a) the qualifications required by subsections (4)(c)(iii) to (4)(c)(vi) if the Applicant
 - (i) holds registration or licensure as the equivalent of a professional engineer in good standing with a Regulatory Authority for engineering in another jurisdiction in Canada, and
 - (ii) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia;
 - (b) the qualifications required by subsections (4)(c)(iv) and (4)(c)(v) if the Applicant
 - (i) holds registration or licensure as the equivalent of a professional engineer in good standing with a Regulatory Authority in another country that is, in the opinion of the Board, equivalent to EGBC, and
 - (ii) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia.

5.6.1 Designated Structural Engineer

- (1) The subcategory of Registrant called “designated structural engineer” is established as a subcategory of professional engineer pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Only a professional engineer who is a Professional Registrant and who is designated a designated structural engineer may hold themselves out to be a designated structural engineer and use the post-nominal “Struct.Eng.”.
- (3) Pursuant to section 42(2)(d) of the PGA [*Categories of registrants and bylaws for categories of registrants*], the Credentials Committee may designate a professional engineer as a designated structural engineer when the Credentials Committee is satisfied that the professional engineer demonstrates the requisite qualifications to be designated as a designated structural engineer.
- (4) Pursuant to section 42(2)(d) of the PGA [*Categories of registrants and bylaws for categories of registrants*], to be designated as a designated structural engineer, a professional engineer must provide the following:
 - (a) a completed application for designation as a designated structural engineer;

- (b) any applicable application, examination, or other applicable fees specified in section 6.1(2) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) evidence satisfactory to the Credentials Committee that the professional engineer
 - (i) is of good character and good repute,
 - (ii) has at least 6 years of significant post-graduation structural engineering experience as specified by the Board, including 2 years in responsible charge of significant engineering work as specified by the Board, that includes seismic design of buildings or other Structures in significant seismic regions as specified by the Board,
 - (iii) has completed examination(s) in structural engineering knowledge, solutions, codes and practice, as specified by the Board, and
 - (iv) has demonstrated active practice and completion of continuing education, as specified by the Board.
- (5) To maintain accreditation as a designated structural engineer, a designated structural engineer must
- (a) actively practise structural engineering for at least 2,250 hours over each Three-Year Rolling Period and provide confirmation of such to EGBC by 11:59 PM (Pacific Time) on the last day of each Reporting Year,
 - (b) comply with all applicable continuing education requirements set out in section 7.6 of the Bylaws [*Continuing Education Program*], and
 - (c) comply with any additional requirements to maintain accreditation as a designated structural engineer, as determined by the Board.

[(5)(a) amended 2022-09-19]

5.7 Professional Geoscientist

- (1) The category of Registrant called “professional geoscientist” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Only a Registrant who is designated a professional geoscientist may hold themselves out as a professional geoscientist and use the post-nominal “P.Geo.”.
- (3) A professional geoscientist may engage in the Reserved Practice.
- (4) Pursuant to section 47(1) of the PGA [*Admission and reinstatement of registrants*], an Applicant for registration as a professional geoscientist must provide the following to the Credentials Committee:

- (a) a completed application for registration as a professional geoscientist;
- (b) any applicable application, examination, interview, course, or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
- (c) evidence satisfactory to the Credentials Committee of the following:
 - (i) of the Applicant's identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has obtained the necessary level of competency in English to engage in the Regulated Practice in British Columbia;
 - (iv) that the Applicant has completed the academic requirements pursuant to section 5.5.2 (6)(c)(iii) of the Bylaws [*Geoscientist-in-Training*];
 - (v) that the Applicant has geoscience experience that
 - (A) is sufficiently current to demonstrate competency with current practices,
 - (B) is supported by the Applicant's academic subjects of study, continuing education or examinations assigned by the Credentials Committee,
 - (C) is broad-based and at the level of complexity and responsibility that demonstrates that the Applicant
 - (I) has applied geoscience principles at an appropriate level,
 - (II) is ready to accept the full professional responsibility to engage in the Regulated Practice, and
 - (III) has reached the level of professional maturity needed to judge when the Applicant is out of the Applicant's area of professional competence,
 - (D) is validated by
 - (I) a minimum of 4 Professional Registrants, or equivalent licensed engineering or geoscience practitioners from a Regulatory Authority, who
 - (1) practise in the same discipline of geoscience as the Applicant or a related discipline, and
 - (2) have detailed knowledge of the work of the Applicant, or

- (II) validators satisfactory to the Credentials Committee, where the Credentials Committee is satisfied that the Applicant cannot comply with the requirement in subsection (c)(v)(D)(I),
- (E) is in conformance with general and discipline-specific experience guidelines published by the Credentials Committee,
- (F) demonstrates that the Applicant has achieved the work experience competencies established by the Board in a minimum of 4 years, and
- (G) demonstrates that the Applicant is competent to practise in British Columbia through achievement of Canadian environment competencies established by the Board at the required level of competence established by the Board, or by any alternative means established by the Board;
- (vi) that the Applicant has the requisite knowledge of the PGA, the Bylaws, the Code of Ethics and professional practice issues, demonstrated by successful completion of
 - (1) a course in law and ethics approved by the Board, and
 - (2) an examination in professional practice approved by the Board.
- (5) Despite subsection (4)(c), the Credentials Committee may accept the following qualifications without further examination:
 - (a) the qualifications required by subsections (4)(c)(iii) to (4)(c)(vi) if the Applicant
 - (i) holds registration or licensure as the equivalent of a professional geoscientist in good standing with a Regulatory Authority for geoscience in another jurisdiction in Canada, and
 - (ii) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia;
 - (b) the qualifications required by subsections (4)(c)(iv) and (4)(c)(v) if the Applicant
 - (i) holds registration or licensure as the equivalent of a professional geoscientist in good standing with a Regulatory Authority in another country that is, in the opinion of the Board, equivalent to EGBC, and
 - (ii) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia.

5.8 Professional Licensee Engineering

- (1) The category of Registrant called “professional licensee engineering” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) On the coming into force of the PGA, individuals who held a limited licence to practise professional engineering pursuant to the EGA are continued as professional licensees engineering.
- (3) Only a Registrant who is designated as a professional licensee engineering may hold themselves out to be a professional licensee engineering and use the post-nominal “P.L.Eng.”.
- (3.1) A professional licensee engineering may only use a title containing the word “engineer”, or any form or abbreviation of the word “engineer”, if the designation “professional licensee engineering” or “P.L.Eng.” is used in close proximity to the title and given the same or higher degree of prominence.
 [(3.1) added 2021-12-15]
- (4) A professional licensee engineering may only engage in the authorized area of the Reserved Practice that is specified on their licence.
- (5) Pursuant to section 47(1) of the PGA [*Admission and reinstatement of registrants*], an Applicant for registration as a professional licensee engineering must provide the following to the Credentials Committee:
 - (a) a completed application for registration as a professional licensee engineering;
 - (b) any applicable application, examination, interview, course, or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) a proposed authorized area of practice;
 - (d) evidence satisfactory to the Credentials Committee of the following:
 - (i) the Applicant’s identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has obtained the necessary level of competency in English to engage in the Regulated Practice in British Columbia;
 - (iv) that the Applicant understands the role and obligations of a professional licensee engineering;

- (v) that the Applicant undertakes to practise within the authorized area of practice approved by the Credentials Committee and in accordance with other requirements related to practice that may be specified by the Credentials Committee;
- (vi) that the Applicant has a science degree in a discipline and from a university program approved by the Board, a degree or diploma in engineering technology from an institution approved by the Board in a program approved by the Board, or other academic qualifications acceptable to the Board;
- (vii) that the Applicant has completed any examinations assigned by the Credentials Committee;
- (viii) that the Applicant has a minimum of 8 years of experience in engineering that
 - (A) includes up to 4 of the years spent by the Applicant in obtaining the academic qualifications referred to in subsection (d)(vi),
 - (B) concludes with at least 2 years of experience within the proposed authorized area of practice to which the licence is to apply,
 - (C) is sufficiently current to demonstrate competency with current practices,
 - (D) is supported by the Applicant's academic subjects of study, continuing education or examinations assigned by the Credentials Committee,
 - (E) is at the level of complexity and responsibility that demonstrates that the Applicant
 - (I) has applied engineering principles at an appropriate level,
 - (II) is ready to accept the full professional responsibility to engage in the Applicant's proposed authorized area of practice, and
 - (III) has reached the level of professional maturity needed to judge when the Applicant is out of the Applicant's area of professional competence,
 - (F) is validated by
 - (I) a minimum of 4 Professional Registrants, or equivalent licensed engineering or geoscience practitioners from a Regulatory Authority, who
 - (1) practise in the same discipline of engineering as the Applicant or a related discipline, and
 - (2) have detailed knowledge of the work of the Applicant, or

- (II) validators satisfactory to the Credentials Committee, where the Credentials Committee is satisfied that the Applicant cannot comply with the requirement in subsection (d)(viii)(F)(I),
- (G) is in conformance with general and discipline-specific experience guidelines published by the Credentials Committee,
- (H) demonstrates that, within the proposed authorized area of practice, the Applicant has achieved the key competencies established by the Board at the required level of competence established by the Board in a minimum of 4 years, and
- (I) demonstrates that the Applicant is competent to practise in British Columbia within the proposed authorized area of practice through achievement of Canadian environment competencies established by the Board at the required level of competence established by the Board, or by any alternative means established by the Board;
- (ix) that the Applicant has the requisite knowledge of the PGA, the Bylaws, the Code of Ethics and professional practice issues, demonstrated by successful completion of
 - (A) a course in law and ethics approved by the Board, and
 - (B) an examination in professional practice approved by the Board.
- (6) Despite subsection (5)(d), the Credentials Committee may accept the qualifications required by subsections (5)(d)(vi) to (5)(d)(ix) without further examination if the Applicant
 - (a) holds registration or licensure as the equivalent of a professional licensee engineering in good standing with a Regulatory Authority for engineering in another jurisdiction in Canada, and
 - (b) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia.

5.9 Professional Licensee Geoscience

- (1) The category of Registrant called “professional licensee geoscience” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) On the coming into force of the PGA, individuals who held a limited licence to practise professional geoscience pursuant to the EGA are continued as professional licensees geoscience.

- (3) Only a Registrant who is designated as a professional licensee geoscience may hold themselves out to be a professional licensee geoscience and use the post-nominal “P.L.Geo.”.
- (3.1) A professional licensee geoscience may only use a title containing the word “geologist”, “geophysicist”, “geochemist”, or “geoscientist”, or any form or abbreviation thereof, if the designation “professional licensee geoscience” or “P.L.Geo.” is used in close proximity to the title and given the same or higher degree of prominence.
- [(3.1) added 2021-12-15]
- (4) A professional licensee geoscience may only engage in the authorized area of the Reserved Practice that is specified on their licence.
- (5) Pursuant to section 47(1) of the PGA [*Admission and reinstatement of registrants*], an Applicant for registration as a professional licensee geoscience must provide the following to the Credentials Committee:
- (a) a completed application for registration as a professional licensee geoscience;
 - (b) any applicable application, examination, interview, course, or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*];
 - (c) a proposed authorized area of practice;
 - (d) evidence satisfactory to the Credentials Committee of the following:
 - (i) the Applicant’s identity and legal name;
 - (ii) that the Applicant is of good character and good repute;
 - (iii) that the Applicant has obtained the necessary level of competency in English to engage in the Regulated Practice in British Columbia;
 - (iv) that the Applicant understands the role and obligations of a professional licensee geoscience;
 - (v) that the Applicant undertakes to practise within the authorized area of practice approved by the Credentials Committee and in accordance with other requirements related to practice that may be specified by the Credentials Committee;
 - (vi) that the Applicant has a science degree in a discipline and from a university program approved by the Board, a degree or diploma in geoscience technology from an institution approved by the Board in a program approved by the Board, or other academic qualifications acceptable to the Board;

- (vii) that the Applicant has completed any examinations assigned by the Credentials Committee;
- (viii) that the Applicant has a minimum of 8 years of experience in geoscience that
 - (A) includes up to 4 of the years spent by the Applicant in obtaining the academic qualifications referred to in subsection (d)(vi),
 - (B) concludes with at least 2 years of experience within the proposed authorized area of practice to which the licence is to apply,
 - (C) is sufficiently current to demonstrate competency with current practices,
 - (D) is supported by the Applicant's academic subjects of study, continuing education or examinations assigned by the Credentials Committee,
 - (E) is at the level of complexity and responsibility that demonstrates that the Applicant
 - (I) has applied geoscience principles at an appropriate level,
 - (II) is ready to accept the full professional responsibility to engage in the proposed authorized area of practice, and
 - (III) has reached the level of professional maturity needed to judge when the Applicant is out of the Applicant's area of professional competence,
 - (F) is validated by
 - (I) a minimum of 4 Professional Registrants, or equivalent licensed engineering or geoscience practitioners from a Regulatory Authority, who
 - (1) practise in the same discipline of geoscience as the Applicant or a related discipline, and
 - (2) have detailed knowledge of the work of the Applicant, or
 - (II) validators satisfactory to the Credentials Committee, where the Credentials Committee is satisfied that the Applicant cannot comply with the requirement in subsection (d)(viii)(F)(I),
 - (G) is in conformance with general and discipline-specific experience guidelines published by the Credential Committee,
 - (H) demonstrates that, within the proposed authorized area of practice, the Applicant has achieved the key competencies established by the Board

at the required level of competence established by the Board in a minimum of 4 years, and

- (l) demonstrates that the Applicant is competent to practise in British Columbia within the proposed authorized area of practice through achievement of Canadian environment competencies established by the Board at the required level of competence established by the Board, or by any alternative means established by the Board;
- (ix) that the Applicant has the requisite knowledge of the PGA, the Bylaws, the Code of Ethics and professional practice issues, demonstrated by successful completion of
 - (A) a course in law and ethics approved by the Board, and
 - (B) an examination in professional practice approved by the Board.
- (6) Despite subsection (5)(d), the Credentials Committee may accept the qualifications required by subsections (5)(d)(vi) to (5)(d)(ix) without further examination if the Applicant
 - (a) holds registration or licensure as the equivalent of a professional licensee geoscience in good standing with a Regulatory Authority for geoscience in another jurisdiction in Canada, and
 - (b) is not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia.

5.10 Life Member Prior to 1998

- (1) The category of Registrant called “life member prior to 1998” is established only for life members whose status had vested pursuant to the prior EGBC bylaws before December 31, 1997 pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) No individuals other than those described in subsection (1) may be granted registration in the category of Registrant called “life member prior to 1998”.
- (3) A life member whose status had vested pursuant to the prior EGBC bylaws before December 31, 1997 retains the rights and privileges of the category of professional engineer established pursuant to section 5.6 of the Bylaws [*Professional Engineer*] without payment of the annual fee.
- (4) A life member whose status had vested pursuant to the prior EGBC bylaws before December 31, 1997 has the obligations of a Professional Registrant pursuant to the PGA and the Bylaws, including applicable continuing education requirements.

5.11 Honorary Life Member

- (1) The category of Registrant called “honorary life member” is established only for honorary life members whose status had vested pursuant to the prior EGBC bylaw 10(c.2) [*Honorary Life Membership or Licensure*] pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) No individuals other than those described in subsection (1) may be granted registration in the category of Registrant called “honorary life member”.
- (3) An honorary life member whose status had vested pursuant to the prior bylaw 10(c.2) [*Honorary Life Membership or Licensure*] retains the rights and privileges of the category of professional engineer established pursuant to section 5.6 of the Bylaws [*Professional Engineer*], or professional geoscientist established pursuant to section 5.7 of the Bylaws [*Professional Geoscientist*], as applicable, without payment of the annual fee.
- (4) An honorary life member whose status had vested pursuant to the prior bylaw 10(c.2) [*Honorary Life Membership or Licensure*] has the obligations of a Professional Registrant pursuant to the PGA and the Bylaws, including applicable continuing education requirements.

5.12 Registrant Firm

- (1) The category of Registrant called “Registrant Firm” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) A Registrant Firm may carry out the Reserved Practice and may have appropriately qualified individuals employed by or under contract with the Registrant Firm carry out the Reserved Practice on its behalf.
- (3) A Registrant Firm must not serve as a Board Member or as a member of any Committee.
- (4) An Applicant for registration as a Registrant Firm must provide the following to the Audit and Practice Review Committee:
 - (a) the names of
 - (i) the Applicant’s Responsible Officer,
 - (ii) the Applicant’s Responsible Registrant(s), and
 - (iii) all individual Registrants employed by or under contract with the Applicant;
 - (b) the number of individuals employed by or under contract with the Registrant Firm who are registrants of each regulatory body under the PGA other than EGBC;
 - (c) a completed declaration by each of the Applicant’s Responsible Registrant(s), in the form set out in Schedule D;

- (d) a completed declaration by the Applicant's Responsible Officer, in the form set out in Schedule E;
- (e) all names, both registered and unregistered, under which the Applicant does or has done business over the past 10 years within Canada;
- (f) the Applicant's industry or industries of practice and area(s) of practice;
- (g) if the Applicant is a corporation:
 - (i) the Applicant's incorporation number;
 - (ii) the date of the Applicant's incorporation;
 - (iii) a copy of the Applicant's certificate of incorporation, certificate of amalgamation, certificate of continuation, or equivalent, from the home jurisdiction of the Applicant;
 - (iv) any certificate of name change or certificate of restoration, if applicable;
 - (v) a copy of the Applicant's shareholder register, unless the Applicant is a publicly traded corporation, in which case the Applicant is exempt from this subsection;
 - (vi) a copy of the Applicant's register of directors and officers;
- (h) if the Applicant is a partnership:
 - (i) the Applicant's registered business name, if applicable;
 - (ii) a copy of the register of partners;
- (i) if the Applicant is a sole proprietorship:
 - (i) the Applicant's registered business name, if applicable;
 - (ii) the name of the owner of the sole proprietorship;
- (j) a statement confirming whether EGBC or a Different Governing Body has ever cancelled, suspended, or restricted the ability to engage in the Regulated Practice of the Applicant or another person with a direct or indirect ownership interest in the Applicant as the result of a disciplinary process;
- (k) the addresses of all of the Applicant's offices in British Columbia, or, if the Applicant does not have any offices in British Columbia, all of the business location(s) in

British Columbia where Professional Registrants will be engaged in the Regulated Practice on behalf of the Applicant;

- (l) any applicable application fees and annual fees specified in section 6.1(1) of the Bylaws [*Application Fees*], sections 6.4(2) and(5) of the Bylaws [*Annual Fees*], and Schedule C of the Bylaws [*Fees*], and any outstanding amounts owing to EGBC;
- (m) any additional information or documentation
 - (i) regarding indirect ownership of the Applicant, or
 - (ii) that may otherwise be requested by the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee.

[(4) amended 2023-05-01; (4)(l) amended 2021-12-15]

- (5) A Registrant Firm must designate at least one individual as a Responsible Registrant for each area of practice engaged in by the Registrant Firm.
- (6) A Responsible Registrant may be designated for more than one area of practice at a Registrant Firm.
- (7) An individual designated as a Responsible Registrant of a Registrant Firm pursuant to subsection (5) must be a Professional Registrant who is employed by or under contract with the Registrant Firm and who has the ability to engage in the Reserved Practice.
[(7) amended 2021-07-14]
- (8) An individual designated as a Responsible Registrant of a Registrant Firm pursuant to subsection (5) must submit a completed declaration to EGBC in the form set out at Schedule D.
- (9) A Responsible Registrant must ensure that, within the areas of practice to which the Responsible Registrant is designated pursuant to subsection (5), the Registrant Firm meets all of the requirements set out in the Bylaws, including ethical, quality management, and continuing education requirements.
[(9) amended 2022-02-22]
- (10) If all Responsible Registrants designated for an area of practice at a Registrant Firm cease to meet any of the criteria set out in subsections (7) and (8), the Registrant Firm must immediately designate at least one new Responsible Registrant for that area of practice.
- (11) If a Registrant Firm fails to comply with subsections (5) or (10), the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee must place a condition on the Registrant Firm's registration and Permit to Practice prohibiting it from engaging in the Regulated Practice until such time as the Registrant Firm has complied with subsections (5) or (10).

- (12) An individual may act as a Responsible Registrant for more than one Registrant Firm.
- (13) A Registrant Firm must designate one individual as the Responsible Officer of the Registrant Firm, who may also be a Responsible Registrant.
- (14) An individual designated as the Responsible Officer of a Registrant Firm pursuant to subsection (13) must be an individual who is employed by or under contract with the Registrant Firm.
- (15) If an individual designated as the Responsible Officer by a Registrant Firm pursuant to subsection (13) is also a Registrant, the individual must be a Registrant In Good Standing who is employed by or under contract with the Registrant Firm.
- (16) An individual designated as the Responsible Officer of a Registrant Firm pursuant to subsection (13) must submit a completed declaration to EGBC in the form set out at Schedule E.
- (17) A Responsible Officer must be an Individual With Authority at the Registrant Firm.
- (18) A Responsible Officer must ensure that the Registrant Firm meets its obligations pursuant to the PGA and the Bylaws.
- (19) If the Responsible Officer of a Registrant Firm ceases to meet any of the criteria set out in subsections (14), (15), (16), or (17), the Registrant Firm must immediately designate a new Responsible Officer.
- (20) If a Registrant Firm fails to comply with subsections (13) or (19), the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee must place a condition on the Registrant Firm's registration and Permit to Practice prohibiting it from engaging in the Regulated Practice until such time as the Registrant Firm has complied with subsections (13) or (19).
- (21) Any oral submissions made on behalf of a Registrant Firm pursuant to the Bylaws may be made by an Individual With Authority at the Registrant Firm.

5.12.1 Public Sector Firm

- (1) The subcategory of Registrant called "Public Sector Firm" is established under the category of Registrant Firm pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Pursuant to section 42(2)(d) of the PGA [*Categories of registrants and bylaws for categories of registrants*], the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may designate a Registrant Firm as a Public Sector Firm where the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee is satisfied that

- (a) the Registrant Firm is a Government Registrant, or
 - (b) the Registrant Firm is a local public body as defined in schedule 1 of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165.
- (3) If a decision is made pursuant to the PGA or the Bylaws to suspend, cancel, or impose a limit or condition, including a condition prohibiting practice, on the registration and Permit to Practice of a Public Sector Firm, then
- (a) EGBC must notify the Superintendent of Professional Governance of the decision,
 - (b) any suspension, cancellation, limit, or condition on a Public Sector Firm's registration and Permit to Practice must take effect no earlier than 10 days after the notice pursuant to subsection (a) has been provided, and
 - (c) publication of the decision must be delayed until the earlier of
 - (i) 10 days after the notice pursuant to subsection (a) has been provided, or
 - (ii) the date on which a decision of the Lieutenant Governor in Council with respect to exercising the power at section 83 of the PGA [*If registration of firm as registrant suspended or cancelled*] becomes known to the public.

[(3) amended 2023-05-01; (3)(a) amended 2022-02-22]

- (4) The Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may change the subcategory of a Registrant Firm from Public Sector Firm to Private Sector Firm if the Registrant Firm no longer meets the criteria set out in subsection (2).

5.12.2 Private Sector Firm

- (1) The subcategory of Registrant called "Private Sector Firm" is established under the category of Registrant Firm pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Pursuant to section 42(2)(d) of the PGA [*Categories of registrants and bylaws for categories of registrants*], any Registrant Firm that the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee has not designated as Public Sector Firm must be designated as a Private Sector Firm.
- (3) The Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may change the subcategory of a Registrant Firm from Private Sector Firm to Public Sector Firm if the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee determines that the Registrant Firm meets the criteria set out in section 5.12.1(2) of the Bylaws [*Public Sector Firm*].

5.13 Non-Practising Individual Registrant

- (1) The category of Registrant called “non-practising individual Registrant” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Any Professional Registrant In Good Standing may apply to the Registrar to change their category of registration to non-practising.
- (3) A non-practising individual Registrant must not engage in the Reserved Practice.
- (4) A non-practising individual Registrant must annually commit to the Board not to engage in the Reserved Practice until released from the commitment by the Board in writing.
- (5) A non-practising individual Registrant must only use the following professional designation(s), as applicable:

Engineers

- (a) Professional Engineer (Non-Practising);
- (b) P.Eng. (Non-Practising);
- (c) Professional Engineer (Retired);
- (d) P.Eng. (Retired);

Geoscientists

- (e) Professional Geoscientist (Non-Practising);
- (f) P.Geo. (Non-Practising);
- (g) Professional Geoscientist (Retired);
- (h) P.Geo. (Retired);

Licensees

- (i) Professional Licensee Engineering (Non-Practising);
- (j) P.L.Eng. (Non-Practising);
- (k) Professional Licensee Engineering (Retired);
- (l) P.L.Eng. (Retired);

- (m) Professional Licensee Geoscience (Non-Practising);
 - (n) P.L.Geo. (Non-Practising);
 - (o) Professional Licensee Geoscience (Retired);
 - (p) P.L.Geo. (Retired).
- (6) A non-practising individual Registrant who applies to reinstate status as a Professional Registrant must
- (a) pay the applicable fees as set out in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and
 - (b) demonstrate compliance with the requirements for reinstatement of status as a Professional Registrant set out in section 5.23 of the Bylaws [*Reinstatement of Status as a Practising Professional Registrant*].

5.14 Non-Practising Registrant Firm

- (1) The category of Registrant called “non-practising Registrant Firm” is established pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) Any Registrant Firm In Good Standing may apply to the Audit and Practice Review Committee to change its category of registration to non-practising.
- (3) A non-practising Registrant Firm must not engage in the Reserved Practice and must not authorize any individual Registrant to engage in the Reserved Practice on behalf of the non-practising Registrant Firm.
- (4) A non-practising Registrant Firm must annually commit to the Board not to engage in the Reserved Practice until released from the commitment by the Board in writing.
- (5) A non-practising Registrant Firm must not advertise or hold itself out as providing any services related to or requiring the application of the Reserved Practice.
- (6) A non-practising Registrant Firm must
 - (a) clearly and visibly include the designation “non-practising” after the Registrant Firm’s name or Permit to Practice Number wherever it is used in any way related to the Regulated Practice, and
 - (b) expressly advise of the Registrant Firm’s non-practising status in any oral communications on behalf of the Registrant Firm that are in any way related to the Regulated Practice.

- (7) A non-practising Registrant Firm must continue to meet all requirements set out in the PGA, regulations, and the Bylaws, except where expressly exempted from such requirements, and nothing in this section postpones or defers the deadlines or requirements set out in the PGA, regulations, and Bylaws.
- (8) A non-practising Registrant Firm that applies for reinstatement of status as a Registrant Firm must demonstrate compliance with the requirements for reinstatement of status as a Registrant Firm set out in section 5.24 of the Bylaws [*Reinstatement of Status as a Practising Registrant Firm*].
- (9) If a non-practising Registrant Firm does not have its status as a Registrant Firm reinstated within 2 years of the date on which the Registrant Firm's status was changed to non-practising, the non-practising Registrant Firm's registration and Permit to Practice must be cancelled.

5.15 Life Member or Life Limited Licensee

- (1) The category of Registrant called "life member or life limited licensee" is established only for:
 - (a) life members or life limited licensees whose status had vested pursuant to the prior bylaw 10(c.1) [*Life Membership or Licensure*], pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*];
 - (b) Registrants previously in the registration categories of "life member prior to 1998" or "honorary life member" who elect to change their registration category to life member or life limited licensee.

[(1)(b) added 2021-07-14]

- (2) No individuals other than those described in subsection (1) may be granted registration in the category of Registrant called "life member or life limited licensee".
- (3) A life member or life limited licensee retains voting privileges without payment of the annual fee but does not have the right to engage in the Reserved Practice.
- (4) A life member or life limited licensee must not engage in the Reserved Practice.
- (5) A life member or life limited licensee must, when contacted by EGBC using all available contact information on file, provide up-to-date contact information and reaffirm their commitment not to engage in the Reserved Practice.

[(5) amended 2023-02-28]

- (6) A life member or life limited licensee must only use the following professional designation(s), as applicable:

Engineers

- (a) Professional Engineer (Non-Practising);
- (b) P.Eng. (Non-Practising);
- (c) Professional Engineer (Retired);
- (d) P.Eng. (Retired);

Geoscientists

- (e) Professional Geoscientist (Non-Practising);
- (f) P.Geo. (Non-Practising);
- (g) Professional Geoscientist (Retired);
- (h) P.Geo. (Retired);

Licensees

- (i) Professional Licensee Engineering (Non-Practising);
- (j) P.L.Eng. (Non-Practising);
- (k) Professional Licensee Engineering (Retired);
- (l) P.L.Eng. (Retired);
- (m) Professional Licensee Geoscience (Non-Practising);
- (n) P.L.Geo. (Non-Practising);
- (o) Professional Licensee Geoscience (Retired);
- (p) P.L.Geo. (Retired).

(7) A Registrant whose life status vested pursuant to the prior EGBC bylaw 10(c.1) [*Life Membership or Licensure*] who applies to reinstate status as a Professional Registrant must

- (a) pay the applicable fees as set out in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and
- (b) demonstrate compliance with the requirements for reinstatement of status as a Professional Registrant set out in section 5.23 of the Bylaws [*Reinstatement of Status as a Practising Professional Registrant*].

5.16 Honorary Member

- (1) The category of Registrant called “honorary member” is established only for honorary members whose status had vested pursuant to the prior EGBC bylaw 10(d) [*Honorary Membership*], pursuant to section 42(2) of the PGA [*Categories of registrants and bylaws for categories of registrants*].
- (2) No individuals other than those described in subsection (1) may be granted registration in the category of Registrant called “honorary member”.
- (3) An honorary member whose status had vested pursuant to the prior EGBC bylaw 10(d) [*Honorary Membership*] retains honorary status with EGBC without the payment of fees.
- (4) Honorary status is a ceremonial designation and does not on its own accord confer any rights or responsibilities under the PGA or the Bylaws.
- (5) An honorary member’s status continues at the pleasure of the Board and may be revoked at the Board’s discretion without prior notice to the honorary member.

5.17 Registration and Exemptions from Registration as a Registrant Firm

- (1) Subject to the PGA, associated regulations, and subsection (3), every Firm that engages in the Regulated Practice must register as a Registrant Firm and obtain a Permit to Practice from EGBC.
[(1) amended 2023-05-01]
- (2) If the Audit and Practice Review Committee learns that a Firm is registered as a Registrant Firm, but does not, or at the time of registration did not, engage in the Regulated Practice or meet any one of the other requirements for registration pursuant to section 5.12 of the Bylaws [*Registrant Firm*], the Audit and Practice Review Committee must cause a condition to be placed on the Registrant Firm’s registration and Permit to Practice prohibiting it from engaging in the Regulated Practice until the necessary requirements are met.
- (3) A Firm may apply in writing to the Audit and Practice Review Committee for an exemption from the requirement to register as a Registrant Firm and obtain a Permit to Practice from EGBC if any of the following apply:
 - (a) EGBC has an agreement in place with another regulatory body that exempts the Firm from registration with EGBC;
 - (b) the Firm is solely conducting research or providing education.
- (4) An application for an exemption submitted by a Firm pursuant to subsection (3) must include:

- (a) a clear indication of how the Firm qualifies for an exemption;
- (b) any evidence that supports the Firm's application for an exemption; and
- (c) a declaration confirming that if the Firm no longer qualifies for the exemption, the Firm will submit an application for registration pursuant to the Bylaws.

5.18 Decisions Regarding Applications for Enrolment, Admission, and Reinstatement

- (1) On receiving an application for enrolment, admission, or reinstatement of status in any of the categories of individual Registrants pursuant to sections 5.5 to 5.11 of the Bylaws,
 - (a) the Credentials Committee may
 - (i) grant the application,
 - (ii) grant the application subject to conditions or limitations on the registration, or
 - (iii) reject the application, with written reasons,
 - (b) the Registrar may, after a credentials hearing on good character and good repute held pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*],
 - (i) grant the application,
 - (ii) grant the application subject to conditions or limitations on the registration, or
 - (iii) reject the application, with written reasons, or
 - (c) an officer appointed by the Credentials Committee, in the case of a Non-Contentious Decision, may grant the application.
- (2) On receiving an application for admission or reinstatement of status as a Registrant Firm pursuant to sections 5.12 of the Bylaws [*Registrant Firm*] or 5.24 of the Bylaws [*Reinstatement of Status as a Practising Registrant Firm*], the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may
 - (a) grant the application,
 - (b) grant the application subject to conditions or limitations on the registration, or
 - (c) reject the application, with written reasons.

5.19 Credentials Hearing on Good Character and Good Repute of an Individual Applicant

- (1) The Credentials Committee may order a credentials hearing be conducted by the Registrar before the Registrar makes a decision pursuant to section 5.18(1)(b) of the Bylaws [*Decisions Regarding Applications for Enrolment, Admission, and Reinstatement*], section 5.23(7)(b) of the Bylaws [*Reinstatement of Status as a Practising Professional Registrant*], or section 5.25(4)(b) [*Reinstatement as Trainee, a Non-Practising Registrant of a Life Member of Life Limited Licensee*] if the Credentials Committee determines that there is a serious concern that an individual Applicant does not meet the requirement to be of good character and good repute.

[(1) amended 2023-06-27]

- (2) A credentials hearing must be conducted in accordance with the procedure set out in Schedule B of the Bylaws, unless otherwise directed by the Registrar.

- (2.1) EGBC must publish the full text of a credentials hearing decision on a public website maintained by EGBC within 30 days of the date of the credentials hearing decision.

[(2.1) added 2023-06-27]

- (2.2) The publication of a credentials hearing decision pursuant to subsection (2.1) must not identify the Applicant.

[(2.2) added 2023-06-27]

- (2.3) Despite subsection (2.2), the publication of a credentials hearing decision pursuant to subsection (2.1) may identify the Applicant if

- (a) the Applicant consents in writing, or
- (b) the matter of serious concern identified by the Credentials Committee pursuant to subsection (1), including the identity of the applicant, is known to the public.

[(2.3) added 2023-06-27]

- (2.4) Despite subsection (2.2), the publication of a credentials hearing decision must identify the Applicant if the Applicant has been the subject of a disciplinary action taken by EGBC or a Different Governing Body, including an agreement resulting in the resolution of an investigation or disciplinary process by EGBC or by a Different Governing Body.

[(2.4) added 2023-06-27]

- (3) Despite subsections (2.1), (2.3) and (2.4), prior to publishing the full text of the credentials hearing decision, the Registrar must anonymize, redact, or otherwise not make publicly available any identifying, personal or sensitive information if the Registrar determines that the public interest in the information being made publicly available is outweighed by the privacy interest of

- (a) a person other than the Applicant, or
- (b) the Applicant if the Applicant suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs.

[(3) amended 2023-06-27]

5.20 Rejection of Application on the Basis of an Indictable Offence

- (1) If the Credentials Committee is satisfied that an individual Applicant has been convicted of an indictable offence, the Credentials Committee may summarily reject the application.

[(1) amended 2023-05-01]

- (2) If the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee is satisfied that an Applicant for registration as a Registrant Firm has been convicted of an indictable offence, the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may summarily reject the application.

[(2) amended 2023-05-01]

- (3) Before proceeding pursuant to subsections (1) or (2), the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable, must be satisfied that the nature of the indictable offence or the circumstances under which the offence was committed give rise to concerns that the Applicant has displayed

- (a) Professional Misconduct,
- (b) Conduct Unbecoming a Registrant, or
- (c) Incompetent performance of duties undertaken while engaged in the Regulated Practice.

- (4) Before proceeding pursuant to subsections (1) or (2), the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable, must provide written notice to the Applicant that

- (a) action may be undertaken pursuant to section 5.20 of the Bylaws [*Rejection of Application on the Basis of an Indictable Offense*], and
- (b) the Applicant may, by a specified date, make written submissions to the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable.

[(4)(a) amended 2023-05-01]

- (5) The Credentials Committee may order a credentials hearing by the Registrar for an individual Applicant, in the place of or in addition to the written submissions referred to in subsection (4)(b).
- (6) If an Applicant is an Applicant for registration as a Registrant Firm, the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may order that oral submissions be made in place of or in addition to the written submissions referred to in subsection (4)(b), which are to be made in accordance with the procedures set out in Schedule B of the Bylaws unless otherwise directed by the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee.
- (7) Despite subsections (4), (5), and (6), if the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable, considers it necessary to protect the public interest, the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable, may proceed pursuant to subsections (1) or (2) without
 - (a) providing notice to the Applicant,
 - (b) providing the Applicant with an opportunity to make written submissions to the Credentials Committee, the Audit and Practice Review Committee, or an officer appointed by the Audit and Practice Review Committee, as applicable, or
 - (c) in the case of an individual Applicant, providing the Applicant with the opportunity to have a credentials hearing by the Registrar.
- (8) The Credentials Committee or the Audit and Practice Review Committee, as applicable, may approve policies and procedures for summarily rejecting the application of an Applicant pursuant to this section of the Bylaws.
- (9) Any policies and procedures for summarily rejecting the application of an Applicant that are approved by the Credentials Committee or the Audit and Practice Review Committee pursuant to subsection (8) must be published on a public website maintained by EGBC.

5.21 Reconsideration of a Decision of the Credentials Committee

- (1) Within 30 days of receipt of a decision of the Credentials Committee made pursuant to section 5.18(1)(a) of the Bylaws [*Decisions Regarding Applications for Enrolment, Admission, and Reinstatement*], an individual Applicant may apply in writing to the Credentials Committee for a reconsideration.
- (2) An application for a reconsideration submitted by an individual Applicant pursuant to subsection (1) must include all of the following:
 - (a) a clear indication of the decision of the Credentials Committee;

- (b) the position of the Applicant suggesting the decision of the Credentials Committee was flawed;
 - (c) any evidence that was not previously before the Credentials Committee that the Applicant wants to be considered; and
 - (d) the relief sought by the Applicant.
- (3) An application for a reconsideration submitted by an individual Applicant pursuant to subsection (1) must be accompanied by all applicable reconsideration fees as set out in section 6.3(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*].
- (4) After considering an application for a reconsideration, the Credentials Committee must, with written reasons,
- (a) confirm the original decision of the Credentials Committee, or
 - (b) substitute the original decision of the Credentials Committee.
- (5) The Credentials Committee may approve policies and procedures for the conduct of reconsiderations pursuant to this section of the Bylaws.
- (6) Any policies and procedures for the conduct of reconsiderations that are approved by the Credentials Committee pursuant to subsection (5) must be published on a public website maintained by EGBC.
- (7) No Applicant for registration as a Registrant Firm may apply for a reconsideration pursuant to this section of the Bylaws.

5.22 Review on the Record

- (1) Within 30 days of receipt of a decision of the Credentials Committee made pursuant to section 5.18(1)(a) of the Bylaws [*Decisions Regarding Applications for Enrolment, Admission, or Reinstatement*] or section 5.21(4) of the Bylaws [*Reconsideration of a Decision of the Credentials Committee*], or a decision of the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee made pursuant to section 5.18(2) of the Bylaws [*Decisions Regarding Applications for Enrolment, Admission, or Reinstatement*], an Applicant may apply in writing to the Registrar for a review on the record.
- (2) An application for a review on the record submitted by an Applicant pursuant to subsection (1) must set out all of the following:
- (a) a clear indication of the decision(s) of the Credentials Committee, Audit and Practice Review Committee or officer appointed by the Audit and Practice Review Committee;

- (b) the position of the Applicant suggesting the decision of the Credentials Committee, Audit and Practice Review Committee, or officer appointed by the Audit and Practice Review Committee was flawed; and
 - (c) the relief sought by the Applicant.
- (3) An application for a review on the record submitted by an Applicant pursuant to subsection (1) must be accompanied by all applicable review on the record fees as set out in section 6.3(2) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*].
- (4) A review on the record must be conducted in writing unless otherwise directed by the Registrar.
- (5) The Registrar may only consider evidence that was not previously before the Credentials Committee, the Audit and Practice Review Committee, or officer appointed by the Audit and Practice Review Committee if the Registrar determines that all of the following special circumstances exist which make it necessary to consider evidence that was not previously before the Credentials Committee, the Audit and Practice Review Committee, or officer appointed by the Audit and Practice Review Committee:
- (a) the evidence is such that the applicant, through the exercise of reasonable due diligence, could not have discovered and submitted it before the decision was made by the Credentials Committee, the Audit and Practice Review Committee, or the officer appointed by the Audit and Practice Review Committee;
 - (b) the evidence is relevant in the sense that it bears upon a decisive or potentially decisive issue in the matter;
 - (c) the evidence is credible in the sense that it is reasonably capable of belief;
 - (d) the evidence is such that, if believed, it could reasonably, when taken with the other evidence that was before the Credentials Committee, the Audit and Practice Review Committee, or officer appointed by the Audit and Practice Review Committee, be expected to have affected the decision of the Credentials Committee, the Audit and Practice Review Committee, or officer appointed by the Audit and Practice Review Committee.
- [(5)(a) amended 2021-07-14]
- (6) To request that the Registrar consider evidence that was not before the Credentials Committee, the Audit and Practice Review Committee, or the officer appointed by the Audit and Practice Review Committee the Applicant must, in the application for a review on the record,
- (a) specify what evidence the Applicant wants to be considered, and
 - (b) set out how the criteria set out in subsections (5)(a) to (d) are met.
- (7) Following a review on the record, the Registrar must, with written reasons,

- (a) confirm the decision of the Credentials Committee, the Audit and Practice Review Committee, or the officer appointed by the Audit and Practice Review Committee, or
 - (b) substitute the decision of the Credentials Committee, the Audit and Practice Review Committee, or the officer appointed by the Audit and Practice Review Committee, including any conditions or limitations on the registration of the Applicant.
- (8) The Board may approve policies and procedures for the conduct of reviews on the record pursuant to this section of the Bylaws.
- (9) Any policies and procedures for the conduct of reviews on the record approved by the Board pursuant to subsection (8) must be published on a public website maintained by EGBC.

