



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

MEMBER HANDBOOK

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ABOUT ENGINEERS AND GEOSCIENTISTS BC

MANDATE

Engineers and Geoscientists British Columbia¹ is the regulatory authority for these professions in the province of BC. We set and maintain high academic, experience, and professional practice standards for all members. Only individuals licensed by Engineers and Geoscientists BC are permitted to undertake and assume responsibility for engineering or geoscience work in BC.

VISION

Engineering and geoscience professionals creating a better future for all.

MISSION

To serve the public interest as a progressive regulator that supports and promotes the engineering and geoscience professions.

CORE VALUES

In our governance, administration, and delivery of service, we are guided by the following values:

Integrity. We mean what we say.

Accountability. We are responsible for our actions.

Innovation. We will explore new ideas to make things better.

¹Engineers and Geoscientists BC is the business name of the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

STRATEGIC PLAN

Our vision, mission, and values are part of our Strategic Plan.

For more information or to view the Strategic Plan in its entirety, please visit egbc.ca/Strategic-Plan.

ENGINEERS AND GEOSCIENTISTS ACT AND BYLAWS OF THE ASSOCIATION

The purpose of the Act and Bylaws is to define our mandate and outline our governing powers with respect to members, licensees, and non-members alike.

DUTIES AND OBJECTS OF THE ASSOCIATION

4.1 (1) It is the duty of the association:

- (a) to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience,
- (b) to exercise its powers and functions, and perform its duties, under this Act, and
- (c) to enforce this Act.

(2) The association has the following objects:

- (a) subject to subsection (1), to uphold and protect the interests of its members and licensees;
- (b) to establish, maintain, and enforce standards for the qualifications and practice of its members and licensees;
- (c) to promote the professions of professional engineering and professional geoscience.

To view a copy of the Act and Bylaws, visit egbc.ca/Act.

COUNCIL AND GOVERNANCE

COUNCIL

We are governed by a council of elected members and government appointees responsible for setting policy and overseeing the affairs of the association as regulated by the *Engineers and Geoscientists Act*. Council has developed governance policies to clearly set out their role as the governing authority. These policies are reviewed on an annual basis to ensure they best reflect the needs of Engineers and Geoscientists BC.

NOMINATIONS TO COUNCIL

Your input is key to determining who represents you and your more than 33,000 professional colleagues. Every year, you have the opportunity to elect a president, vice president, and a minimum of five councillors to serve on our Council. Candidates may be nominated in two ways:

- The Nominating Committee selects candidates for nominations; or
- Members can submit a nomination form with the support of 25 professional members or licensees in good standing to the Registrar.

The list of nominee names is published online in late May and appears in the May/June issue of *Innovation*. The Council election takes place in the fall.

ENGINEERS CANADA

Engineers Canada is the national organization of the 12 provincial and territorial associations that regulate the practice of engineering in Canada and license the country's more than 290,000 members of the engineering profession.

Engineers Canada:

- coordinates the development of national policies, positions, and guidelines on behalf of the engineering profession;
- accredits Canadian undergraduate engineering programs that meet the profession's high education standards;
- assesses the equivalency of the accreditation systems used in other countries relative to the Canadian system, and monitors the accreditation systems employed by the engineering bodies that have entered into mutual recognition agreements with Engineers Canada;
- develops national guidelines on the qualifications, standards of practice, and ethics expected of professional engineers;
- publishes the Engineers Canada Examination Syllabus and the Engineers Canada List of Foreign Engineering Educational Institutions and Professional Qualifications;
- promotes greater understanding of the nature, role, and contribution of professional engineers and engineering to society; and
- undertakes federal government relations and national media relations on behalf of, and in consultation with, its constituent members.

For more information on Engineers Canada and its initiatives, visit engineerscanada.ca.

GEOSCIENTISTS CANADA

Geoscientists Canada is the national council of the self-governing professional associations or constituent associations that regulate the profession of geoscience in jurisdictions across Canada.

Geoscientists Canada:

- safeguards and promotes the present and future interests of the geoscience professions in Canada;
- establishes and maintains liaison among the provincial and territorial associations and corporations of professional geoscientists in Canada;
- acts on behalf of and presents the views of its constituent associations and organizations in matters that are national or international in scope, including international registration or certification of geoscientists, and reciprocal practice; and
- acts in respect of other matters of Canada-wide or international nature concerning the geoscience professions, either alone or together with other bodies.