5.23 Reinstatement of Status as a Practising Professional Registrant

- (1) An Applicant for reinstatement of status as a practising Professional Registrant must provide the following to the Credentials Committee:
- (a) an application for reinstatement of status as a practising Professional Registrant;
 - (b) any applicable application, examination, interview, course or other applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and any other outstanding amounts owing to EGBC, including a penalty imposed on the Registrant by a Disciplinary Order and any costs imposed on the Registrant pursuant to section 10.9 of the Bylaws [*Assessment of Costs After a Discipline Hearing*];
 - (c) evidence satisfactory to the Credentials Committee
 - (i) of Applicant's identity and legal name, if not previously submitted,
 - (ii) that the Applicant is of good character and good repute, including a declaration that the Applicant is of good character and repute, and
 - (iii) that the Applicant has provided the information required by section 5.29(1) of the Bylaws [*Information Collected Annually and Published on the Register*] and section 5.30(1) of the Bylaws [*Information Collected Annually and not Published on the Register*].
- [(1) amended 2021-12-15; (1)(b) amended 2021-12-15 and 2023-05-01; (1)(c)(iii) added 2021-12-15]
- (2) In addition to the requirements set out in subsection (1), an Applicant for reinstatement of status as a practising Professional Registrant must provide proof that the Applicant has complied with all applicable continuing education program requirements for practising Professional Registrants as set out in section 7.6 of the Bylaws [*Continuing Education Program*] if

- (a) the Applicant's registration as a Professional Registrant has lapsed or been cancelled, or the Registrant has been a non-practising individual Registrant, for 6 months or less, or
- (b) the Applicant is
 - (i) in good standing and has the right to practise with a Regulatory Authority, and
 - (ii) not subject to any practice limitations, restrictions, or conditions in the jurisdiction of the Regulatory Authority that are relevant to practice in British Columbia.

[(2) amended 2021-12-15]

- (3) In addition to the requirements set out in subsection (1), an Applicant for reinstatement of status as a practising Professional Registrant must provide the following to the Credentials Committee, if the Applicant's registration as a practising Professional Registrant has lapsed or been cancelled, or the Registrant has been a non-practising individual Registrant, for between 6 months to 18 months:
 - (a) a letter of explanation as to why the Applicant wishes to reinstate status as a practising Professional Registrant;
 - (b) a declaration that the Applicant has read and is familiar with applicable standards, policies, plans, and practices established by the government or by EGBC, including applicable professional practice guidelines and advisories that are relevant to the intended practice of the Applicant;
 - (c) proof that the Applicant has complied with all applicable continuing education program requirements for Professional Registrants as set out in section 7.6 of the Bylaws [*Continuing Education Program*].

[(3) amended 2021-12-15]

- (4) In addition to the requirements pursuant to subsection (1), an Applicant for reinstatement of status as a practising Professional Registrant must provide the following to the Credentials Committee if the Applicant's registration as a Professional Registrant has lapsed or been cancelled, or the Registrant has been a non-practising individual Registrant, for between 18 months to 3 years:
 - (a) a letter of explanation as to why the Applicant wishes to reinstate status as a practising Professional Registrant;
 - (b) a declaration that the Applicant has read and is familiar with applicable standards, policies, plans, and practices established by the government or by EGBC, including applicable professional practice guidelines and advisories that are relevant to the intended practice of the Applicant;

- (c) a letter of explanation as to how the Applicant has maintained practice competency, including through the completion of continuing education;
- (d) professional references, in number satisfactory to the Credentials Committee and who are able to attest to the Applicant's good character, good repute, and practice competency;
- (e) a current professional record of the Applicant's work experience;
- (f) evidence of completion of the Professional Engineering and Geoscience Practice in BC Online Seminar, or a seminar that is deemed equivalent by the Credentials Committee;
- (g) at the discretion of the Credentials Committee, evidence of completion of continuing education on such terms as set by the Credentials Committee.

[(4) amended 2021-12-15]

- (5) In addition to the requirements set out in subsection (1), an Applicant for reinstatement of status as a practising Professional Registrant must provide the following to the Credentials Committee, if the Applicant's registration as a practising Professional Registrant has lapsed or been cancelled, or the Registrant has been a non-practising individual Registrant, for more than 3 years:
 - (a) a letter of explanation as to why the Applicant wishes to reinstate status as a practising Professional Registrant;
 - (b) a declaration that the Applicant has read and is familiar with applicable standards, policies, plans, and practices established by the government or by EGBC, including applicable professional practice guidelines and advisories that are relevant to the intended practice of the Applicant;
 - (c) a letter of explanation as to how the Applicant has maintained practice competency, including through the completion of continuing education;
 - (d) professional references, in number satisfactory to the Credentials Committee and whose professional relationship with the Applicant covers the total number of years since the Applicant last had status as a practising Professional Registrant and who are able to attest to the Applicant's good character, good repute, and practice competency;
 - (e) a current professional record of the Applicant's work experience;
 - (f) completion of the Professional Engineering and Geoscience Practice in BC Online Seminar, regardless of whether it or a seminar that is deemed equivalent by the Board has previously been completed by the Applicant;
 - (g) evidence of the successful completion of an examination in professional practice approved by the Board;

- (h) at the discretion of the Credentials Committee, evidence of completion of
 - (i) assigned experience under the Direct Supervision of a Professional Registrant for a period of time and on such terms as set by the Credentials Committee, and provision of a reference from that Professional Registrant, and
 - (ii) continuing education on such terms as set by the Credentials Committee.

[(5) amended 2021-12-15]

- (6) In addition to the requirements set out in subsection (1), an Applicant for reinstatement of status as a practising Professional Registrant whose registration was cancelled for failure to participate in a compliance audit pursuant to section 8.6(6.6) of the Bylaws or failure to cooperate with a practice review pursuant to section 8.9(4.6) of the Bylaws, must provide the following to the Credentials Committee:
 - (a) a letter of explanation as to why the Applicant failed to participate in a compliance audit or failed to cooperate in a practice review; and
 - (b) a letter of explanation as to why the Applicant wishes to reinstate status as a practising Professional Registrant and comply with all regulatory requirements.

[(6) added 2023-05-01]

- (7) On receiving an application for reinstatement of status as a practicing Professional Registrant pursuant to subsection (6),
 - (a) the Credentials Committee may
 - (i) grant the application subject to conditions or limitations on the registration, including the condition that the reinstated Professional Registrant must be subject to a compliance audit pursuant to section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*] or a practice review pursuant to section 8.9 of the Bylaws [*Practice Review Program for Individual Registrants*] within the period of time specified by the Credentials Committee, or
 - (ii) reject the application, with written reasons, or
 - (b) the Registrar may, after a credentials hearing on good character and good repute held pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*] ,
 - (i) grant the application subject to conditions or limitations on the registration, including the condition that the reinstated Professional Registrant must be subject to a compliance audit pursuant to section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*] or a practice review

pursuant to section 8.9 of the Bylaws [*Practice Review Program for Individual Registrants*] within the period of time specified by the Registrar, or

- (ii) reject the application, with written reasons.

[(7) added 2023-05-01; (7)(b) amended 2023-06-27]

- (8) [Repealed 2023-06-27]

[(8) added 2023-05-01; (8) repealed 2023-06-27]

- (9) [Repealed 2023-06-27]

[(9) added 2023-05-01; (9) repealed 2023-06-27]

- (10) [Repealed 2023-06-27]

[(10) added 2023-05-01; (10) repealed 2023-06-27]

5.24 Reinstatement of Status as a Practising Registrant Firm

- (1) A non-practising Registrant Firm applying for reinstatement of status as a practising Registrant Firm must provide the following to the Audit and Practice Review Committee:
 - (a) an application for reinstatement of status as a practising Registrant Firm;
 - (b) any applicable fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and any other outstanding amounts owing to EGBC, including a penalty imposed on the Registrant by a Disciplinary Order and any costs imposed on the Registrant pursuant to section 10.9 of the Bylaws [*Assessment of Costs After a Discipline Hearing*];
 - (c) the names of all individual Registrants employed by or under contract with the non-practising Registrant Firm;
 - (d) a completed declaration by each of the non-practising Registrant Firm's Responsible Registrant(s), as set out in Schedule D;
 - (e) a completed declaration by the non-practising Registrant Firm's Responsible Officer, as set out in Schedule E;
 - (f) if the non-practising Registrant Firm is a corporation:
 - (i) the non-practising Registrant Firm's incorporation number;
 - (ii) the date of the non-practising Registrant Firm's incorporation;

- (iii) a copy of the non-practising Registrant Firm's certificate of incorporation, amalgamation, certificate of continuation, or equivalent from the home jurisdiction of the non-practising Registrant Firm;
- (iv) any certificate of name change or certificate of restoration, if applicable;
- (v) a copy of the non-practising Registrant Firm's shareholder register, unless the non-practising Registrant Firm is a publicly traded corporation, in which case it is exempt from this subsection; and
- (vi) a copy of the non-practising Registrant Firm's register of directors and officers;
- (g) if the non-practising Registrant Firm is a partnership:
 - (i) the non-practising Registrant Firm's registered business name, if applicable; and
 - (ii) a copy of the register of partners; and,
- (h) if the non-practising Registrant Firm is a sole proprietorship:
 - (i) the non-practising Registrant Firm's registered business name, if applicable; and
 - (ii) the name of the owner of the sole proprietorship;
- (i) written notice of any changes to the information set out in section 5.28(3) of the Bylaws [*Register of Registrant Firms*], and updated information as applicable, to be published on the Register.

[(1) amended 2021-07-14; (1)(b) amended 2021-12-15 and 2023-05-01]

- (2) In granting a non-practising Registrant Firm reinstatement of status as a practising Registrant Firm, the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee may require
 - (a) the reinstated Registrant Firm to undergo a compliance audit pursuant to section 8.7 of the Bylaws [*Compliance Audit Program for Registrant Firms*], either
 - (i) immediately on being granted reinstatement of status as a practising Registrant Firm,
 - (ii) within 12 months of being granted reinstatement of status as a practising Registrant Firm,
 - (iii) at the time the reinstated Registrant Firm would have next undergone a compliance audit if it had not changed its category of registration to non-practising Registrant Firm, or

- (iv) within any other timeframe as determined by the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee, and
- (b) any Responsible Registrant(s) of the reinstated Registrant Firm to undertake the Regulation of Firms Training Program pursuant to section 7.7.1 of the Bylaws [*Regulation of Firms Training Program*], either
 - (i) within 12 months of being granted reinstatement of status as a practising Registrant Firm,
 - (ii) at the time the Responsible Registrant(s) of the reinstated Registrant Firm would have next been required to undertake the Regulation of Firms Training Program if the reinstated Registrant Firm had not changed its category of registration to non-practising Registrant Firm, or
 - (iii) within any other timeframe as determined by the Audit and Practice Review Committee or an officer appointed by the Audit and Practice Review Committee.

[(2) amended 2021-07-14 and 2023-05-01; (2)(b)(ii) amended 2021-12-15]

- (3) Upon being granted reinstatement of status as a practising Registrant Firm, a reinstated Registrant Firm must have an up-to-date Professional Practice Management Plan in place that meets the requirements set out in sections 7.7.3(1) and (2) of the Bylaws [*Professional Practice Management Plan*].

[(3) amended 2021-07-14]

5.25 Reinstatement as a Trainee, a Non-Practising Registrant, or a Life Member or Life Limited Licensee

- (1) An individual whose enrolment as a Trainee has lapsed or been cancelled must provide the following to the Credentials Committee to apply for reinstatement as a Trainee:
 - (a) an application for reinstatement;
 - (b) any applicable application or other fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and any other outstanding amounts owing to EGBC, including a penalty imposed on the Registrant by a Disciplinary Order and any costs imposed on the Registrant pursuant to section 10.9 of the Bylaws [*Assessment of Costs After a Discipline Hearing*];
 - (c) evidence satisfactory to the Credentials Committee
 - (i) of the Applicant's identity and legal name, if not previously submitted, and
 - (ii) that the Applicant is of good character and good repute.

[(1)(b) amended 2021-12-15 and 2023-05-01]

- (2) An Applicant whose registration as a non-practising Registrant or a life member or life limited licensee has lapsed or been cancelled must provide the following to the Credentials Committee to apply for reinstatement as a non-practising Registrant or a life member or life limited licensee, as applicable:
- (a) an application for reinstatement;
 - (b) any applicable application or other fees specified in section 6.1(1) of the Bylaws [*Application Fees*] and Schedule C of the Bylaws [*Fees*], and any other outstanding amounts owing to EGBC, including a penalty imposed on the Registrant by a Disciplinary Order and any costs imposed on the Registrant pursuant to section 10.9 of the Bylaws [*Assessment of Costs After a Discipline Hearing*];
 - (c) evidence satisfactory to the Credentials Committee
 - (i) of the Applicant's identity and legal name, if not previously submitted, and
 - (ii) that Applicant is of good character and good repute.

[(2)(b) amended 2023-06-27]

- (3) In addition to the requirements set out in subsection (2), an Applicant for reinstatement as a non-practising Registrant whose registration was cancelled for failure to participate in a compliance audit pursuant to section 8.6(6.6) of the Bylaws or failure to cooperate with a practice review pursuant to section 8.9(4.6) of the Bylaws, must provide the following to the Credentials Committee:
- (a) a letter of explanation as to why the Applicant failed to participate in a compliance audit or failed to cooperate in a practice review;
 - (b) a letter of explanation as to why the Applicant wishes to reinstate status as a non-practising Registrant.

[(3) added 2023-05-01]

- (4) On receiving an application for reinstatement as non-practising Registrant pursuant to subsection (3),
- (a) the Credentials Committee may
 - (i) grant the application subject to conditions or limitations on the registration, including the condition that the reinstated non-practising Registrant must be subject to a compliance audit pursuant to section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*] or a practice review pursuant to section 8.9 of the Bylaws [*Practice Review Program for Individual Registrants*] within the period of time specified by the Credentials Committee, or

- (ii) reject the application, with written reasons, or
- (b) the Registrar may, after a credentials hearing on good character and good repute held pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*],
 - (i) grant the application subject to conditions or limitations on the registration, including the condition that the reinstated non-practising Registrant must be subject to a compliance audit pursuant to section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*] or a practice review pursuant to section 8.9 of the Bylaws [*Practice Review Program for Individual Registrants*] within the period of time specified by the Registrar, or
 - (ii) reject the application, with written reasons.

[(4) added 2023-05-01; (4)(b) amended 2023-06-27]

(5) [Repealed 2023-06-27]

[(5) added 2023-05-01; (5) repealed 2023-06-27]

(6) [Repealed 2023-06-27]

[(6) added 2023-05-01; (6) repealed 2023-06-27]

(7) [Repealed 2023-06-27]

[(7) added 2023-05-01; (7) repealed 2023-06-27]

5.26 Ceasing Status as a Registrant

- (1) An individual Registrant seeking cancellation of the individual Registrant's enrolment or registration with EGBC must apply in writing to the Registrar for cancellation of enrolment or registration.
- (2) A Registrant Firm seeking cancellation of the Registrant Firm's registration and Permit to Practice with EGBC must apply in writing to the Audit and Practice Review Committee for cancellation of the Registrant Firm's registration and Permit to Practice, which must be signed by the Responsible Officer of the Registrant Firm.
- (3) A request made by a Registrant Firm pursuant to subsection (2) must include the following:
 - (a) the reason(s) that the Registrant Firm is seeking cancellation of the Registrant Firm's registration and Permit to Practice; and
 - (b) a declaration that the Firm is not involved in any ongoing activities or work related to the Regulated Practice.

[(3) amended 2023-05-01]

5.27 Register of Individual Registrants

- (1) The Registrar must maintain a Register of all current and former individual Registrants and Recent Historical Members.
- (2) A former individual Registrant or Recent Historical Member must be listed on the Register for 10 calendar years after the calendar year in which the former individual Registrant or Recent Historical Member ceased to be registered with EGBC.
- (3) Despite subsection (1), the Register must not include former Trainees.
- (4) For a currently registered individual Registrant, in addition to the information set out in section 31(3) of the PGA [*Registrar and register for regulatory body*], the Registrar must include the following information on the Register:
 - (a) the individual Registrant's professional designation;
 - (b) if an individual Registrant is a professional licensee engineering or a professional licensee geoscience, the authorized area of practice identified on the individual Registrant's licence;
 - (c) the original discipline of the individual Registrant's registration;
 - (d) for all Registrants with the right to engage in the Reserved Practice, the individual Registrant's self-declared industry or industries of practice and area(s) of practice;
 - (e) the municipality, province or state, and country in which the individual Registrant is based;
 - (f) if applicable, the name of the individual Registrant's employer;
 - (g) for all Registrants with the right to engage in the Reserved Practice, as well as Trainees, business contact information for the individual Registrant, which may be provided by way of the individual Registrant's
 - (i) business email address,
 - (ii) business telephone number,
 - (iii) business mailing address, or
 - (iv) business website, if the business website contains any of the business contact information for the individual Registrant that is listed in subsections (g)(i) to (iii);
 - (h) the later of the date on which the individual Registrant was first granted
 - (i) enrolment as a Trainee, or

- (ii) registration as a Registrant other than a Trainee;
- (i) the start date of the individual Registrant's current registration as a Registrant or enrolment as a Trainee;
- (j) the expiry date of the individual Registrant's current registration as a Registrant or enrolment as a Trainee;
- (k) the date(s) of any:
 - (i) expiration(s) of the individual Registrant's registration;
 - (ii) cancellation(s) of the individual Registrant's registration; or,
 - (iii) suspension(s) of the individual Registrant's registration;
- (l) any Disciplinary Order(s) respecting the individual Registrant as published pursuant to section 11.4 of the Bylaws [*Publication of Disciplinary Orders*], unless the identity of the Registrant subject to discipline is anonymized in the publication;
- (m) any credentials hearing decision as published pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*] unless the identity of the Registrant subject to discipline is anonymized in the publication.

[(4)(d) and (g) amended 2021-07-14 and 2021-12-15; (4)(l) amended 2023-06-27; (4)(m) added 2023-06-27]

- (5) For a former individual Registrant, in addition to the information set out in section 31(3) of the PGA [*Registrar and register for regulatory body*], the Registrar must include the following information on the Register:
 - (a) the former individual Registrant's former professional designation(s);
 - (b) if the former individual Registrant was a professional licensee engineering or a professional licensee geoscience, the authorized area of practice that was previously identified on the former individual Registrant's licence;
 - (c) the original discipline of the former individual Registrant's registration;
 - (d) the municipality, province or state, and country in which the former individual Registrant was based;
 - (e) the date on which the former individual Registrant was first granted registration;
 - (f) the date(s) of any
 - (i) expiration(s) of the former individual Registrant's registration;

- (ii) cancellation(s) of the former individual Registrant's registration; or,
- (iii) suspension(s) of the former individual Registrant's registration;
- (g) any Disciplinary Order(s) respecting the former individual Registrant as published pursuant to section 11.4 of the Bylaws [*Publication of Disciplinary Orders*], unless the identity of the Registrant subject to discipline is anonymized in the publication;
- (h) any credentials hearing decision as published pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*] unless the identity of the Registrant subject to discipline is anonymized in the publication.

[(5)(g) amended 2023-06-27; (5)(h) added 2023-06-27]

- (6) For a Recent Historical Member, in addition to the information set out in section 31(3) of the PGA [*Registrar and register for regulatory body*], the Registrar must include the following information on the Register:
 - (a) the Recent Historical Member's former professional designation(s);
 - (b) if the Recent Historical Member held a limited licence to practise professional engineering or geoscience pursuant to the EGA, the authorized area of practice identified on the Recent Historical Member's former licence;
 - (c) the original discipline of the Recent Historical Member's registration;
 - (d) the date on which the Recent Historical Member was first granted registration with EGBC;
 - (e) the date(s) of any:
 - (i) expiration(s) of the registration or membership of the Recent Historical Member;
 - (ii) cancellation(s) of the registration or membership of the Recent Historical Member; or,
 - (iii) suspension(s) of the registration or membership of the Recent Historical Member;
 - (f) any Disciplinary Order(s) respecting the Recent Historical Member.

[(6) amended 2022-12-02]

- (7) An individual Registrant may apply in writing to the Registrar to have the information listed in subsections (4)(e) to (g) omitted from the Register if the publication of such information would reasonably threaten the safety of the individual Registrant or another person.

- (8) The information listed in subsections (4)(k), (4)(l), (5)(e), (5)(f), (6)(e), and (6)(f) must appear on the Register for as long as a Registrant is listed on the Register pursuant to subsections (1) and (2).

5.28 Register of Registrant Firms

- (1) The Registrar must maintain a Register of all current and former Registrant Firms.
- (2) A former Registrant Firm must be listed on the Register for 10 years after ceasing to be a Registrant Firm.
- (3) For a currently registered Registrant Firm, in addition to the information set out in section 31(3) of the PGA [*Registrar and register for regulatory body*], the Registrar must include the following information on the Register:
 - (a) the Registrant Firm's Permit to Practice Number;
 - (b) the Registrant Firm's self-declared industry or industries of practice and area(s) of practice;
 - (c) the municipality, province or state, and country in which the Registrant Firm's main office is located;
 - (d) the business location(s) in British Columbia where Professional Registrants will be engaged in the Regulated Practice on behalf of the Registrant Firm;
 - (e) the names of the Responsible Registrant(s) and the Responsible Officer of a Registrant Firm;
 - (f) the area(s) of practice to which each Responsible Registrant of the Registrant Firm is designated;
 - (g) the business contact information of the Responsible Registrant(s) and the Responsible Officer of the Registrant Firm, which may be provided by way of each Responsible Registrant's and the Responsible Officer's
 - (i) business email address,
 - (ii) business telephone number
 - (iii) business mailing address, or
 - (iv) business website, if the business website contains any of the business contact information listed in subsections (i) to (iii) for the Responsible Registrant(s) or Responsible Officer.

- (h) the date on which the Registrant Firm was first granted registration as a Registrant Firm;
- (i) the start date of the Registrant Firm's current registration as a Registrant Firm;
- (j) the expiry date of the Registrant Firm's current registration as a Registrant Firm;
- (k) the date(s) of any:
 - (i) expiration(s) of the Registrant Firm's registration and Permit to Practice;
 - (ii) cancellation(s) of the Registrant Firm's registration and Permit to Practice;
 - (iii) suspension(s) of the Registrant Firm's registration and Permit to Practice;
 - (iv) condition(s) on the Registrant Firm's registration and Permit to Practice prohibiting the Registrant Firm from engaging in the Regulated Practice;
- (l) any Disciplinary Order(s) respecting the Registrant Firm as published pursuant to section 11.4 [*Publication of Disciplinary Orders*] unless the identity of the Registrant subject to discipline is anonymized in the publication.

[(3)(g) amended 2021-12-15 and 2022-02-22; (3)(g)(iv) added 2022-02-22; (3)(l) amended 2023-06-27]

- (4) For a former Registrant Firm, in addition to the information set out in section 31(3) of the PGA [*Registrar and register for regulatory body*], the Registrar must include the following information on the Register:
 - (a) the former Registrant Firm's Permit to Practice Number;
 - (b) the municipality, province or state, and country in which the former Registrant Firm's main office was located;
 - (c) the names of the Responsible Registrant(s) and the Responsible Officer of the former Registrant Firm;
 - (d) the area(s) of practice to which each Responsible Registrant of the former Registrant Firm was designated;
 - (e) the date on which the former Registrant Firm was first granted registration as a Registrant Firm;
 - (f) the date(s) of any:
 - (i) expiration(s) of the Registrant Firm's registration and Permit to Practice;
 - (ii) cancellation(s) of the Registrant Firm's registration and Permit to Practice;

- (iii) suspension(s) of the Registrant Firm's registration and Permit to Practice;
- (iv) condition(s) on the Registrant Firm's registration and Permit to Practice prohibiting the former Registrant Firm from engaging in the Regulated Practice;
- (g) any Disciplinary Order(s) respecting the former Registrant Firm as published pursuant to section 11.4 [*Publication of Disciplinary Orders*] unless the identity of the Registrant subject to discipline is anonymized in the publication.

[(4)(g) amended 2023-06-27]

- (5) The information listed in subsections (3)(k), (3)(l), (4)(f), and (4)(g) must appear on the Register for as long as a Registrant Firm is listed on the Register pursuant to subsections (1) and (2).

5.29 Information Collected Annually and Published on the Register

- (1) By 11:59 PM (Pacific Time) on June 30, the last day of each Reporting Year, an individual Registrant must provide EGBC with the information that is required to be published on the Register pursuant to sections 5.27(4)(d), (e), (f), and (g) of the Bylaws [*Register of Individual Registrants*].
- (2) An individual Registrant must provide written notice to EGBC regarding any change to the information that is required pursuant to subsection (1) within 30 days of the change taking effect.
- (2.1) Life Members and Life Limited Licensees are exempt from the requirements in subsections (1) and (2).

[(2.1) added 2023-02-28]

- (3) By 11:59 PM (Pacific Time) on May 31 of each Reporting Year, a Registrant Firm must provide EGBC with the information that is required to be published on the Register pursuant to sections 5.28(3)(b), (c), (d), (e), (f), and (g) of the Bylaws [*Register of Registrant Firms*].

[(3) amended 2022-03-30 and 2024-01-31]

- (4) A Registrant Firm must provide written notice to EGBC regarding any change to the information that is required pursuant to subsection (3) within 30 days of the change taking effect.

5.30 Information Collected Annually and not Published on the Register

- (1) By 11:59 PM (Pacific Time) on June 30, the last day of each Reporting Year, an individual Registrant must provide EGBC with
 - (a) the individual Registrant's personal and unique email address,

- (b) a declaration confirming whether the Registrant has, within the previous 12-month period, been:
- (i) convicted of an offence under a federal or provincial statute, or an equivalent offence in another jurisdiction,
 - (ii) the subject of an investigation, inquiry, review, or other disciplinary proceeding by a Different Governing Body, that could result in
 - (A) the Registrant's entitlement to practise a profession being cancelled, suspended, restricted, or made subject to limits or conditions,
 - (B) if the Registrant is a Trainee, the Trainee's entrance to a profession being denied, or
 - (C) if the Registrant is a Registrant Firm, the Registrant Firm's permit, license, or authorization to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions, or
 - (iii) the subject of a disciplinary action taken by a Different Governing Body, including an agreement resulting in the resolution of an investigation or disciplinary process,

which is not to be published on the Register.

[(1)(b) added 2021-07-14 and amended 2022-02-22]

- (1.1) Life Members and Life Limited Licensees are exempt from the requirement in subsection (1).

[(1.1) added 2023-02-28]

- (2) An individual Registrant must provide written notice to EGBC regarding any change to the individual Registrant's personal and unique email address within 30 days of the change taking effect.

- (3) By 11:59 PM (Pacific Time) on May 31 of each Reporting Year, a Registrant Firm must provide EGBC with

[(3) amended 2022-03-30 and 2024-01-31]

- (a) the personal and unique email addresses of each Responsible Registrant and the Responsible Officer of the Registrant Firm,
- (b) the names of all individual Registrants employed by or under contract with the Registrant Firm,
- (c) the number of individuals employed by or under contract with the Registrant Firm who are registrants of each regulatory body under the PGA other than EGBC, and

- (d) a declaration confirming whether the Registrant Firm has, within the previous 12-month period, been:
- (i) convicted of an offence under a federal or provincial statute, or an equivalent offence in another jurisdiction,
 - (ii) the subject of an investigation, inquiry, review, or other disciplinary proceeding by a Different Governing Body, that could result in the Registrant Firm's permit, license, or authorization to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions, or
 - (iii) the subject of a disciplinary action taken by a Different Governing Body, including an agreement resulting in the resolution of an investigation or disciplinary process,

which is not to be published on the Register except as required pursuant to section 5.28 of the Bylaws [*Register of Registrant Firms*].

[(3)(d) added 2021-07-14 and amended 2022-02-22]

- (4) A Registrant Firm must provide written notice to EGBC regarding any change to the information that is required pursuant to subsections (3)(a) or (b) within 30 days of the change taking effect.

5.31 Failure to Provide Required Information

- (1) An individual Registrant who fails to provide EGBC with any of the information required pursuant to section 5.29(1) of the Bylaws [*Information Collected Annually and Published on the Register*] or section 5.30(1) of the Bylaws [*Information Collected Annually and not Published on the Register*] must, by 11:59 PM (Pacific Time) on September 30 in the following Reporting Year,
- (a) provide EGBC with the required information, and
 - (b) send to EGBC the late reporting fee specified in Schedule C of the Bylaws.

- (1.1) Despite subsection (1)(b), an individual Registrant is not required to send to EGBC the late reporting fee specified in Schedule C of the Bylaws if the individual Registrant is required to send to EGBC the late completion fee pursuant to section 7.6.11(1)(d) of the Bylaws.

[(1.1) added 2023-05-01]

- (2) A Registrant Firm who fails to provide EGBC with any information required pursuant to section 5.29(3) of the Bylaws [*Information Collected Annually and Published on the Register*] or section 5.30(3) of the Bylaws [*Information Collected Annually and not Published on the Register*] must, by 11:59 PM (Pacific Time) on June 30 of the same Reporting Year,

- (a) provide EGBC with the required information, and
- (b) send to EGBC the late reporting fee specified in Schedule C of the Bylaws.

[(2) amended 2022-03-30 and 2024-01-31]

- (3) If a Registrant fails to comply with the requirements set out in subsections (1) or (2), as applicable, the Registrant's registration must be suspended, and, if the Registrant is a Registrant Firm, a condition must be placed on the Registrant Firm's registration and Permit to Practice prohibiting it from engaging in the Regulated Practice until such requirements are complete.
- (4) If an individual Registrant fails to comply with the requirements set out in subsection (1) by 11:59 PM (Pacific Time) on December 31 of the same Reporting Year,
 - (a) the Registrant's registration is cancelled, or
 - (b) if the Registrant is a Trainee, the Trainee's enrolment is cancelled.

[(4) amended 2024-01-31]

- (5) If a Registrant Firm fails to comply with the requirements set out in subsection (2) by 11:59 PM (Pacific Time) on August 31 of the following Reporting Year, the Registrant Firm's registration and Permit to Practice are cancelled.

[5] amended 2024-01-31]

- (6) Despite subsections (1), (3) and (4), the Registrar may, on receiving a written application by an individual Registrant, exempt the individual Registrant from providing the information required pursuant to section 5.29(1) of the Bylaws [*Information Collected Annually and Published on the Register*] or section 5.30(1) of the Bylaws [*Information Collected Annually and not Published on the Register*].

[(6) added 2023-05-01]

- (7) An exemption pursuant to subsection (6) may be granted on an annual basis.

[(7) added 2023-05-01]

- (8) An application by an individual Registrant to be granted an exemption pursuant to subsection (6) must be submitted in writing to EGBC by 11:59 PM (Pacific Time) on June 30 in the applicable Reporting Year.

[(8) added 2023-05-01 and 2024-01-31]

5.32 Information Collected Immediately and not Published on the Register

- (1) A Registrant who is convicted of an offence under a federal or provincial statute, or an equivalent offence in another jurisdiction, must immediately on becoming aware of the conviction provide written notice to EGBC specifying the particulars of the conviction.

- (2) A Registrant who becomes the subject of an investigation, inquiry, review, or other disciplinary proceeding by a Different Governing Body, that could result in
- (a) the Registrant's entitlement to practise a profession being cancelled, suspended, restricted, or made subject to limits or conditions,
 - (b) if the Registrant is a Trainee, the Trainee's entrance to a profession being denied, or
 - (c) if the Registrant is a Registrant Firm, the Registrant Firm's permit, license, or authorization to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions,
- must immediately on becoming aware of the investigation, inquiry, review, or proceeding provide written notice to EGBC and provide particulars of the issue.
- (3) A Registrant who becomes the subject of a disciplinary action taken by a Different Governing Body, including an agreement resulting in the resolution of an investigation or disciplinary process, must immediately upon reaching the agreement or becoming aware of the disciplinary action, provide written notice to EGBC specifying the particulars of the agreement or disciplinary action.
- (4) A Registrant Firm must provide written notice to EGBC within 15 days of the occurrence of any of the following situations:
- (a) there is a merger, amalgamation, acquisition, closure, or dissolution involving the Registrant Firm;
 - (b) the Registrant Firm
 - (i) becomes the subject of an application for a bankruptcy order,
 - (ii) makes an assignment for the general benefit of creditors, or
 - (iii) makes or becomes the subject of a Division I or Division II proposal,

as set out in the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3.

[(4)(a) amended 2022-02-22]

5.33 Issuance of Certificate or Permit to Practice

- (1) The Registrar must issue to an individual Registrant a certificate of registration and, on payment of the annual fee, confirmation that the Registrant is In Good Standing.
- (2) The Registrar must issue to a Registrant Firm a Permit to Practice and, on payment of the annual fee, confirmation that the Registrant Firm is In Good Standing.

6 Fees

6.1 Application Fees

- (1) An Applicant for enrolment, admission, or reinstatement of status as a Registrant pursuant to sections 5.5 to 5.16, 5.23, 5.24, or 5.25 of the Bylaws must send to EGBC the full amount of all applicable application, examination, interview, or course fees specified in Schedule C of the Bylaws.
- (2) In addition to any fees applicable pursuant to subsection (1), a professional engineer who applies for designation as a designated structural engineer pursuant to section 5.6.1 of the Bylaws [*Designated Structural Engineer*] must send to EGBC the full amount of all applicable application and examination fees specified in Schedule C of the Bylaws.

6.2 Registration Fees

- (1) Within 30 days of being granted registration as an individual Registrant other than a Trainee, an individual Registrant must send to EGBC the full amount of the applicable registration fee specified in Schedule C of the Bylaws.
- (2) Within 30 days of being designated as a designated structural engineer, a designated structural engineer must send to EGBC the full amount of the applicable designation fee specified in Schedule C of the Bylaws.

6.3 Reconsideration and Review on the Record Fees

- (1) An individual Applicant who applies for a reconsideration must send to EGBC the full amount of all applicable reconsideration fees specified in Schedule C of the Bylaws.
- (2) An Applicant who applies for a review on the record must send to EGBC the full amount of all applicable review on the record fees specified in Schedule C of the Bylaws.

6.4 Annual Fees

- (1) An individual Registrant must send to EGBC the full amount of the applicable annual fee specified in Schedule C of the Bylaws by 11:59 PM (Pacific Time) on December 31 of each calendar year.

[(1) amended 2024-01-31]

- (2) Subject to subsection (4), a Registrant Firm must send to EGBC the full amount of the applicable annual fee specified in Schedule C of the Bylaws by 11:59 PM (Pacific Time) on May 31 of each calendar year.

[(2) amended 2024-01-31]

- (3) A non-practising Registrant Firm that has held non-practising status for 2 years or less is exempt from paying the applicable annual fee.

- (4) In addition to the annual fee set out in subsection (2), a Registrant Firm that was engaged in the Regulated Practice on or after July 1, 2021 but is not immediately registered pursuant to these Bylaws must pay the annual fee specified in Schedule C of the Bylaws for each year or portion of a year, up to a maximum of 3 years, that the Registrant Firm would have been required to pay the annual fee to EGBC if the Registrant Firm had been granted registration on July 1, 2021.
- (5) A Registrant that is granted enrolment, admission, or reinstatement of status at some time other than the beginning of the annual fee cycle must pay a prorated annual fee specified in Schedule C of the Bylaws within 30 days of being granted enrolment, admission, or reinstatement.

6.5 Special Assessments

- (1) An individual Registrant must send to EGBC the full amount of an applicable special assessment specified in Schedule C of the Bylaws by 11:59 PM (Pacific Time) on December 31 of each calendar year.
 [(1) amended 2024-01-31]
- (2) A Registrant Firm must send to EGBC the full amount of an applicable special assessment specified in Schedule C of the Bylaws by 11:59 PM (Pacific Time) on May 31 of each calendar year.
 [(2) amended 2024-01-31]

6.6 Additional Manual Seal(s) or Certificate(s)

- (1) A Registrant who requires additional Manual Seal(s) or certificate(s) of registration from EGBC must send to EGBC the full amount of all applicable fees specified in Schedule C of the Bylaws at the time that the Registrant requests the additional Manual Seal(s) or certificate(s) of registration.

6.7 Exemption, Reduction, Deferral, or Refund of Fees

- (1) On receiving a written application by an individual Applicant or Registrant, the Registrar may exempt, reduce, defer, or refund all or part of a fee or special assessment specified in Schedule C of the Bylaws if the Registrar is satisfied that the imposition of the fee or special assessment would cause undue financial hardship for the individual Applicant or Registrant, or if there are extenuating circumstances that warrant the exemption, reduction, deferral, or refund.
 [(1) amended 2021-12-15]
- (1.1) An application by an individual Registrant pursuant to subsection (1) to be granted an exemption from, reduction, deferral, or refund of all or part of
 - (a) a late reporting fee specified in Schedule C of the Bylaws, or
 - (b) a late completion fee specified in Schedule C of the Bylaws

must be submitted in writing to EGBC by 11:59 PM (Pacific Time) on September 30 of the applicable Reporting Year that the late reporting fee or the late completion fee is due.

[(1.1) added 2023-05-01; amended 2024-01-31]

- (2) On receiving a written application by a Registrant Firm, the Registrar may waive payment of all or part of a fee for the Registrant Firm specified in section 6.1(1) of the Bylaws [*Application Fees*], sections 6.4(2) or (4) of the Bylaws [*Annual Fees*], section 6.5(2) of the Bylaws [*Special Assessments*], or Schedule C of the Bylaws [*Fees*] if the Registrar is satisfied that
- (a) the Registrant Firm was a member of EGBC's Organizational Quality Management Program as of June 30, 2021, and
 - (b) the Registrant Firm had paid all outstanding fees and any amounts owing pursuant to its membership in the Organizational Quality Management program as of June 30, 2021.

[(2) amended 2023-05-01]

- (3) A Registrant Firm is not eligible to apply for the reduction, deferral, or refund of fees or special assessments, except in accordance with subsection (2).
- (4) The Board may waive payment of all or part of a fee, either annually or on a permanent basis, including the annual fee and special assessments, for an individual Registrant who demonstrates exemplary service to EGBC in the role of Board Chair and who the Board accordingly wishes to honour.

[(4) added 2021-07-14]

6.8 Failure to Pay Fees

- (1) An individual Registrant who fails to pay the full amount of an applicable annual fee or special assessment pursuant to section 6.4(1) of the Bylaws [*Annual Fees*] or section 6.5(1) of the Bylaws [*Special Assessments*] must send to EGBC the full amount of the applicable annual fee or special assessment and the applicable late fee specified in Schedule C of the Bylaws, by 11:59 PM (Pacific Time) on January 31 of the following calendar year.

[(1) amended 2024-01-31]

- (2) If an individual Registrant fails to pay a required
- (a) registration fee pursuant to section 6.2(1) of the Bylaws [*Registration Fees*],
 - (b) designation fee pursuant to section 6.2(2) of the Bylaws [*Registration Fees*],
 - (c) a prorated annual fee pursuant to section 6.4(5) of the Bylaws [*Annual Fees*], or

(d) annual fee, special assessment, or late fee pursuant to subsection (1),

the Registrar must cancel the Registrant's registration, or if the Registrant is a Trainee, the Trainee's enrolment.

[(2) amended 2022-12-02 and 2023-05-01]

- (3) A Registrant Firm or a non-practising Registrant Firm that fails to pay the full amount of an applicable annual fee or special assessment pursuant to sections 6.4(2) or (4) of the Bylaws [*Annual Fees*], or section 6.5(2) of the Bylaws [*Special Assessments*] must send to EGBC the full amount of the applicable annual fee or special assessment and late fee specified in Schedule C of the Bylaws by 11:59 PM (Pacific Time) on June 30 of the same calendar year.

[(3) amended 2024-01-31]

- (4) If a Registrant Firm or non-practising Registrant Firm fails to comply with the requirements set out in subsection (3), the Registrar must suspend the Registrant Firm until all fees outstanding pursuant to subsection (3) have been paid.

[(4) amended 2023-05-01]

- (5) If a Registrant Firm or non-practising Registrant Firm suspended pursuant to subsection (4) fails to pay the full amount of all applicable outstanding fees by 11:59 PM (Pacific Time) on August 31 of the same calendar year, the Registrar must cancel the Registrant Firm or non-practising Registrant Firm's registration and Permit to Practice.

[(5) amended 2022-12-02 and 2023-05-01 and 2024-01-31]

7 Standards of Conduct and Competence

7.1 Definitions

- (1) For the purpose of this Part, “Registrant” includes a former Registrant where applicable, pursuant to section 56(1) of the PGA [*Definition and Application*].

7.2 Code of Ethics

- (1) A Registrant must adhere to the Code of Ethics as set out in Schedule A of the Bylaws.

7.3 Standards of Competence – Quality Management Requirements

- (1) The standards of competence - quality management requirements set out in sections 7.3.1 to 7.3.8 of the Bylaws are established pursuant to section 57(1)(b) of the PGA [*Standards of Conduct and Competence*].
- (2) A Registrant must comply with the standards of competence set out in sections 7.3.1 to 7.3.8 of the Bylaws at all times while engaged in the Regulated Practice.
 [(2) amended 2022-09-19]
- (3) A non-practising Registrant Firm is exempt from the requirements set out in sections 7.3.1, 7.3.3, 7.3.4(4)(a), 7.3.4(4)(b), 7.3.4(4)(c), 7.3.5, 7.3.6, and 7.3.8 of the Bylaws while maintaining its non-practising status and not engaged in the Regulated Practice.

7.3.1 Standard for Use of Professional Practice Guidelines

- (1) EGBC shall publish professional practice guidelines approved by the Board on a public website maintained by EGBC and shall update professional practice guidelines as necessary.
- (2) A Professional Registrant must have regard for applicable standards, policies, plans, and practices established by the government or by EGBC, including professional practice guidelines published pursuant to subsection (1), by establishing, maintaining, and following documented procedures in order to do all of the following:
 - (a) stay informed of, knowledgeable about, and meet the intent of all applicable standards, policies, plans, and practices established by the government or by EGBC, including professional practice guidelines published pursuant to subsection (1), that are relevant to the Professional Registrant’s Regulated Practice;
 - (b) document in writing the reason(s) for a departure from any relevant portion of a professional practice guideline published pursuant to subsection (1).
- (3) A Registrant Firm must do all of the following:
 - (a) establish, maintain, and follow documented policies and procedures in order to

- (i) obtain information and details in a timely manner regarding professional practice guidelines published pursuant to subsection (1) that are relevant to the Regulated Practice carried out by the Registrant Firm and Professional Registrants employed by or under contract with the Registrant Firm, and
 - (ii) inform the Professional Registrants employed by or under contract with the Registrant Firm in a timely and effective manner of professional practice guidelines published pursuant to subsection (1) that are relevant to the Regulated Practice carried out by the Registrant Firm and Professional Registrants employed by or under contract with the Registrant Firm;
- (b) take reasonable steps to facilitate all Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsection (2).

7.3.2 Standard for Retention and Preservation of Complete Project Documentation

- (1) A Professional Registrant must establish, maintain, and follow documented procedures for the retention and preservation of complete project documentation related to the Regulated Practice engaged in by the Professional Registrant, including copies of physical or electronic versions of
- (a) correspondence,
 - (b) investigations,
 - (c) surveys,
 - (d) reports,
 - (e) data,
 - (f) background information,
 - (g) assessments,
 - (h) designs,
 - (i) specifications,
 - (j) documentation related to reviews, including independent reviews and field reviews,
 - (k) testing information,
 - (l) models,
 - (m) simulations,

- (n) quality assurance documentation,
- (o) drawings,
- (p) calculations, and
- (q) copies of all Authenticated Documents.

[(1) amended 2021-07-14; (1)(j) amended 2021-12-15]

- (2) A Registrant Firm must establish, maintain, and follow documented policies and procedures for the retention and preservation of complete project documentation related to the Regulated Practice engaged in by the Registrant Firm, including copies of physical or electronic versions of
- (a) correspondence,
 - (b) investigations,
 - (c) surveys,
 - (d) reports,
 - (e) data,
 - (f) background information,
 - (g) assessments,
 - (h) designs,
 - (i) specifications,
 - (j) documentation related to reviews, including independent reviews and field reviews,
 - (k) testing information,
 - (l) models,
 - (m) simulations,
 - (n) quality assurance documentation,
 - (o) drawings,
 - (p) calculations, and
 - (q) copies of all Authenticated Documents.

[(2) amended 2021-12-15]

- (3) Complete project documentation must be retained and preserved for at least 10 years after the later of the completion of the project or when the documentation is no longer used.
- (4) A Registrant Firm must do all of the following:
- (a) establish and maintain documented policies, plans, and procedures
 - (i) in order to ensure that, if any of the situations set out in section 5.32(4) of the Bylaws [*Information Collected Immediately and not Published on the Register*] occur with respect to a Registrant Firm, complete project documentation is preserved in accordance with subsection (3) and such documentation is accessible in the event of a request pursuant to the PGA or Bylaws, and
 - (ii) for all individuals employed by or under contract with the Registrant Firm to follow in relation to the retention and preservation of complete project documentation and the obligations of Professional Registrants and Registrant Firms pursuant to this section of the Bylaws;
 - (b) ensure that all individuals employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
 - (c) take reasonable steps to facilitate the Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1) and (3).
- (5) A Professional Registrant who is employed by or under contract with a Registrant Firm may satisfy their obligations pursuant to this section of the Bylaws with respect to any project documentation produced during the course of their employment or contract with the Registrant Firm by
- (a) taking reasonable steps to confirm that
 - (i) the Registrant Firm has in place documented policies and procedures for the retention and preservation of all project documentation produced by the Professional Registrant during the course of or related to their employment or contract with the Registrant Firm, and
 - (ii) that the documented policies and procedures referred to in subsection (a)(i) are in accordance with the requirements set out in subsections (2), (3), and (4), and
 - (b) consistently adhering to the documented policies and procedures of the Registrant Firm with respect to retention and preservation of project documentation established

pursuant to subsection (4)(a) during the course of the Professional Registrant's employment or contract with the Registrant Firm.

- (6) A Professional Registrant who ceases to be employed by or under contract with a Registrant Firm may continue to satisfy their obligation to retain and preserve complete project documentation pursuant to subsection (3) by ensuring that
- (a) an agreement is in place with the Registrant Firm regarding the retention and preservation of all project documentation produced by the Professional Registrant during the course of their employment or contract with the Registrant Firm, and
 - (b) the agreement referenced in subsection (a) requires either the Professional Registrant or the Registrant Firm, or both, to retain and preserve all project documentation in accordance with the requirements of this section of the Bylaws.

7.3.3 Standard for Field Reviews

- (1) Field reviews must be completed during the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice by a Professional Registrant, or a Subordinate under the Professional Registrant's Direct Supervision, in a manner that is appropriate to the level of risk that has been assessed through a documented risk assessment.
- (2) If applicable pursuant to subsection (1), a Professional Registrant must establish, maintain, and follow documented procedures for documented field reviews of work related to the Regulated Practice in British Columbia.
- (3) Through a field review, a Professional Registrant, or a Subordinate under the Professional Registrant's Direct Supervision, must determine whether the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice substantially complies with the concepts or intent reflected in the Documents prepared for the work related to the Regulated Practice.
- (4) If applicable pursuant to subsection (1), a Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for Professional Registrants employed by or under contract with the Registrant Firm to follow in relation to field reviews and the obligations of Professional Registrants pursuant to this section of the Bylaws, which may include:
 - (i) process flowcharts,
 - (ii) checklists, or
 - (iii) forms;
 - (b) ensure that the Professional Registrants employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant

Firm established pursuant to subsection (a);

- (c) take reasonable steps to facilitate the Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1), (2), and (3).

7.3.4 Standard for Checks

- (1) A Professional Registrant must establish, maintain, and follow documented procedures for regular, documented checks of the Professional Registrant's work related to the Regulated Practice using a written quality control process appropriate to the level of risk that has been assessed through a documented risk assessment.
- (2) The procedures established pursuant to subsection (1) must include:
 - (a) how risk will be assessed;
 - (b) the minimum frequency for checks to be conducted, dependent on the degree of risk assessed pursuant to (a);
 - (c) the required qualifications of the checker;
 - (d) how the check will be documented, including:
 - (i) who conducted the check;
 - (ii) the date that the check was completed;
 - (iii) what was checked;
 - (iv) issues identified by the checker, if any; and
 - (v) correction(s) and corrective action(s), if any, in response to issues identified by the checker;
 - (e) what must be checked, including but not limited to:
 - (i) input requirements;
 - (ii) input data;
 - (iii) calculations;
 - (iv) drawings;
 - (v) assessments;

- (vi) designs;
- (vii) software outputs;
- (viii) communications that include directives, recommendations, or opinions related to the Regulated Practice;
- (ix) reports;
- (x) recommendations; and,
- (xi) other activities or work related to the Regulated Practice, including activities or work related to manufacturing, high technology, computer software development, operations, and maintenance activities.

[(2)(d)(v) added 2021-07-14]

- (3) A Professional Registrant must ensure that a documented check has been conducted in accordance with the procedures established pursuant to subsection (1) on all activities or work related to the Regulated Practice that will be issued or delivered to any other party.
- (4) A Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for Professional Registrants employed by or under contract with the Registrant Firm to follow in relation to documented checks and the obligations of Professional Registrants pursuant to this section of the Bylaws, which may include
 - (i) process flowcharts,
 - (ii) checklists, or
 - (iii) forms;
 - (b) ensure that the Professional Registrants employed by or under contract with the Registrant Firm adhere to the documented policies and procedures established pursuant to subsection (a);
 - (c) take reasonable steps to facilitate the Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1), (2), and (3);
 - (d) retain complete documentation related to checks conducted by any Professional Registrant employed by or under contract with the Registrant Firm, in accordance with section 7.3.2 of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

7.3.5 Standard for Independent Review(s) of Structural Designs

- (1) All Structural Designs require documented independent review(s) prior to Documents being issued for construction or implementation.
- (2) Despite subsection (1), EGBC may identify classes of Structures that do not require documented independent review(s) of Structural Designs.
- (3) A Professional of Record must do all of the following:
 - (a) complete a documented risk assessment after conceptual design and before detailed design of a Structural Design to determine the following:
 - (i) the appropriate frequency for the required documented independent review(s) of the Structural Design;
 - (ii) whether the required documented independent review(s) of the Structural Design must be conducted by
 - (A) an appropriately qualified and experienced Professional Registrant who has not been previously involved in the Structural Design and is employed by the same Firm employing the Professional of Record, or
 - (B) an appropriately qualified and experienced Professional Registrant who has not been previously involved in the Structural Design and is employed by a Firm other than the Firm employing the Professional of Record;
 - (b) record their rationale for the determinations made pursuant to subsections (a)(i) and (ii);
 - (c) document actions taken or not taken, along with the rationale for that decision, as a result of the independent review(s), including any actions taken or not taken as a result of information received pursuant to subsection (7)(d);
 - (d) communicate the actions and rationale documented pursuant to subsection (c) to the Professional Registrant tasked with completing the documented independent review in an appropriately timely manner;
 - (e) obtain a copy of the documented record of the independent review from the Professional Registrant tasked with completing the independent review;
 - (f) provide a copy of the documented record of the independent review to the authority having jurisdiction, if requested;
 - (g) retain and preserve the documentation related to the independent review for a period of 10 years in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

[(3) amended 2021-12-15; (3)(e), (f), and (g) added 2021-12-15]

- (4) Despite subsection (3)(b), EGBC may identify classes of Structures for which required documented independent reviews must be conducted by an appropriately experienced Professional Registrant who has not been previously involved in the Structural Design and is employed by a Firm other than the Firm employing the Professional of Record.
- (5) Documented independent review(s) of Structural Designs must not replace the regular, documented checks required pursuant to section 7.3.4 of the Bylaws [*Standards for Checks*].
- (6) If applicable pursuant to subsection (1) and not exempted pursuant to subsection (2), a Professional Registrant must establish, maintain, and follow documented procedures for documented independent review(s) of Structural Designs.
- (7) A Professional Registrant tasked with completing a documented independent review of a Structural Design must
 - (a) have appropriate experience in the type and scale of the Structural Design subject to the documented independent review,
 - (b) determine the extent of the documented independent review based on the progressive findings of the documented independent review and record the rationale for this determination,
 - (c) evaluate any related Documents to determine if they are complete, consistent, and in general compliance with applicable codes, standards, and other requirements,
 - (d) communicate any issues found during the independent review(s) to the Professional of Record in an appropriately timely manner,
 - (e) complete a documented record of the documented independent review that meets the intent of the documented independent review sign off form issued by EGBC, and
 - (i) provide this documented record to
 - (A) the Professional of Record, and
 - (B) the authority having jurisdiction, if requested, and
 - (ii) retain and preserve this documented record for a period of 10 years in accordance with section 7.3.2(3) of the Bylaws [*Standard for the Retention and Preservation of Complete Project Documentation*],
 - (f) examine representative samples of the structural assumptions, continuity of gravity and lateral load paths, stability, and detailing, and

- (g) perform numerical calculations on a sample of gravity and lateral force resisting elements necessary to satisfy any concerns of the Professional Registrant tasked with completing the documented independent review, as appropriate.
- (8) While a documented risk assessment and a documented independent review of each instance of repetitive designs of individual structural components is not required,
- (a) the maintenance of design quality must be confirmed through
 - (i) an initial documented initial risk assessment and documented independent review, and
 - (ii) documented risk assessments and documented independent reviews at intervals,
 - (b) a documented process must be in place that identifies the criteria used to determine what types of designs are considered repetitive and the interval frequency for maintaining the design quality, and
 - (c) the documented record produced through
 - (i) the initial documented risk assessment and documented independent review, and
 - (ii) documented risk assessments and documented independent reviews at intervals

must be retained and preserved for a minimum of 10 years after the last use of the repetitive design and made available to any person using the Structural Design, in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].
- (9) If applicable pursuant to subsection (1), and not exempted pursuant to subsection (2), a Registrant Firm must do all of the following:
- (a) establish and maintain documented policies and procedures for Professional Registrants employed by or under contract with the Registrant Firm to follow in relation to independent review of structural designs and the obligations of Professional Registrants pursuant to this section of the Bylaws, which may include
 - (i) checklists, or
 - (ii) signoff forms;
 - (b) take reasonable steps to ensure that a Professional Registrant conducting a documented independent review pursuant to this section of the Bylaws has sufficient and acceptable knowledge, training, and experience to conduct the documented independent review;

- (c) ensure that the Professional Registrants employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
- (d) take reasonable steps to facilitate the Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1) to (8);
- (e) establish and maintain documented policies and procedures for the Registrant Firm to follow in order to
 - (i) obtain copies of documented records of independent review from the Professional Registrant tasked with completing the independent review,
 - (ii) provide the documented record of the independent review to the authority having jurisdiction, if requested, and
 - (iii) retain and preserve the documentation related to the independent review for a period of 10 years in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

[(9)(e) added 2021-12-15]

7.3.6 Standard for Independent Review(s) of High-Risk Professional Activities or Work

- (1) A professional activity or work that has been identified by a Professional of Record as high-risk through a documented risk assessment requires documented independent review(s) before the professional activity or work is submitted to those who will be relying on it.
- (2) Despite subsection (1), EGBC may establish criteria for professional activities or work, or identify specific professional activities or work, that
 - (a) do not require documented independent review(s), or
 - (b) require documented independent review(s), even if the professional activities or work are not identified by a Professional of Record as high-risk through a documented risk assessment.
- (3) A Professional of Record must do all of the following:
 - (a) complete a documented risk assessment prior to the initiation of a professional activity or work to determine the following:
 - (i) whether a professional activity or work is high-risk;

- (ii) if documented independent review(s) of the professional activity or work is required, the appropriate frequency for the required documented independent review(s);
- (iii) if documented independent review(s) of the professional activity or work is required, whether the required documented independent review(s) must be conducted by
 - (A) an appropriately qualified and experienced Professional Registrant who has not been previously involved in the professional activity or work and is employed by the same Firm employing the Professional of Record, or
 - (B) an appropriately qualified and experienced Professional Registrant who has not been previously involved in the professional activity or work and is employed by a Firm other than the Firm employing the Professional of Record;
- (b) record their rationale for the determinations made pursuant to subsections (a)(i), (ii), and (iii);
- (c) document actions taken or not taken, along with the rationale for that decision, as a result of the independent review(s), including any actions taken or not taken as a result of information received pursuant to subsection (7)(d);
- (d) communicate the actions and rationale documented pursuant to subsection (c) to the Professional Registrant tasked with completing the documented independent review in an appropriately timely manner;
- (e) obtain a copy of the documented record of the independent review from the Professional Registrant tasked with completing the independent review;
- (f) provide a copy of the documented record of the independent review to the authority having jurisdiction, if requested;
- (g) retain and preserve the documentation related to the independent review for a period of 10 years in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

[(3) amended 2021-12-15; (3)(b) amended 2021-07-14 and 2022-09-19; (3)(e), (f), and (g) added 2021-12-15]

- (4) Despite subsection (3)(a)(iii), EGBC may identify specific professional activities or work for which required documented independent reviews must be conducted by an appropriately experienced Professional Registrant who has not been previously involved in the professional activity or work and is employed by a Firm other than the Firm employing the Professional of Record.

[(4) amended 2022-09-19]

- (5) Documented independent review(s) of a professional activity or work must not replace the regular, documented checks required pursuant to section 7.3.4 of the Bylaws [*Standard for Checks*].
- (6) If applicable pursuant to subsection (1) or (2)(b) and not exempted pursuant to subsection (2)(a), a Professional Registrant must establish, maintain, and follow documented procedures for documented independent review(s) of a professional activity or work.
 [(6) amended 2022-09-19]
- (7) A Professional Registrant tasked with completing a documented independent review of a professional activity or work must
- (a) have appropriate experience in the type and scale of the professional activity or work subject to the documented independent review,
 - (b) determine the extent of the documented independent review based on the progressive findings of the documented independent review and record the rationale for this determination,
 - (c) evaluate any Documents related to the professional activity or work to determine if they are complete, consistent, and in general compliance with applicable codes, standards, and other requirements, and
 - (d) communicate any issues found during the independent review(s) to the Professional of Record in an appropriately timely manner
 - (e) complete a documented record of the documented independent review that meets the intent of the documented independent review sign off form issued by EGBC and
 - (i) provide this documented record to
 - (A) the Professional of Record, and
 - (B) the authority having jurisdiction, if requested, and
 - (ii) retain and preserve this documented record for a period of 10 years, in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].
- (8) While a documented risk assessment and a documented independent review of each instance of repetitive professional activities or work is not required,
- (a) the maintenance of activity or work quality must be confirmed through
 - (i) an initial documented risk assessment and documented independent review, and

- (ii) documented risk assessments and documented independent reviews at intervals,
- (b) a documented process must be in place that identifies the criteria used to determine what types of professional activities or work are considered repetitive and the interval frequency for maintaining the activity or work quality, and
- (c) the documented record produced through
 - (i) the initial documented risk assessment and documented independent review, and
 - (ii) documented risk assessments and documented independent reviews at intervals

must be retained and preserved for a minimum of 10 years after the last use of the repetitive professional activity or work and made available to any person undertaking the professional activity or work, in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

- (9) A Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for Professional Registrants employed by or under contract with the Registrant Firm to follow in relation to independent review of high-risk professional activities or work and the obligations of Professional Registrants pursuant to this section of the Bylaws, which may include
 - (i) checklists, or
 - (ii) signoff forms;
 - (b) take reasonable steps to ensure that a Professional Registrant conducting a documented independent review pursuant to this section of the Bylaws has sufficient and acceptable knowledge, training, and experience to conduct the review;
 - (c) ensure that Professional Registrants employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
 - (d) take reasonable steps to facilitate Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1) to (8);
 - (e) establish and maintain documented policies and procedures for the Registrant Firm to follow in order to

- (i) obtain copies of documented records of independent review from the Professional Registrant tasked with completing the independent review,
- (ii) provide the documented record of the independent review to the authority having jurisdiction, if requested, and
- (iii) retain and preserve the documentation related to the independent review for a period of 10 years in accordance with section 7.3.2(3) of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].

[(9)(e) added 2021-12-15]

7.3.7 Standard for Issuance of Manual Seal, Authenticating Documents, and Use of Permit to Practice Number

[heading amended 2022-02-22]

- (1) EGBC may provide a Professional Registrant In Good Standing with a Manual Seal bearing the following information:
 - (a) the Professional Registrant’s first initial(s), middle initial(s), and last name(s);
 - (b) the words “professional engineer”, “professional geoscientist”, “professional licensee engineering”, or “professional licensee geoscience”, as applicable.
- (2) EGBC retains ownership of a Manual Seal issued by EGBC.
- (3) A Professional Registrant must establish, maintain, and follow documented procedures related to a Professional Registrant’s Manual Seal, a Professional Registrant’s Digital Seal, and Authenticating Documents, in accordance with the requirements set out in this section of the Bylaws.
- (4) Only a Professional Registrant may Authenticate a Document.
- (5) A Professional Registrant must Authenticate
 - (a) a Document that
 - (i) the Professional Registrant has prepared in their professional capacity or has been prepared under their Direct Supervision,
 - (ii) contains content related to the Regulated Practice, and
 - (iii) will be relied on by others, or
 - (b) a Document that is otherwise required to be Authenticated by applicable legislation, associated regulations, the Bylaws, or standards approved by the Board.

- (6) Despite subsection (5), a Professional Registrant who is a professional licensee engineering or a professional licensee geoscience must not Authenticate Documents outside the authorized area of practice identified on their licence.
- (7) If a deliverable is provided in a format that cannot be reasonably read by an individual, a Professional Registrant must adhere to an authentication process that has been prescribed by standards or guidelines approved by the Board.
- (8) A Professional Registrant must not charge a fee for only Authenticating a Document.
- (9) With respect to Manually Authenticating, a Professional Registrant must not allow another person to apply any of the following:
 - (a) the Professional Registrant's Manual Seal, or a likeness or digital image of the Professional Registrant's Manual Seal, except under the Professional Registrant's express and written authorization, which authorization must be specific to each application and not an ongoing authorization;
 - (b) the Professional Registrant's handwritten signature, or a likeness of the Professional Registrant's handwritten signature, under any circumstances;
 - (c) the date of Authentication, except under the Professional Registrant's express and written authorization, which authorization must be specific to each application and not an ongoing authorization.
- (10) With respect to Digitally Authenticating, a Professional Registrant must not allow another person to do any of the following:
 - (a) apply the Professional Registrant's Digital Certificate under any circumstances;
 - (b) gain access to the Professional Registrant's Digital Certificate or to any password, PIN, or other factor used to secure access to or control over the Professional Registrant's Digital Certificate, under any circumstances.
- (11) In the event of suspension or cancellation of a Professional Registrant's registration,
 - (a) the Professional Registrant must return their Manual Seal to EGBC upon request,
 - (b) EGBC will disable any Digital Certificate issued to the Professional Registrant for the period of the suspension or cancellation, and
 - (c) the Professional Registrant must not Authenticate any Document for the period of the suspension or cancellation.
- (12) A Registrant must ensure that any Manual Seal and any Digital Certificate issued to them remains secure and under their sole control at all times.
- (13) A Registrant Firm must do all of the following:

- (a) establish and maintain documented policies and procedures for all individuals employed by or under contract with the Registrant Firm to follow in relation to the use of a Manual Seal, the use of a Digital Seal, the Authentication of Documents, and the obligations of Professional Registrants pursuant to subsections (1) to (12);
 - (b) ensure that all individuals employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
 - (c) take reasonable steps to facilitate the individual Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of individual Registrants pursuant to subsections (1) to (12).
- (14) If a Professional Registrant employed by or under contract with a Registrant Firm Authenticates a Document on behalf of the Registrant Firm, the Registrant Firm's Permit to Practice Number must be applied visibly to the Document.
- (15) Only the following individuals may apply a Registrant Firm's Permit to Practice Number to a Document:
- (a) a Responsible Registrant of the Registrant Firm;
 - (b) an individual employed by or under contract with the Registrant Firm who is authorized to apply the Registrant Firm's Permit to Practice Number in accordance with the Registrant Firm's Professional Practice Management Plan.
- [(15)(b) amended 2022-02-22 and 2022-09-19]
- (16) A Registrant Firm must not allow any person to apply the Registrant Firm's Permit to Practice Number to a Document other than the individuals set out in subsection (15).
- (17) If a Registrant Firm has reasonable and probable grounds to believe that any person has applied the Registrant Firm's Permit to Practice Number to a Document other than the individuals set out in subsection (15), the Registrant Firm must report the person to EGBC and provide EGBC with any information requested by EGBC regarding the circumstances of the application of the Permit to Practice Number.
- (18) In the event that a Registrant Firm's registration and Permit to Practice are cancelled, suspended, or subject to a condition prohibiting the Registrant Firm from engaging in the Regulated Practice,
- (a) the Registrant Firm must not allow any person to apply the Registrant Firm's Permit to Practice Number to a Document,
 - (b) the Registrant Firm must not allow or cause the Registrant Firm's Permit to Practice Number to appear on any communication, website, document, or in any other manner that could suggest that the Registrant Firm's registration and Permit to

Practice Number are not cancelled, suspended, or subject to a condition prohibiting the Registrant Firm from engaging in the Regulated Practice and

- (c) a Professional Registrant must not
 - (i) apply the Registrant Firm's Permit to Practice Number to a Document, or
 - (ii) authorize another Professional Registrant to apply the Registrant Firm's Permit to Practice Number to a Document.

7.3.8 Standard for Delegation and Direct Supervision

- (1) A Professional Registrant who will Delegate work or decisions related to the Regulated Practice to a Subordinate must establish, maintain, and follow documented procedures for Delegation and Direct Supervision in accordance with the requirements set out in this section of the Bylaws.

[(1) amended 2022-09-19]

- (2) A Professional Registrant must ensure that work or decisions related to the Regulated Practice that are Delegated to a Subordinate are carried out under the Direct Supervision of the Professional Registrant.
- (3) A professional licensee engineering or professional licensee geoscience may only provide Direct Supervision of work or decisions related to the Regulated Practice that are within the authorized area of practice on their licence.
- (4) If any Professional Registrants employed by or under contract with a Registrant Firm will Delegate work or decisions related to the Regulated Practice to a Subordinate, or if the Registrant Firm employs any individuals who will act as a Subordinate, the Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for Professional Registrants and Subordinates employed by or under contract with the Registrant Firm to follow in relation to Delegation, Direct Supervision, and the obligations of Professional Registrants pursuant to subsections (1), (2), and (3);
 - (b) ensure that the Professional Registrants and Subordinates employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
 - (c) take reasonable steps to facilitate Professional Registrants and Subordinates employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants and Subordinates pursuant to subsections (1), (2), and (3).

7.4 Practice Advice Program

- (1) The Practice Advice Program consists of the following components:
 - (a) Practice Advisors will receive and respond to professional or ethical inquiries of Registrants through email, telephone, or in person, with responses being
 - (i) provided either immediately or after consultation with appropriate parties, and
 - (ii) to the best of their knowledge, in compliance with current legislative requirements, regulatory requirements, and standards and guidelines issued by EGBC;
 - (b) documentation dealing with professional or ethical issues must be made available to Registrants on a public website maintained by EGBC, including professional practice guidelines, ethical guidelines, practice advisories, frequently asked questions, or magazine publications, on a basis determined by EGBC;
 - (c) training sessions dealing with professional or ethical issues must be made available to Registrants through webinars or in person workshops, on a basis determined by EGBC.
- (2) The Practice Advice Program excludes the following subjects:
 - (a) legal advice, including legal advice on commercial law, employment law, or criminal law issues;
 - (b) endorsement or checking of activities or work related to the Regulated Practice;
 - (c) employment terms or conditions;
 - (d) mediation or resolution of disputes between Registrants and others, including clients, owners, and employers.
- (3) Any information exchanged in a professional or ethical inquiry received pursuant to subsection (1)(a) may be retained by EGBC.

7.5 Professional Liability Insurance and Secondary Professional Liability Insurance

- (1) Before entering into an agreement to provide services related to the Regulated Practice to the public, a Professional Registrant or a Registrant Firm must provide written notice to a client regarding whether
 - (a) the Professional Registrant or the Registrant Firm holds professional liability insurance, and

- (b) if the Professional Registrant or the Registrant Firm does hold professional liability insurance, whether the professional liability insurance is applicable to the services related to the Regulated Practice that are in question.
- (2) The written notice provided by a Professional Registrant or a Registrant Firm pursuant to subsection (1) must include a provision for an acknowledgement of the written notice to be signed by the client.
- (3) There is established a category of professional liability insurance, separate from the professional liability insurance mentioned in subsection (1), referred to as secondary professional liability insurance, that all Registrants, except Registrant Firms, must carry and maintain.
- (4) The Board may
 - (a) establish the terms, conditions, policies and procedures applicable to the secondary professional liability insurance program,
 - (b) require that the secondary professional liability insurance program, subject to the terms and conditions of the policy, provide coverage to Registrants who would otherwise have no professional liability insurance coverage for claims against them, and
 - (c) establish the fees to be paid by Registrants, for the secondary professional liability insurance program.

7.6 Continuing Education Program

7.6.1 Commencement of the Continuing Education Program

- (1) The first Reporting Year and Three-Year Rolling Period commence on July 1, 2021.

7.6.2 Continuing Education Program for Professional Registrants

[heading amended 2023-02-28]

- (1) All Professional Registrants must complete the continuing education program set out at section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*], section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], and section 7.6.7 of the Bylaws [*Continuing Education Program Declaration*].

[(1) amended 2021-12-15 and 2023-02-28]

7.6.3 Mandatory Continuing Education Hours and Activities for Professional Registrants

- (1) In each Three-Year Rolling Period, a Professional Registrant must complete at least 60 Continuing Education Hours.

- (2) In each Reporting Year, a Professional Registrant must complete at least one Continuing Education Hour of Ethical Learning.
- (3) In each Reporting Year, a Professional Registrant must complete at least one Regulatory Learning module referred to in section 7.6.14(1) of the Bylaws [*Mandatory Regulatory Learning Modules*].
- (4) The mandatory Continuing Education Hours required pursuant to subsection (1) may include Continuing Education Hours related to Technical Learning or Communications and Leadership Learning.
- (5) In order for the Continuing Education Hours required pursuant to subsection (1) to be considered complete, a Professional Registrant must record in EGBC's electronic system the following information about the Continuing Education Activities associated with the Continuing Education Hours:
 - (a) the date(s) of each Continuing Education Activity;
 - (b) the provider or source of each Continuing Education Activity;
 - (c) the number of Continuing Education Hours earned from each Continuing Education Activity; and
 - (d) whether each Continuing Education Activity involved Ethical Learning, Regulatory Learning, Communications and Leadership Learning, or Technical Learning.

[(5) amended 2023-02-28]

7.6.4 Mandatory Continuing Education Plan for Professional Registrants

- (1) Before the end of each Reporting Year, a Professional Registrant must complete an up-to-date continuing education plan which sets out all of the following information:
 - (a) the Professional Registrant's area(s) of practice, including any anticipated changes;
 - (b) a declaration that the Professional Registrant has assessed the risks of the Professional Registrant's Regulated Practice to the public and the environment;
 - (c) a description as to how the Professional Registrant has assessed the risks identified in subsection (b);
 - (d) the Professional Registrant's learning goals and priorities; and
 - (e) the Continuing Education Activities that the Professional Registrant plans to undertake in order to advance the learning goals and priorities identified in subsection (d).

[(1) amended 2023-02-28]

- (2) A Professional Registrant must date and keep the continuing education plan required pursuant to subsection (1) in their records for 10 years and submit the continuing education plan to EGBC upon request.

[(2) amended 2023-02-28]

7.6.5 **Mandatory Continuing Education Hours and Activities for Designated Structural Engineers**

- (1) In addition to the continuing education program requirements for Professional Registrants set out in section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*] and section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], a Professional Registrant who is a designated structural engineer must complete 60 Continuing Education Hours of Technical Learning related to their structural engineering area(s) of practice in each Three-Year Rolling Period.

7.6.6 **[Repealed 2023-02-28]**

[7.6.6 heading and (1) amended 2021-12-15; 7.6.6 repealed 2023-02-28]

7.6.7 **Continuing Education Program Declaration**

- (1) All Professional Registrants must electronically submit a continuing education program declaration to EGBC by 11:59 PM (Pacific Time) on June 30, the last day of each Reporting Year, which must confirm
- (a) the number of completed Continuing Education Hours the Professional Registrant is reporting for that Reporting Year,
 - (b) that the Professional Registrant has recorded the details of the Continuing Education Activities associated with the declared Continuing Education Hours pursuant to section 7.6.3(5) of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*],
 - (c) that the Professional Registrant has completed a valid and up-to-date continuing education plan pursuant to section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], and
 - (d) that the information provided by the Professional Registrant pursuant to this section is true and correct to the best of the Professional Registrant's knowledge.

[(1) amended 2021-12-15 and 2023-02-28]

- (2) All Professional Registrants must retain all documentation that supports their continuing education program declaration for a minimum of 10 years after the continuing education program declaration was made.

[(2) amended 2023-02-28]

7.6.8 Applications for Exemptions from the Continuing Education Program

[heading amended 2021-12-15]

- (1) A Professional Registrant may be granted an exemption, on an annual basis, from any or all of the continuing education program requirements set out in section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*], section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], section 7.6.5 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Designated Structural Engineers*], or section 7.6.7 of the Bylaws [*Continuing Education Program Declaration*] for a specified Reporting Year by
- (a) an officer appointed by the Audit and Practice Review Committee, if the Professional Registrant was on parental leave, medical leave, or compassionate care leave, or
 - (b) the Audit and Practice Review Committee, if the Professional Registrant
 - (i) [Repealed 2023-05-01]
 - (ii) has other extenuating circumstances.

[(1) amended 2023-02-28 and 2023-05-01; (1)(b)(i) repealed 2023-05-01]

- (2) An application by a Professional Registrant to be granted an exemption pursuant to subsection (1) must be submitted in writing to EGBC by 11:59 PM (Pacific Time) on June 30 of the applicable Reporting Year.

[(2) amended 2023-02-28 and 2023-05-01]

- (3) If an exemption granted pursuant to subsection (1) reduces the number of Continuing Education Hours that a Professional Registrant is required to complete for a Reporting Year, there must be a corresponding reduction in the number of Continuing Education Hours that the Professional Registrant is required to complete for the applicable Three-Year Rolling Period.

[(3) amended 2023-02-28]

7.6.9 Failure to Submit a Continuing Education Program Declaration

- (1) A Professional Registrant who fails to submit a continuing education program declaration pursuant to section 7.6.7(1) of the Bylaws [*Continuing Education Program Declaration*] by 11:59 PM (Pacific Time) on the last day of the Reporting Year, but has otherwise completed all applicable requirements of the continuing education program, must
- (a) submit the continuing education program declaration, and
 - (b) send to EGBC the late reporting fee specified in Schedule C of the Bylaws,
- by 11:59 PM (Pacific Time) on September 30 in the following Reporting Year.

[(1) amended 2023-02-28]

- (2) If a Professional Registrant fails to comply with the requirements set out in subsection (1), the Registrar must suspend the Professional Registrant's registration until such requirements are complete.

[(2) amended 2023-02-28 and 2023-05-01]

- (3) If a Professional Registrant fails to comply with the requirements set out in subsection (1) by 11:59 PM (Pacific Time) on December 31, the Registrar must cancel the Professional Registrant's registration.

[(3) amended 2023-02-28 and 2023-05-01]

7.6.10 Late Exemption from Continuing Education Plan, Hours, or Activities

- (1) A Professional Registrant who fails to comply with the obligations pursuant to section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*], section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], or section 7.6.5 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Designated Structural Engineers*], as applicable, by 11:59 PM (Pacific Time) on the last day of the Reporting Year may be granted a late exemption from any or all of these requirement(s) on an annual basis by the Audit and Practice Review Committee, if the Professional Registrant

(a) was on parental leave, medical leave, or compassionate care leave during the Reporting Year, or

(b) has other extenuating circumstances.

[(1) amended 2023-02-28]

- (2) An application by a Professional Registrant to be granted an exemption pursuant to subsection (1) must be submitted in writing to EGBC by 11:59 PM (Pacific Time) on December 31 in the following Reporting Year.

[(2) amended 2023-02-28 and 2023-05-01]

- (3) If a late exemption granted pursuant to subsection (1) reduces the number of Continuing Education Hours that a Professional Registrant is required to complete for a Reporting Year, there must be a corresponding reduction in the number of Continuing Education Hours that the Professional Registrant is required to complete for the applicable Three-Year Rolling Period.

[(3) amended 2023-02-28]

- (4) [Repealed 2023-05-01]

[(4) amended 2023-02-28; (4) repealed 2023-05-01]

- (5) [Repealed 2023-05-01]

[(5) amended 2023-02-28; (5) repealed 2023-05-01]

7.6.11 Failure to Complete Continuing Education Plan, Hours, or Activities

(1) A Professional Registrant who fails to comply with the obligations pursuant to section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*] or section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], as applicable, by 11:59 PM (Pacific Time) on the last day of the Reporting Year and is not granted a late exemption pursuant to section 7.6.10 of the Bylaws [*Late Exemption from Continuing Education Plan, Hours, or Activities*] must

- (a) [Repealed 2023-02-28]
- (b) complete the required Continuing Education Hours, Ethical Learning activities, or Regulatory Learning activities,
- (c) submit a continuing education program declaration, and
- (d) send to EGBC the late completion fee specified in Schedule C of the Bylaws,
- (e) [Repealed 2023-05-01]

by 11:59 PM (Pacific Time) on September 30 in the following Reporting Year.

[(1) amended 2023-02-28; (1)(a) repealed 2023-02-28; (1)(e) repealed 2023-05-01]

(2) If a Professional Registrant fails to comply with the requirements set out in subsection (1), the Registrar must suspend the Professional Registrant's registration until such requirements are complete.

[(2) amended 2023-02-28 and 2023-05-01]

(3) If a Professional Registrant fails to comply with the requirements set out in subsection (1) by 11:59 PM (Pacific Time) on December 31, the Registrar must cancel the Professional Registrant's registration.

[(3) amended 2023-02-28 and 2023-05-01]

(4) A designated structural engineer who fails to complete required Technical Learning activities pursuant to section 7.6.5(1) of the Bylaws [*Mandatory Continuing Education Hours and Activities for Designated Structural Engineers*] by 11:59 PM (Pacific Time) on the last day of the Reporting Year and is not granted a late exemption pursuant to section 7.6.10(1) of the Bylaws [*Late Exemption from Continuing Education Plan, Hours, or Activities*] must

- (a) complete the required Technical Learning activities,
- (b) submit a continuing education program declaration, and
- (c) send to EGBC the late completion fee specified in Schedule C of the Bylaws,
- (d) [Repealed 2023-05-01]

by 11:59 PM (Pacific Time) on September 30 in the following Reporting Year.

- (5) If a designated structural engineer fails to comply with the requirements set out in subsection (4), the Registrar must suspend the designated structural engineer's designation as a designated structural engineer until such requirements are complete.

[(5) amended 2023-05-01]

- (6) If a designated structural engineer fails to comply with the requirements set out in subsection (4) by 11:59 PM (Pacific Time) on December 31, the Registrar must cancel the designated structural engineer's designation as a designated structural engineer.

[(6) amended 2023-05-01]

- (7) If a Professional Registrant is required to complete a continuing education plan, Continuing Education Hours, Ethical Learning activities, Regulatory Learning activities, or Technical Learning activities to fulfill a requirement for the previous Reporting Year, these cannot be applied to fulfill a requirement for the Reporting Year in which they are completed.

[(7) amended 2023-02-28]

7.6.12 [Repealed 2023-05-01]

[7.6.12 (1) and (2) amended 2023-02-28; 7.6.12 repealed 2023-05-01]

7.6.13 Continuing Education for Newly Registered Professional Registrants

[heading amended 2023-02-28]

- (1) For an individual Registrant who is first granted registration with EGBC between July 1 and December 31 in a Reporting Year, the first Reporting Year and the first Three-Year Rolling Period are deemed to begin on July 1 of the same Reporting Year in which the individual Registrant is first granted registration with EGBC.
- (2) For an individual Registrant who is first granted registration with EGBC between January 1 and April 30 in a Reporting Year,
- (a) the first Reporting Year is deemed to begin on July 1 of the same Reporting Year in which the individual Registrant is first granted registration with EGBC, and
 - (b) the first Three-Year Rolling Period is deemed to begin on July 1 of the next Reporting Year.

[(2) amended 2022-05-04]

- (3) For an individual Registrant who is first granted registration with EGBC between May 1 and June 30 in a Reporting Year,
- (a) the first Reporting Year is deemed to begin on July 1 of the next Reporting Year, and

- (b) the first Three-Year Rolling Period is deemed to begin on July 1 of the next Reporting Year.

[(3) amended 2022-05-04]

- (4) [Repealed 2022-05-04]

7.6.14 Mandatory Regulatory Learning Modules

- (1) EGBC will facilitate the development, maintenance, and updating of a series of mandatory Regulatory Learning modules to enable
 - (a) a Professional Registrant to meet the requirement set out in section 7.6.3(3) of the Bylaws [*Mandatory Continuing Education Hours, and Activities for Professional Registrants*].
 - (b) [Repealed 2023-02-28]
- (2) The series of mandatory Regulatory Learning modules referred to in subsection (1) must be designed to ensure that there is at least one Regulatory Learning module in each Three-Year Rolling Period that focuses on Indigenous history, Indigenous engagement, and reconciliation as it relates to the Regulated Practice in British Columbia.

7.6.15 Optional Continuing Education Opportunities

- (1) EGBC will facilitate the offering of other continuing education opportunities related to Ethical Learning, Regulatory Learning, Communications and Leadership Learning, and Technical Learning.
- (2) The continuing education opportunities offered pursuant to subsection (1) will include education opportunities related to knowledge and guidance on Indigenous history, Indigenous engagement, and reconciliation as it relates to the Regulated Practice in British Columbia.

7.6.16 Continuing Education Program by Registrant Firms

- (1) A Registrant Firm must develop, maintain, and follow documented procedures to support individual Registrants employed by or under contract with the Registrant Firm in
 - (a) meeting the Professional Registrants' continuing education program requirements pursuant to section 7.6.3 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Professional Registrants*], section 7.6.4 of the Bylaws [*Mandatory Continuing Education Plan for Professional Registrants*], section 7.6.5 of the Bylaws [*Mandatory Continuing Education Hours and Activities for Designated Structural Engineers*], and section 7.6.7 of the Bylaws [*Continuing Education Program Declaration*], as applicable, and

- (b) maintaining the individual Registrants' competency with respect to the role(s) of the individual Registrants and the activities or work engaged in by the individual Registrants on behalf of the Registrant Firm.

[(1)(a) amended 2023-02-28]

- (2) Each year, a Registrant Firm that has more than one Professional Registrant employed or under contract with the Registrant Firm must conduct a documented review with each Professional Registrant employed by or under contract with the Registrant Firm, in order to confirm that the Professional Registrant is maintaining the Professional Registrant's competency with respect to the Regulated Practice.
- (3) A Registrant Firm must retain all documentation that supports a documented review of a Professional Registrant conducted pursuant to subsection (2) for a minimum of 5 years after the documented review was completed.
- (4) A non-practising Registrant Firm is exempt from the requirements in this section of the Bylaws while maintaining its non-practising status.