For more information on Geoscientists Canada and its initiatives, visit geoscientistscanada.ca.

CODE OF ETHICS

The Code of Ethics establishes the principles of ethical conduct expected of you to fulfill your duty to the public, to the professions, and to your fellow members and licensees.

Members and licensees shall act at all times with fairness, courtesy and good faith to their associates, employers, employees and clients, and with fidelity to the public needs. They shall uphold the values of truth, honesty and trustworthiness and safeguard human life and welfare and the environment. In keeping with these basic tenets, professional members and licensees shall:

1. Hold paramount the safety, health and welfare of the public, the protection of the environment and promote health and safety within the workplace;
2. Undertake and accept responsibility for professional assignments only when qualified by training or experience;
3. Provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction;
4. Act as faithful agents of their clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client;
5. Uphold the principle of appropriate and adequate compensation for the performance of engineering and geoscience work;
6. Keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates;
7. 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;
8. Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
9. Report to their association or other appropriate agencies any hazardous, illegal or unethical professional decisions or practices by members, licensees or others; and
10. Extend public knowledge and appreciation of engineering and geoscience and protect the profession from misrepresentation and misunderstanding.



RESPONSIBILITIES OF THE MEMBER

USE OF THE SEAL

The application of a member's seal, along with the signature and date, indicates to the public that the document has been produced by, or under the direct supervision and control of, a professional member of Engineers and Geoscientists BC who is fully qualified by virtue of training and experience to take professional responsibility for its contents.

For information on the use of your professional seal, refer to our Quality Management Guidelines at egbc.ca/PPdocs.

DIGITAL SIGNATURE AND ELECTRONIC SEAL

In addition to the traditional rubber seals we issue to all members and licensees, Council has approved the use of the digital signature technology available through Notarius that can be used in combination with a digitized version of the ink impression of a rubber seal.

For information on the digital signature and electronic seal, visit egbc.ca/Digital_Sig.

MEMBERSHIP RENEWAL

Annual membership renewal must be completed by midnight on January 1 for the upcoming calendar year. A late charge will be levied 30 days after the due date. If you do not pay the renewal fee by March 1, you will be struck from the register as per the *Engineers and Geoscientists Act*.

Current membership fee information is available at egbc.ca/Fees.

You may be eligible for a reduction or waiver of your annual fee if you have an annual active income below \$31,000 or a medical condition that renders you unable to work.

Information on reduction or deferral of the membership renewal fee is available at egbc.ca/Reduction-or-Deferral.

VOTING

Council is responsible for setting policy and for overseeing the important affairs of the association that directly affect you. Members and licencees are strongly encouraged to participate in guiding the direction of the association by participating in Council's selection. Council election voting takes place annually in the fall, and bylaw amendment votes take place when deemed necessary by Council. You will be notified when Council election or bylaw voting is scheduled. Council elections and bylaw votes are conducted electronically, although paper ballots are still available on request.

COMPLAINT PROCEDURE

The *Engineers and Geoscientists Act* provides the legal requirement and authority for the association to investigate allegations that a member's or licensee's conduct has fallen below the expected professional or ethical standard and to take disciplinary action against the individual, where warranted. We have instituted a complaint procedure, which sets out the process followed in investigating complaints.

The procedures followed to considered complaints are designed and operated to be fair to all parties involved. Information about a complaint and its investigation is kept confidential unless disclosure is required to further the investigation, a Notice of Inquiry has been served, or if Engineers and Geoscientists BC is required by law to disclose the details of the investigation.

Further information on the complaint investigation and discipline processes is available at egbc.ca/Complaints and in sections 28 through 39 of the Act.

QUALITY ASSURANCE

ORGANIZATIONAL QUALITY MANAGEMENT PROGRAM

Organizations employing engineering or geoscience professionals have a significant influence on the practice of the professions. Our Organizational Quality Management Program has been developed as a resource to improve the quality management of professional engineering and geoscience practices at the individual and organizational level.