7.7 Permit to Practice Requirements

7.7.1 Regulation of Firms Training Program

- (1) Each Responsible Registrant designated by a Registrant Firm upon the initial registration of the Registrant Firm who has not completed the Regulation of Firms Training Program within the last 5 years must complete the Regulation of Firms Training Program within
 - (a) 12 months of the date that the Permit to Practice is issued to the Registrant Firm, and
 - (b) every 5 years thereafter.
- (2) Each Responsible Registrant designated by a Registrant Firm after the initial registration of the Registrant Firm who has not completed the Regulation of Firms Training Program within the last 5 years must complete the Regulation of Firms Training Program within
 - (a) 3 months of the date that the Responsible Registrant's declaration is submitted to EGBC, and
 - (b) every 5 years thereafter.

[(2)(a) amended 2022-09-19]

- (3) An individual who is a Responsible Registrant for more than one Registrant Firm may complete the Regulation of Firms Training Program for more than one Registrant Firm at the same time.
- (4) A non-practising Registrant Firm and any individuals designated as a Responsible Registrant of the non-practising Registrant Firm are exempt from the requirements set out

in this section of the Bylaws while the non-practising Registrant Firm maintains its non-practising status.

7.7.2 Failure to Complete Regulation of Firms Training Program

- (1) If any Responsible Registrant of a Registrant Firm fails to complete the Regulation of Firms Training Program pursuant to sections 7.7.1(1) or 7.7.1(2) of the Bylaws [*Regulation of Firms Training Program*],
 - (a) the Responsible Registrant identified in subsection (1) must complete the Regulation of Firms Training Program, and
 - (b) the Registrant Firm must send to EGBC the late completion fee specified in Schedule C of the Bylaws

by 11:59 PM (Pacific Time) on the date that is 2 months after the deadline specified in section 7.7.1(1) or 7.7.1(2) of the Bylaws [*Regulation of Firms Training Program*], as applicable.

- (2) If a Registrant Firm fails to comply with the requirements set out in subsection (1), a condition must be placed on the Registrant Firm's registration and Permit to Practice prohibiting it from engaging in the Regulated Practice until such requirements are complete.
- (3) If a Registrant Firm fails to comply with the requirements set out in subsection (1) within 2 months of having the condition placed on the Registrant Firm's registration and Permit to Practice pursuant to subsection (2), the Registrant Firm's registration and Permit to Practice must be cancelled.

7.7.3 Professional Practice Management Plan

- (1) A Registrant Firm must develop and maintain a Professional Practice Management Plan that contains, at a minimum, the following elements:
 - (a) a Code of Conduct that explains how the Registrant Firm will ensure compliance with ethical standards by the Registrant Firm and by all individuals employed by or under contract with the Registrant Firm, including compliance with
 - (i) the Code of Ethics of EGBC set out in Schedule A of the Bylaws,
 - (ii) any guidelines on human rights, equity, diversity, or inclusion that have been approved by the Board, and
 - (iii) ethical business practices addressing corruption, conflict of interest, and contractual matters;

- (b) a plan for how the Registrant Firm will ensure compliance with the standards of competence and quality management requirements pursuant to section 7.3 of the Bylaws [*Standards of Competence – Quality Management Requirements*];
- (c) a plan for how the Registrant Firm will ensure compliance with the continuing education requirements pursuant to section 7.6 of the Bylaws [*Continuing Education Program*]; and
- (d) a section setting out
 - (i) the organizational structure of the Registrant Firm,
 - (ii) the names of the Registrant Firm’s Responsible Officer and Responsible Registrant(s),
 - (iii) the Registrant Firm’s area(s) of practice, and
 - (iv) the Responsible Registrant(s) designated to each area of practice at the Registrant Firm;
- (e) a policy regarding the use of the Permit to Practice Number by individuals employed by or under contract with the Registrant Firm.

[(1)(e) added 2022-02-22]

- (2) A Registrant Firm’s Professional Practice Management Plan must have documented approval by the Responsible Officer and each Responsible Registrant of the Registrant Firm.
- (3) A Registrant Firm’s Professional Practice Management Plan must be in place no later than 12 months after the date that a Permit to Practice is issued to the Registrant Firm.
- (4) A Registrant Firm must adhere to the Registrant Firm’s Professional Practice Management Plan.
- (5) A Registrant Firm must ensure that individuals employed by or under contract with the Registrant Firm are provided access to, understand the content of, and adhere to the Registrant Firm’s Professional Practice Management Plan.
- (6) Despite subsections (4) and (5), a Registrant Firm or an individual Registrant may depart from the quality management requirements included in the Registrant Firm’s Professional Practice Management Plan pursuant to subsection (1)(b) if it is appropriate to do so for an identified reason, which must be
 - (a) documented by the Registrant Firm or the individual Registrant, and

- (b) supported by a written rationale that is consistent with the Registrant Firm's or the individual Registrant's obligations pursuant to the PGA, applicable regulations, and the Bylaws.
- (7) A Registrant Firm must
- (a) annually review and, if necessary, revise the Registrant Firm's Professional Practice Management Plan to ensure its suitability and effectiveness,
 - (b) document the annual review conducted pursuant to subsection (a), and the approval of the review by the Responsible Officer and each Responsible Registrant at the Registrant Firm, and
 - (c) when requested by EGBC, submit the Registrant Firm's Professional Practice Management Plan to EGBC within 5 business days.
- (8) A Registrant Firm must retain all approved versions of the Registrant Firm's Professional Practice Management Plan for a minimum of 10 years after the Professional Practice Management Plan is no longer in use by the Registrant Firm.
- (9) A non-practising Registrant Firm is exempt from the requirements set out in subsections 7(a) and (b) of the Bylaws while maintaining its non-practising status.

7.7.4 Suspension or Cancellation of a Registrant Firm's Registration and Permit to Practice

- (1) If a Registrant Firm's registration is suspended or under any limitation, condition, or restriction for any period pursuant to the PGA or the Bylaws, the Registrant Firm's Permit to Practice is also suspended or under the same limitation, condition, or restriction for that same period.
- (2) If a Registrant Firm's registration is cancelled pursuant to the PGA or the Bylaws, the Registrant Firm's Permit to Practice is also cancelled.

7.8 Prohibited Contracts

- (1) A Registrant must not enter into or agree to enter into any contract that would result in or require the breach of any duty under the PGA, associated regulations, or the Bylaws, including any of the duties pursuant to this Part, except as required or authorized by law.

8 Audit and Practice Review

8.1 Definitions

- (1) For the purpose of this Part, “Registrant” includes a former Registrant where applicable pursuant to section 56(1) of the PGA [*Definition and application*].

8.2 Powers of the Audit and Practice Review Committee

- (1) In addition to functions and powers assigned to it under the PGA and set out elsewhere in the Bylaws, the Audit and Practice Review Committee has the functions and duties delegated to it by the Board in subsections (2) and (3).
- (2) The Board authorizes the Audit and Practice Review Committee to exercise the Board’s powers pursuant to the following sections of the PGA:
- (a) section 32(1) of the PGA [*Officers and committees*], in order to appoint officers for the purpose of
 - (i) carrying out the powers delegated in subsection (3)(a)(ii), and
 - (ii) granting exemptions and deferrals pursuant to section 7.6.8(1)(a) of the Bylaws [*Applications or Exemptions from the Continuing Education Program*], section 8.6(5)(a) of the Bylaws [*Compliance Audit Program for Individual Registrants*], and section 8.7(6) of the Bylaws [*Compliance Audit Program for Registrant Firms*];
 - (b) section 63(3) of the PGA [*Audits and practice reviews*] to authorize compliance audits as set out in section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*] and section 8.7 of the Bylaws [*Compliance Audit Program for Registrant Firms*];
 - (c) sections 63(4) and (5) of the PGA [*Audits and practice reviews*].
- (3) The Board authorizes the Audit and Practice Review Committee to act pursuant to the following sections of the PGA:
- (a) section 32(5)(b) of the PGA [*Officers and committees*], to delegate the powers granted by the Board to the Audit and Practice Review Committee pursuant to section 63(2)(b) of the PGA [*Audits and practice reviews*] to
 - (i) the Registrar, so that the Registrar may appoint assessors for the purpose of conducting an area of practice audit, and
 - (ii) one or more other officers, so that the officer(s) may appoint assessors for the purposes of conducting a compliance audit or a practice review;
 - (b) section 63(2) of the PGA [*Audits and practice reviews*].

- (4) The Audit and Practice Review Committee, an assessor appointed by the Audit and Practice Review Committee, or a person acting on behalf of the Audit and Practice Review Committee may only disclose or provide the following to any other person, including another Committee of EGBC, if the conditions set out in section 110(3)(a) or (b) of the PGA [*Confidentiality – committee matters*] are satisfied:
- (a) records or information provided to the Audit and Practice Review Committee, an assessor appointed by the Audit and Practice Review Committee, or a person acting on behalf of the Audit and Practice Review Committee;
 - (b) a self assessment prepared by a Registrant for a practice review.
- (5) The Audit and Practice Review Committee, an assessor appointed by the Audit and Practice Review Committee, or a person acting on behalf of the Audit and Practice Review Committee must notify the Investigation Committee if the conditions set out in section 110(4) of the PGA [*Confidentiality – committee matters*] are satisfied.

8.3 Powers of the Registrar

- (1) The Board authorizes the Registrar to exercise the Board’s powers pursuant to section 63(3) of the PGA [*Audits and practice reviews*], to authorize an area of practice audit as set out in section 8.8 of the Bylaws [*Audit Program for an Area of Practice*].

8.4 Appointment of Assessors

- (1) An officer may appoint one or more employees of EGBC, contractors retained by EGBC, or subject matter experts as assessors to conduct a compliance audit or a practice review.
- (2) An employee of EGBC, contractor retained by EGBC, or subject matter expert must not be appointed as an assessor for the purposes of subsection (1) if the employee, contractor, or subject matter expert has or previously had a relationship with a Registrant subject to a compliance audit or a practice review that would reasonably compromise objectivity as an assessor.

[(2) amended 2023-05-01]

- (3) The Registrar may appoint one or more employees of EGBC, contractors retained by EGBC, or subject matter experts as assessors to conduct an area of practice audit.

8.5 Commencement of Audit and Practice Review Programs

- (1) The following programs will commence on a date to be determined by the Audit and Practice Review Committee:
- (a) The compliance audit program for individual Registrants, as set out in section 8.6 of the Bylaws [*Compliance Audit Program for Individual Registrants*];

- (b) The compliance audit program for Registrant Firms, as set out in section 8.7 of the Bylaws [*Compliance Audit Program for Registrant Firms*];
- (c) The practice review program for Registrant Firms, as set out in section 8.10 of the Bylaws [*Practice Review of Registrant Firms*].

[(1) amended 2021-12-15; (1)(b) and (c) added 2021-12-15]

(2) [Repealed 2021-12-15]

(3) [Repealed 2021-12-15]

(4) [Repealed 2021-12-15]

(5) [Repealed 2021-12-15]

8.6 Compliance Audit Program for Individual Registrants

- (1) The Board must annually determine the percentage of individual Registrants who will be selected for a compliance audit through a random selection process.
- (2) The Audit and Practice Review Committee must annually determine risk-based criteria to inform the random selection of individual Registrants for a compliance audit.
- (3) The following individual Registrants are exempt from a compliance audit:
 - (a) Trainees;
 - (b) individual Registrants who are Sole Practitioners and practising under a Permit to Practice;
 - (c) individual Registrants who have undergone a compliance audit in the previous 5 years;
 - (d) individual Registrants who are employed by a Registrant Firm that has undergone an audit in the previous 12 months and the Registrant Firm has been found to be in compliance;
 - (e) life members or life limited licensees.

[(3)(e) added 2021-12-15; (3)(b) amended 2024-01-31]

- (4) An individual Registrant selected for a compliance audit must be provided with written notice of the compliance audit.
- (5) An individual Registrant selected for a compliance audit may be granted an exemption from a compliance audit by

- (a) an officer appointed by the Audit and Practice Review Committee, if the individual Registrant is unemployed, on parental leave, medical leave, or compassionate care leave, or
 - (b) the Audit and Practice Review Committee, if the individual Registrant has other extenuating circumstances.
- (6) An individual Registrant subject to a compliance audit must participate in the compliance audit process.
- (a) [Repealed 2023-05-01]
 - (b) [Repealed 2023-05-01]
 - (c) [Repealed 2023-05-01]

[(6) amended 2023-05-01; (6)(a) to (c) repealed 2023-05-01]

- (6.1) For the purposes of subsection (6), participation in the compliance audit process includes, but is not limited to, the following:

- (a) completing and submitting the conflict of interest declaration form;
- (b) completing and submitting the compliance audit questionnaire;
- (c) responding to requests and answering all questions;
- (d) providing access to all requested information, files, or records in the individual Registrant's possession or control, including but not limited to information, files, or records related to the individual Registrant's compliance with applicable continuing education requirements, quality management standards, professional practice guidelines, practice advisories, and policies of EGBC;
- (e) attending one or more interviews with the assessor, either in person or by Electronic Means as specified by the assessor, which interview may be recorded by the assessor by audio, or audio and video; and
- (f) facilitating office and site visits, in person or by Electronic Means, by the assessor or any person designated by the assessor, including taking reasonable steps to arrange for office and site access and any information required to comply with applicable health and safety legislation during the site visit.

[(6.1) added 2023-05-01;(6.1)(e) amended 2024-01-31]

- (6.2) For the purposes of subsection (6.1), the assessor or the Audit and Practice Review Committee may specify time periods within which the individual Registrant must comply.

[(6.2) added 2023-05-01]

(6.3) If an individual Registrant fails to comply with subsection (6), the individual Registrant's registration must be suspended.

[(6.3) added 2023-05-01]

(6.4) At least 15 days before a suspension pursuant to subsection (6.3) can take effect, the individual Registrant must be given written notice of

(a) the date on which the suspension will take effect, and

(b) the reasons for the suspension.

[(6.4) added 2023-05-01]

(6.5) A suspension pursuant to subsection (6.3) remains in place until the individual Registrant complies with subsection (6).

[(6.5) added 2023-05-01]

(6.6) If an individual Registrant suspended pursuant to subsection (6.3) fails to comply with subsection (6) within 90 days of the date of the suspension, the individual Registrant's registration must be cancelled.

[(6.6) added 2023-05-01]

(7) The assessor must review the evidence provided pursuant to subsection (6.1) and determine whether the individual Registrant is in compliance with all applicable regulatory requirements, including

(a.01) the Bylaws and Code of Ethics,

(a) applicable requirements of the continuing education program,

(b) applicable quality management standards, professional practice guidelines, practice advisories, and policies of EGBC, and

(c) appropriately declaring the individual Registrant's industry of practice and area(s) of practice, if applicable.

[(7) amended 2023-05-01; (7)(a.01) added 2023-05-01]

(8) Based on the assessor's assessment pursuant to subsection (7), the assessor must do one of the following:

(a) in the case of full compliance, close the compliance audit file, in which case the Audit and Practice Review Committee and the individual Registrant must be provided with the assessor's report of the compliance audit;

(b) in the case of a Minor Non-Conformance, prescribe corrective action that the individual Registrant must satisfactorily complete within a specified time period;

- (c) in the case of a Major Non-Conformance, refer the compliance audit file to the Audit and Practice Review Committee, in which case the Audit and Practice Review Committee and the individual Registrant must be provided with the assessor's report of the compliance audit.
- (9) If the individual Registrant subject to a compliance audit satisfactorily completes the corrective action prescribed pursuant to subsection (8)(b) within the specified time period,
- (a) the assessor must close the compliance audit file, and
 - (b) the Audit and Practice Review Committee and the individual Registrant must be provided with the assessor's report of the compliance audit.
- (10) If the individual Registrant subject to a compliance audit fails to satisfactorily complete the corrective action prescribed pursuant to subsection (8)(b) within the specified time period, the assessor must do one of the following:
- (a) extend the time period in which the individual Registrant must satisfactorily complete the corrective action prescribed pursuant to subsection (8)(b);
 - (b) refer the compliance audit file to the Audit and Practice Review Committee, in which case the Audit and Practice Review Committee and the individual Registrant must be provided with the assessor's report of the compliance audit, including particulars of the failure to satisfactorily complete the corrective action within the specified time period.
- (11) Before an assessor refers a compliance audit file to the Audit and Practice Review Committee pursuant to subsection (8)(c) or (10)(b), the individual Registrant subject to a compliance audit must be provided with
- (a) the assessor's report of the compliance audit, and
 - (b) an opportunity to provide a written response to the assessor with respect to the issues considered in the assessor's report of the compliance audit within a specified time period.
- (12) After reviewing the assessor's report of the compliance audit, any written response from the individual Registrant subject to a compliance audit, and any subsequent recommendations from the assessor, the Audit and Practice Review Committee must
- (a) prescribe corrective action that the individual Registrant must satisfactorily complete within a specified time period, which is not limited to the corrective action originally prescribed by the assessor and which may be followed by a subsequent compliance audit or compliance audits of the individual Registrant,
 - (b) authorize a practice review of the individual Registrant pursuant to section 63(4) of the PGA [*Audits and practice reviews*],

- (c) disclose or provide records or information from the compliance audit to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable, or
 - (d) close the compliance audit file,
- and provide written notice to the individual Registrant.
- (13) If the individual Registrant subject to a compliance audit satisfactorily completes the corrective action prescribed pursuant to subsection (12)(a) within the specified time period, the Audit and Practice Review Committee must close the compliance audit file and provide written notice to the individual Registrant.
- (14) If the individual Registrant subject to a compliance audit fails to satisfactorily complete the corrective action prescribed pursuant to subsection (12)(a) within the specified time period, the Audit and Practice Review Committee must
- (a) extend the time period in which the individual Registrant must satisfactorily complete the corrective action prescribed pursuant to subsection (12)(a),
 - (b) authorize a practice review pursuant to section 63(4) of the PGA [*Audits and practice reviews*], or
 - (c) disclose or provide records or information from the compliance audit to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable,
- and provide written notice to the individual Registrant.
- (15) In addition to any action taken by the assessor under this section of the Bylaws, the assessor may make a recommendation to the Audit and Practice Review Committee that a practice review of a Registrant be commenced on the basis of any information obtained or any assessments made in the course of the compliance audit.

8.7 Compliance Audit Program for Registrant Firms

- (1) All Registrant Firms will become eligible for an initial mandatory compliance audit to commence on or after a date to be determined by the Audit and Practice Review Committee.

[(1) amended 2021-12-15]

- (2) Following the completion of the initial mandatory compliance audit pursuant to subsection (1), a Registrant Firm will become eligible for routine compliance audits.

- (3) The Audit and Practice Review Committee must set criteria to inform the selection of routine compliance audits for Registrant Firms and may take risk-based criteria into account in this determination.
 - (4) A non-practising Registrant Firm is exempt from undergoing a compliance audit pursuant to this section of the Bylaws while maintaining its non-practising status.
 - (5) A Registrant Firm selected for a compliance audit must be provided with written notice of the compliance audit.
 - (6) A Registrant Firm selected for a compliance audit may be granted deferral of the compliance audit by the Audit and Practice Review Committee, upon submission of
 - (a) a written request for the deferral setting out the reasons for which the deferral is being requested and the anticipated length of the deferral, and
 - (b) any documents, information, records, declarations, or other information that supports the Registrant Firm's request or that may be requested by the Audit and Practice Review Committee in assessing the Registrant Firm's request for a deferral.
 - (7) A deferral of a compliance audit granted to a Registrant Firm pursuant to subsection (6) has a maximum duration of one year from the date that the deferral is granted, upon which the deferral will expire and the compliance audit may proceed, unless a further deferral is granted pursuant to subsection (8).
- [[7) amended 2023-05-01]
- (8) A Registrant Firm that has been granted a deferral of a compliance audit pursuant to subsection (6) may apply for a further deferral by the Audit and Practice Review Committee, upon submission of a further request for a deferral in accordance with the requirements set out in subsection (6).
 - (9) A Registrant Firm, the Responsible Officer, and the Responsible Registrant(s) of the Registrant Firm must participate in the compliance audit process.
 - (a) [Repealed 2023-05-01]
 - (b) [Repealed 2023-05-01]
 - (c) [Repealed 2023-05-01]
 - (d) [Repealed 2023-05-01]
 - (e) [Repealed 2023-05-01]

[[9) amended 2023-05-01; (9)(e) amended 2021-07-04; (9)(a) to (e) repealed 2023-05-01]

- (9.1) For the purposes of subsection (9), participation in the compliance audit process includes, but is not limited to, the following:
- (a) designating one Responsible Registrant, if the Registrant Firm has more than one Responsible Registrant, to coordinate
 - (i) the Registrant Firm's participation in the compliance audit, and
 - (ii) communications on behalf of the Registrant Firm;
 - (b) completing and submitting the conflict of interest declaration form;
 - (c) submitting the Registrant Firm's Professional Practice Management Plan;
 - (d) completing and submitting the compliance audit questionnaire;
 - (e) responding to requests and answering all questions;
 - (f) providing access to all requested information, files, or records in the Registrant Firm's possession or control, including but not limited to information, files, or records related to the Registrant Firm's quality management program, continuing education program, Professional Practice Management Plan, Code of Conduct, and compliance with the Bylaws, applicable professional practice guidelines, practice advisories, and policies of EGBC;
 - (g) facilitating office and site visits, in person or by Electronic Means, by the assessor or any person designated by the assessor, including arranging for and providing office and site access, any necessary personnel, and any information required to comply with applicable health and safety legislation during the site visit;
 - (h) ensuring compliance with any request by an assessor to conduct interviews of individuals employed by or under contract with the Registrant Firm, including facilitating interviews with both Registrants and non-Registrants, either in person or by Electronic Means as specified by the assessor, which interview may be recorded by the assessor by audio, or audio and video; and
 - (i) attending the opening, summary, and closing meetings with the assessor.
- [(9.1) added 2023-05-01;(9.1)(h) amended 2024-01-31]
- (10) A Responsible Registrant designated pursuant to subsection (9.1)(a) must have sufficient knowledge of the subject matter of the audit, the ability and sufficient authority to facilitate the audit as required, and the authority to make binding decisions on behalf of the Registrant Firm with respect to the audit.
- [(10) amended 2021-12-15]
- (11) If an assessor determines that the Responsible Registrant designated by a Registrant Firm pursuant to subsection (9.1)(a) does not meet the requirements set out in

subsection (10), then the assessor may direct the Responsible Officer, an Individual With Authority, or any other individual employed by or under contract with the Registrant Firm to be designated for the purpose of coordinating the compliance audit pursuant to subsection (9.1).

[(11) amended 2023-05-01]

(11.1) For the purposes of subsection (9.1), the assessor or the Audit and Practice Review Committee may specify time periods within which the Registrant Firm must comply.

[(11.1) added 2023-05-01]

(11.2) If the Registrant Firm fails to comply with subsection (9), the Registrant Firm's registration and Permit to Practice must be suspended.

[(11.2) added 2023-05-01]

(11.3) At least 15 days before a suspension pursuant to subsection (11.2) can take effect, the Registrant Firm must be given written notice of

(a) the date on which the suspension will take effect, and

(b) the reasons for the suspension.

[(11.3) added 2023-05-01]

(11.4) A suspension pursuant to subsection (11.2) remains in place until the Registrant Firm complies with subsection (9).

[(11.4) added 2023-05-01]

(11.5) If a Registrant Firm suspended pursuant to subsection (11.2) fails to comply with subsection (9) within 90 days of the date of the suspension, the Registrant Firm's registration and Permit to Practice must be cancelled.

[(11.5) added 2023-05-01]

(12) The assessor must review the evidence provided pursuant to subsection (9.1) and determine whether the Registrant Firm is in compliance with all applicable regulatory requirements, including

(a) the Bylaws and the Code of Ethics,

(b) professional practice guidelines, practice advisories, and policies of EGBC, and

(c) quality management and continuing education requirements.

[(12) amended 2023-05-01]

(13) Based on the assessor's assessment pursuant to subsection (12), the assessor must do one of the following:

- (a) in the case of full compliance, close the compliance audit file, in which case the Audit and Practice Review Committee and the Registrant Firm must be provided the with assessor's report of the compliance audit;
 - (b) in the case of a Minor Non-Conformance, prescribe corrective action that the Registrant Firm must satisfactorily complete within a specified time period; or,
 - (c) in the case of a Major Non-Conformance, refer the compliance audit file to the Audit and Practice Review Committee, in which case the Audit and Practice Review Committee and the Registrant Firm must be provided with the assessor's report of the compliance audit.
- (14) If the Registrant Firm subject to a compliance audit satisfactorily completes the corrective action prescribed pursuant to subsection (13)(b) within the specified time period,
- (a) the assessor must close the compliance audit file, and
 - (b) the Audit and Practice Review Committee and the Registrant Firm must be provided with the assessor's report of the compliance audit.
- (15) If the Registrant Firm subject to a compliance audit fails to satisfactorily complete the corrective action prescribed pursuant to subsection (13)(b) within the specified time period, the assessor must do one of the following:
- (a) extend the time period in which the Registrant Firm must satisfactorily complete the corrective action prescribed pursuant to subsection (13)(b); or,
 - (b) refer the compliance audit file to the Audit and Practice Review Committee, in which case the Audit and Practice Review Committee and the Registrant Firm must be provided the assessor's report of the compliance audit, including particulars of the failure to satisfactorily complete the corrective action within the specified time period.
- (16) Before an assessor refers a compliance audit file to the Audit and Practice Review Committee pursuant to subsections (13)(c) or (15)(b), the Registrant Firm subject to a compliance audit must be provided with
- (a) the assessor's report of the compliance audit, and
 - (b) an opportunity to provide a written response to the assessor with respect to the issues considered in the assessor's report of the compliance audit within a specified time period.
- (17) After reviewing the assessor's report of the compliance audit, any written response from the Registrant Firm subject to a compliance audit, and any subsequent recommendations from the assessor, the Audit and Practice Review Committee must do one of the following:

- (a) prescribe corrective action that the Registrant Firm must satisfactorily complete within a specified time period, which is not limited to the corrective action originally prescribed by the assessor and which may be followed by a subsequent compliance audit or audits of the Registrant Firm,
 - (b) authorize a practice review of the Registrant Firm pursuant to section 63(4) of the PGA [*Audits and practice reviews*],
 - (c) disclose or provide records or information from the compliance audit to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable, or
 - (d) close the compliance audit file,
- and provide written notice to the Registrant Firm.
- (18) If the Registrant Firm subject to a compliance audit satisfactorily completes the corrective action prescribed pursuant to subsection (17)(a) within the specified time period, the Audit and Practice Review Committee must close the compliance audit file and provide written notice to the Registrant Firm.
- (19) If the Registrant Firm subject to a compliance audit fails to satisfactorily complete the corrective action prescribed pursuant to subsection (17)(a) within the specified time period, the Audit and Practice Review Committee must do one of the following:
- (a) extend the time period in which the Registrant Firm must satisfactorily complete the corrective action prescribed pursuant to subsection (17)(a);
 - (b) authorize a practice review pursuant to section 63(4) of the PGA [*Audits and practice reviews*]; or
 - (c) disclose or provide records or information from the compliance audit to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable;
- and provide written notice to the Registrant Firm.
- (20) In addition to any action taken by the assessor pursuant to this section of the Bylaws, the assessor may make a recommendation to the Audit and Practice Review Committee that a practice review of a Registrant be commenced on the basis of any information obtained or any assessments made in the course of the compliance audit.

8.8 Audit Program for an Area of Practice

- (1) The Registrar may authorize an area of practice audit of an identified area of practice to be completed by an assessor appointed by the Registrar for that purpose pursuant to section 8.4(3) of the Bylaws [*Appointment of Assessors*].
- (2) If the Registrar authorizes an area of practice audit pursuant to subsection (1), the Registrar must
 - (a) set out the purpose of the area of practice audit, and
 - (b) determine the percentage of Registrants practising in that area of practice who will be selected for the area of practice audit through a random selection process.
- (3) A Registrant selected for an area of practice audit must be provided with written notice of the area of practice audit.
- (4) A Registrant selected for an area of practice audit may be granted an exemption from the area of practice audit by the Registrar.
- (5) A non-practising Registrant Firm is exempt from undergoing an area of practice audit pursuant to this section of the Bylaws while maintaining its non-practising status.
- (6) A Registrant subject to an area of practice audit must participate in the area of practice audit process, including
 - (a) if the Registrant is a Registrant Firm with more than one Responsible Registrant, designating one Responsible Registrant to coordinate
 - (i) the Registrant Firm's participation with the area of practice audit, and
 - (ii) communications on behalf of the Registrant Firm,
 - (b) answering questions posed to the Registrant,
 - (c) providing all requested information, files, or records in the Registrant's possession or control, and
 - (d) undergoing an interview with the assessor, either in person or by Electronic Means, if the assessor determines that such an interview is desirable or necessary.

[(6) amended 2023-05-01]
- (7) The evidence provided by all Registrants subject to an area of practice audit pursuant to subsection (6), including answers, information, files, or records, must be compiled to produce a report on the findings of the area of practice audit and subsequent recommendations.

- (8) The report on the findings of the area of practice audit and subsequent recommendations produced pursuant to subsection (7) must be provided to the Registrar, and the Registrar may determine what action to take based on the findings of the area of practice audit and subsequent recommendations.

8.9 Practice Review of Individual Registrants

- (1) The following categories of individual Registrants are exempt from practice reviews:

- (a) Trainees;
- (b) life members or life limited licensees.

[(1) amended 2021-12-15; (1)(b) added 2021-12-15]

- (2) A practice review of an individual Registrant, other than a Registrant exempted pursuant to subsection (1), may be authorized by the Audit and Practice Review Committee pursuant to section 63(4) of the PGA [*Audits and practice reviews*], or by the Registrar or the Investigation Committee pursuant to section 65(4) of the PGA [*Complaints*], if

- (a) the individual Registrant consents, or
- (b) information obtained through an audit, a complaint, a practice review, or an investigation indicates that the individual Registrant might have
 - (i) contravened the PGA, the regulations or the Bylaws,
 - (ii) failed to comply with a standard, limit or condition imposed under the PGA,
 - (iii) acted in a manner that constitutes Professional Misconduct or Conduct Unbecoming a Registrant, or
 - (iv) acted in a manner that constitutes Incompetent performance of duties undertaken while engaged in the Regulated Practice.

[(2) amended 2021-12-15]

- (3) An individual Registrant subject to practice review must be provided with written notice of the practice review.

- (4) Pursuant to section 63(5)(a) of the PGA [*Audits and practice reviews*], an individual Registrant subject to practice review must cooperate with the practice review process.

- (a) [Repealed 2023-05-01]
- (b) [Repealed 2023-05-01]
- (c) [Repealed 2023-05-01]

(4.1) For the purposes of subsection (4), cooperation with the practice review process includes, but is not limited to, the following:

- (a) completing and submitting the practice review questionnaire;
- (b) responding to requests and answering all questions;
- (c) providing access to all requested information, files, or records in the individual Registrant's possession or control, including but not limited to information, files, or records related to the individual Registrant's compliance with applicable continuing education requirements, quality management standards, professional practice guidelines, practice advisories, and policies of EGBC;
- (d) attending one or more interviews with the assessor, either in person or by Electronic Means as specified by the assessor, which interview may be recorded by the assessor by audio, or audio and video; and
- (e) facilitating office and site visits, in person or by Electronic Means, by the assessor or any person designated by the assessor, including taking reasonable steps to arrange for office and site access and any information required to comply with applicable health and safety legislation during the visit.

[(4.1) added 2023-05-01;(4.1)(d) amended 2024-01-31]

(4.2) For the purposes of subsection (4.1), the assessor or the Audit and Practice Review Committee may specify time periods within which the individual Registrant must comply.

[(4.2) added 2023-05-01]

(4.3) If an individual Registrant fails to comply with subsection (4), the individual Registrant's registration must be suspended.

[(4.3) added 2023-05-01]

(4.4) At least 15 days before a suspension pursuant to subsection (4.3) can take effect, the individual Registrant must be given written notice of

- (a) the date on which the suspension will take effect, and
- (b) the reasons for suspension.

[(4.4) added 2023-05-01]

(4.5) A suspension pursuant to subsection (4.3) remains in place until the individual Registrant complies with subsection (4).

[(4.5) added 2023-05-01]

(4.6) If an individual Registrant suspended pursuant to subsection (4.3) fails to comply with subsection (4) within 90 days of the date of the suspension, the individual Registrant's registration must be cancelled.

[(4.6) added 2023-05-01]

- (5) Before an assessor provides the assessor's report of the practice review to the Audit and Practice Review Committee, the individual Registrant subject to practice review must be provided with
- (a) the assessor's report of the practice review, and
 - (b) an opportunity to provide a written response to the assessor with respect to the issues considered in the assessor's report of the practice review within a specified time period.
- (6) After reviewing the assessor's report of the practice review, any written response from the individual Registrant subject to practice review, and any subsequent recommendations from the assessor, the Audit and Practice Review Committee must
- (a) close the practice review file,
 - (b) pursuant to section 63(5)(c) of the PGA [*Audits and practice reviews*], impose limits or conditions on the practice of the Regulated Practice by the individual Registrant, including
 - (i) restricting the practice that may be engaged in by the individual Registrant,
 - (ii) requiring that the individual Registrant be overseen by another Registrant when engaged in the Regulated Practice, and
 - (iii) requiring that the individual Registrant undertake additional training, or
 - (c) disclose or provide records or information from the practice review to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable,
- and provide written notice to the individual Registrant.
- (7) The Audit and Practice Review Committee may remove any limits or conditions imposed on an individual Registrant subject to practice review pursuant to subsection (6)(b) if the individual Registrant
- (a) applies in writing to the Audit and Practice Review Committee to have the limits or conditions removed, and
 - (b) provides evidence acceptable to the Audit and Practice Review Committee that the limits or conditions are no longer necessary or have been fulfilled, as applicable.

- (8) After the removal of all limits or conditions imposed on an individual Registrant subject to practice review pursuant to subsection (6)(b), the Audit and Practice Review Committee must close the practice review file and provide written notice to the individual Registrant.

[(8) amended 2021-12-15]

- (9) If the individual Registrant subject to practice review fails to abide by any limits or conditions imposed on the individual Registrant pursuant to subsection (6)(b), the Audit and Practice Review Committee must disclose or provide records or information from the practice review to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable.

8.10 Practice Review of Registrant Firms

- (1) A practice review of a Registrant Firm may be authorized by the Audit and Practice Review Committee pursuant to section 63(4) of the PGA [*Audits and practice reviews*], or by the Registrar or the Investigation Committee pursuant to section 65(4) of the PGA [*Complaints*], if
- (a) the Registrant Firm consents, or
 - (b) information obtained through an audit, a complaint, a practice review, or an investigation indicates that the Registrant Firm might have
 - (i) contravened the PGA, the regulations or the Bylaws,
 - (ii) failed to comply with a standard, limit, or condition imposed under the PGA,
 - (iii) acted in a manner that constitutes Professional Misconduct or Conduct Unbecoming a Registrant, or
 - (iv) acted in a manner that constitutes Incompetent performance of duties undertaken while engaged in the Regulated Practice.
- (2) A Registrant Firm subject to practice review must be provided with written notice of the practice review.
- (3) Pursuant to section 63(5)(a) of the PGA [*Audits and practice reviews*], a Registrant Firm, the Responsible Officer, and the Responsible Registrant(s) of the Registrant Firm must cooperate with the practice review process.
- (a) [Repealed 2023-05-01]
 - (b) [Repealed 2023-05-01]
 - (c) [Repealed 2023-05-01]
 - (d) [Repealed 2023-05-01]

(e) [Repealed 2023-05-01]

[(3)(a)(i) amended 2021-07-14; (3)(a) to (e) repealed 2023-05-01]

(3.1) For the purposes of subsection (3), cooperation with the practice review process includes, but is not limited to, the following:

- (a) designating one Responsible Registrant, if the Registrant Firm has more than one Responsible Registrant, to coordinate
 - (i) the Registrant Firm's cooperation with the practice review, and
 - (ii) communications on behalf of the Registrant Firm;
- (b) submitting the Registrant Firm's Professional Practice Management Plan;
- (c) completing and submitting the practice review questionnaire;
- (d) responding to requests and answering all questions;
- (e) providing access to all requested information, files, or records in the Registrant Firm's possession or control, including but not limited to information, files, or records related to the Registrant Firm's quality management program, continuing education program, Professional Practice Management Plan, Code of Conduct, and compliance with the Bylaws, applicable professional practice guidelines, practice advisories, and policies of EGBC;
- (f) facilitating office and site visits, in person or by Electronic Means, by the assessor or any person designated by the assessor, including arranging for and providing office and site access, any necessary personnel, and any information required to comply with applicable health and safety legislation during the site visit; and
- (g) ensuring compliance with any request by an assessor to conduct interviews of individuals employed by or under contract with the Registrant Firm, including facilitating interviews with both Registrants and non-Registrants, either in person or by Electronic Means as specified by the assessor, which interview may be recorded by the assessor by audio, or audio and video.

[(3.1) added 2023-05-01;(3.1)(g) amended 2024-01-31]

(4) A Responsible Registrant designated pursuant to subsection (3.1)(a) must have sufficient knowledge of the subject matter of the practice review, the ability and sufficient authority to facilitate the practice review as required, and the authority to make binding decisions on behalf of the Registrant Firm.

[(4) amended 2023-05-01]

(5) If an assessor determines that the Responsible Registrant designated by a Registrant Firm pursuant to subsection (3.1)(a) does not meet the requirements set out in

subsection (4), then the assessor may direct the Responsible Officer, an Individual With Authority, or any other individual employed by or under contract with the Registrant Firm, to be designated for the purpose of coordinating the practice review pursuant to subsection (3.1).

[(5) amended 2023-05-01]

- (5.1) For the purposes of subsection (3.1), the assessor or the Audit and Practice Review Committee may specify time periods within which the Registrant Firm must comply.

[(5.1) added 2023-05-01]

- (5.2) If the Registrant Firm fails to comply with subsection (3), the Registrant Firm's registration and Permit to Practice must be suspended.

[(5.2) added 2023-05-01]

- (5.3) At least 15 days before a suspension pursuant to subsection (5.2) can take effect, the Registrant Firm must be given written notice of

- (a) the date on which the suspension will take effect, and
- (b) the reasons for the suspension.

[(5.3) added 2023-05-01]

- (5.4) A suspension pursuant to subsection (5.2) remains in place until the Registrant Firm complies with subsection (3).

[(5.4) added 2023-05-01]

- (5.5) If a Registrant Firm suspended pursuant to subsection (5.2) fails to comply with subsection (3) within 90 days of the date of the suspension, the Registrant Firm's registration and Permit to Practice must be cancelled.

[(5.5) added 2023-05-01]

- (6) Before an assessor provides the assessor's report of the practice review to the Audit and Practice Review Committee, the Registrant Firm subject to practice review must be provided with:

- (a) the assessor's report of the practice review, and
- (b) an opportunity to provide a written response to the assessor with respect to the issues considered in the assessor's report of the practice review within a specified time period.

- (7) After reviewing the assessor's report of the practice review, any written response from the Registrant Firm subject to practice review, and any subsequent recommendations from the assessor, the Audit and Practice Review Committee must do one of the following:

- (a) close the practice review file,
 - (b) pursuant to section 63(5)(c) of the PGA [*Audits and practice reviews*], impose limits or conditions on the practice of the Regulated Practice by the Registrant Firm, including:
 - (i) restricting the practice that may be engaged in by the Registrant Firm and on behalf of the Registrant Firm by any individuals employed by or under contract with the Registrant Firm,
 - (ii) requiring that the work of the Registrant Firm and any individuals employed by or under contract with the Registrant Firm be overseen by another Registrant when engaged in the Regulated Practice, and
 - (iii) requiring that any individuals employed by or under contract with the Registrant Firm undertake additional training, or
 - (c) disclose or provide records or information from the practice review to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable, and provide written notice to the Registrant Firm.
- (8) The Audit and Practice Review Committee may remove any limits or conditions imposed on a Registrant Firm subject to practice review pursuant to subsection (7)(b) if the Registrant Firm
- (a) applies in writing to the Audit and Practice Review Committee to have the limits or conditions removed, and
 - (b) provides evidence acceptable to the Audit and Practice Review Committee that the limits or conditions are no longer necessary or have been fulfilled, as applicable.
- (9) After the removal of all limits or conditions imposed on a Registrant Firm subject to practice review pursuant to subsection (7)(b), the Audit and Practice Review Committee must close the practice review file and provide written notice to the Registrant Firm.
- [(9) amended 2021-12-15]
- (10) If the Registrant Firm subject to practice review fails to abide by any limits or conditions imposed on the Registrant Firm pursuant to subsection (7)(b), the Audit and Practice Review Committee must disclose or provide records or information from the practice review to the Investigation Committee pursuant to section 110(3) of the PGA [*Confidentiality – committee matters*] or notify the Investigation Committee pursuant to section 110(4) of the PGA [*Confidentiality – committee matters*], as applicable.

9 Complaints and Investigation

9.1 Definitions

- (1) For the purpose of this Part, “Registrant” includes a former Registrant where applicable pursuant to section 56(1) of the PGA [*Definition and application*].

9.2 Powers of the Investigation Committee

- (1) The Investigation Committee has the functions and duties assigned to it in the PGA and delegated to it by the Board in subsections (2), (3) and (4).