The Organizational Quality Management Program is offered as a resource to organizations wishing to support the professionals they employ by assisting them in meeting the following basic quality management requirements under the *Engineers and Geoscientists Act* and Bylaws:

- retention of complete project documentation for 10 years;
- documentation of regular checks for engineering and geoscience work;
- documentation of field reviews;
- documentation of independent review for structural designs;
- application of "direct supervision;"
- application of the relevant Engineers and Geoscientists BC practice guidelines; and
- authentication of engineering or geoscience documents using the professional seal.

Our quality management guidelines provide guidance on these requirements. The guidelines are available at egbc.ca/Quality-Management-Guidelines.

Further information on the Organizational Quality Management Program is available at egbc.ca/OQM.

PRACTICE REVIEW

Our practice review program is an educational and professional development process for the benefit of the membership as well as a proactive quality assurance check for member practice. Practice reviews can be initiated:

- through a random selection process as determined by Council;
- upon request from members who wish to have their existing practices examined;
- when Council has reason to believe that the practice of an individual is questionable; or
- as a result of a discipline hearing with a guilty finding or a Consent Order.

The mandatory review process is intended to be objective and instructive. Above all, the process promotes the continuance of professional development standards.

Practice reviews apply to all practicing Engineers and Geoscientists BC members, with the exception of those members employed by an OQM-certified organization.

For information on the Practice Review Program, visit egbc.ca/Review.

PROFESSIONAL PRACTICE GUIDELINES

We have published numerous guidelines relating to the professional practice of members and licensees across many disciplines, including geotechnical, electrical, mechanical, structural, building envelope, sustainability, forestry, and terrain stability. These guidelines provide guidance and establish the standards of care for Engineers and Geoscientists BC professionals to follow in their practices. You have a responsibility to be aware of which guidelines apply to your practice.

Related professional practice documents and guidelines from other associations are also available.

A full list of guidelines and practice documents for download can be found at egbc.ca/PPdocs.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

Under the Code of Ethics, you are expected to keep up to date and practise only in those fields where your knowledge is current. The Continuing Professional Development Guideline outlines the types of activities and the amount of professional development that you should be undertaking. Each year, we ask you to indicate whether you have met the requirements of the CPD Guideline by signing a statement with your Annual Membership Renewal form. Continuing professional development is one of the ways that members stay current in their area of practice, and compliance with the [guideline](#) is highly recommended. Members who indicate their compliance with the guideline are recognized with a “Declared CPD Compliant” note in the online member directory. This allows Engineers and Geoscientists BC to publicly demonstrate engineers and geoscientists’ commitment to practice excellence.

To learn more about CPD requirements or to view the CPD Guideline, visit egbc.ca/cpd.

CPD ONLINE RECORDING CENTRE

We provide a voluntary online recording module that you can use to log your professional development activities. The recording centre allows you to record professional development hours (PDHs) and to carry forward hours to future reporting years. The module also assists by tracking the limits associated with the number of hours that may be claimed per category, per year.

To learn more about the online recording centre, visit egbc.ca/Records.

CPD SEMINARS, WEBCASTS, AND DISTANCE EDUCATION

We recognize the importance of professional development in the practice of our members. To this end, we organize numerous technical, business, and managerial seminars to help you meet your CPD goals. We present approximately 180 sessions throughout the province each year, some of which are webcast and recorded. Recorded sessions are available through our website. Branches and divisions are also great sources for professional development opportunities.

For a full listing of upcoming CPD seminars, visit egbc.ca/events/Seminar.

CHANGING YOUR MEMBERSHIP STATUS

You may be required to change your membership status with us should your employment, experience, academic, citizenship, or personal information change.

For full details on how to change your membership status, visit egbc.ca/Status.

RETURN TO PRACTICE POLICY

All non-practising members and former members who do not currently have practice rights within a Canadian jurisdiction are subject to proof of competency and return to practice requirements.

Those who have had non-practising status for less than one year, between one and three years, and over three years will need to meet different requirements to regain their independent practice rights. In addition to meeting the requirements set out in the Return to Practice Policy, members or former members wishing to reinstate their practising status will be required to pay a fee.

For full details on resuming practice rights, visit egbc.ca/Resuming-Practice-Rights.

SUSTAINABILITY

Sustainability—the concept of utilizing our physical, natural, and social resources to meet our needs and aspirations without compromising the well-being of future generations and the global ecosystem—is a central part of our mandate to protect the health, safety, and welfare of the public and the environment. We are dedicated to supporting sustainable practices both operationally as well as within the professions of engineering and geoscience.