[(1) amended 2024-01-31]

- (2) The Board authorizes the Investigation Committee to exercise the Board’s powers pursuant to the following sections of the PGA and Regulations:

- (a) section 32(1) of the PGA [*Officers and committees*], in order to appoint officers for the purpose of carrying out the powers of the Investigation Committee as delegated in this Part of the Bylaws;

- (b) section 66(1) of the PGA [*Investigations*];

- (c) [Repealed 2021-12-15]

- (d) section 67(1) and (4) of the PGA [*Extraordinary action*];

- (e) section 72(3) of the PGA [*Reprimand or remedial action by consent*];

- (f) section 1.8 of the *Professional Governance General Regulation*, B.C. Reg. 107/2019 [*Protection of personal privacy – information on website*], in order to determine whether information should not be made publicly available despite section 82(2) of the PGA [*Information to be publicly available*].

[(2)(a) amended 2024-01-31]

- (3) The Board authorizes the Investigation Committee pursuant to section 32(5)(b) of the PGA [*Officers and committees*], to delegate to one or more officers the powers pursuant to

- (a) sections 66(1)(b) and (c) of the PGA [*Investigations*], and

- (b) section 67(1) and (4) of the PGA [*Extraordinary action*].

[(3) amended 2024-01-31]

- (4) The Board authorizes the Investigation Committee to act pursuant to section 65(4) of the PGA [*Complaints*] to

(a) authorize a practice review pursuant to section 63 of the PGA [*Audits and practice reviews*], or

(b) take action pursuant to section 66 of the PGA [*Investigations*].

[(4) added 2024-01-31]

9.3 Officers

(1) All members of the Investigation Committee are appointed as officers pursuant to section 32(1) of the PGA [*Officers and committees*].

(2) The Investigation Committee may appoint at least 3 officers who are member of the Investigation Committee to serve on an Extraordinary Action Panel and delegate to the officers the powers pursuant to section 67(1) and (4) of the PGA [*Extraordinary action*].

[(2) added 2024-01-31]

9.4 Powers of the Registrar

(1) The Board authorizes the Registrar to act pursuant to section 65(4) of the PGA [*Complaints*] to authorize a practice review pursuant to section 63 of the PGA [*Audits and practice reviews*].

9.5 Avoiding the Appearance of Bias

(1) A member of the Investigation Committee must not participate in the consideration or investigation of a matter in which the member of the Investigation Committee

(a) had involvement prior to the decision of the Investigation Committee to authorize an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*], or

(b) had or has a relationship with either the Complainant, a witness, or the Registrant subject to investigation

that would reasonably compromise the member's objectivity.

9.6 Disposition of Complaints by the Registrar

(1) After receipt of a complaint, the Registrar may do any of the following:

(a) close all or part of the complaint without an investigation if the Registrar reasonably believes that any of the following apply:

(i) the complaint concerns a matter over which EGBC does not have jurisdiction;

(ii) the complaint does not, on its face, relate to an allegation that a Registrant is guilty of Professional Misconduct, Conduct Unbecoming a Registrant, or

Incompetent performance of duties undertaken while engaged in the Regulated Practice;

- (iii) the complaint is Trivial, Frivolous, Vexatious, or made in Bad Faith;
 - (b) close the complaint without an investigation and authorize a practice review of the Registrant subject to the complaint pursuant to section 65(4) of the PGA [*Complaints*], to be conducted by the Audit and Practice Review Committee, except where the Registrant subject to the complaint is a Trainee, who may not be referred to the Audit and Practice Review Committee for a practice review;
 - (c) bring the complaint and any available evidence to the Investigation Committee in form of a written report for the Investigation Committee to consider authorizing an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*].
- (2) If the Registrar closes a complaint pursuant to subsection (1)(a), the Registrar must provide the Complainant, the Registrant subject to the complaint, and the Investigation Committee with a written report stating the nature of the complaint and the reasons for closure.
- (3) If the Registrar closes a complaint file and refers the Registrant subject to the complaint to the Audit and Practice Review Committee pursuant to subsection (1)(b), the Registrar must provide the Complainant, the Registrant subject to the complaint, and the Investigation Committee with a written report stating the nature of the complaint and the reasons for the referral.

9.7 Investigation

9.7.1 Authorizing an Investigation

- (1) If EGBC receives information from any source that indicates a Registrant may have been guilty of
- (a) Professional Misconduct,
 - (b) Conduct Unbecoming a Registrant, or
 - (c) Incompetent performance of duties undertaken while engaged in the Regulated Practice,

the Registrar may bring such information and any available evidence to the Investigation Committee in the form of a written report for the Investigation Committee to consider authorizing an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*].

- (2) Upon receipt of a written report pursuant to subsection (1) or section 9.6(1)(c) of the Bylaws [*Disposition of Complaints by the Registrar*], the Investigation Committee may do one of the following:

- (a) decline to authorize an investigation, if the Investigation Committee reasonably believes that any of the following apply with respect to the allegations in the written report:
 - (i) the allegations concern a matter over which EGBC does not have jurisdiction;
 - (ii) the report does not, on its face, relate to an allegation that a Registrant is guilty of Professional Misconduct, Conduct Unbecoming a Registrant, or Incompetent performance of duties undertaken while engaged in the Regulated Practice;
 - (iii) the substance of the allegations has been or could be appropriately dealt with in another process or proceeding;
 - (iv) there is no reasonable prospect that the allegations, if proven, could substantiate a finding of Professional Misconduct, Conduct Unbecoming a Registrant, or Incompetent performance of duties undertaken while engaged in the Regulated Practice;
 - (v) the allegations are Trivial, Frivolous, Vexatious, or made in Bad Faith;
 - (vi) the allegations give rise to an Abuse of Process;
 - (vii) the allegations were raised for an improper purpose or motive;
 - (viii) the allegations relate to a contractual dispute between the Registrant and a third party and there is no public interest in authorizing an investigation;
- (b) authorize an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*] and
 - (i) order further investigation to be conducted pursuant to sections 9.7.4 to 9.7.6 of the Bylaws, or
 - (ii) deem the investigation to be complete based on the written report provided pursuant to subsection (1) or section 9.6(1)(c) of the Bylaws [*Disposition of Complaints by the Registrar*] and make a decision pursuant to section 9.7.7 of the Bylaws [*Decision by the Investigation Committee*].

[(2)(a)(iv) amended 2021-12-15]

- (3) If the Investigation Committee declines to authorize an investigation pursuant to subsection (2)(a), the Investigation Committee must provide the Complainant and the Registrant subject to the complaint with a written report stating the nature of the complaint and the reasons for closure of the file.
- (4) If the written report brought to the Investigation Committee pursuant to subsection (1) or section 9.6(1)(c) of the Bylaws [*Disposition of Complaints by the Registrar*] contains evidence that a Registrant has been convicted of an indictable offence, the Investigation

Committee may authorize an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*], deem the investigation to be complete based on the written report, and take action pursuant to section 9.7.2 of the Bylaws [*Suspension or Cancellation on the Basis of an Indictable Offence*].

- (5) If the Investigation Committee authorizes an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*] in relation to a public sector Firm, EGBC must notify the Superintendent of Professional Governance within 30 days of the decision to authorize the investigation.

[(5) amended 2022-02-22]

9.7.2 Suspension or Cancellation on the Basis of an Indictable Offence

- (1) If the Investigation Committee is satisfied that a Registrant has been convicted of an indictable offence, the Investigation Committee may make an order to summarily suspend or cancel the registration of the Registrant, and if the Registrant is a Registrant Firm, suspend or cancel the Registrant Firm's Permit to Practice.

[(1) amended 2021-12-15]

- (2) Before proceeding pursuant to subsection (1), the Investigation Committee must be satisfied that the nature of the indictable offence or the circumstances under which the offence was committed give rise to concerns that the Registrant has engaged in
- (a) Professional Misconduct,
 - (b) Conduct Unbecoming a Registrant, or
 - (c) Incompetent performance of duties undertaken while engaged in the Regulated Practice.
- (3) The Investigation Committee may determine the process and procedure for making a determination pursuant to this section of the Bylaws, including determining whether proceedings are to be conducted
- (a) in writing,
 - (b) in person,
 - (c) by Electronic Means, or
 - (d) in any combination of (a), (b), or (c).
- (4) The Investigation Committee must, before initiating proceedings held pursuant to this section of the Bylaws, provide written notice to the Registrant subject to investigation that
- (a) action may be undertaken pursuant to subsection (1), and

- (b) the Registrant may, by a specified date, make written submissions to the Investigation Committee.

[(4) amended 2021-12-15]

- (5) The Investigation Committee may hear oral submissions from the Registrant, in the place of or in addition to the written submissions referred to in subsection (4)(b).
- (6) Despite subsections (4) and (5) if the Investigation Committee considers it necessary to protect the public interest, the Investigation Committee may initiate proceedings pursuant to this section of the Bylaws or make an order pursuant to subsection (1) without
 - (a) providing notice to the Registrant, or
 - (b) providing the Registrant with an opportunity to make written or oral submissions to the Investigation Committee.

[(6) amended 2021-12-15]

- (7) If the Investigation Committee makes an order pursuant to subsection (1) to suspend or cancel the registration of the Registrant and, if the Registrant is a Registrant Firm, the Permit to Practice of the Registrant Firm, the Investigation Committee must deliver the order to the Registrant.

[(7) amended 2021-12-15]

- (8) If the Investigation Committee makes an order pursuant to subsection (1) suspending the registration of the Registrant and, if the Registrant is a Registrant Firm, the Permit to Practice of the Registrant Firm, the Investigation Committee
 - (a) must determine the length and any conditions of the suspension in its order, and
 - (b) may amend or rescind the order.

[(8) amended 2021-12-15]

9.7.3 Extraordinary Action to Protect the Public by the Investigation Committee

- (1) At any time after authorizing an investigation pursuant to section 66(1)(a) of the PGA [*Investigations*], the Investigation Committee may,
 - (a) refer the file to the Discipline Committee, without the issuance of a citation, to appoint an Extraordinary Action Panel of the Discipline Committee for the purpose of considering action pursuant to section 67 of the PGA [*Extraordinary action*],
 - (b) appoint an Extraordinary Acton Panel of the Investigation Committee pursuant to section 9.3(2) of the Bylaws [*Officers*] for the purpose of considering action pursuant to section 67 of the PGA [*Extraordinary action*], or
 - (c) if it considers that it is necessary to protect the public interest, take action pursuant to section 67 of the PGA [*Extraordinary action*].

[(1) amended 2024-01-31]

- (2) The members of the Investigation Committee who, for the same matter, serve on
 - (a) an Investigation Subcommittee, or
 - (b) a Resolution Subcommittee

must not serve on an Extraordinary Action Panel or vote on any motion related to section 67 of the PGA [*Extraordinary action*].

[(2) amended 2024-01-31]

- (2.1) If the Investigation Committee decides to proceed pursuant to subsection (1)(b), the Extraordinary Action Panel of the Investigation Committee must give the Registrant subject to investigation an opportunity to be heard.

[(2.1) added 2024-01-31]

- (3) For the purposes of subsection (2.1), the Extraordinary Action Panel of the Investigation Committee must determine the process and procedure for holding a proceeding related to section 67 of the PGA [*Extraordinary action*], including determining whether the proceeding is to be conducted
 - (a) in writing,
 - (b) in person,
 - (c) by Electronic Means, or
 - (d) in any combination of (a), (b), or (c).

[(3) amended 2024-01-31]

(4) [Repealed 2024-01-31]

(5) [Repealed 2024-01-31]

- (6) The Investigation Committee may proceed pursuant to subsection (1)(c) to make an order pursuant to section 67(1)(a) or (b) of the PGA [*Extraordinary action*] without giving the Registrant an opportunity to be heard.

[(6) amended 2024-01-31]

(7) [Repealed 2024-01-31].

(8) [Repealed 2024-01-31]

- (9) An order made by an Extraordinary Action Panel of the Investigation Committee or by the Investigation Committee, as applicable, pursuant to section 67(1)(a) or (b) of the PGA

[*Extraordinary action*] is effective until the final disposition of the matter by the Investigation Committee or the Discipline Committee, as applicable, unless otherwise ordered.

[(9) amended 2024-01-31]

9.7.4 Carrying out of an Investigation

- (1) The Investigation Committee may appoint Investigators as officers and delegate to those Investigators the Investigation Committee's powers pursuant to sections 66(1)(b) and (c) of the PGA [*Investigations*].

9.7.5 Necessary Cooperation During an Investigation

- (1) An Investigator may, pursuant to section 66(1)(b) and (c) of the PGA [*Investigations*], issue a written notice to the Registrant subject to investigation requiring the Registrant subject to investigation to
 - (a) cooperate with the investigation,
 - (b) provide evidence of education, training or experience in the area(s) of practice relevant to the investigation,
 - (c) answer questions in the manner specified by the Investigator(s),
 - (d) produce files, records or other evidence in the Registrant's possession or control,
 - (e) provide explanations on request,
 - (f) appear, either in person or by Electronic Means as specified by the Investigator(s), before the Investigator(s) to discuss the conduct and competence of the Registrant subject to investigation, and
 - (g) if the Registrant is a Registrant Firm,
 - (i) produce any documentation or records requested by the Investigator, including but not limited to the Registrant Firm's corporate records, constating documents, project files, and quality management documents and records,
 - (ii) require any director, officer, individual employed by or under contract with, or any other individual authorized to act on behalf of a Registrant Firm, including the Responsible Officer, any Individual With Authority, or any Responsible Registrant of a Registrant Firm subject to investigation, to appear, either in person or by Electronic Means as specified by the Investigator(s), before the Investigator(s) to discuss the conduct and competence of the Registrant Firm subject to investigation, and
 - (iii) if the Registrant Firm has more than one Responsible Registrant, designate one Responsible Registrant to coordinate

- (A) the Registrant Firm's co-operation with the investigation, and
- (B) communications on behalf of the Registrant Firm.

[(1)(f) and (g)(ii) amended 2024-01-31]

- (2) The Registrant subject to investigation may have legal counsel present at an appearance described in subsection (1)(f), or if the Registrant is a Registrant Firm, legal counsel may be present at any appearance pursuant to subsection (1)(g)(ii).
- (3) An appearance described in subsections (1)(f) and (1)(g)(ii)
 - (a) is an examination under oath or affirmation,
 - (b) may be recorded by EGBC by
 - (i) audio, or
 - (ii) audio and video, and
 - (c) may be transcribed by a court reporter for the purpose of preparing a certified transcript.
- (4) A Responsible Registrant designated to coordinate an investigation and communicate on behalf of a Registrant Firm pursuant to subsection (1)(g)(iii) must, at a minimum:
 - (a) have sufficient knowledge of the subject matter at issue in the investigation,
 - (b) have the authority and ability to facilitate the investigation as required by the Investigator, and
 - (c) be an Individual With Authority at the Registrant Firm.
- (5) If the Investigation Committee determines that the Responsible Registrant designated by a Registrant Firm pursuant to subsection (1)(g)(iii) fails to meet any of the requirements set out in subsection (4) then the Investigation Committee may direct the Responsible Officer, an Individual With Authority, or any other individual employed by or under contract with the Registrant Firm to be designated for the purpose of coordinating the investigation and communicating on behalf of the Registrant Firm.
- (6) In addition to complying with any written notice issued pursuant to subsection (1), a Registrant subject to investigation must facilitate all requests and actions by an Investigator pursuant to section 69 of the PGA [*Powers and duties of investigators*], including taking reasonable steps to arrange for and provide access to
 - (a) premises or project sites where the Registrant engages or has engaged in the Regulated Practice, including providing any information or assistance required to

comply with applicable health and safety legislation during the Investigator's examination of the premises,

- (b) any employees, contractors, or personnel who engage in the Regulated Practice under the supervision of or on behalf of the Registrant,
- (c) all files, documents, and records, electronic or otherwise, relating to the Registrant's Regulated Practice, and
- (d) any equipment, or materials used by a Registrant to engage in the Regulated Practice.

[(6) amended 2022-12-02]

9.7.6 Conclusion of an Investigation

- (1) At the conclusion of an investigation, the Investigator(s) must provide a written report to the Investigation Committee detailing the evidence gathered during the investigation, an assessment of the evidence gathered during the investigation, and the recommendations of the Investigator(s).

9.7.7 Decision by the Investigation Committee

- (1) After deeming an investigation to be complete pursuant to section 9.7.1(2)(b)(ii) of the Bylaws [*Authorizing an Investigation*], or after receipt of a written report prepared pursuant to section 9.7.6(1) of the Bylaws [*Conclusion of an Investigation*], the Investigation Committee may do any of the following:
 - (a) close the investigation file, with the option to write a letter of recommendation to the Registrant subject to investigation suggesting how the Registrant can improve their practice or conduct;
 - (b) close the investigation file and, pursuant to section 65(4) of the PGA [*Complaints*], authorize a practice review of the Registrant subject to investigation to be conducted by the Audit and Practice Review Committee, except where the Registrant subject to investigation is a Trainee who may not be referred to the Audit and Practice Review Committee for a practice review;
 - (c) attempt to resolve one or more of the matters subject to investigation by means other than a discipline hearing, pursuant to section 9.9 of the Bylaws [*Resolution by the Investigation Committee*];
 - (d) pursuant to section 66(1)(d) of the PGA [*Investigations*] issue a citation ordering a discipline hearing pursuant to section 75 of the PGA [*Discipline hearings*] to inquire into the conduct or competence of the Registrant subject to investigation.
- (2) When deciding to issue a citation pursuant to subsection (1)(d), the Investigation Committee may also make a recommendation to the Discipline Committee to appoint an

Extraordinary Action Panel for the purpose of considering taking action pursuant to section 67 of the PGA [*Extraordinary action*].

[(2) amended 2024-01-31]

- (3) The Investigation Committee must inform and provide written reasons for its decision made pursuant to subsection (1)(a) or (b) to
- (a) the Registrant subject to investigation, and
 - (b) the Complainant, if the investigation is based on a complaint.

[(3) amended 2023-06-27]

- (4) The members of any Investigation Subcommittee or Resolution Subcommittee must not vote on the disposition of the investigation pursuant to subsection (1).

9.8 Issuance and Rescission of a Citation

- (1) Pursuant to section 66(1)(d) of the PGA [*Investigations*], if the Investigation Committee determines that it is in the public interest, and if the Investigation Committee has reasonable and probable grounds to believe that the Registrant subject to investigation may be guilty of
- (a) Professional Misconduct,
 - (b) Conduct Unbecoming a Registrant, or
 - (c) Incompetent performance of duties undertaken while engaged in the Regulated Practice,

the Investigation Committee may issue a citation ordering a discipline hearing pursuant to section 75 of the PGA [*Discipline hearings*] to inquire into the conduct or competence of the Registrant subject to investigation.

- (2) The Investigation Committee may amend or rescind, in whole or in part, a citation issued pursuant to subsection (1).

9.9 Resolution by the Investigation Committee

- (1) If the Investigation Committee makes a determination pursuant to section 9.7.7(1)(c) of the Bylaws [*Decision by the Investigation Committee*], the Investigation Committee may appoint a Resolution Subcommittee to oversee and take responsibility for attempting to resolve one or more of the matters subject to investigation by one or more of the following methods:
- (a) make a request in writing for an undertaking or reprimand by consent to the Registrant subject to investigation pursuant to section 72 of the PGA [*Reprimand or remedial action by consent*];

- (b) propose a consent order in writing to the Registrant subject to investigation pursuant to section 73 of the PGA [*Consent orders*];
 - (c) enter into the Alternative Complaint Resolution process with the Registrant subject to investigation pursuant to section 74 of the PGA [*Alternative complaint resolution*].
- (2) If the Registrant subject to investigation is a Registrant Firm, any undertaking or reprimand by consent, consent order, or agreement entered into following an Alternative Complaint Resolution Process pursuant to subsection (1) must be agreed to and endorsed by an Individual With Authority at the Registrant Firm.

9.9.1 Reprimand or Remedial Action by Consent

- (1) In relation to one or more of the matters investigated pursuant to section 66(1) of the PGA [*Investigations*], the Investigation Committee or the Resolution Subcommittee may make a request pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*].
- (2) In case of an undertaking pursuant to section 72(1)(b) or (d) of the PGA [*Reprimand or remedial action by consent*], the record of the undertaking must specify
 - (a) the period of time during which the educational courses or any other action specified by the Audit and Practice Review Committee is to be completed or is binding on the Registrant subject to investigation, and
 - (b) the procedure, if any, that the Registrant subject to investigation may follow to be released from the undertaking.
- (3) If the Registrant subject to investigation agrees to an undertaking or reprimand by consent requested pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*], the agreement must be approved by the Investigation Committee.
- (4) If the Registrant subject to investigation rejects an undertaking or reprimand by consent requested pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*], the Investigation Committee may
 - (a) direct the Registrar to issue a citation for a hearing by the Discipline Committee pursuant to section 72(3) of the PGA [*Reprimand or remedial action by consent*], or
 - (b) continue with the investigation process as though the offer to resolve one or more matters by means of an undertaking or reprimand by consent pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*] had not been made.
- (5) The members of a Resolution Subcommittee must not, for the same matter, vote on a decision by the Investigation Committee pursuant to subsection (3) or (4).

9.9.2 Consent Orders

- (1) In relation to one or more of the matters investigated pursuant to section 66(1) of the PGA [*Investigations*], the Investigation Committee or the Resolution Subcommittee may, pursuant to section 73 of the PGA [*Consent orders*], propose a consent order in writing to the Registrant subject to investigation.
- (2) If the Registrant subject to investigation agrees to a consent order proposed pursuant to section 73(1) of the PGA [*Consent orders*], the agreement must be approved by the Investigation Committee.
- (3) A consent order made between the Investigation Committee and the Registrant subject to investigation must meet the requirements set out in section 73 of the PGA [*Consent orders*].
- (4) The members of a Resolution Subcommittee must not, for the same matter, vote on a decision by the Investigation Committee pursuant to subsection (2).

9.9.3 Alternative Complaint Resolution by the Investigation Committee

- (1) In relation to one or more of the matters investigated pursuant to section 66(1) of the PGA [*Investigations*], the following parties may agree to engage in Alternative Complaint Resolution pursuant to section 74 of the PGA [*Alternative complaint resolution*]:
 - (a) the Investigation Committee;
 - (b) the Registrant subject to investigation;
 - (c) the Registrar.
- (2) Any party may withdraw from the Alternative Complaint Resolution process at any time by providing written notice to the other parties.
- (3) The apportionment of costs incurred through Alternative Complaint Resolution, other than any respective legal costs of the parties, must be agreed upon by the parties prior to the commencement of the Alternative Complaint Resolution process, unless the parties agree otherwise.

10 Discipline

10.1 Definitions

- (1) For the purpose of this Part, “Registrant” includes a former Registrant where applicable pursuant to section 56(1) of the PGA [*Definition and application*].

10.2 Powers of the Discipline Committee

- (1) The Discipline Committee has the functions and duties assigned to it in the PGA and delegated to it by the Board pursuant to subsections (2) and (3).
- (2) The Board authorizes the Discipline Committee to exercise the Board’s powers pursuant to the following sections of the PGA and Regulations:
 - (a) section 32(1) of the PGA [*Officers and committees*], in order to appoint officers for the purpose of carrying out powers of the Discipline Committee as delegated in this Part of the Bylaws;
 - (b) section 67(1) and (4) of the PGA [*Extraordinary action*];
 - (c) section 1.8 of the *Professional Governance General Regulation*, B.C. Reg. 107/2019 [*Protection of personal privacy – information on website*] in order to determine whether information should not be made publicly available despite section 82(2) of the PGA [*Information to be publicly available*].
- (3) The Board authorizes the Discipline Committee pursuant to section 32(5)(b) of the PGA [*Officers and committees*], to delegate to at least 3 officers who are members of the Discipline Committee the powers pursuant to sections 67(1) and (4) of the PGA [*Extraordinary action*].

[(3) amended 2024-01-31]

10.3 Officers and Discipline Committee Panels

- (1) All members of the Discipline Committee are appointed as officers pursuant to section 32(1) of the PGA [*Officers and committees*].
- (2) The chair or vice chair of the Discipline Committee may do one or more of the following:
 - (a) appoint members of the Discipline Committee to serve on a Panel;
 - (b) terminate an appointment to a Panel;
 - (c) refer a matter to the following Panels:
 - (i) a Discipline Hearing Panel, to take action pursuant to section 75 or 76 of the PGA;

- (ii) a Discipline Resolution Panel, to take action pursuant to sections 72 to 74 of the PGA;
- (iii) an Extraordinary Action Panel, to take action pursuant to section 67 of the PGA [*Extraordinary action*].

[(2) amended 2024-01-31]

- (3) On the appointment of members of the Discipline Committee to an Extraordinary Action Panel, the Discipline Committee is deemed to have delegated to the Extraordinary Action Panel the powers of the Discipline Committee pursuant to sections 67(1) and (4) of the PGA [*Extraordinary action*].

[(3) amended 2024-01-31]

- (4) On the appointment of members of the Discipline Committee to a Discipline Resolution Panel, the Discipline Committee is deemed to have delegated to the Discipline Resolution Panel the powers of the Discipline Committee pursuant to sections 72 to 74 of the PGA.

[(4) amended 2024-01-31]

- (5) A member of the Discipline Committee must not sit on more than one Panel concerning the same matter.

10.4 Avoiding the Appearance of Bias

- (1) A member of the Discipline Committee must not sit on a Panel concerning a matter in which the member of the Discipline Committee
 - (a) had involvement prior to the matter being referred to the Panel pursuant to section 10.3(2)(c) of the Bylaws [*Officers and Discipline Committee Panels*], or
 - (b) had or has a relationship with either the Complainant, a witness, or the Registrant subject to discipline

that would reasonably compromise the member's objectivity.

10.5 Extraordinary Action to Protect the Public by the Discipline Committee

- (1) An Extraordinary Action Panel of the Discipline Committee may, if it considers that it is necessary to protect the public interest, take action pursuant to section 67 of the PGA [*Extraordinary action*]
 - (a) during the course of an investigation pursuant to section 66 of the PGA [*Investigations*], on referral from the Investigation Committee pursuant to section 9.7.3(1)(a) of the Bylaws [*Extraordinary Action to Protect the Public by the Investigation Committee*], or
 - (b) pending a hearing pursuant to section 75 of the PGA [*Discipline hearings*],

- (i) on recommendation by the Investigation Committee pursuant to section 9.7.7(2) of the Bylaws [*Decision by the Investigation Committee*], or
- (ii) on application by EGBC.

[(1) amended 2024-01-31]

- (1.1) An Extraordinary Action Panel of the Discipline Committee must give the subject Registrant an opportunity to be heard.

[(1.1) added 2024-01-31]

- (2) For the purposes of subsection (1.1), an Extraordinary Action Panel of the Discipline Committee must determine the process and procedure for holding a proceeding related to section 67 of the PGA [*Extraordinary action*], including determining whether the proceeding is to be conducted

- (a) in writing,
- (b) in person,
- (c) by Electronic Means, or
- (d) in any combination of (a), (b), or (c).

[(2) amended 2024-01-31]

- (3) [Repealed 2024-01-31]

- (4) [Repealed 2024-01-31]

- (5) Despite subsection (1.1), if an Extraordinary Action Panel of the Discipline Committee considers that it is necessary to protect the public interest, the Extraordinary Action Panel may make an order pursuant to section 67(1)(a) or (b) of the PGA [*Extraordinary Action*] without giving the subject Registrant an opportunity to be heard.

[(5) amended 2024-01-31]

- (6) [Repealed 2024-01-31]

- (7) [Repealed 2024-01-31]

- (8) An order made by an Extraordinary Action Panel of the Discipline Committee pursuant to section 67(1)(a) or (b) of the PGA [*Extraordinary action*] is effective until the final disposition of the matter by the Investigation Committee or the Discipline Committee, as applicable, unless otherwise ordered.

[(8) amended 2024-01-31]

10.6 Resolution by the Discipline Committee

- (1) Following the issuance of a citation by the Investigation Committee pursuant to section 66(1)(d) of the PGA [*Investigations*] or the Registrar pursuant to section 72(3) of the PGA [*Reprimand or remedial action by consent*], the chair or vice chair of the Discipline Committee may appoint a Discipline Resolution Panel to attempt to resolve one or more of the matters set out in the citation by one or more of the following methods:
 - (a) make a request in writing for an undertaking or reprimand by consent to the Registrant subject to discipline pursuant to section 72 of the PGA [*Reprimand or remedial action by consent*];
 - (b) propose a consent order in writing to the Registrant subject to discipline pursuant to section 73 of the PGA [*Consent orders*];
 - (c) enter into the Alternative Complaint Resolution process with the Registrant subject to discipline pursuant to section 74 of the PGA [*Alternative complaint resolution*].
- (2) If the Registrant subject to discipline is a Registrant Firm, any undertaking or reprimand by consent, consent order, or agreement entered into following an Alternative Complaint Resolution Process pursuant to subsection (1) must be agreed to and endorsed by an Individual With Authority at the Registrant Firm.

10.6.1 Reprimand or Remedial Action by Consent

- (1) In relation to one or more of the matters set out in the citation, the Discipline Resolution Panel may make a request pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*].
- (2) In case of an undertaking pursuant to section 72(1)(b) or (d) of the PGA [*Reprimand or remedial action by consent*], the record of the undertaking must specify
 - (a) the period of time during which the educational courses or any other action specified by the Audit and Practice Review Committee is to be completed or is binding on the Registrant subject to discipline, and
 - (b) the procedure, if any, that the Registrant subject to discipline may follow to be released from the undertaking.
- (3) If the Registrant subject to discipline rejects an undertaking or reprimand by consent requested pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*],
 - (a) the disciplinary processes may continue as though the offer to resolve one or more matters to be dealt with at the discipline hearing had not been made, and

- (b) the offer to resolve one or more matters to be dealt with at the discipline hearing must not be considered in determining the matters or in taking an action or imposing a penalty in respect of the matters during a discipline hearing.

10.6.2 Consent Orders

- (1) In relation to one or more of the matters to be dealt with at the discipline hearing, the Discipline Resolution Panel may, pursuant to section 73 of the PGA [*Consent orders*], propose a consent order in writing to the Registrant subject to discipline.
- (2) A consent order made between the Discipline Resolution Panel and the Registrant subject to discipline must meet the requirements set out in section 73 of the PGA [*Consent orders*].

10.6.3 Alternative Complaint Resolution by the Discipline Committee

- (1) In relation to one or more of the matters to be dealt with at the discipline hearing, the following parties may agree to engage in Alternative Complaint Resolution pursuant to section 74 of the PGA [*Alternative complaint resolution*]:
 - (a) the Discipline Resolution Panel;
 - (b) the Registrant subject to discipline;
 - (c) the Registrar.
- (2) Any party may withdraw from the Alternative Complaint Resolution process at any time by providing written notice to the other parties.
- (3) The apportionment of costs incurred through Alternative Complaint Resolution, other than any respective legal costs of the parties, must be agreed upon by the parties prior to the commencement of the Alternative Complaint Resolution process, unless the parties agree otherwise.

10.7 Discipline Hearings

- (1) Following the issuance of a citation by the Investigation Committee pursuant to section 66(1)(d) of the PGA [*Investigations*] or the Registrar pursuant to section 72(3) of the PGA [*Reprimand or remedial action by consent*], the chair or vice chair of the Discipline Committee must appoint a Discipline Hearing Panel to conduct the hearing pursuant to section 75 of the PGA [*Discipline hearings*].
- (2) A discipline hearing must be conducted in accordance with the procedure set out in Schedule B of the Bylaws, unless otherwise directed by the Discipline Hearing Panel.

10.8 Conduct in Another Jurisdiction

- (1) If the Registrar learns that a Different Governing Body has found, or a Registrant has admitted to a Different Governing Body, that the Registrant committed an act that may constitute Conduct of Concern, the Registrar must provide a written report to the Investigation Committee including any record of the relevant decision or findings made or action taken by the Different Governing Body.

[(1) amended 2022-12-02]

- (1.1) If the Investigation Committee considers that the Registrant's act may constitute Conduct of Concern and it is in the public interest to proceed with the discipline process, the Investigation Committee, without issuing a Citation, must refer the matter to the Discipline Committee for the Discipline Committee to consider taking action pursuant to section 76 of the PGA [*Conduct in another jurisdiction*].

[(1.1) added 2022-12-02]

- (1.2) Upon recommendation by the Investigation Committee pursuant to subsection (1.1), the chair or vice chair of the Discipline Committee must appoint a Discipline Hearing Panel to consider making an order pursuant to section 76(2) of the PGA [*Conduct in another jurisdiction*].

[(1.2) added 2022-12-02]

- (2) The Discipline Hearing Panel must provide the Registrant with the following before taking any action pursuant to section 76(2) of the PGA [*Conduct in another jurisdiction*]:

- (a) at least 14 days' written notice of the proposed action;
- (a.1) a copy of the record of the relevant decision or findings made or action taken by the Different Governing Body; and
- (b) an opportunity to be heard, which must be limited to a hearing in writing unless otherwise ordered by the Discipline Hearing Panel.

[(2)(a.1) added 2022-12-02]

10.9 Assessment of Costs After a Discipline Hearing

- (1) If an adverse determination is made against a Respondent after a discipline hearing held pursuant to section 75 of the PGA [*Discipline hearings*] the Discipline Hearing Panel must require, through an order in writing, that the Respondent pay EGBC's costs, which may be up to the actual costs incurred by EGBC as a result of an investigation and a discipline hearing, provided that those actual costs are within the limits set out in section 81(2)(a) of the PGA [*Costs*].
- (2) For the purpose of calculating costs with respect to an investigation, recoverable costs are all costs incurred from the time the investigation is authorized pursuant to section 66(1)(a) of the PGA [*Investigations*] until the time that a citation is issued pursuant to section

66(1)(d) of the PGA [*Investigations*] or section 72(3) of the PGA [*Reprimand or remedial action by consent*].

- (3) For the purpose of calculating costs with respect to a discipline hearing, recoverable costs are all costs incurred from the time that the citation is issued pursuant to section 66(1)(d) of the PGA [*Investigations*] or 72(3) of the PGA [*Reprimand or remedial action by consent*] until the conclusion of a hearing regarding the amount of costs to be assessed pursuant to section 81 of the PGA [*Costs*].
- (4) For the purposes of subsections (2) and (3), recoverable costs must include
 - (a) salary costs for employees or officers engaged in the investigation and the discipline hearing, and
 - (b) the actual costs incurred by EGBC during the course of the investigation and the discipline hearing, including any motions, applications or pre-hearing conferences, or any other applications associated with a discipline matter, which may include some or all of the following:
 - (i) costs incurred to retain contractors who are engaged in the investigation and the discipline hearing, including contractors who are appointed as officers;
 - (ii) expenses incurred by persons appointed as Investigators for EGBC pursuant to section 68 of the PGA [*Investigators*];
 - (iii) fees charged and expenses incurred by legal counsel retained by EGBC;
 - (iv) fees charged and expenses incurred by expert witnesses retained by EGBC or EGBC's legal counsel;
 - (v) expenses incurred by witnesses called to testify by EGBC;
 - (vi) the cost of recording interviews, pre-hearing conferences, and hearings;
 - (vii) the cost of a court reporter for interviews, pre-hearing conferences, and hearings;
 - (viii) the cost of preparing a transcript of interviews, pre-hearing conferences, and hearings;
 - (ix) the cost of a translator for interviews, pre-hearing conferences, and hearings;
 - (x) costs incurred to rent facilities at which interviews, pre-hearing conferences, and hearings are held;
 - (xi) costs incurred to conduct interviews, pre-hearing conferences, and hearings, whether conducted in person, by Electronic Means, in writing or by any combination thereof;

- (xii) any other reasonable costs, fees, or expenses paid or payable by EGBC as a result of the investigation or the hearing pursuant to section 75 of the PGA [*Discipline hearings*].

[(4)(b)(ii) amended 2022-12-02]

- (5) In determining the costs to require the Respondent to pay, the Discipline Hearing Panel
 - (a) must consider whether EGBC did not prove all the allegations made against the Respondent set out in the citation to the requisite standard, and if so, the seriousness of the allegations which were not proven relative to those which were proven, and
 - (b) may consider evidence that the Respondent previously rejected
 - (i) an undertaking or a consent requested by the Investigation Committee or the Discipline Committee, as applicable, pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*], or
 - (ii) a consent order proposed by the Investigation Committee or the Discipline Committee, as applicable, pursuant to section 73(1) of the PGA [*Consent orders*].

10.10 Payment of Costs

- (1) A Respondent must pay the full amount of any costs imposed on the Respondent pursuant to section 10.9 of the Bylaws [*Assessment of Costs After a Discipline Hearing*] within 30 days of the date of the order for costs, unless an extension for payment of costs is obtained pursuant to section 10.10.1(1) of the Bylaws [*Extension of Time for Payment of Costs*].

10.10.1 Extension of Time for Payment of Costs

- (1) Upon receipt of a written request from a Respondent stating that the Respondent will suffer financial hardship if the Respondent is required to pay costs within 30 days of the date of the order for costs, the Respondent must be granted a one-time, 30-day extension for payment of costs imposed on the Respondent pursuant to section 10.9 of Bylaws [*Assessment of Costs After a Discipline Hearing*].

[(1) amended 2023-06-27]

10.11 Failure to Pay Penalties or Costs

- (1) If a Registrant fails to pay, within the specified time period, the full amount of
 - (a) a penalty imposed pursuant to section 75 of the PGA [*Discipline hearings*], or

- (b) costs imposed pursuant to section 81(1) of the PGA and 10.10 of the Bylaws
[*Payment of Costs*],

the Registrar must suspend the Registrant's registration, or if the Registrant is a Trainee, the Trainee's enrolment, or if the Registrant is a Registrant Firm, the Registrant Firm's registration and Permit to Practice.

- (2) A suspension pursuant to subsection (1) remains in place until the Registrant pays the full amount of the penalty or costs.
- (3) If a Registrant suspended pursuant to subsection (1) fails to pay the full amount of a penalty or costs within 90 days of the date of the suspension, the Registrar must cancel the Registrant's registration, or if the Registrant is a Trainee, the Trainee's enrolment, or if the Registrant is a Registrant Firm, the Registrant Firm's registration and Permit to Practice.

[10.11 added 2023-06-27]

11 Public Disclosure of Disciplinary Orders

11.1 Definitions

- (1) For the purpose of this Part, “Registrant” includes a former Registrant where applicable pursuant to section 56(1) of the PGA [*Definition and application*].

11.2 Publication of Citations

- (1) If a citation is issued pursuant to section 66(1)(d) of the PGA [*Investigations*] or 72(3) of the PGA [*Reprimand or remedial action by consent*], EGBC must publish the full text of the citation on a public website maintained by EGBC at least 30 days in advance of the date of the discipline hearing.
- (2) Despite subsection (1), prior to publishing the citation, the Investigation Committee must anonymize, redact, or otherwise not make publicly available any identifying, personal, or sensitive information if the Investigation Committee determines that the public interest in the information being made publicly available is outweighed by the privacy interest of
 - (a) a person other than the Registrant subject to discipline, or
 - (b) the subject Registrant if the Registrant suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs.

[(2) amended 2023-06-27]

- (3) If the Investigation Committee makes a determination pursuant to subsection (2), the publication of the citation must include a note that information has been withheld.

11.3 Public Attendance at a Discipline Hearing

- (1) A discipline hearing must be public.
- (2) At least 30 days in advance of the date of the discipline hearing, EGBC must publish the anticipated date and time of the discipline hearing, including, if determined by the Discipline Hearing Panel, whether the hearing is anticipated to proceed in person, by Electronic Means, in writing, or by any combination thereof.
- (3) Despite subsection (1), in extraordinary circumstances, the Discipline Hearing Panel may make an order excluding the public from all or part of a discipline hearing if the Discipline Hearing Panel determines that
 - (a) there are reasons for confidentiality that may be disclosed at the hearing that outweigh the public interest in having an open hearing, or
 - (b) the safety of a person may be jeopardized.

- (4) The Discipline Hearing Panel may limit the number of people who may attend a discipline hearing given the capacity of the facility in which the discipline hearing is being held or the capabilities of the Electronic Means.
- (5) No person may make a visual or audio recording of a discipline hearing unless granted permission by the Discipline Hearing Panel prior to the discipline hearing commencing.

11.4 Publication of Disciplinary Orders

- (1) EGBC must publish the full text of a Disciplinary Order on a public website maintained by EGBC within 30 days of the date of the Disciplinary Order.
- (2) In addition to subsection (1), EGBC may publish a summary or the full text of a Disciplinary Order by other methods, including but not limited to one or more of the following means:
 - (a) in any of EGBC's electronic or paper communications;
 - (b) in a press release;
 - (c) in a local newspaper;
 - (d) in a legal research or decision database;
 - (e) in the form of a posting on an electronic or online publication.

[(2) amended 2023-06-27; (2)(e) added 2023-06-27]

- (2.1) Despite subsection (1), EGBC is not required to publish a Disciplinary Order that is a pre-hearing conference determination pertaining solely to a procedural component of a discipline hearing.

[(2.1) added 2023-06-27]

- (2.2) For the purposes of subsection (2.1), the Discipline Hearing Panel must specify whether a pre-hearing conference determination pertains to a procedural component or a substantive component of the discipline hearing.

[(2.2) added 2023-06-27]

- (2.3) Despite subsection (1), EGBC may delay publication of a Disciplinary Order that is a pre-hearing conference determination until 30 days in advance of the date of the discipline hearing.

[(2.3) added 2023-06-27]

- (3) Despite subsections (1) and (2), prior to publishing the full text or a summary of a Disciplinary Order, the Investigation Committee or a Panel of the Discipline Committee or the Investigation Committee, as applicable, must anonymize, redact, or otherwise not make publicly available any identifying, personal, or sensitive information if the

Investigation Committee or a Panel of the Discipline Committee or the Investigation Committee, as applicable, determines that the public interest in the information being made publicly available is outweighed by the privacy interest of

- (a) a person other than the Registrant subject to investigation or discipline, or
- (b) the subject Registrant if the Registrant suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs.

[(3) amended 2023-06-27 and 2024-01-31]]

- (4) If the Investigation Committee or a Panel of the Discipline Committee or the Investigation Committee, as applicable, makes a determination pursuant to subsection (3), the publication of the Disciplinary Order must include a note that information has been withheld.

[(4) amended 2024-01-31]]

- (5) Despite subsections (1) and (2), prior to publishing the full text or a summary of a Disciplinary Order that is a consent or undertaking given pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*], the Investigation Committee or Discipline Resolution Panel, as applicable, may anonymize, redact, or otherwise not make publicly available any identifying, personal, or sensitive information of the Registrant subject to investigation or discipline, if the following conditions are met:

- (a) the consent or undertaking given pursuant to section 72(1) of the PGA [*Reprimand or remedial action by consent*] does not impose limitations or conditions on the Regulated Practice by the Registrant subject to investigation or discipline; and
- (b) the Investigation Committee or Discipline Resolution Panel, as applicable, determines that non-publication is in the public interest.

- (6) Despite subsections (1) and (2), if the Registrar determines that the public interest in a Disciplinary Order being made publicly available is outweighed by the potential prejudice to another investigation or disciplinary matter, the Registrar may temporarily withhold from publication the minimum portion of the Disciplinary Order, which could include the entirety of the Disciplinary Order, as necessary to prevent the potential prejudice.

[(6) added 2021-12-15]

- (7) If publication of a Disciplinary Order is temporarily withheld pursuant to subsection (6), EGBC must

- (a) notify the Superintendent of Professional Governance within 30 days of the date of the Disciplinary Order that is to be temporarily withheld from publication,
- (b) publish a note on EGBC's public website stating that certain information is being temporarily withheld to ensure the fair conclusion of another proceeding, and

- (c) publish the Disciplinary Order that is being temporarily withheld from publication within 30 days of the date that the related investigation or disciplinary matter has been concluded, or as soon as there is no longer any risk of potential prejudice to another investigation or disciplinary matter from publication of the Disciplinary Order.

[(7) added 2021-12-15; (7)(b) added 2022-05-04]

11.5 Retention and Archiving of Disciplinary Orders

- (1) A Disciplinary Order setting out a restriction or suspension of a Registrant's registration or, if the Registrant is a Registrant Firm, a restriction or suspension of a Registrant Firm's registration and Permit to Practice, must remain posted on a public website maintained by EGBC for the course of the restriction or suspension, and then must be moved to an archive section of a public website maintained by EGBC.
- (2) A Disciplinary Order setting out the cancellation of an individual Registrant's registration will remain permanently posted on a public website maintained by EGBC.
- (3) Despite subsection (2), upon receiving notice of the death of a former individual Registrant subject to a Disciplinary Order setting out the cancellation of the individual Registrant's registration, EGBC must move the Disciplinary Order to a permanent archive section of a public website maintained by EGBC.
- (4) A Disciplinary Order setting out a cancellation of a Registrant Firm's registration and Permit to Practice must remain permanently posted on a public website maintained by EGBC.

11.6 Publication of Dismissed Citations

- (1) If the Discipline Hearing Panel dismisses all elements of a citation pursuant to section 75(5)(a) of the PGA [*Discipline hearings*], EGBC must publish the reasons for the decision on a public website maintained by EGBC within 30 days of the date of the decision.
- (2) Despite subsection (1), prior to publishing the reasons for a decision dismissing all elements of a citation pursuant to section 75(5)(a) of the PGA [*Discipline hearings*], the Discipline Hearing Panel may anonymize, redact, or otherwise not make publicly available any identifying, personal, or sensitive information of
 - (a) a person other than the Registrant subject to discipline, or
 - (b) the subject Registrant, unless the Registrant makes a request that the information be published.

11.7 Access to Discipline Hearing Records

- (1) Any person may obtain, at the person's own expense, a copy of a document contained in a Discipline Hearing Record.

[(1) added 2024-01-31]

- (2) Subsection (1) must not be interpreted to permit the disclosure of any document contained in a Discipline Hearing Record that is confidential or subject to solicitor-client privilege.

[(2) added 2024-01-31]

- (3) Despite subsection (1), the Discipline Hearing Panel may order that all or part of a Discipline Hearing Record be withheld from public access or redacted prior to making it available for public access if the Discipline Hearing Panel determines that

- (a) the desirability of withholding or redacting all or part of a Discipline Hearing Record from public access outweighs the desirability of adhering to the principle that Discipline Hearing Records be available to the public, or
- (b) the public interest in the information contained in a Discipline Hearing Record being made publicly available is outweighed by the privacy interest of
 - (i) a person other than the Registrant subject to investigation or discipline, or
 - (ii) the subject Registrant if the Registrant suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs.

[(3) added 2024-01-31]

- (4) Despite subsection (1), the Registrar may temporarily withhold public access to all or part of a Discipline Hearing Record if the Registrar determines that the public interest in the Discipline Hearing Record being made publicly available is outweighed by the potential prejudice to another investigation or disciplinary matter.

[(4) added 2024-01-31]

- (5) If public access to all or part of the Discipline Hearing Record is temporarily withheld pursuant to subsection (4), EGBC must

- (a) advise any inquiring person that public access to the Discipline Hearing Record is temporarily withheld to ensure the fair conclusion of another proceeding, and
- (b) provide public access to the Discipline Hearing Record within 30 days of the date that the related investigation or disciplinary matter has been concluded, or as soon as there is no longer any risk of potential prejudice to another investigation or disciplinary matter.

[(5) added 2024-01-31]

- (6) Despite subsections (1) to (5), public access to any document contained in a Discipline Hearing Record is subject to the *Freedom of Information and Protection of Privacy Act*.

[(6) added 2024-01-31]

12 Transitional Provisions

12.1 Repeal of Bylaws Previously in Force

- (1) All of the bylaws of EGBC previously in force are repealed when these Bylaws come into force.

Schedule A – Code of Ethics

(1) A registrant must adhere to the following Code of Ethics:

Registrants must act at all times with fairness, courtesy and good faith toward all persons with whom the registrant has professional dealings, and in accordance with the public interest. Registrants must uphold the values of truth, honesty and trustworthiness and safeguard human life and welfare and the environment. In keeping with these basic tenets, registrants must:

1. hold paramount the safety, health, and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace;
2. practice only in those fields where training and ability make the registrant professionally competent;
3. have regard for the common law and any applicable enactments, federal enactments or enactments of another province;
4. have regard for applicable standards, policies, plans and practices established by the government or EGBC;
5. maintain competence in relevant specializations, including advances in the regulated practice and relevant science;
6. provide accurate information in respect of qualifications and experience;
7. provide professional opinions that distinguish between facts, assumptions and opinions;
8. avoid situations and circumstances in which there is a real or perceived conflict of interest and ensure conflicts of interest, including perceived conflicts of interest, are properly disclosed and necessary measures are taken so a conflict of interest does not bias decisions or recommendations;
9. report to EGBC and, if applicable, any other appropriate authority, if the registrant, on reasonable and probable grounds, believes that:
 - a. the continued practice of a regulated practice by another registrant or other person, including firms and employers, might pose a risk of significant harm to the environment or to the health or safety of the public or a group of people; or
 - b. a registrant or another individual has made decisions or engaged in practices which may be illegal or unethical;

10. present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
11. clearly identify each registrant who has contributed professional work, including recommendations, reports, statements or opinions;
12. undertake work and documentation with due diligence and in accordance with any guidance developed to standardize professional documentation for the applicable profession; and
13. conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment.

Schedule B – Credentials and Discipline Hearing Procedure

1.1 Definitions

(1) In this Schedule,

“Applicant” means the same as set out in section 1(1) of the PGA [*Definitions and interpretation*].

“Decision Maker” means

- (a) the Registrar in the case of a credentials hearing pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*], and
- (b) the Discipline Hearing Panel in the case of a discipline hearing pursuant to section 10.7 of the Bylaws [*Discipline Hearings*].

[(a) amended 2023-05-01 and 2024-01-31]

“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 or vice 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*].

“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.

“Lay Committee Member” means the same as defined in section 21 of the PGA [*Definition*].

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

“Proceeding” means a motion, application, pre-hearing conference, or hearing.

“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.

“Respondent” means the same as defined in section 1(1) of the PGA [*Definitions and interpretation*].

1.2 Application of this Schedule

- (1) The procedural rules in this Schedule apply only to
 - (a) a credentials hearing held by the Registrar pursuant to section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*], and
 - (b) a discipline hearing held by a Discipline Hearing Panel pursuant to section 10.7 of the Bylaws [*Discipline Hearings*],

unless otherwise ordered by the respective Decision Maker.

[(1)(a) amended 2023-05-01 and 2024-01-31]

1.3 Parties and Representation

- (1) The parties to a hearing are
 - (a) the Applicant/Respondent, and
 - (b) EGBC.
- (2) A Registrant Firm must be represented in a Proceeding by an Individual With Authority or other individual who is duly authorized to make submissions and legally binding decisions on behalf of the Registrant Firm, and must provide notice to EGBC with the name and contact information for the representative, except where represented by legal counsel pursuant to subsections (4) and (5).
- (3) After receiving written notice including the contact information of a representative designated pursuant to subsection (2), any information or documents that EGBC is required to deliver to the Applicant/Respondent must be delivered to the individual designated to represent the Registrant Firm pursuant to subsection (2), except where the Registrant Firm is represented by legal counsel pursuant to subsections (4) and (5).
- (4) The Applicant/Respondent and EGBC may be represented by legal counsel in a Proceeding.
- (5) If the Applicant/Respondent is represented by legal counsel in a Proceeding,
 - (a) the Applicant/Respondent must provide EGBC with written notice of the name and contact information of the Applicant's/Respondent's legal counsel, and
 - (b) after receiving written notice of the name and contact information of the Applicant's/Respondent's legal counsel, any information or documents that EGBC is required to deliver to the Applicant/Respondent must be delivered to the Applicant's/Respondent's legal counsel which will constitute delivery to the Applicant/Respondent.

- (6) If the legal counsel for the Applicant/Respondent withdraws as legal counsel, EGBC is entitled to use the personal and unique email address of the Applicant/Respondent, or if the Applicant/Respondent is a Registrant Firm, the contact information for the individual designated to represent the Registrant Firm pursuant to subsection (2), as the address for delivery for any information or documents to the Applicant/Respondent, unless the withdrawing legal counsel or the Applicant/Respondent specify a different email address for delivery.
- (7) The Decision Maker may retain legal counsel or other assistance in conducting a Proceeding.

1.4 Combining Proceedings

- (1) If two or more Proceedings before the Discipline Committee involve
 - (a) the same Registrant, or
 - (b) the same or similar questions of fact, law, or policy,the Discipline Committee may, without the consent of the parties, combine the Proceedings or any part of them or hear the Proceedings at the same time.

1.5 Disclosure and Evidence

- (1) Unless otherwise agreed by the parties or ordered by the Decision Maker, EGBC must make disclosure to the Applicant/Respondent in the following manner:
 - (a) expert reports, or a summary of the anticipated evidence of an expert if no report is produced, at least 90 days prior to the commencement of a hearing;
 - (b) all relevant written or documentary evidence at least 90 days prior to the commencement of a hearing;
 - (c) a list of the witnesses that EGBC expects to call at least 30 days prior to the commencement of the hearing;
 - (d) will-say statements of the witnesses that EGBC expects to call at least 15 days prior to the commencement of a hearing.

[(1)(a) and (b) amended 2023-06-27]

- (2) Unless otherwise agreed by the parties or ordered by the Decision Maker, the Applicant/Respondent must provide the following to EGBC:
 - (a) expert reports, or a summary of the anticipated evidence of an expert if no report is produced, at least 60 days prior to the commencement of a hearing;

- (b) all written or documentary evidence on which the Applicant/Respondent intends to introduce at the hearing that has not already been disclosed by EGBC, at least 60 days prior to the commencement of a hearing;
- (c) a list of the witnesses that the Applicant/Respondent expects to call at least 15 days prior to the commencement of a hearing;
- (d) will-say statements of the witnesses that the Applicant/Respondent expects to call at least 7 days prior to the commencement of a hearing.

[(2)(a) and (b) amended 2023-06-27]

- (3) A failure to comply with a timeline in subsection (1) or (2) does not make the document or evidence inadmissible, subject to the Decision Maker's obligation to ensure procedural fairness.

1.6 Pre-Hearing Conference

- (1) The Decision Maker may convene a pre-hearing conference, either on its own motion or on the motion of a party made with written notice to the other party.
- (2) The Decision Maker must, in consultation with the parties, identify and provide written notice of the date, time, and location of the pre-hearing conference, including whether the pre-hearing conference will be conducted
 - (a) in writing,
 - (b) in person,
 - (c) by Electronic Means, or
 - (d) in any combination of (a), (b) and (c).
- (3) The Decision Maker may determine any procedural matter at a pre-hearing conference that will foster the fair, just, and timely disposition of the hearing.
- (4) The purposes of a pre-hearing conference include the following:
 - (a) identifying, simplifying, or narrowing the issues in dispute;
 - (b) resolving matters of procedure or evidence that can fairly be addressed prior to a hearing, either on the motion of a party or on the Decision Maker's own motion;
 - (c) scheduling the time and place of the hearing, including determining whether the hearing will be conducted in person, by Electronic Means, in writing, or by any combination thereof;
 - (d) identifying admissions or facts agreed upon by the parties;

- (e) deciding upon applications made to vary any of the timelines set out in section 1.5(1) and (2) of this Schedule [*Disclosure and Evidence*];
 - (f) determining the matters set out in section 1.10(6) and (7) of this Schedule [*Witnesses*];
 - (g) otherwise setting timelines for the orderly conduct of the Proceeding, including pre-hearing steps;
 - (h) setting time limits, if appropriate, on
 - (i) the presentation of evidence,
 - (ii) the examination and cross-examination of witnesses, and
 - (iii) the presentation of opening and closing submissions;
 - (i) taking any steps necessary to ensure the best interests of witnesses are protected;
 - (j) determining the estimated duration of the hearing;
 - (k) resolving any other matter that may assist in the fair, just, and timely disposition of the hearing.
- (5) A Decision Maker may direct that a hearing be conducted in writing pursuant to subsection (4)(c) if the Decision Maker is satisfied that:
- (a) the Decision Maker can find the necessary facts to come to its decision based on the written record, despite any potential conflicts in the evidence; and,
 - (b) the Decision Maker making a decision on the basis of written submissions would not result in unfairness to any party.
- (6) Submissions made by the parties at a pre-hearing conference are not admissible as evidence in a hearing.

1.7 Motions

- (1) A motion is an application to the Decision Maker for an interlocutory order.
- (2) All motions must be heard at a scheduled pre-hearing conference, unless otherwise ordered by the Decision Maker.
- (3) A motion must
 - (a) be made in writing,
 - (b) set out the grounds for the motion,

- (c) set out the relief requested, and
 - (d) be accompanied by any evidence to be relied upon.
- (4) The party bringing the motion must deliver the motion and any accompanying evidence to the Decision Maker and the other party at least 7 business days prior to the date set for the hearing of the motion.
- (5) The party responding to the motion may prepare a reply to the motion, which must be
- (a) made in writing,
 - (b) set out the position of the party responding to the motion and the grounds for that position, and
 - (c) be accompanied by any evidence to be relied upon.
- (6) The party responding to the motion must deliver the reply to the motion and any accompanying evidence to the Decision Maker and the other party at least 2 business days prior to the date set for the hearing of the motion.
- (7) The Decision Maker may allow or require oral submissions from the parties in respect of the motion.

1.8 Adjournments

- (1) A party may apply in writing to the Decision Maker for an adjournment of a hearing.
- (2) An application for an adjournment must comply with the rules in section 1.7 of this Schedule [*Motions*], unless the Decision Maker is satisfied that special circumstances exist.
- (3) In considering an application for an adjournment, the Decision Maker may consider one or more of the following:
- (a) the reason for the adjournment;
 - (b) whether the adjournment would cause unreasonable delay;
 - (c) the impact on the parties that would result from granting or refusing the adjournment;
 - (d) the public interest.
- (4) The Decision Maker may
- (a) grant an adjournment,

- (b) grant an adjournment on terms or with conditions, or
- (c) refuse to grant an adjournment.

1.9 Hearing

- (1) As directed by the Decision Maker, a hearing will be conducted
 - (a) in writing,
 - (b) in person,
 - (c) by Electronic Means, or
 - (d) in any combination of (a), (b) and (c).
- (2) If a hearing has not yet been scheduled, the Decision Maker must schedule a hearing and provide written notice to the parties of the date(s), time(s), and location(s) or method(s) of the hearing.
- (3) A hearing must be open to the public, unless the Decision Maker determines it would be appropriate to hold some or all of the hearing in private.
- (4) A court reporter must keep a record of the hearing.
- (5) A person attending a hearing must not record any part of the hearing without the consent of the Decision Maker.
- (6) The Decision Maker may determine the procedures to be followed at a hearing, consistent with the principles of procedural fairness.
- (7) In a discipline hearing, both EGBC and the Respondent may
 - (a) present evidence,
 - (b) reply to evidence,
 - (c) call witnesses,
 - (d) cross-examine the opposing party's witnesses,
 - (e) re-examine witnesses,
 - (f) make submissions, and
 - (g) reply to the opposing party's submissions.

- (8) A party to a Proceeding must not put a document to a witness in cross-examination without having provided reasonable disclosure of the document to the opposing party in advance.
- (9) The rules of evidence must not be strictly applied, subject to the Decision Maker's obligation to ensure procedural fairness.
- (10) Nothing is admissible as evidence in a Proceeding that would be inadmissible in a court of law by reason of any privilege.
- (11) The Decision Maker may place reasonable limits on the length of a party's submissions in a hearing.
- (12) A party must not present new evidence in the party's closing submissions.
- (13) In a discipline hearing, the Discipline Hearing Panel must not consider the questions of penalty or costs until the Discipline Hearing Panel has rendered a decision on the allegations in the citation.
- (14) In a credentials hearing, the Registrar must not impose conditions on the ability of the Applicant to re-apply for registration without giving the Applicant the opportunity to respond to any proposed conditions.

1.10 Witnesses

- (1) Parties are responsible for arranging the attendance of their own witnesses.
- (2) Any witnesses testifying at a hearing must give an oath or affirmation before testifying, if competent to do so.
- (3) The Decision Maker may ask questions of any witnesses.
- (4) A Witness must not see or hear the testimony of other witnesses prior to giving testimony at a hearing, unless the witness is also a party to the hearing or is an expert whom the Decision Maker has ruled may be present for the testimony of an opposing party's expert.
- (5) In a Proceeding involving a Registrant Firm, for the purpose of subsection (4), a witness who is an Individual With Authority or individual employed by or under contract with the Registrant Firm, other than the individual designated to represent the Registrant Firm in the Proceeding pursuant to section 1.3(2) of this Schedule [*Parties and Representation*], is not considered to be a party to the hearing and is subject to the restrictions on attending during witness testimony as set out in subsection (4).
- (6) If the Decision Maker makes an order pursuant to section 34(3)(a) of the *Administrative Tribunals Act*, S.B.C. 2003, c. 45, at the request of EGBC or otherwise, to require the Respondent, or in the case of a Registrant Firm Respondent, any Individual With Authority or individual employed by or under contract with the Registrant Firm, to attend a discipline hearing for the purpose of giving evidence, EGBC must be permitted to cross-examine the

Respondent, or in the case of a Registrant Firm Respondent, the Individual With Authority or individual employed by or under contract with the Registrant Firm, unless the Decision Maker rules otherwise.

- (7) If the Supreme Court makes an order pursuant to section 80(2) of the PGA [*Witnesses*], on the motion of EGBC or otherwise, that a subpoena be issued to compel the attendance of the Respondent, or in the case of a Registrant Firm Respondent, an Individual With Authority or individual employed by or under contract with the Registrant Firm, at a discipline hearing, EGBC must be permitted to cross-examine the Respondent, or in the case of a Registrant Firm Respondent, the Individual With Authority or individual employed by or under contract with the Registrant Firm, unless the Decision Maker rules otherwise.

1.11 Decisions

- (1) A Decision Maker is not bound by previous decisions of EGBC.
- (2) A Decision Maker must
 - (a) give written reasons for their decision, and
 - (b) determine whether publication of any part of the decision is to be withheld in accordance with section 5.19 of the Bylaws [*Credentials Hearing on Good Character and Good Repute of an Individual Applicant*] or section 11.4 of the Bylaws [*Publication of Disciplinary Orders*], as applicable.

[(2)(b) added 2023-06-27]

Schedule C – Fees

[amended 2023-12-01]

1.1 Fees for Individual Registrants

Fee Description	Amount
APPLICATION FEES	
Application fee for Trainee (EIT/ GIT) Applicant	
a. who is an academically qualified EIT, GIT, MIT, ing jr, géo jr, or CPI in another Canadian province/territory and is applying for the same designation as they hold in the other province or territory [amended 2023-12-01]	\$0.00
b.1 who applies for EIT designation within 12 months of graduation from an engineering post-secondary degree program [amended 2023-12-01]	\$0.00
b.2 who applies for GIT designation within 12 months of graduation from a geoscience post-secondary degree program [amended 2023-12-01]	\$0.00
c.1 who applies for EIT designation more than 12 months after graduation from an engineering post-secondary degree program [amended 2023-12-01]	\$475.00
c.2 who applies for GIT designation more than 12 months after graduation from a geoscience post-secondary degree program [amended 2023-12-01]	\$475.00
Application fee for professional licensee engineering/ professional licensee geoscience Applicant	
a. First time Applicant not licensed or registered in another Canadian province/territory	\$475.00
b. Who holds an equivalent licence or registration in another Canadian province/territory	\$250.00
c. Application for Minor Change to authorized area of Reserved Practice [amended 2021-04-23]	\$200.00
d. Application for Major Change to authorized area of Reserved Practice [amended 2021-04-23]	\$400.00
Application fee for professional engineer/ professional geoscience Applicant	
a. First time Applicant not registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	\$475.00
b. Applicant who is registered with another registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	\$250.00

Fee Description	Amount
c. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and whose EIT/GIT application fee was waived	\$325.00
d. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and who paid an application fee for EIT/GIT application	\$0.00
Application fee for designated structural engineer Applicant	\$500.00
Application fee for reinstatement as a Professional Registrant	
a. within 6 months of resignation, removal or conversion to non-practising registration	\$50.00
b. after 6 months and within 18 months of resignation, removal or conversion to non-practising registration	\$100.00
c. over 18 months after resignation, removal or conversion to non-practising registration	\$300.00
Application fee for reinstatement as a Trainee, non-practising Registrant, life member or life limited licensee Registrant	\$50.00
EXAMINATION FEES	
Examination fee for Trainee (EIT/ GIT) Applicant, Professional Engineer Applicant, or Professional Geoscientist Applicant [amended 2021-12-15]	
a. Per Examination	\$360.00 [amended 2021-04-23]
b. Defer Examination to a subsequent session	\$220.00
c. Request Examination Re-read per Examination	\$330.00 [amended 2021-04-23 and 2023-05-01]
Examination fee for designated structural engineer Applicant	
a. BC Codes and Practices Examination	\$500.00
b. [Repealed 2023-06-27]	
Examination fee for professional licensee engineering/ professional licensee geoscience Applicant	
a. Per Examination	\$360.00 [amended 2021-04-23]
b. Defer Examination to a subsequent session	\$220.00
c. Request Examination Re-read per Examination	\$330.00 [amended 2021-04-23 and 2023-05-01]
Professional Practice Examination fee for all applicable Applicants or Registrants	

Fee Description	Amount
a. Multiple Choice [amended 2023-06-27]	\$260.00 [amended 2021-04-23]
b. [Repealed 2021-04-23]	
INTERVIEW FEES	
Interview fee for all applicable Applicants	
a. In-person interview at EGBC office	\$0.00
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	\$200.00 [amended 2021-04-23]
c. Remote Interview by Videoconference	\$200.00
Interview fee for reinstatement as a Professional Registrant	
a. In-person interview at EGBC office	\$0.00
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	\$200.00
c. Remote Interview by Videoconference	\$200.00
COURSE FEES	
Course fee for Professional Engineering and Geoscience in BC Seminar for all applicable Applicants or Registrants	\$275.00
Course fee for Working in Canada Seminar	
- Per unit	\$50.00
- Four-unit Seminar	\$200.00
REGISTRATION & DESIGNATION FEES	
Registration fee for registration as an individual Registrant (other than a Trainee)	\$270.00
Annual fee for designation as a designated structural engineer [amended 2021-12-15]	\$300.00 [amended 2021-12-15]
ANNUAL FEES	
Annual fee 2023	
Trainee (EIT/GIT)	
a. Full Fee	\$276.00
b. Reduced Fee for Hardship	\$138.00
c. Medically unable to work	\$0.00
Professional Registrant	
a. Professional Engineer/Professional Geoscientist Full Fee	\$470.00

Fee Description	Amount
b. Professional Engineer/Professional Geoscientist Reduced Fee for Hardship	\$235.00
c. Professional Licensee Engineering/Professional Licensee Geoscience Full Fee	\$418.00
d. Professional Licensee Engineering/Professional Licensee Geoscience Reduced Fee for Hardship	\$209.00
Non-practising Registrant	
a. Professional Engineer/Professional Geoscientist	\$117.50
b. Professional Licensee Engineering/Professional Licensee Geoscience	\$104.50
c. Registrant medically unable to work (non-practising)	\$0.00
Annual fee for a Registrant granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated annual fee
Annual Fee 2024	
Trainee (EIT/GIT)	
a. Full Fee	\$286.00
b. Reduced Fee for Hardship	\$143.00
c. Medically unable to work	\$0.00
Professional Registrant	
a. Professional Engineer/Professional Geoscientist Full Fee	\$520.00
b. Professional Engineer/Professional Geoscientist Reduced Fee for Hardship	\$260.00
c. Professional Licensee Engineering/Professional Licensee Geoscience Full Fee	\$468.00
d. Professional Licensee Engineering/Professional Licensee Geoscience Reduced Fee for Hardship	\$234.00
Non-practising Registrant	
a. Professional Engineer/Professional Geoscientist	\$130.00
b. Professional Licensee Engineering/Professional Licensee Geoscience	\$117.00
c. Registrant medically unable to work (non-practising)	\$0.00
Annual fee for a Registrant granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated annual fee
REPLACEMENT / ADDITIONAL FEES	
Additional Manual Seal	
a. 30 mm Rubber Stamp	\$30.00

Fee Description	Amount
	[amended 2021-04-23]
b. 30 mm Self Inking Stamp (black ink unless specified)	\$50.00 [amended 2021-04-23]
c. 50 mm Rubber Stamp	\$35.00 [amended 2021-04-23]
d. 50 mm Self Inking Stamp (black ink unless specified)	\$55.00 [amended 2021-04-23]
e. Long Reach Seal	\$85.00 [amended 2021-04-23]
f. Professional Licensee Rubber Stamp	\$40.00 [amended 2021-04-23]
g. Professional Licensee Self Inking Stamp	\$50.00 [amended 2021-04-23]
Rush Order Fee for Stamp Order	\$20.00 [amended 2021-04-23]
Additional certificate of registration	\$25.00 [amended 2021-04-23]
Rush Order Fee for Certificate Order	\$20.00 [amended 2021-04-23]
LATE FEES	
Late fee for failure to pay annual fee	15% of Annual fee for Registration category
Late fee for failure to pay a special assessment	15% of Special assessment fee
Late reporting fee for:	2021 only: \$0
a. Failure to provide certain information published on the register or personal and unique email address	2022 onwards: \$100.00 [amended 2021-07-14]
b. Failure to submit a completed CEP Declaration	
[Repealed 2023-05-01]	
Late completion fee for failure to complete continuing education plan, continuing education hours, required ethical learning, required regulatory learning, required technical learning (in the case of a designated structural engineer)	\$200.00
RECONSIDERATION AND REVIEW ON THE RECORD FEES	
Reconsideration fee	\$150.00
Review on the record fee	\$500.00

1.2 Fees for Registrant Firms

Fee Description	Amount
APPLICATION FEE	
Application fee for Registration as a Registrant Firm	\$350.00
ANNUAL FEES	
Annual fee for Registrant Firm	
a. Registrant Firms with only one Professional Registrant employed by or under contract with the Registrant Firm:	\$250.00
b. Registrant Firms with more than one Professional Registrant employed by or under contract with the Registrant Firm, or Registrant Firms that are Sole Practitioners with more than 2 Trainees employed by or under contract with the Registrant Firm:	\$500*SQRT(n), where n = # of Professional Registrants and Trainees, but does not include non-practising individual Registrants employed by or under contract with the Registrant Firm.
Annual fee for a Registrant Firm granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated, based on annual fee formula.
[Repealed 2021-07-14]	
SPECIAL ASSESSMENTS	
Special assessments (if any)	
LATE FEES	
Late fee for failure to pay annual fee	15% of Annual Fee of each category above
Late fee for failure to pay a special assessment	15% of special assessment
Late reporting fee for failure to provide:	\$100.00
a. Certain information published on the register	
b. Personal and unique email addresses for all Responsible Officers and Responsible Registrants	
Late completion fee for Regulation of Firms Training Program (for each Responsible Registrant who completes the Program late)	\$200.00
REVIEW ON THE RECORD FEE	
Review on the record fee	\$500.00

Schedule D – Responsible Registrant Declaration

I, <Full Legal Name>, <Job Title>, make the following statements in support of my application to act as a Responsible Registrant of <Name of Applicant Firm or Registrant Firm> (the “Registrant Firm”), and declare that the following statements are true:

1. I understand that for the purpose of this declaration, defined terms are capitalized and have the same meaning as set out in the Bylaws.
2. I understand and acknowledge that all Registrant Firms are regulated pursuant to the PGA and regulations, as well as the Bylaws, guidelines, standards, practice advisories, and policies of EGBC. I confirm that I have reviewed those documents and understand the obligations of Registrant Firms and Responsible Registrants set out therein.
3. I am submitting this declaration for the purpose of registering as a Responsible Registrant for the Registrant Firm or proposed Registrant Firm indicated on this declaration. I agree to act as Responsible Registrant for the Registrant Firm, including undertaking the responsibilities of a Responsible Registrant as set out in the Bylaws, guidelines, standards, and policies of EGBC.
4. IF A CONTRACTOR OR CONTRACT EMPLOYEE ONLY: I have express authority and access to act on behalf of the Registrant Firm, granted through a written contract or other documentation sufficient to satisfy paragraph (3) above, and can provide a copy of such contract or documentation upon request from EGBC.
5. I am registered with EGBC as a Professional Registrant In Good Standing.
6. I will notify EGBC if I am currently, or become in the future, the subject of an investigation, inquiry, review, or other disciplinary proceeding in British Columbia or another jurisdiction that could result in my entitlement to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions.
7. I understand and acknowledge that:
 - a. the Regulated Practice carried out by the Registrant Firm, including by any individual operating under the Registrant Firm’s Permit to Practice, must be reviewed and Authenticated in accordance with the PGA and regulations, as well as the Bylaws, guidelines, standards, practice advisories, and policies of EGBC;
 - b. I remain fully accountable on behalf of the Registrant Firm for ensuring that, within the areas of practice that I have been designated to oversee pursuant to section 5.12(5) of the Bylaws [*Registrant Firm*], the Registrant Firm conforms to the PGA and regulations, as well as the Bylaws, Code of Ethics, guidelines, standards, practice advisories, and policies of EGBC;

- c. the Registrant Firm must develop and enforce a Professional Practice Management Plan to be in place no later than 12 months after the date that a Permit to Practice is issued to the Registrant Firm;
 - d. the Professional Practice Management Plan must conform to the requirements of section 7.7.3 of the Bylaws [*Professional Practice Management Plan*] and any additional requirements set out in the Bylaws, guidelines, standards, practice advisories, and policies of EGBC;
 - e. the Registrant Firm must develop and enforce quality management policies and procedures applicable to the Registrant Firm and all individuals who are operating under the Registrant Firm's Permit to Practice;
 - f. it is my responsibility to ensure that the quality management policies and procedures related to the areas of practice to which I have been designated pursuant to section 5.12(5) of the Bylaws [*Registrant Firm*] conform to the PGA and regulations, as well as the Bylaws, guidelines, standards, practice advisories, and policies of EGBC;
 - g. a copy of the Professional Practice Management Plan must be provided to all individuals operating under the Registrant Firm's Permit to Practice, and the Registrant Firm must take reasonable steps to ensure that regular orientation and training is provided to all individuals operating under the Registrant Firm's Permit to Practice regarding the contents and implementation of the Professional Practice Management Plan;
 - h. the Registrant Firm must ensure that all individuals operating under the Registrant Firm's Permit to Practice adhere to the Registrant Firm's Professional Practice Management Plan;
 - i. the details of the quality management policies and procedures of the Registrant Firm must be documented in the Professional Practice Management Plan and updated as necessary; and
 - j. if EGBC is conducting an audit, practice review, investigation, or disciplinary proceeding in relation to the Registrant Firm, as a Responsible Registrant it is my responsibility to: facilitate requests for documents, information, site visits, and interviews; respond to communications; and assist with any other items or arrangements required or requested by EGBC.
8. I will respond to any communications from EGBC that I receive on behalf of the Registrant Firm in a prompt and responsive manner.
9. I will provide EGBC with up-to-date and accurate information in the course of all correspondence or communications with EGBC on behalf of the Registrant Firm, and will take all reasonable steps to ensure that the information is updated as needed and in accordance with the requirements set out in the PGA and Bylaws.

10. I will participate in the mandatory Regulation of Firms Training Program provided by EGBC, either:

- a. If the Registrant Firm does not yet have a Permit to Practice, within 12 months of the Registrant Firm being issued a Permit to Practice by EGBC; or
- b. If the Registrant Firm has already been issued a Permit to Practice by EGBC at any time, within 3 months of submitting this declaration to EGBC;

AND, in either case, at minimum every 5 years thereafter.

11. I will contact EGBC immediately should I no longer be willing, able, or authorized to act as a Responsible Registrant in association with the Registrant Firm's Permit to Practice with EGBC.

[Schedule D amended 2021-12-15 and 2022-02-22]

Schedule E – Responsible Officer Declaration

I, <Full Legal Name>, <Job Title>, make the following statements in support of my application to act as the Responsible Officer of <Name of Applicant Firm or Registrant Firm> (the “Registrant Firm”), and declare that the following statements are true:

1. I understand that for the purpose of this declaration, defined terms are capitalized and have the same meaning as set out in the Bylaws.
2. I understand and acknowledge that all Registrant Firms are regulated pursuant to the PGA and regulations, as well as the Bylaws, guidelines, standards, practice advisories, and policies of EGBC. I confirm that I have reviewed those documents and understand the obligations of Registrant Firms and Responsible Officers set out therein.
3. I am submitting this declaration for the purpose of registering as the Responsible Officer of the Registrant Firm indicated on this declaration. I further confirm that I possess the necessary authority to legally bind the Registrant Firm in relation to all matters falling under the PGA and Bylaws of EGBC, and I agree to undertake the responsibilities of a Responsible Officer set out in the Bylaws, guidelines, standards, and policies of EGBC.
4. IF A CONTRACTOR OR CONTRACT EMPLOYEE ONLY: I have express authority and access to act on behalf of the Registrant Firm, granted through a written contract or other documentation sufficient to satisfy paragraph (3) above, and can provide a copy of such contract or documentation upon request from EGBC.
5. IF A PROFESSIONAL REGISTRANT OF EGBC: I am registered with EGBC as a Professional Registrant In Good Standing. I will notify EGBC if I am currently, or become the subject in the future, of an investigation, inquiry, review, or other disciplinary proceeding in British Columbia or another jurisdiction that could result in my entitlement to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions.
6. I will notify EGBC if the Registrant Firm is currently, or becomes in the future, subject to an investigation, inquiry, review, or other disciplinary proceeding in British Columbia or another jurisdiction which could result in the Registrant Firm’s entitlement to practice a profession being cancelled, suspended, restricted, or made subject to limits or conditions.
7. I understand and acknowledge that:
 - a. in order to engage in the Reserved Practice, the Registrant Firm must be registered with EGBC and have at least one Professional Registrant designated to act as the Responsible Registrant for each area of practice engaged in by the Registrant Firm;

- b. the Registrant Firm must ensure that the Responsible Registrant(s) have the necessary authority to oversee the Regulated Practice within the areas of practice that each Responsible Registrant has been designated to oversee pursuant to section 5.12(5) of the Bylaws [*Registrant Firm*], and to take the steps necessary to ensure that the Registrant Firm complies with the requirements in the PGA and regulations, as well as the Bylaws, guidelines, standards, practice advisories, and policies of EGBC;
 - c. the Regulated Practice carried out by individuals operating under the Registrant Firm's Permit to Practice must conform to the PGA and regulations, as well as the Bylaws, Code of Ethics, guidelines, standards, practice advisories, and policies of EGBC;
 - d. the Registrant Firm must develop and enforce a Professional Practice Management Plan that conforms with the requirements of section 7.7.3 of the Bylaws [*Professional Practice Management Plan*], including setting out quality management policies and procedures applicable to the Regulated Practice carried out by the Registrant Firm;
 - e. the Registrant Firm must have its Professional Practice Management Plan in place no later than 12 months after the date that a Permit to Practice is issued to the Registrant Firm;
 - f. I must document my approval of the Professional Practice Management Plan on behalf of the Registrant Firm upon its implementation, as well as after each annual review conducted pursuant to section 7.7.3(7)(a) and (b) of the Bylaws [*Professional Practice Management Plan*]; and
 - g. the Registrant Firm is obligated to cooperate completely with the audit, practice review, investigation, and discipline processes conducted by EGBC, including providing all requested documents and information, facilitating site visits and interviews, and managing communications with EGBC in a timely manner.
8. I will reply to any communications from EGBC that I receive on behalf of the Registrant Firm in a prompt and responsive manner.
 9. I will provide EGBC with up-to-date and accurate information in the course of all correspondence or communications with EGBC on behalf of the Registrant Firm, and I understand that the Registrant Firm must:
 - a. provide EGBC with up-to-date and accurate contact information for myself, the Registrant Firm, and all Responsible Registrants of the Registrant Firm;
 - b. ensure that the contact information that has been provided to EGBC is updated as needed, in accordance with the requirements set out in the Bylaws; and

- c. provide up-to-date information regarding all Professional Registrants operating under the Registrant Firm's Permit to Practice, to be updated as needed in accordance with the requirements set out in the Bylaws.
10. I will contact EGBC immediately should I no longer be willing, able, or authorized to act as the Registrant Firm's Responsible Officer in association with the Registrant Firm's Permit to Practice.
11. I will provide notice to EGBC within 15 days of the occurrence of any of the following situations, as required pursuant to section 5.32(4) of the Bylaws [*Information Collected Immediately and not Published on the Register*]:
 - a. there is a merger, amalgamation, acquisition, closure, or dissolution involving the Registrant Firm; or
 - b. the Registrant Firm
 - i. becomes the subject of an application for a bankruptcy order,
 - ii. makes an assignment for the general benefit of creditors, or
 - iii. makes or becomes the subject of a Division I or Division II proposal,
12. I will contact EGBC should the Registrant Firm wish to cancel its Permit to Practice and will ensure that the Registrant Firm abides by any conditions or requirements as may be directed by EGBC at that time.

[Schedule E amended 2021-07-14, 2021-12-15 and 2022-02-22]



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

DATE	April 19, 2024
SUBJECT	Proposed Bylaw Amendments for the Board meeting on April 19, 2024

Overview and Navigation

(1) MINOR AMENDMENTS	2
(2) HOUSEKEEPING	3

(1) MINOR AMENDMENTS

Bylaw Section	Description of Proposed Amendment	Redline Excerpt
<p>4.5(3) [Election Procedures]</p>	<p>From the Board Leadership Governance Model approval, timing of the election is to be adjusted to separate EGBC elections and the annual general meeting and to provide a longer runway to onboard new board members and create opportunities to engage with the Board prior to the start of the new Board year.</p> <p>The removal of the last part of the sentence, directing ballots being received after voting closes and must not be counted, is a legacy from paper ballot voting and will reflect updated electronic voting language.</p>	<p>Voting must be closed <u>at no later than</u> noon on the 15th day prior to the annual general meeting, and ballots received after that time voting has closed must not be counted.</p>
<p>4.5(11) and (13) [Election Procedures]</p>	<p>To update language reflecting electronic voting that is consistent with bylaws 3.1(5) Conduct of General Meetings stating that “Any policies, procedures, or rules of order adopted or established by the Board prior to the general meeting pursuant to subsection (3) must be published on a public website maintained by EGBC prior to the general meeting to which the policies, procedures, or rules of order are to apply.”</p> <p>The change in timing is to separate EGBC elections and the annual general meeting as well as to provide a longer runway to onboard new board members and create opportunities to engage with the Board prior to the start of the new Board year.</p>	<p>(11) The Executive Director must inform each candidate in the election of the results of the election as soon as practicable, and the results of the election must be <u>announced-published on a public website maintained by EGBC at prior to</u> the annual general meeting.</p> <p>(13) The Executive Director must not authorize the deletion of any electronic ballots cast in an election until 3 months after the date on which the <u>annual general meeting was held results of the election were announced-published on a public website maintained by EGBC.</u></p>
<p>4.5(14) [Election Procedures]</p>	<p>This amendment will avoid a potential timing problem that would arise if the election dates were moved forward and the first Board meeting after an election was no longer the first meeting of a new Board term but was instead the final meeting of the current Board term (with newly elected Registrant Board Members not yet in office).</p>	<p>At the beginning of the first meeting of the Board after an election of Registrant Board Members held pursuant to the Bylaws <u>the annual general meeting</u>, the Board must elect by majority vote the Board Chair and Board Vice Chair from among the Registrant Board Members.</p>

(2) HOUSEKEEPING

Bylaw Section	Description of Proposed Amendment	Redline Excerpt
1.1 [Definitions]	Terminology changes referencing “Council” to “Board” and appropriate PGA section The definition of “Board” with reference to “council” is replaced with the definition of “Board” as used in the PGA currently in force.	“Board” means the same as “council” as defined in section 1(1) of the PGA changed to “Board” means <u>a board established under section 23 of the PGA.</u>
1.1 [Definitions]	Terminology changes referencing “President of the council” to “Board Chair” and appropriate PGA section The definition of “Board Chair” with reference to “president of the council” is replaced with a definition of “Board Chair” as described in Sec. 23(2)(a) of the PGA currently in force.	“Board Chair” means the same as president of the council referred to in the PGA. changed to “Board Chair” means <u>a board member referred to in section 23(2)(a) of the PGA.</u>
1.1 [Definitions]	Terminology changes referencing “Councillor” to “Board Member” and appropriate PGA section The updated definition of “Board Member” referencing “Councillor” is replaced with the definition of “Board Member” as used in the PGA currently in force.	“Board Member” means the same as “councillor” as defined in section 1(1) of the PGA change to “Board Member” means <u>a board member referred to in section 23(2) of the PGA</u>
1.1 [Definitions]	Terminology changes referencing “Vice President of the council” to “Board Vice Chair” and appropriate PGA section The definition of “Board Vice Chair” with reference to “vice president of the council” is replaced with a definition of “Board Vice Chair” as used in the PGA currently in force.	“Board Vice Chair” means the same as vice president of the council referred to in the PGA. change to “Board Vice Chair” means <u>a board member referred to in section 23(2)(a) of the PGA</u>
1.1 [Definitions]	Terminology changes referencing “immediate past president of the council” to “Immediate Past Board Chair” and appropriate PGA section	“Immediate Past Board Chair” means the same as immediate past president of the council referred to in the PGA. change to

Bylaw Section	Description of Proposed Amendment	Redline Excerpt
	The definition of “Immediate Past Board Chair” with reference to “immediate past president of the council” is replaced with the definition referring to Sec. 23(2)(c) of the PGA currently in force.	“ Immediate Past Board Chair ” means <u>a board member referred to in section 23(2)(c) of the PGA</u>
1.1 [Definitions]	Terminology changes referencing “lay councillor” to “Lay Board Member” and appropriate PGA section The definition of “Lay Board Member” referencing “lay councillor” is replaced with the definition of “Lay Board Member” as used in the PGA currently in force.	“ Lay Board Member ” means the same as “lay councillor” as defined in section 1(1) of the PGA change to “ Lay Board Member ” means <u>a board member described in section 23(2)(b) of the PGA</u>
1.1 [Definitions]	Terminology changes referencing “councillors” in section heading of “Nomination Committee” definition The reference to “councillors” in the section heading “ <i>Election of registrant councillors</i> ” is replaced with “board members” as used in the PGA currently in force.	“ Nomination Committee ” means the nomination committee established pursuant to section 26(1) of the PGA [<i>Election of registrant councillors</i> . <u><i>board members</i></u>].
1.1 [Definitions]	Terminology changes referencing “councillor” in “Registrant Board Member” definition and appropriate PGA section The definition of “Registrant Board Member” referencing “councillor” is replaced with the definition as stated in Sec. 23(2)(a) of the PGA currently in force.	“ Registrant Board Member ” means the same as “registrant councillor” as defined in section 1(1) of the PGA change to “ Registrant Board Member ” means <u>a board member described in section 23(2)(a) of the PGA</u>
2.1(1) [Committees Established]	Terminology changes referencing “councillors” in section heading is replaced with “board members” The reference to “councillors” in the section heading “Election of registrant councillors” is replaced with “board members” as used in the PGA currently in force.	The Nomination Committee is established pursuant to section 26(1) of the PGA [<i>Election of registrant councillors</i> . <u><i>board members</i></u>].

Bylaw Section	Description of Proposed Amendment	Redline Excerpt
2.4(5) <i>[Conduct of Board Meetings]</i>	<p>Terminology changes referencing “council” in section heading is replaced with “board”</p> <p>The reference to “council” in the section heading “Bylaws of council” is replaced with “board” as used in the PGA currently in force.</p>	<p>Despite subsection (4), the Board is authorized to hold any meeting or a portion of any meeting in the absence of the public or any other person who is not a Board Member pursuant to section 35(2) of the PGA [<i>Bylaws of council, board</i>].</p>
2.9(1) <i>[Branches]</i>	<p>Terminology changes referencing “council” in section heading is replaced with “board”</p> <p>The reference to “council” in the section heading “Bylaws of council” is replaced with “board” as used in the PGA currently in force.</p>	<p>Pursuant to section 35(1)(g) of the PGA [<i>Bylaws of council, board</i>], the Board may continue or establish Branches.</p>



POLICY

POLICY	Election Policy
NUMBER OF POLICY	CO-24-XX
DATE OF POLICY	MM DD, 2024
APPROVED BY	The Board

PURPOSE

In accordance with governing legislation, nominations and elections to the Board are held annually. This document references relevant sections of the *Professional Governance Act*, regulations and bylaws, and outlines procedures related to nominations, candidate statements, balloting and the publication of results.

The Chief Executive Officer is the Chief Electoral Officer and is responsible for the conduct of the election.

NOMINATIONS

- 1) Candidates may only be considered for election to the Board through the Nomination Committee:
 - a) The Nomination Committee must follow a merit-based selection process in accordance with the *Professional Governance Act* and supporting regulations.
 - b) The Nomination Committee shall make a reasonable effort to nominate at least one more candidate than there are vacancies to be filled on the Board.
- 2) In order for potential nominees to be included on the list of nominees presented by the Nomination Committee, a completed "Prospective Nominee Form" must be submitted to the Nomination Committee by the published due date. The due date may be extended, at the discretion of the Committee.
- 3) The list of candidates nominated by the Nomination Committee, signed by the chair of the Nomination Committee, and accompanied by the written consent of the nominees, must be provided to the the

Chief Executive Officer and be published at least 90 days prior to the annual general meeting. (Bylaw 4.4)

- 4) The Chief of Executive Officer will confirm that all nominees are registrants in good standing.

CANDIDATE STATEMENTS

- 5) The election materials shall contain a description of the nomination process, including the role of the Nomination Committee, and a statement encouraging all eligible registrants to vote.
- 6) Candidate statements are to be listed in alphabetical order in the election materials with the exception of the ballot which will be listed in random order.
- 7) Board member candidate statements will be limited to 400 words including Education, Professional History, Engineers and Geoscientists BC Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
- 8) The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, the Engineers and Geoscientists BC professional designation(s) and any Engineers Canada or Geoscientists Canada honorary designations. No other degrees or professional designations will be included in the title.
- 9) The published format for educational degrees is to be as indicated in the Engineers and Geoscientists BC database. Prior to publication, the candidate must provide to the organization verification of degrees that are not listed in the Engineers and Geoscientists BC database. If the degree is an engineering degree (e.g. civil engineering), "civil engineering" will be indicated.
- 10) Only degrees conferred upon the candidate will be included.
- 11) Candidate statements will be formatted as per the examples provided on the Candidate Statement Form. Any description of activities is to be included in the Statement Section.
- 12) Any individual awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category. Any team awards that candidates wish to include must clearly be marked as team awards.
- 13) All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- 14) The Election materials will identify any candidates who are facing a disciplinary inquiry with Engineers and Geoscientists BC.
- 15) Candidate statements may be verified for factual content. Any content deemed by the Chief Executive Officer to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Chief Executive Officer's sole discretion. Staff will advise candidates of content that is unacceptable. Candidates are reminded of tenet 13 of the Code of Ethics to *conduct*

themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment.

- 16) Candidate statements must not contain promises or assurances advocating for policies or activities that fall outside the remit of Engineers and Geoscientists BC public interest mandate or any statements that could potentially be seen to be advocating for registrant interests.
- 17) Subject to clause 15 and 16, Engineers and Geoscientists BC staff may not provide campaign advice to candidates.
- 18) Engineers and Geoscientists BC's style conventions will be applied to the election material.
- 19) External web links will not be published as part of candidate statements.
- 20) Candidate statements must be submitted by the due date specified by the Chief Executive Officer. Late submissions will not be accepted for publication in the Election Materials.
- 21) Candidate statements may not be edited after the due date, except at the request of elections staff.
- 22) The final wording of the candidate's statement will be provided to the candidate for review and acceptance. If acceptance is not provided by the specified time, the latest version of the statement as emailed to the candidate will be published.
- 23) All candidate statements are confidential prior to publication and will not be released to anyone other than the candidate and those staff and contractors involved in the publication of the Election materials.
- 24) In the Election materials, continuing Board members are to be listed noting Engineers and Geoscientists BC designations only. Lieutenant Governor appointees are to have professional designations noted only.
- 25) Candidates may be invited to participate in additional opportunities that allow registrants to learn more about candidates. Participation in these activities is on an optional basis.

BALLOTS

- 26) The Chief Executive Officer must prepare a ballot containing the names of all candidates nominated by the Nomination Committee (Bylaw4.5 (2)).
- 27) Voting information shall be sent to all eligible voters, and voting must be opened at least 42 days prior to Engineers and Geoscientists BC Annual General Meeting. Voting must remain open for at least 20 days.
- 28) Candidates are to be listed on the ballot in random order.
- 29) The candidate's city listed on the ballot is to be the home address as indicated in the Engineers and Geoscientists BC database. The candidate's address will be changed to another recorded address at

the request of the candidate.

30) The candidate's Engineers and Geoscientists BC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.

31) Candidates elected by acclamation will be listed with the office they were acclaimed to.

BALLOT PROCEDURES

33) The ballot will be conducted electronically, with a third-party contracted to administer the electronic vote and provide the results to the Chief Executive Officer.

34) The provider of the balloting service will ensure:

- a) Only registered eligible voters are able to vote;
- b) The system is secure and cannot be accessed by unauthorised persons;
- c) Each eligible voter can only vote once;
- d) The ballots of registrants who voted can be identified;
- e) The service provider will track the number of voters by regions and other demographic criteria, as specified by the Board from time to time;
- f) Subject to items 34 d) and e) above, each registrant's vote is kept confidential and under no circumstances will the way in which a registrant voted be disclosed to Engineers and Geoscientists BC and;
- g) No one other than the service provider will have access to voting results until after the closing of voting;

35) Voting for more than the number of Registrant Board members to be elected will render the applicable part of the ballot invalid (Bylaw 4.5 (4)).

36) Voting for less than the number of Registrant Board members to be elected will not invalidate the ballot (Bylaw 4.5 (5)).

37) Voting must be closed ~~no later than~~ noon on the 15th day prior to the Annual General Meeting (Bylaw 4.5(3)).

38) Ballots cast in an election must be tabulated at least 10 days prior to the Annual General Meeting (Bylaw 4.5 (6)).

39) The candidates for positions as Registrant Board members who receive the most votes in the election are elected to those positions (Bylaw 4.5 (8)).

40) If there is a tie vote between 2 or more candidates, the Chief Executive Officer must hold a random draw to determine the successful candidate (Bylaw 4.5 (10)).

- 41) The successful candidates for positions of Registrant Board members must take office at the close of the Annual General Meeting (Bylaw 4.5 (12)).
- 42) Results of the ballot count will remain confidential until such time that the Chief Executive Officer advises they may be published.
- 43) Should the vote total between the two candidates be less than 25 votes, a verification of the results for those candidates will be conducted by the Chief Executive Officer.

PUBLICATION OF RESULTS

- 44) The Chief Executive Officer must inform each candidate in the election of the results prior to the general publication.
- ~~45) The number of votes received by each candidate will be published on Engineers and Geoscientists BC website.~~
- ~~45) The results must be announced at published on the Engineers and Geoscientists BC website prior to the Annual General Meeting (Bylaw 4.5 (11)).~~
- ~~46) The results published on the Engineers and Geoscientists BC website must include the number of votes received by each candidate.~~
- 47) The results of the election will also be published in the Engineers and Geoscientists BC ~~website,~~ magazine and e-newsletter.

*For the purpose of this policy, the term “published,” relates to any method deemed appropriate by the Chief Executive Officer where **all** registrants are sent a notification unless otherwise noted.*

Should any provisions in the policy be in conflict with governing legislation, the applicable sections of the Professional Governance Act, regulations, and/or bylaws shall prevail.

Revision and Approval Log

Approved by Council: January 24, 2014 (CO-14-42)

Minor editorial changes made January 27, 2016

Approved by Council: February 10, 2017 (CO-17-33)

Approved by the Nomination & Election Sub-committee of Council: June 5, 2019

Approved by Council: June 19, 2020 (CO-20-67)

Approved by Council : April 23, 2021 (CO-21-72)

Approved by the Board: April 21, 2023 (CO-23-44)

Approved by the Board: MM DD, 2024 (CO-24-XX)



POLICY

POLICY	Election Policy
NUMBER OF POLICY	CO-24-XX
DATE OF POLICY	MM DD, 2024
APPROVED BY	The Board

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BALLOTS

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- 27) Voting information shall be sent to all eligible voters, and voting must be opened at least 42 days prior to Engineers and Geoscientists BC Annual General Meeting. Voting must remain open for at least 20 days.
- 28) Candidates are to be listed on the ballot in random order.
- 29) The candidate's city listed on the ballot is to be the home address as indicated in the Engineers and Geoscientists BC database. The candidate's address will be changed to another recorded address at

the request of the candidate.

30) The candidate's Engineers and Geoscientists BC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.

31) Candidates elected by acclamation will be listed with the office they were acclaimed to.

BALLOT PROCEDURES

33) The ballot will be conducted electronically, with a third-party contracted to administer the electronic vote and provide the results to the Chief Executive Officer.

34) The provider of the balloting service will ensure:

- a) Only registered eligible voters are able to vote;
- b) The system is secure and cannot be accessed by unauthorised persons;
- c) Each eligible voter can only vote once;
- d) The ballots of registrants who voted can be identified;
- e) The service provider will track the number of voters by regions and other demographic criteria, as specified by the Board from time to time;
- f) Subject to items 34 d) and e) above, each registrant's vote is kept confidential and under no circumstances will the way in which a registrant voted be disclosed to Engineers and Geoscientists BC and;
- g) No one other than the service provider will have access to voting results until after the closing of voting;

35) Voting for more than the number of Registrant Board members to be elected will render the applicable part of the ballot invalid (Bylaw 4.5 (4)).

36) Voting for less than the number of Registrant Board members to be elected will not invalidate the ballot (Bylaw 4.5 (5)).

37) Voting must be closed no later than noon on the 15th day prior to the Annual General Meeting (Bylaw 4.5(3)).

38) Ballots cast in an election must be tabulated at least 10 days prior to the Annual General Meeting (Bylaw 4.5 (6)).

39) The candidates for positions as Registrant Board members who receive the most votes in the election are elected to those positions (Bylaw 4.5 (8)).

40) If there is a tie vote between 2 or more candidates, the Chief Executive Officer must hold a random draw to determine the successful candidate (Bylaw 4.5 (10)).

- 41) The successful candidates for positions of Registrant Board members must take office at the close of the Annual General Meeting (Bylaw 4.5 (12)).
- 42) Results of the ballot count will remain confidential until such time that the Chief Executive Officer advises they may be published.
- 43) Should the vote total between the two candidates be less than 25 votes, a verification of the results for those candidates will be conducted by the Chief Executive Officer.

PUBLICATION OF RESULTS

- 44) The Chief Executive Officer must inform each candidate in the election of the results prior to the general publication.
- 45) The results must be published on the Engineers and Geoscientists BC website prior to the Annual General Meeting (Bylaw 4.5 (11)).
- 46) The results published on the Engineers and Geoscientists BC website must include the number of votes received by each candidate.
- 47) The results of the election will also be published in the Engineers and Geoscientists BC magazine and e-newsletter.

*For the purpose of this policy, the term “published,” relates to any method deemed appropriate by the Chief Executive Officer where **all** registrants are sent a notification unless otherwise noted.*

Should any provisions in the policy be in conflict with governing legislation, the applicable sections of the Professional Governance Act, regulations, and/or bylaws shall prevail.

Revision and Approval Log

Approved by Council: January 24, 2014 (CO-14-42)

Minor editorial changes made January 27, 2016

Approved by Council: February 10, 2017 (CO-17-33)

Approved by the Nomination & Election Sub-committee of Council: June 5, 2019

Approved by Council: June 19, 2020 (CO-20-67)

Approved by Council : April 23, 2021 (CO-21-72)

Approved by the Board: April 21, 2023 (CO-23-44)

Approved by the Board: MM DD, 2024 (CO-24-XX)



DATE	March 26, 2024
REPORT TO	Governance Sub-committee for Decision
FROM	Will Morrison, Manager, Governance & Policy
SUBJECT	Election Timing Change – Amendments to Bylaws and Election Policy
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To review and approve the recommended amendments to the Bylaws and to the Election Policy, which will implement the Board’s prior direction to adjust the timing of the annual Board election.
Motion	That the Governance Sub-committee recommend that the Board approve the amendments to the Bylaws and to the Election Policy, as set out in detail in the attached appendices.

BACKGROUND

In September 2023, the Board approved the framework for a new Board Leadership Governance Model, which set out several principles and a structure and processes to be established. For reference, this framework is attached at Appendix A.

As part of this Model, the Board approved the following direction: “The timing of the election will be adjusted to provide a longer runway to onboard new Board members and create opportunities to allow Board members to engage with each other prior to the start of the new Board year.”

The Board’s intention with this direction was to move the election dates forward by approximately one month. This will allow election results to be tabulated and published well in advance of newly elected Board members taking office, and will allow newly elected Board members to observe the final Board meeting of the current term each September prior to taking office. Consequently, new Board members who are involved in selecting the Chair and Vice-Chair positions on the Board will have a better opportunity to know the candidates.

The procedures related to nominations, candidate statements, balloting and the publication of results for Engineers and Geoscientists BC’s annual Board elections are set out in the Bylaws and in the Election Policy. The Bylaws establish certain core elements and requirements of the elections process, and the Election Policy adds greater depth and detail to this process.



To implement the Board's direction to adjust the timing of the annual election, amendments to the Bylaws and the Election Policy are required.

In reviewing the Bylaws and the Election Policy, staff also identified other, minor election-related edits that are recommended. These reflect that election results tabulation is much simpler today than it once was: registrants now only elect Board members (and not the Chair and Vice Chair, separately), and the election is conducted entirely online, which allows for instant results tabulation upon the close of voting.

DISCUSSION

1. Amendments to the Bylaws:

Amendments are proposed for four subsections of the Bylaws, as set out in detail in the attached Appendix B.

At s. 4.5(3), the deadline for the close of voting will be adjusted from “at noon on the 15th day prior to the annual general meeting” to “no later than noon on the 15th day prior to the annual general meeting.” This more flexible language will allow the organization to set election dates approximately one month earlier than in prior years. It is intended that the start and end dates of the election period will be consistent from year to year going forward, but it is not proposed to set new fixed dates in the Bylaws, because statutory holidays and other factors may require those dates to be adjusted slightly from year to year.

In addition, the following portion of s. 4.5(3) will be deleted: “and ballots received after that time must not be counted.” This was a vestige of a paper-based election system. With the election conducted electronically, it is no longer possible for ballots/votes to be received after voting has closed.

At s. 4.5(11), the election results will no longer be required to be “announced at the annual general meeting,” and will instead now be required to be “published on a public website maintained by EGBC prior to the annual general meeting.” This update aligns with our modern practice (results are already published online ahead of the AGM each year), and is in keeping with moving the election dates forward, as there will now be a longer gap between the close of voting and the AGM.

At s. 4.5(13), the procedures for retention and deletion of electronic ballots cast in the election will be adjusted so that the required 3-month retention period will no longer begin to run as of the date of the AGM, and will instead now begin to run as of the date the results are published on EGBC's public website. This aligns the timing with the adjusted procedures discussed above.

Finally, at s. 4.5(14), the Board's selection of its Chair and Vice Chair will no longer be required to take place at the beginning of the first Board meeting after the election is held, and will now instead



take place at the beginning of the first Board meeting after the AGM. This change is necessary to avoid a potential timing problem that would arise if the election dates were moved forward and the first Board meeting after an election was no longer the first meeting of a new Board term but was instead the final meeting of the current Board term (with newly elected Registrant Board members not yet in office).

The intention is for these Bylaw amendments to be implemented at the earliest opportunity following the Board meeting in April 2024, and to be effective for the 2024 Board election. Planning for this year's Board election is already underway, with this revised timing in mind.

All amendments to the Bylaws are subject to the review and approval of the Office of the Superintendent of Professional Governance ("OSPG"). We have already submitted drafts of these proposed amendments to the OSPG, and have received initial feedback, which did not raise any objections. If approved by the Board, these Bylaw amendments would be submitted to the OSPG for final approval before they can be filed with the Minister pursuant to the *Professional Governance Act*.

2. Amendments to the Election Policy:

Amendments are proposed to five sections of the Election Policy, as set out in detail in the attached Appendix C. Except for the final section described below, all of these amendments directly follow from corresponding amendments proposed for the Bylaws. If any of those Bylaw amendments are not approved by the OSPG, the corresponding Election Policy amendments will not go forward.

At s. 37, the deadline for the close of voting will be adjusted to reflect the same amendment made to s. 4.5(3) of the Bylaws.

At ss. 45-47, the method of publicizing the election results will be adjusted to reflect the same amendment made to s. 4.5(11) of the Bylaws.

Finally, at s. 27, new language has been added to clarify when the voting period opens and for how long it remains open. Existing practice is that voting opens on the same date that "voting information [is] sent to all eligible voters," but this section would benefit from clearly expressing that practice. In its initial feedback on the proposed Bylaw amendments, the OSPG suggested that information about when the voting period commences should be provided in either the Bylaws or this Policy, for transparency. These changes should address the OSPG's concern.

MOTION

That the Governance Sub-committee recommend that the Board approve the amendments to the Bylaws and to the Election Policy, as set out in detail in the attached appendices.



ENGINEERS &
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ATTACHMENT A – Board Leadership Governance Model Framework

ATTACHMENT B – Revised Bylaws (Excerpt)

ATTACHMENT C – Revised Election Policy

**For the purposes of sharing this report as an appendix to the Board Meeting package we have not included the attachments provided under this report. If you wish to review the attachments shared with the Governance Sub-Committee, they are available upon request.*



OPEN SESSION

ITEM 3.3

DATE	April 3, 2024
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	FY2024 Forecast Update 2
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For Board to review latest financial forecast for FY2024
Motion	For information only.

BACKGROUND

As approved by the Board of Directors (the “Board”) at the September 12, 2014 board meeting, financial update reports are to be made to the previous Executive Sub-Committee, and the previous Audit Sub-Committee for information. As these two sub-committees were revamped and the financial oversight duties amalgamated to the current Finance, Audit, and Risk (FAR) Sub-Committee (the “Sub-committee”), all financial and risk reports will be presented to the Sub-Committee prior to being presented to the Board where possible.

This is a forecast update for FY2024 ending June 30, 2024 where the latest projection of our full-year financial result is presented for the Board’s review.

FY2024 FINANCIAL FORECAST UPDATE (FORECAST 2)

This update includes a comparison of latest FY2024 Forecast 2 to the last FY2024 Forecast 1, with a summary of major variances (in ‘000’s).

Table 1		A	B	C*
		FY2024 Forecast 2	FY2024 Forecast 1	Forecast 2 vs Forecast 1
Summary				
1	Revenue	29,898	29,083	815
2	Salaries and Benefits	18,188	18,241	53
3	Expenditures	10,863	10,947	84
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	848	(104)	952
5	Surplus (Deficit) from Grants	2	104	(102)
6=(4+5)	Surplus (Deficit)	850	0	850

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

Engineers and Geoscientists BC is currently projecting a surplus in the range of \$850K to \$1 Million for FY2024. This is approximately \$850K higher than the previous forecast presented to Board in November. The contributing factors are summarized below.

Forecasted Revenue FY2024

Current forecast for total revenue is \$815K (cell C1) higher than prior forecast, primarily due to:

- higher continuing education seminar attendance (\$25K) and BC Online Seminar revenue (\$140K) than expected
- higher revenue in academic exam from other jurisdictions due to increase in PEO exam registrations and volumes increase in Professional Practice exams (\$332K)
- higher revenues from live streaming subscription during annual conference (\$83K)
- higher affinity revenue due to timing (\$29K)
- higher investment income due to higher investment base and rising in interest rate (\$68K)

Forecasted Expenditures FY2024

Current forecast for total expenditure is \$101K (cell C2 and C3) lower than prior forecast primarily due to:

- lower salaries and benefits expenses (\$53K) due to vacancies and timing of hiring
- savings from annual conference mainly on venue rentals, travels and travel (\$108K)
- delay in BC Online Seminar refresh work to FY2025 (\$140K)
- lower legal expenses (\$115K) due to saving from disciplinary expenses due to change in hearing schedules
- lower expenses in events and travelling (\$114K)

- offset by higher expenses on additional grant expenses and consulting works and temporary short-term help for various projects

A more detailed variance report including comparison to FY2024 Budget is included in **Appendix A**.

RECOMMENDATION & MOTION

For information only.

APPENDIX A - FY2024 Forecast 2 Statement of Revenue and Expenses Compared to Budget and Forecast 1

3.3 - APPENDIX A

FY2024 Forecast 2 Statement of Revenue and Expenses Compared to Budget and Forecast 1 (in '000's)

	A	B	C* = A vs B	D	E	F* = A vs D	G	
	FY2024 FCST 2	FY2024 Budget	Variance	Comments	FY2024 FCST 1	Variance	Comments	
REVENUE								
1	Annual Registrant Fees - Individual	16,931	17,209	(278)	Lower than expected registrants count	16,750	181	higher than expected registrants count
2	Annual fee and sole practitioner fee - Firm	3,039	3,318	(280)	Lower than expected number of firms	3,005	34	
3	Individual and Firm application, registration and certification fees	2,796	2,490	305	More than expected application volume on first time applicants	2,818	(23)	less firms application fee offset by increase of first-time applications for Professional
4	Professional and academic examinations	1,771	1,165	606	More than expected attendee of academic examination from other jurisdiction, and attendees for professional practice exam	1,439	332	Higher mainly due to increase in PEO exam registration on Academic exam
5	CE and AIR late fee revenue	397	400	(3)		375	22	
6	Continuing Education Revenue	1,456	1,317	139	Higher volume of attendees for BC Online Seminar were linked to increase applicants from Ontario	1,398	58	more CE seminars registration than expected
7	Annual conference, recoveries, and other	2,294	1,878	416	Higher than expected volume of Annual Conference live streaming and higher bank interest due to rising interest rate	2,152	142	Higher revenue on Annual conference live streaming than expected and higher interest revenue due to rising interest rates
8	Investment income	1,214	1,356	(142)	Lower revenue due to overestimated budget base for investments	1,146	68	Higher investment base and rising in interest rate
9	TOTAL REVENUE	29,898	29,133	765		29,083	815	

	A	B	C* = A vs B	D	E	F* = A vs D	G	
	FY2024 FCST 2	FY2024 Budget	Variance	Comments	FY2024 FCST 1	Variance	Comments	
SALARIES AND EXPENSES								
10	Salaries and Employee Benefits	18,188	18,726	539	Saving due to delay in filling vacancies	18,241	53	Due to vacancies and timing of filling vacancies
11	Contract and consulting services	3,741	3,305	(435)	Due to timing of projects and spend across organization	3,652	(89)	Saving from annual conference (108k) and delay on BC Online Seminar work (140k), which offset by higher expenses on public relations, addition scope on modernization and utilization of DG workshop and procurement of BA resource (130k), and consultants works and temp help for various projects (171K)
12	Office, general and miscellaneous	4,583	4,025	(558)	Due to timing of projects and spend across organization	4,549	(34)	
13	Legal	806	851	45		921	115	Savings on disciplinary expenses due to change in hearing schedules
14	Premises and operating costs	555	545	(10)		532	(23)	
15	Events, travel and other	1,178	1,699	521	saving mainly due to activities review (discounted of programs)	1,292	114	savings from Board chair travel, Annual conference and disciplinary hearings
16	Total salaries and Expenses before Grants	29,050	29,151	101		29,187	137	
17=(9-16)	Surplus Before Grants	848	(18)	866		(104)	952	
18	Surplus (Deficit) from Grants and External Projects	2	18	16		104	(102)	Timing of grant progress
19=(17+18)	Total Surplus (Deficit)	850	(0)	883		0	850	

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



OPEN SESSION

ITEM 3.4

DATE	April 3, 2024
REPORT TO	Board for Discussion
FROM	Heidi Yang, P. Eng., Chief Executive Officer
SUBJECT	AGM Motion Regarding the Advocacy Body
LINKAGE TO STRATEGIC PLAN	We have effective and efficient systems in place to enable modern regulation.

Purpose	To discuss with the Board what considerations are needed as response to the AGM Motion regarding the advocacy body.
Motion	There is no motion at this time.

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 including an AGM motion regarding additional funds for the Advocacy Body that is addressed in this report. Motions carried at the AGM are non-binding but are added to the Board’s workplan and brought forward for discussion at the appropriate time.

The motion from the 2023 AGM states:

“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.”

DISCUSSION

At the December 1, 2023 Board meeting, it was decided that this advocacy body funding motion be brought forward to the Board for initial consideration at its April 19th, 2024 meeting for a discussion on what additional information is required from the advocacy body before it can consider providing any additional funds.

The motion relates to the seed funding that was provided to the advocacy body based on the Board's motion at its April 21, 2023 meeting:

i) That the Board approve the creation of a new reserve fund for FY2023 for the purpose of funding the formation of a new Society.

ii) That the Board approve an appropriation of \$250,000 to come from FY2023 net income of career advertisements and affinity programs.

The sentiment from the registrants attending the AGM is that the seed funding provided is not enough to support the advocacy body to properly be established and operational.

In conversations with the advocacy body consultant and Chair, there is a high probability that the advocacy body will be coming to the Engineers and Geoscientists BC Board for additional funds. Considering that the Board wants the advocacy body to be successfully set up - strategically and operationally - the potential of providing additional funds should be considered.

As part of that consideration, the Board should identify a set of questions they would like answered to enable the Board in making an informed decision on whether additional funds to the advocacy body is warranted.

With feedback and input from the Finance, Audit and Risk Sub-committee, some suggested questions for consideration are identified below:

- What is your Business Case for the Advocacy Body? Scenarios, membership projections, uptake of what programs from Engineers and Geoscientists BC
- What is your business plan for the coming year and longer term (1-3 years)?
- What human and other resources will you need to implement the plan? Internal hires? Consultants?
- Provide us your 3-year operational and capital budget and explain the highlights and how it links back to your business plan.
- What are your plans to ensure financial sustainability of the Advocacy Body? What is your financial model?
- Will you have an external bookkeeper keep your financial records and do the monthly financial accounting/reporting?
- Do you have plans to do an annual external audit or a review engagement of your financials?
- What are the major or top 3 risks of your organization and how do you plan on mitigating these risks?



OPEN SESSION

ITEM 3.5

DATE	April 4, 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 February 16 th , 2024 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

Recruitment has progressed very well with the 13 newly budgeted headcounts for FY24. 12 of the 13 have been successfully filled to date. Recruitment for the final FY24 role is expected to be filled soon.

All Staff Workshop

Planning is happening for our second in-person All-Staff workshop that will be occurring at the end of April. The theme this year is “Wellness at Work”. We will be having 2 key speakers – a professor from the UBC Sauder School of Business whose theme will be “Our Hybrid Work Environment and How to Make the Most of it”, and a wellness consultant whose theme will be “Happiness and Productivity Begin and End with Wellness”, providing us tools to support our wellbeing. Staff are looking forward to this day!

Board Recruitment

The call for nominations for both registrant and public member positions on the board are now closed. We are pleased to report a strong response to both board member opportunities. The Nomination Committee is on track to review and shortlist candidates before finalizing its list of candidates in May 2024. Staff are also in the process of reviewing and shortlisting lay board member applications and accompanied by the Chair of the Nomination Committee, will begin candidate interviews in early April to ensure that recommended appointments are before the Minister later this Spring. This timing is to ensure that appointments – which will take effect in Oct 2024 are in place ahead of the provincial election.

3. INTERNATIONAL CREDENTIALS RECOGNITION ACT (ICRA) UPDATE

It was previously reported that Engineers and Geoscientists BC submitted an application for funding to the Credentials Assessment Improvement Fund which has been made available for regulators that need to comply with aspects of the International Credentials Recognition Act (ICRA). The funding proposal has been granted and a formal shared cost agreement was signed with the Province of British Columbia through the Ministry of Post-Secondary Education and Future Skills. Funding in the amount of \$225,000 will be provided by the provincial government to Engineers and Geoscientists BC for the purposes of hiring staff resources to address admissions related information on the website to internationally trained applicants. The project plan involves improvements to how information is displayed from a pre-arrival standpoint as well as transitioning key admissions policies to be outward facing and publicly available.

Engineers and Geoscientists BC continues to participate in the consultation sessions being held with all regulators 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.

4. REGISTRANT AND PUBLIC SURVEYS

As part of our work to measure the views and perceptions of our key audiences, we are launching two surveys in April.

The **Registrant Insights Survey** launches April 9 to all practising registrants, and measures their understanding of our mandate, their views of our main responsibilities, and their overall experience communicating with us. This year we have also added questions to test awareness and sentiments around the formation of the advocacy body and awareness of practice resources (such as guidelines and advisories).

The **Public Opinion Survey** launches later in April and asks 800 residents of British Columbia about their awareness and understanding of the professions of engineering and geoscience, their understanding of who Engineers and Geoscientists BC is and what we do, and what aspects of our mandate (e.g., investigating complaints, regulating firms, etc.) are most important to them.

In addition to helping us understand where our work is succeeding and targeting areas of improvement, these surveys inform two Trust Index Scores that we use to measure progress on our KPIs.

Survey results will be shared with the Board at future meeting.

5. WEBSITE OPTIMIZATION

The Engineers and Geoscientists BC website (egbc.ca) will be updated in April 2024 based on extensive consultation with staff and website users. Content has been pared down and optimized, and the main navigation has been designed and tested to allow each user group to quickly find desired information and links. Notably, the navigation will have added sections for two key groups, Firms and the public. Further content improvements will be ongoing, especially pertaining to registration for international applicants.

6. DATA SHARING WITH VOLUNTEERS AND THE BOARD

With respect to Engineers and Geoscientists BC sharing data with volunteers and the Board, we are piloting our SharePoint solution with the statutory committee and subcommittees supporting the Registration department and have engaged with all statutory committees. We are continuing to test and validate our technical solution for the Board and expect to have the new solution in place in about two months, contingent on successful tests and validations.

7. RESPONSE TO COMMUNICATION ON AGM MOTION DECISION

Following the Board's discussion and decision on two AGM motions at the February meeting, we communicated the outcome [in eNews](#) on March 8. We received very limited feedback from registrants, with two people writing to us expressing disappointment about the decision not to cap fee increases at 2%.

We plan to communicate the decision made on all three motions in the June edition of *Innovation*, and a report on the motions will also be included as part of the materials for the 2024 AGM.

8. UPDATE TO THE TERRITORIAL ACKNOWLEDGEMENT POLICY

Staff have been working with an indigenous consulting firm, the Porttris Consulting Group, on updating the Territorial Acknowledgement Policy for the organization. This will include a statement defining our commitment as the regulatory body for engineers and geoscientists at an organizational level to truth and reconciliation as well as updated territorial acknowledgement statements for various types of occasions as well as for our website. The project is progressing well, and a report and the updated policy will be brought to the Governance Sub-committee in May so that they can be presented to the Board for approval in June.

9. HIGHLIGHTS FROM ENGINEERS CANADA AND GEOSCIENCE CANADA

Engineers Canada held a virtual meeting on March 1st, 2024 and April 3rd, 2024. Highlights include:

- Approval of the National Position Statements:
 - *Building a Safer Future and more Resilient Future: Engineers' Role Strengthening Canada's Building Codes (new)*
 - *Engineers' Contributions to Inclusive Design: Creating Accessible Environments (new)*
 - *Transforming Indigenous Peoples Access to Post-Secondary Engineering Education (updated)*
- Motioned that the 2023 Annual Strategic Performance Report be circulated to the Members for information.
- Motioned that the 2025-2029 Strategic Plan be recommended to the Members for approval.
- Motioned that the National Statement of Collaboration be recommended to the Members for approval.
- Approval of the EC financial statements for year ending Dec 31, 2023 and be placed before the Members at the 2024 Annual Meeting of Members.

Geoscientists Canada has not had a meeting since January 19th. Highlights were shared in February's CEO Report. Upcoming is GC's AGM May 31st -June 1st, 2024.

10. BUSINESS PLANNING UPDATE

On March 7, the senior leadership team participated in a working session with the objective of assessing whether all departmental activities planned for fiscal 2025 were feasible and provided the greatest organizational value. Departmental plans were due to divisional leads by March 28, 2024, and over the next two months, the Executive will work with directors to ensure their plans align to the organizational budget. Moving forward, the organization is taking an innovative approach to leadership team meetings. Beginning in April, leadership team meetings will occur quarterly. These sessions will concentrate on organizational performance and provide leaders opportunities to learn how other departments are progressing on their departmental plans, glean insight into project and KPI performance as well as provide opportunities for a shared learning experience.



OPEN SESSION

ITEM 3.6

DATE	April 2, 2024
REPORT TO	Board for Information
FROM	Ramin Seifi, P.Eng. FEC, Director, Professional Practice, Standards and Development
SUBJECT	Audit and Practice Review Committee Activity Update
LINKAGE TO STRATEGIC PLAN	Integrate <i>Professional Governance Act</i> requirements into our programs and processes.

Purpose	To provide an update on the Audit and Practice Review Committee and the programs that it oversees.
Motion	No motion required.

BACKGROUND

The Audit and Practice Review Committee (“APRC”) is one of five statutory committees under the *Professional Governance Act*. Through the Bylaws, the Board has delegated to the APRC the responsibility of administering proactive and remedial programs which support Engineers and Geoscientists BC’s mandate of protecting the public interest. The purpose of this report and accompanying PowerPoint slides is to update the Board on the APRC and the programs it oversees.

DISCUSSION

The APRC has ten committee members on its roster: six professional engineers, one geoscientist, and three lay members. Committee members represent a diverse range of practice areas, firm size and type, and geographic locations. APRC’s work is supported by staff from the Professional Practice, Standards and Development Department.

Under the PGA, the APRC has oversight of:

- Continuing Education Program: exemption requests.
- Regulation of Firms Permit to Practice Program: applications, cancellations, and reinstatements.
- Firm and Individual Registrant Compliance Audit Programs: approval of selection criteria, review of files with Major Non-Conformances or Minor Non-Conformances where a Corrective Action Plan has not been submitted.
- Firm and Individual Registrant Practice Review Programs: oversight of practice reviews, and adjudication of practice review files.

The framework for each of the programs is set out in the PGA and Engineers and Geoscientists Bylaws; and further defined by policies and guidance documents. PPSD department staff are responsible for providing technical and administrative support to the APRC, as well as the day-to-day administration of the programs, all undertaken in accordance with the Bylaws and approved policies, including authority delegated by the APRC to staff appointed as Officers. Officers assist in non-contentious decision making, such as approval of Permit to Practice applications, processing cancellation requests, Continuing Education Program exemptions, amongst others.

Continuing Education Program

Under the Bylaws, the APRC has the authority to approve requests for annual exemptions from Continuing Education requirements. They have delegated the authority to Officers to approve non-contentious exemption decisions, such as those related to parental leave, medical leave, or compassionate care leave. APRC has also approved a guidance document allowing Officers to make decisions regarding specific types of requests for extenuating circumstances. Officers are appointed by the APRC at all levels of the department, from Director and Associate Director to Manager and Compliance Auditor depending on the seriousness and weightiness of issues and potential consequences.

Regulation of Firms Permit to Practice Program

The Regulation of Firms Permit to Practice Program came into effect in July 2021. There are currently 4,523 Permits to Practice issued to registered practising firms. Approximately 45% of registered firms are sole practitioner firms and 45% are firms with fewer than 10 registrants. The vast majority of registered firms are in the private sector; with 73 being public sector firms, consisting mostly of municipalities, and 6 government agency registrants. The government registrants are named in the regulations as follows:

1. BC Hydro
2. BC Safety Authority

3. BC Energy Regulator (formerly BC Oil and Gas Commission)
4. Ministry of Forests
5. Ministry of Transportation and Infrastructure
6. Workers' Compensation Board of BC

A major achievement in the past fiscal year was the International Register of Certificated Auditors recognizing the Permit to Practice Program requirements as one of 11 globally “acceptable alternative standards” equivalent to ISO 9001, an internationally recognized Quality Management system.

Firm Compliance Audit Program

The firm compliance audit program began in October 2022. After the first year of firm audits, over 10% of registered firms have undergone an initial audit. Only seven Major-Non-conformances were identified, that being a systemic failure by a registrant to meet a regulatory requirement or where there is a probable risk to public safety or the environment.

In February 2024, firm audit program staff conducted a two-day training session with staff from the Forest Professionals BC and the Association of Professional Engineers and Geoscientists of Saskatchewan, as the latter is implementing a firm regulation program based on our model.

A positive milestone for the firm audit program this past year was receipt of a formal request from BC Hydro, the largest registered firm in BC with nearly 1,200 registrants, to voluntarily undergo a firm compliance audit process.

Individual Compliance Audit Program

The individual compliance audit program started in July 2023. Seven months in, audit assessors are on track to initiate audits of just under 1% of practising and non-practising individual registrants. No Major Non-conformances have been identified so far.

The audit programs are a proactive check of registrants' compliance with regulatory requirements, including quality management standards and Continuing Education. Audit findings can also identify practice trends, which help inform our initiatives and guidance targeting issues that impact public safety and the protection of the environment.

Program staff are continually working on improvements to program materials and processes. An important goal for the next fiscal year is to review the firm and individual compliance audit programs to identify opportunities for efficiencies.

Individual and Firm Practice Review Programs

The practice review programs focus on remedial action where practice issues have been identified.

Most individual practice reviews have been referrals from the Investigation Committee after an investigation or were required as part of a Consent Order at the end of a disciplinary process. Most firm practice reviews have been based on the results of a firm audit, although a referral was recently received from the Investigation Committee.

Two years into the practice review programs, individual and firm registrants have generally been cooperative with the practice review process as well as limits and conditions imposed by APRC. As with the compliance audit programs, staff are monitoring trends that will help inform our initiatives and practice-related guidance.

RECOMMENDATION & MOTION

For information only.



OPEN SESSION

ITEM 3.7

DATE	March 29, 2024
REPORT TO	Board for Decision
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer Michael Wrinch, PHD, P.Eng., FS.ENG., ICD.D, President Elect, Engineers Canada Ann English, P.Eng., FEC, FGC (Hon.), FCSSE, Director, Engineers Canada
SUBJECT	Guidance for Member Representative at Engineers Canada 2024 Annual Meeting of Members
LINKAGE TO STRATEGIC PLAN	We demonstrate to our registrants and stakeholders, through tangible actions, that we are a trusted regulator focused on protecting the public interest.

Purpose	To review and provide guidance on three items to be discussed at the Engineers Canada Annual Meeting of Members: i) the proposed change of the Engineers Canada 2026 per capita assessment fee, ii) the proposed National Statement of Collaboration, and iii) the proposed 2025-2029 Strategic Plan – Realizing Tomorrows.
Motion	That the Board instruct its Member representative (ie. the Engineers and Geoscientists BC Board Chair or their designate) to vote to: i) approve the proposed 2024 Per Capita Assessment Fee be increased from \$8 to \$10 per registrant, ii) approve and sign the National Statement of Collaboration, and iii) approve the 2025-2029 Strategic Plan – Realizing Tomorrows - at Engineers Canada’s Annual Meeting of Members in May 2024.

BACKGROUND

Engineers Canada (EC), for over 80 years, has worked on behalf of the provincial and territorial regulators that regulate engineering practice and license the registrants in Canada for the engineering profession. Their work is focused on [10 core purposes](#) including accreditation of undergraduate engineering programs, facilitation and fostering working relationships amongst the

provincial regulators, providing national programs, harmonizing common areas of regulation, advocate to the federal government and much more.

As part of their governance, the Engineers Canada Board acts on behalf of the Regulators, who are the Members of Engineers Canada, to govern the organization. EC conducts the Annual Meeting of Members, where the Members approve board appointments, the Per Capita Assessment Fee, the Strategic Plan, and other items that require Member support or decision.

The following sections will provide additional information regarding the Per Capita Assessment Fee, the National Statement of Collaboration, and the 2025-2029 Engineers Canada Strategic Plan.

INCREASE TO PER CAPITA ASSESSMENT FEE

In order to perform their work, EC charges a per capita assessment fee (PCAF) to each regulator based on the number of registrants each regulatory body has.

At its December 5, 2023 meeting, the Engineers Canada Board agreed to recommend to the Members (i.e. the provincial regulators) that the 2026 Per Capita Assessment Fee would be set to \$10 per registrant from \$8 per registrant. It is important to note that the EC board approved deficit budgets in recent years due to growing unrestricted reserves. This was due to the acquisition of \$2 million/year from PEOs affinity program that PEO did not take, and EC obtained. From 2024 onwards, PEO will avail itself to the \$2 million of affinity funds thus materially impacting the future rate at which the unrestricted reserves will grow. As a result, EC will be increasing the PCAF so that they can return to a balanced operating budget.

APPENDIX A is the Briefing Note used at that meeting to provide background and justification for the Engineers Canada Board.

From an operational standpoint, the financial impact for the adjustment will result in approximately \$80k additional expense for Engineers and Geoscientists BC (based on 2024 registrant figures) for 2026 and beyond. Note that Engineer's Canada's fiscal year goes from Jan 1st to Dec 31st.

Engineers and Geoscientists BC supports the work of Engineers Canada and supports a balanced operating budget. It is recommended that Engineers and Geoscientists BC vote to accept this change at the Annual Meeting of Members in May 2024.

NATIONAL STATEMENT OF COLLABORATION

Over the last 18 months, Engineers Canada has been working and consulting with all Engineering regulators across the country in the creation of the National Statement of Collaboration. They engaged a consultant to support the work, and Engineers and Geoscientists BC leadership, Executive Team, Chair, Vice Chair, and Past Chair. In addition, Engineers and Geoscientists BC's Directors, had 2 meetings with them in the initial stages of the project, and after the first draft was complete. There was also a 1-day workshop that was conducted with EC Directors, staff,

Regulator CEOs and Regulator Presidents/Chairs to discuss what collaboration can mean through this National Statement of Collaboration.

At EC's meeting on April 3rd, the intend to seek approval from the Board on the National Statement of Collaboration provided in **APPENDIX B**. They hope that this could be approved by the regulators at the Meeting of Members in May 2024.

Engineers and Geoscientists BC supports the signing of this National Statement of Collaboration. It demonstrates a commitment across the nation to collaborate on priorities that would make engineering regulation better. Engineers Canada did a great job in their consultation process, and as leaders in the regulatory space, it is recommended that Engineers and Geoscientists BC vote to accept this statement at the Annual Meeting of Members in May 2024.

2025-2029 STRATEGIC PLAN

Through a comprehensive consultation process, Engineers Canada developed their next Strategic Plan alongside all twelve Regulator Presidents/Chairs, CEOs and Engineering Deans Canada. EC will be continuing on some of the important work of accreditation, inclusivity and promotion work that are a part of the current strategic plan, and are adding a few new emerging issues of focus, which are governance and sustainability.

APPENDIX C1 includes some supporting comments have been provided by EC in a Briefing Note. In addition, *The Strategic Plan – Realizing Tomorrows* - can be found in **APPENDIX C2**.

Engineers and Geoscientists BC supports the 2025-2029 Strategic Plan and recommends that Engineers and Geoscientists BC vote to accept this plan at the Annual Meeting of Members in May 2024.

MOTION

That the Board instruct its Member representative (i.e. the Engineers and Geoscientists BC Board Chair or their designate) to vote to: i) approve the proposed 2024 Per Capita Assessment Fee be increased from \$8 to \$10 per registrant, ii) approve and sign the National Statement of Collaboration, and iii) approve the *2025-2029 Strategic Plan – Realizing Tomorrows* at Engineers Canada's Annual Meeting of Members in May 2024.

APPENDIX A – Briefing Note on 2026 Per Capita Assessment Fee

APPENDIX B – National Statement of Collaboration

APPENDIX C1 – Briefing Note to approve the 2025-2029 Strategic Plan

APPENDIX C2 - Engineers Canada 2025-2029 Strategic Plan

BRIEFING NOTE: For decision by the Members

2026 Per Capita Assessment Fee		6
Purpose:	To approve the 2026 Per Capita Assessment Fee	
Motions to consider:	<i>THAT the 2026 Per Capita Assessment Fee be set at \$10 per Registrant.</i>	
Vote required to pass:	2/3-60% majority (the motion must be supported by a minimum of two-thirds of the Members voting, who represent a minimum of sixty per cent of represented Registrants)	
Prepared by:	Derek Menard, Director, Finance	
Presented by:	Dawn Nedohin-Macek, Chair of the FAR Committee	

Problem/issue definition

- The Per Capita Assessment Fee (PCAF) is defined in Article 1.1 of the Engineers Canada Bylaw, in part, as the “annual amount to be paid by each Member as determined by its number of Registrants.” Moreover, Article 7.2 of the Bylaw requires the Board, by January 1st of each year, to recommend to the Members the amount of the PCAF that will be in effect on the second following January 1st.
- On December 5, 2023, the Members received the Board’s recommendation for the 2026 PCAF in an email from Light Go, General Counsel and Corporate Secretary, wherein he stated:
 - “At its December 4, 2023 meeting, the Engineers Canada Board agreed to recommend to the Members that the 2026 Per Capita Assessment Fee would be at \$10 per Registrant. As a result, this recommendation will be going to the Members for their approval at the meeting of Members in May 2024.”

Proposed action/recommendation

- That the Members approve the 2026 PCAF.

Financial implications

- The PCAF of \$10 per Registrant will result in an increase in revenues of \$646K in 2026 in comparison to 2025.
- Services provided by Engineers Canada to the Regulators amounts to roughly \$48.60 per registrant.
- The PCAF was set at \$10.21 per registrant from 2006-2023. Had there been fee increases from 2007 to 2023 that aligned with Statistics Canada annual Consumer Price Index, the current PCAF would be \$14.83.

Benefits

- Coupled with a \$568,000 (4.6 per cent) reduction in operating expenses in 2024, increased revenues will help the organization return to a balanced operating budget.
- Returning to a balanced operating budget will help ensure the sustainability of the organization and funding for the 2025-2029 Strategic Plan.
- The Board approved deficit budgets in recent years, and significant funding on projects included in the 2022-2024 strategic plan, to draw down on the unrestricted reserves which had grown far beyond their \$1 million minimum target level.
- Growth in the unrestricted reserves was largely due to the acquisition of \$2 million per year in affinity funds that would have gone to Professional Engineers Ontario (PEO) had it joined the TDI

affinity program. 2024 will be the first full year in which PEO will avail itself of the \$2 million in affinity funds, thus materially impacting the future rate at which the unrestricted reserves will grow. As a result, it is necessary to return to a balanced operating budget.

- The PCAF was reduced to \$8 per registrant for 2024 and 2025, as a means to reduce the large unrestricted reserve balance created by PEO not participating in the TDI affinity program, thus reducing revenue by an estimated \$684 thousand (6%) per annum.

Consultation

- The recommended 2026 PCAF is based on projected revenue and expenses for 2024, 2025, and 2026. The Finance, Audit, and Risk (FAR) Committee recommended that PCAF and the Board discussed and approved the PCAF recommendation at its December 2023 meeting.
- Directors have had the opportunity to consult with their councils and provide feedback since then.

Other options considered

- Three options for the PCAF were presented for consideration in the budget memo.
 - See [pages 79-81 of the December agenda book](#).
- Reductions in expenses by 4.6% are a step toward returning to a balanced operating budget while not depleting the net assets below the target levels, set in Board policy 7.12, *Net assets*. Further reductions in operating expenses may be required in 2025 to achieve a balanced operating budget in 2026. The Board has approved deficit budgets and significant funding on projects included in the 2022-2024 strategic plan to draw down on the unrestricted reserves which had grown far beyond their \$1 million minimum target level.

Next steps (if motion approved)

- The 2026 PCAF will be set at \$10.
- The FAR Committee will consider PCAF for 2027 at the pre-budget meeting in August 2024.

Appendices

- None

National Statement of Collaboration

This National Statement of Collaboration (NSC) is dated as of May 25, 2024.

AMONG: THE MEMBERS OF ENGINEERS CANADA:

Association of Professional Engineers of Yukon (“Engineers Yukon”)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia (“EGBC”)

Association of Professional Engineers and Geoscientists of Alberta (“APEGA”)

Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (“NAPEG”)

Association of Professional Engineers and Geoscientists of Saskatchewan (“APEGS”)

Association of Professional Engineers and Geoscientists of the Province of Manitoba (“Engineers Geoscientists Manitoba”)

Association of Professional Engineers of Ontario (“PEO”)

Ordre des ingénieurs du Québec (“OIQ”)

Association of Professional Engineers and Geoscientists of New Brunswick (“Engineers and Geoscientists New Brunswick”)

Association of Professional Engineers of Nova Scotia (“Engineers Nova Scotia”)

The Association of Professional Engineers of the Province of Prince Edward Island (“Engineers PEI”)

The Association of Professional Engineers and Geoscientists of Newfoundland and Labrador (“PEGNL”)

hereinafter collectively the “Regulators”

AND

Engineers Canada

WHEREAS, there is recognition that the protection of the public requires a continued effective, fair and equitable regulatory framework of the engineering profession;

WHEREAS, Engineers Canada was created by regulators to foster collaboration, harmonization, and innovation, considering regional differences in engineering regulation and governance as well as emerging trends.

WHEREAS, there is recognition that increased collaboration and harmonization of legislation, regulations, by-laws, policies, programs or practices will bring increased efficiency to regulators.

WHEREAS, there is an understanding that increased collaboration and harmonization of the regulatory framework will foster an equitable approach for future and current license holders across jurisdictions, enhancing their perceptions of engineering regulation and facilitating their ability to work in Canada and abroad.

Now therefore, the signatories agree to enter into this National Statement of Collaboration;

1. Background of the National Statement of Collaboration

Engineers Canada was founded in 1936 as the Dominion Council of Engineers with the goal of bringing greater harmony to the regulatory framework of engineering given the considerable variation of legislation across the provinces and territories at the time. Over time, internal mobility agreements have resulted in regulators recognizing licenses for engineers working in multiple jurisdictions, barriers remain.

In 2022, Engineers Canada adopted a new vision: *Advancing Canadian engineering through national collaboration*. To implement this future state, Engineers Canada embarked on a national engagement project to assess whether regulators were interested in realizing this vision by seeking opportunities to collaborate and harmonize, thereby reducing barriers within the regulatory framework.

Harmonization of provincial and territorial regulatory practices can take decades. To support collaboration and harmonization in the long-term, a Pan-Canadian commitment of financial and institutional support from national, provincial and territorial councils and chief executive officers is required.

This statement of collaboration reflects a commitment at all levels, of national, provincial and territorial councils and chief executive officers, to provide clear direction and criteria for long-term collaboration and harmonization. These efforts aim to overcome barriers and promote continuity within the engineering regulator leadership throughout the years. The signatories express their commitment to work together to protect the public, enhance mobility, and promote efficiencies within the regulatory framework. They are committed to creating a stronger federation, upholding the public interest, and creating a better society in Canada.

2. National Statement of Collaboration objectives

- i. Promote long-term commitment of signatories to collaboration and the identification of harmonization initiatives within the regulatory framework.

- ii. Strengthen collaboration and harmonization among engineering regulators.
- iii. Define roles and responsibilities between engineering regulators and Engineers Canada.

3. Roles and responsibilities of the signatories

3.1 Roles and responsibilities of the engineering regulators

- i. Proactively share information and actively pursue alignment among regulators.
- ii. Assess the impact of any changes to legislation, regulations, by-laws, policies, programs, or practices and advocate for collaboration within their jurisdiction when making changes.
- iii. Identify and work on national priorities for collaboration and harmonization initiatives and encourage consensus with other regulators on these decisions.
- iv. Participate in and, where possible, resource collaboration and harmonization initiatives or indicate their intention to not be involved.
- v. Adopt collaboration as a fundamental approach, such as by interpreting legislation in a manner that maximizes participation in national initiatives.
- vi. Advise other regulators regarding the interests of, and regulatory impact to, provincial partners and stakeholders that would be affected by national collaboration and harmonization initiatives.

3.2 Role and responsibilities of Engineers Canada

- i. Maintain processes and infrastructure to share information and collaborate.
- ii. Facilitate discussions that support alignment between regulators.
- iii. Act as a knowledge hub for regulators' information, and information regarding advances and changes in the professional regulatory framework.
- iv. Resource and provide project management to collaboration and harmonization initiatives.
- v. Maintain a process to identify, select and adequately resource collaboration and harmonization initiatives.
- vi. Be transparent with all work, providing opportunities for regulators to engage, partner, lead or innovate.
- vii. Advise regulators on the known or perceived impacts of proposed national collaboration initiatives on national and international partners and interest holders.

4. Evaluation

The signatories agree to assess their performance in the implementation of this Statement of Collaboration. Such assessment will take place at least one year before the expiration of this agreement, so that the assessment results can inform future iterations of the Statement of Collaboration.

5. Term

This Statement of Collaboration is effective as of May 25th, 2024, and is valid for a period of five years before it will be reviewed, and, if appropriate, renewed.

6. Amendment

This Statement of Collaboration may be amended with the written consent of all signatories at any time.

DEFINITIONS:

Collaboration is the act of working respectfully with regulators to create something of mutual value. This implies both contributing and compromising and may include sharing best practices, identifying ways to align existing processes, and other activities.

Harmonization is the act of working respectfully with regulators to make processes, policies, systems or rules similar or the same to the extent possible per provincial/ territorial legislation.

Signed in Winnipeg, on May 23, 2024, by:

Tracey Stock, P.Eng.

President

Association of Professional Engineers and Geoscientists of Alberta

Erin Moss Tressel, P.Eng., P.Geo.

President

Association of Professional Engineers and Geoscientists of Saskatchewan

Michelle Mahovlich, P.Eng., P.Geo., FCSSE

President

Engineers and Geoscientists British Columbia

Holly Young, P.Eng., FEC

President

Engineers and Geoscientists New Brunswick

Kathryn Atamanchuk, P. Eng.

President

Engineers Geoscientists Manitoba

Adam Donaldson, P.Eng., PhD, FEC

President

Engineers Nova Scotia

Marianne LeBlanc, P.Eng.

President

Engineers PEI

TBC

President

Engineers Yukon

J.Paul Guy, P.Eng.,

President

Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists

Sophie Larivière-Mantha, MBA, ing.

President

Ordre des ingénieurs du Québec

Gerard B. Antle, P.Eng., FEC

President

Professional Engineers and Geoscientists of Newfoundland and Labrador

Greg Wowchuk, P.Eng.

President

Professional Engineers Ontario

Nancy Hill, B.A.Sc., LL.B., FCAE, FEC, P. Eng.

President

Engineers Canada



BRIEFING NOTE: For decision

2025-2029 Strategic Plan	8
Purpose:	To approve the 2025-2029 Strategic Plan
Motion to consider:	<i>THAT Engineers Canada's 2025-2029 Strategic Plan be approved</i>
Vote required to pass:	2/3-60% majority (the motion must be supported by a minimum of two-thirds of the Members voting, who represent a minimum of sixty per cent of represented Registrants)
Prepared by:	Mélanie Ouellette, Manager, Strategic and Operational Planning
Presented by:	Nancy Hill, Engineers Canada President, and Chair of the Strategic Plan Task Force

Problem/issue definition

- As per Board policy 1.4, *Strategic Plan*, the Board is responsible for developing a Strategic Plan. The purpose of strategic planning is to document the Board's direction and the outcomes Members want the organization to achieve.
- The process for the development of the 2025-2029 Strategic Plan started in summer 2022.
- A draft environmental scan was sent for consultation with Regulators, Canadian Engineering Accreditation Board (CEAB), Canadian Engineering Qualifications Board (CEQB), and Engineering Deans Canada (EDC) in September 2022.
- In September 2022, the Board approved that the duration of the strategic plan be extended to five years.
- The environmental scan was approved by the Strategic Plan Task Force (SPTF) in December 2022 and a strengths, weaknesses, opportunities and threats (SWOT) and strategic risks analysis was approved by the Finance, Audit, and Risk Committee (FAR) in December 2022. The final environmental scan, SWOT and strategic risks analysis were shared with the Board and its direct reports, and Regulator presidents and CEOs in February 2023.
- To identify strategic areas of focus, a foresight workshop was held with Board Directors and its direct reports, and Regulator presidents and CEOs on February 22, 2023.
- The Board refined potential strategic directions at the June 2023 strategic planning workshop. The strategic directions were thereafter presented at an information session with the Board, CEOs and presidents on October 4, 2023. Using the same content as was presented in the information session, Engineers Canada staff consulted with the CEAB and CEQB at their fall meetings and held individual consultations sessions with all 12 Regulators, and EDC.
- [Feedback received](#) highlights that:
 - It is appropriate to carry some 2022-2024 strategic priorities into the 2025-2029 strategic plan;
 - The scope of work is within Engineers Canada's mandate; and,
 - The proposed strategic directions support Regulators' needs.

Proposed action/recommendation

- That Engineers Canada's 2025-2029 Strategic Plan be approved.

Other options considered

- None as Members must adopt a strategic plan under Board policy 1.4, *Strategic Plan*.

Risks

- Not approving this Strategic Plan could result in:
 - Engineers Canada lacking strategic direction to execute its work once the 2022-2024 Strategic Plan ends;
 - Regulators' dissatisfaction, as they have invested time and resources to provide input in the development of the plan; and,
 - the Board not meeting its responsibilities under Board policy 1.4, *Strategic Plan*.

Financial Implications

- The estimated costs of all activities over five years is \$5M (\$1M annually).
- Should Regulators wish to scale up the marketing strategy, a separate financial discussion will have to be negotiated.

Benefits

- Engineers Canada has clear direction from Members on its work in 2025-2029.
- Regulators are aware of and support Engineers Canada's work in 2025-2029.
- The Board meets its responsibilities under Board policy 1.4, *Strategic Plan*.

Consultation

- All 12 regulators and EDC were consulted on the strategic priorities as proposed.

Next steps (if motion approved)

- If Members approve the 2025-2029 Strategic Plan, the plan will come into force on January 1, 2025.

Appendices

- **Appendix 1:** 2025-2029 draft Engineers Canada Strategic Plan

Realizing tomorrows

Engineers Canada 2025-2029 strategic plan



Message on behalf of the Engineers Canada Board

It is with great enthusiasm that we introduce Engineers Canada's 2025-2029 strategic plan, "Realizing Tomorrows."

As we stand at the crossroads of technological advancement and societal progress, the role of engineers in shaping a sustainable and innovative future cannot be overstated. Realizing Tomorrows reflects our steadfast commitment to both adapting to the changing landscape and actively influencing it. This plan is the culmination of extensive collaboration, thoughtful deliberation, and a shared dedication to regulatory excellence.

Realizing Tomorrows underscores our focus on translating ambitious ideas into tangible outcomes that will benefit the engineering profession and the impact engineers make in the world at large. In an era of rapid transformations, Engineers Canada is poised to envision, design, and implement solutions that transcend the challenges of today and usher us into a brighter tomorrow.

Our future includes a renewed **accreditation system** that works collaboratively with regulators and engineering educators, and a pan-Canadian **academic assessment** process that is fair and inclusive for all applicants.

We envision a profession that reflects and serves the **diversity** of Canadian society. We remain committed to continuing to increase the percentage of newly licensed engineers who are women and are broadening our focus to foster **truth and reconciliation** with Indigenous peoples while working with regulators to improve **equity, inclusion, and accessibility** across the engineering profession.

We will continue to increase **awareness** of the contributions of engineers to society with the public and work with regulators to determine a long-term course of action to follow up on the Building Tomorrows national marketing campaign.

We will uphold our ethical obligations of promoting **environmental sustainability** by considering carbon neutrality, and an environmental, social, and governance policy to reflect our commitment. We will also determine how Engineers Canada, working with regulators, can best advance the United Nations Sustainable Development Goals within the engineering profession.

We will also ensure that our **governance system** is designed to enable efficient and trustworthy decision-making that meets the expectations of the regulators.

We will succeed through strong relationships, working closely with Canada's engineering regulators and other interest holders, and remaining committed to our vision of advancing engineering through national collaboration.

Over the next five years, Realizing Tomorrows will guide us as we strive to elevate the engineering profession, our members, and the impact of our collective efforts. Through these strategic initiatives we are laying the foundation for a future that is inclusive, sustainable, and prosperous.

We invite you to join us on this journey of growth, innovation, and transformation. Together, we will shape the course of engineering excellence for generations to come.



Nancy Hill, B.A.Sc., LL.B., FCAE, FEC, P. Eng.

President



Michael Wrinch, PhD, FEC, P.Eng., ICD.D

President-Elect



Kathy Baig, MBA, FIC, ing., DHC

Past President



About Engineers Canada

Engineers Canada's vision is to advance Canadian engineering through national collaboration.

On behalf of Canada's engineering regulators, we provide expertise, services, and tools to help shape the direction and growth of the engineering profession in Canada, to establish consistent high standards, and to inspire public confidence. To fulfill this responsibility Engineers Canada works in ten main areas:

Accreditation: We evaluate and accredit undergraduate engineering programs at higher education institutions in Canada to ensure that graduates are academically qualified to be licensed as engineers.

Regulator collaboration: We facilitate and foster working relationships between and among the 12 provincial and territorial regulators on shared issues.

Support assessment, practice, and mobility in Canada: We develop national guidelines, papers, and tools that support regulators in fulfilling their mandates and enabling excellence in engineering practice.

National programs for engineers: We work with leading companies to provide engineers with insurance plans, financial services, travel discounts, and more to support engineers at every stage of their career.

Public affairs and government relations: We initiate and maintain positive relations with federal government policy-makers and advocate for evidence-based, public-interest policy-making informed by the expertise of engineers.

Regulatory research: We monitor the regulatory and engineering landscape, sharing this strategic information with engineering regulators so that they can adapt to upcoming trends and mitigate risks.

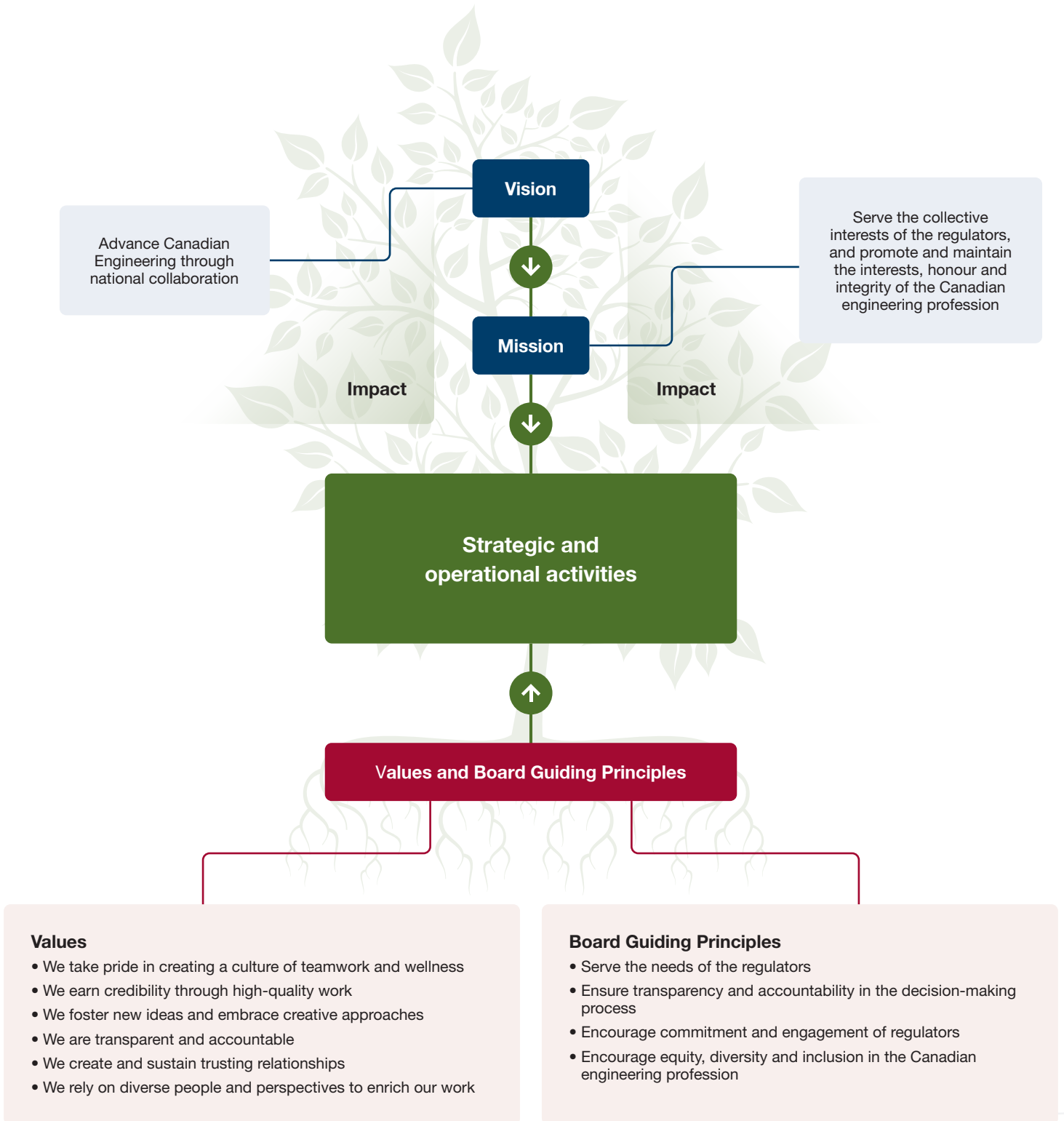
International mobility: We work with regulators and international partners to facilitate the mobility of Canadian engineers wishing to practise abroad and of internationally trained engineers wishing to practise in Canada.

Outreach and public awareness: We promote the value of the engineering profession by fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.

Equity, diversity, and inclusion: We champion the transformation of the profession to ensure it is welcoming of people from all backgrounds and reflects the demographics of Canadian society.

Protection of engineering marks: We protects any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

We achieve this through the interplay of our Board Guiding Principles and organizational values. These weave through all aspects of our work and workplace culture, creating a trusting, open place where each person can contribute and thrive.





Our strategic directions

Engineers build solutions to the world's most pressing challenges in pursuit of a safer, sustainable, and better future. Our strategic plan reflects how we will be contributing to realizing these tomorrows. Over the next five years, our strategic directions establish the key outcomes we wish to achieve with our partners and guide the course of Engineers Canada for the duration of this plan.

Realizing a stronger federation

Our success lies in our ability to quickly convene regulators and speak with a unified voice to respond to national issues.

As part of the 2022-2024 strategic plan, we reached a national agreement with all regulators on the desire for increased collaboration and regulatory harmonization. We will develop a process to identify, select, and implement collaboration and harmonization initiatives so that this work becomes part of our ongoing work with regulators.

As part of Engineers Canada's ongoing commitment to good governance, it is timely to review our governance system, the current iteration of which was adopted in 2019. We will learn from leading governance practices and identify ways to enhance our governance framework and processes so that they are efficient and responsive to contemporary issues. We will examine how the Board's composition, competencies, and reporting structure may better support the organization and those it serves. We will also examine voting procedures at Board and members' meetings and consider our funding model as a contribution to a unified federation.



Aspirational outcomes:

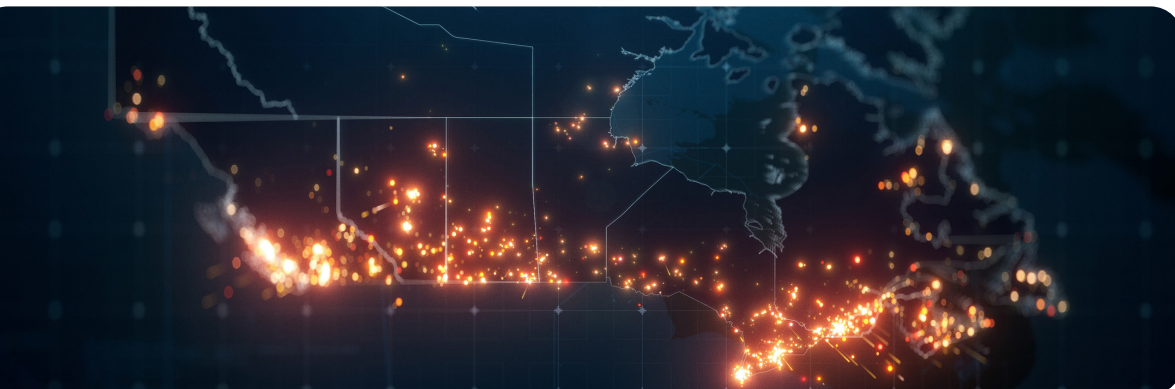
- Engineers Canada has efficient and trustworthy governance processes.
- Engineering regulators benefit from collaboration and harmonization.
- Engineering regulation is more consistent, efficient, and effective across Canada.



Engineers Canada was founded in 1936—known at the time as the Dominion Council of Professional Engineers.

The new organization was originally founded by Alberta, British Columbia, Manitoba, New Brunswick, Nova Scotia, Quebec, and Saskatchewan. The remaining regulators would join the organization in the subsequent years.

In 1959, the name was changed to the Canadian Council of Professional Engineers, and in 2007 became Engineers Canada.



Realizing accreditation and academic assessments

The Canadian Engineering Accreditation Board accredits Canadian engineering programs on behalf of regulators and at the request of higher education institutions (HEIs). Applicants who have a degree from an accredited engineering program meet the academic requirement for licensure for all Canadian engineering regulators. Graduates of other programs must demonstrate that their education meets the academic requirement to obtain their engineering licence in Canada. Engineers Canada offers assessment tools to regulators to assist them in assessing applicants without an accredited degree.

The Canadian accreditation system was created in 1965. Since then, the landscape has dramatically changed: increasing numbers of applicants are coming from abroad, the number of engineering disciplines has surged, and the practice of engineering has become increasingly complex.

While some modifications have been made to the accreditation system and to licensure assessment processes, major changes are necessary to adapt to changing educational contexts, the needs of the engineering profession, and to align the assessment processes between applicants from CEAB-accredited programs and those of other backgrounds. This evolution is necessary for engineering regulators to continue to meet public, governments', and applicants' expectations for a transparent, fair, and efficient assessment process for all who wish to become licensed to practise engineering in Canada.

During the 2022-2024 strategic plan, we conducted a fundamental review of the accreditation process. Regulators and interest holders collaborated on the development of a new national academic requirement for licensure and on updating the purpose of accreditation. A path forward report provided recommendations to the Engineers Canada Board with direction for how those impacted could implement systems aligned with the new purpose of accreditation and corresponding national academic requirement for licensure.

As part of the 2025-2029 strategic plan, we will support regulators in implementing a new national academic requirement for licensure. We will also transition Engineers Canada's associated tools as required. We will work with key interest holders to build an improved accreditation system that is flexible, adaptable, and valued by regulators, educators, students, and accreditation volunteers. In collaboration with regulators, we will develop a business case for a national intake and academic assessment process for internationally educated applicants for licensure.



In 2020, over 18,000 students graduated from a CEAB-accredited engineering program. In 2022, Canadian regulators licensed 10,979 new engineers. Sixty-seven per cent held a degree from a CEAB-accredited program while 33 per cent were internationally educated.



Aspirational outcomes:

Accreditation is valued by regulators, educators, students, and accreditation volunteers.

Regulators have trusted, efficient, inclusive, and proactive licensure systems that help them meet fairness requirements and maintain authority for licensure.

The academic assessment processes for CEAB graduates and non-CEAB applicants for licensure are more fairly aligned.

Realizing our role in sustainability

Engineers are responsible for holding paramount the safety, health, and welfare of the public and the protection of the environment. Not only do engineers play a key role in sustainable development, they also protect public interest. Engineering regulators establish the standards and requirements that govern engineers and engineering practice, including those related to sustainable development.

The [United Nations' 17 Sustainable Development Goals \(UNSDGs\)](#) have been referenced by, and integrated within, the International Engineering Alliance's Graduate Attributes and Professional Competencies Framework. They also serve as a basis for the six Canadian Engineering Grand Challenges (CEGCs) 2020-2030 that were identified by Engineering Deans Canada.

Under the 2025-2029 strategic plan, we will work with regulators to define how we can best support them in environmental stewardship. We will explore becoming carbon neutral and adopt an environmental, social, and governance (ESG) policy to guide our decision-making processes. We will also work with regulators to determine how Engineers Canada can support regulators in helping the profession to achieve the UNSDGs.



According to KPMG's 2022 Survey of Sustainability Reporting, 94 per cent of Canadian companies report on their sustainability efforts with leading sectors being financial services, industrial, manufacturing and metals, and utilities. Of those who report, 45 per cent seek third-party assurance.



Aspirational outcome:

Engineers Canada has a defined role in environmental stewardship that complements regulators' efforts.



Realizing an inclusive profession

To remain dynamic and growing, the profession must ensure that engineering solutions serve an increasingly diverse client base. Engineers must also understand the impact of their practice on the various communities they serve.

Engineers Canada has worked to advance women in the profession for over three decades. Since 2014, the 30 by 30 initiative has brought together voices from across the engineering community who are united in increasing the percentage of newly licensed engineers who are women to 30 per cent by 2030.

During the 2022-2024 strategic plan, we provided information to support regulators and our 30 by 30 network to increase the number of engineering graduates who proceed through the licensure process. We also shared information and facilitated information exchange for regulators, higher education institutions, and engineering employers. We hosted the annual 30 by 30 Conference, expanded our partnership with student federations and national associations in support of 30 by 30, and participated in several conferences and projects in support of the strategic priority, resulting in new tools and resources. We also completed an environmental scan, an evaluation of the first decade of 30 by 30 and began implementing recommendations of the report.

As part of the 2025-2029 strategic plan, we remain focused on changing the culture of engineering to make it more inclusive and increasing the representation of women in the profession. As we approach 2030, our continued collaborative approach will allow us to focus on the recruitment and retention of women and sustain momentum beyond 2030. To realize a truly inclusive engineering profession, we will take an approach that recognizes the intersectionality of identities. We will embrace inclusion, diversity, equity, and accessibility (IDEA). We will partner with organizations and regulators to establish our role in moving IDEA forward in engineering. And we will ourselves endeavour to become an IDEA employer of excellence.

We will provide national support and leadership to advance truth and reconciliation in the engineering profession. Under the guidance of our Indigenous Advisory Committee, we will take a culturally sensitive approach that sets a foundation for truth before reconciliation, further develop our partnerships, and provide training and resources to our staff and volunteers.



“Like any cultural transformation, there’s not a one-and-done formula. There are many levers that need to be pulled.”

-Mia Mends, Global Chief Diversity, Equity, and Inclusion Officer and CEO of Impact Ventures at Sodexo North America



Aspirational outcome:

Engineering is a welcoming, inclusive profession that reflects Canadian society and has embraced truth and reconciliation.

Realizing a fuller awareness of engineers

Engineers adhere to the highest technical, professional, and ethical standards. They protect public interest by designing life-saving medical treatments, harnessing reliable energy sources, creating safe and sustainable infrastructure, strengthening cybersecurity, advancing space exploration, and more. The more the public learns about the work of engineers, the more trust they have in the engineering profession.

During the 2022-2024 strategic plan, we delivered a multi-million-dollar national awareness campaign to get opinion leaders in Canada to think differently about engineers and their impact on Canadians by shining a light on how engineers are making a difference in their world. This campaign was supported by the development of a set of consistent, national messages to communicate the value of engineering licensure to the public, engineering graduates, engineers-in-training (EITs), employers, and more. We also launched the Pathway to Engineering program to assist engineering graduates in pursuing licensure by equipping them with the knowledge and resources to succeed.

As part of the 2025-2029 strategic plan, we will convene regulators to review the impact of our national marketing campaign and determine what Engineers Canada's approach shall be with regard to strengthening awareness and trust of the profession, and the associated financial investment necessary to achieve success. A decision on scope and objectives will guide the implementation of an action plan. We will also continue to implement both the Pathway to Engineering program and the value of licensure messaging tools.



Aspirational outcome:

The public has an increased awareness of engineers' contribution to society.



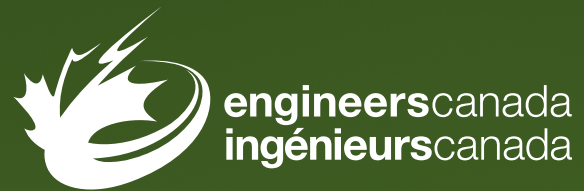
Public opinion research conducted by Engineers Canada showed that engineers are well known, but not known well.

More than four in five respondents trust in engineers and agreed that engineers command respect and trust.

But when asked further, there was a considerable knowledge gap regarding the breadth of expertise and impact of professional engineers on the world.

The Building Tomorrows campaign challenged Canadians to expand their perceptions of engineers—not just as builders of bridges and buildings—but as builders of solutions that make our world a better place.





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OPEN SESSION

INFORMATION REPORT

DATE	April 4, 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 April 19, 2024

- *Year 2 Strategic Plan Update Information Report:* The Year 2 Strategic Plan update has been provided in the CEO Report (Open Session) vs. being submitted as a separate information report in this agenda package.
- *Annual Update from Higher Education Institute (H.E.I.):* Due to scheduling conflicts, we were unable to secure a presenter for the April meeting. This will now be deferred to the Board workplan for 2024-2025.
- *Practice Guidelines:* There were no revised or new Practice Guidelines for approval by the Board for the April 19, 2024 meeting.

- *Presentation by Advocacy Body Chair:* This presentation will not be occurring at the April 19th Board meeting. Instead, the Board Forum session on April 18th will include a presentation from the BC Society of Engineers and Geoscientists (BCSEG). The session will feature: (a) a presentation from the BCSEG board chair and vice-chair; (b) a panel discussion featuring leaders from the regulators and professional associations for the nursing professions in BC and Alberta, who have gone through the same process of establishing separate organizations; and (c) facilitated discussions working towards establishing the relationship.

APPENDIX A – Board Road Map (as of April 19, 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
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 Date & Format 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
19-Apr-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Practice Guideline approvals (none) Volunteer appointments Quarterly financial statements approval Bylaw approval (placeholder) Risk Register Approval Other (as directed by OSPG)	Annual update Audit & Practice Review Cmtee Annual Update from H.E.I. (now cancelled) Regulated & Reserved Practice discussion Presentation by Advocacy Body Chair (Board Forum)
28-May-24	Special Mtg		Budget Approval	
20-Jun-24	Board Forum	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.