The Sustainability Guidelines provide high-level guidance on the consideration of sustainability in professional practice, including commentary on sustainable practices and management of issues such as adaptation to climate change, mitigation of greenhouse gas emissions, and energy/materials/waste minimization in support of government regulations on these issues.

For more information on current sustainability initiatives, as well as general information and resources, visit egbc.ca/Sustainability.

ANNUAL GENERAL MEETING

The annual general meeting (AGM) takes place every October as part of our annual conference. The AGM provides a forum for members to provide their input on the many programs and activities undertaken over the past year. Council and officials are also on hand to respond to questions from the floor. The AGM is an important opportunity for members to contribute to the priorities set by Council for the upcoming year.

VOLUNTEER OPPORTUNITIES

The work of our many volunteers continually improves the guidance and standards that are available to members and maintains our commitment to excellence. Over 1,000 members share their knowledge and expertise as volunteers. Many of these members serve as committee or task force volunteers, while others participate as branch and division executives in their own region or area of expertise.

Volunteering provides the opportunity to develop and enhance skills, network with other professionals in your field, gain professional development hours, and shape the future of your profession.

To learn about current volunteer opportunities, visit egbc.ca/Volunteer.



ASSOCIATION ACTIVITIES

ANNUAL CONFERENCE

As BC's premiere engineering and geoscience event, the Engineers and Geoscientists BC annual conference provides members and other professionals with numerous opportunities to meet their ongoing technical, corporate, and professional development needs. The comprehensive program includes two days of professional development, combining industry-leading technical and business sessions, as well as an extensive trade exhibition, and numerous social events that offer excellent opportunities for networking with colleagues and suppliers.

The annual conference takes place every October.

AWARDS PROGRAM

Our awards program celebrates excellence at both the individual and project level. Outstanding achievements are recognized each October at our annual conference in the following categories:

- President's Awards – recognize the outstanding technical, professional, and community service contributions of individual members and licensees across seven categories.
- Sustainability Award – for a project that has demonstrated a commitment to the concept of sustainability
- Environmental Award – for a project that demonstrates responsible environmental management
- Mentor of the Year Award – for an individual who has provided outstanding service through our Mentoring Program
- Editorial Board Award – for an outstanding article authored by a member or licensee for the association's journal, *Innovation*
- Forest Engineering Award of Excellence – for an individual who promotes cooperation and leadership in forest engineering. Sponsored jointly by Engineers and Geoscientists BC and the Association of BC Forest Professionals

For detailed terms of reference, nomination forms, past winners, and submission deadlines, visit egbc.ca/Awards.

NATIONAL ENGINEERING AND GEOSCIENCE MONTH

This annual, month-long event promotes awareness of engineering and geoscience, celebrates our members and their achievements, explains the diverse fields within the professions, and reminds the public of the relevance and importance of engineering and geoscience to everyday life. Our branches across the province hold interactive, family-oriented events to encourage young students to consider careers in the professions.

For more information on National Engineering and Geoscience Month events, visit egbc.ca/NEGM.

BRANCHES

Engineers and Geoscientists BC has 15 branches that act as a local connection to the association. Each branch is run by a team comprised of volunteer members of the association. Branches provide regional support for our initiatives, including government relations, career awareness activities, and our professional development activities. Branches also provide feedback to Council on association issues. You will automatically be assigned to the branch to which your home address corresponds.

An executive is elected in each branch to coordinate the activities for its members. For information on your local branch, visit egbc.ca/Branches.

DIVISIONS

We have five special interest divisions that allow members who have common technical or other interests to share and disseminate information and to review and assist in developing policies in specific areas:

- Engineers and Geoscientists in the Resource Sector Division
- Energy Efficiency and Renewable Energy Division
- Environmental Professionals Division
- Municipal Engineers Division
- Women in Engineering and Geoscience Division

Division membership is open to any member of the association upon payment of a nominal annual fee. You can add a division membership when you renew your membership with Engineers and Geoscientists BC, or on the appropriate division's webpage.

For more information, visit egbc.ca/Divisions.



MEMBER COMMUNICATION

ANNUAL REPORT

This yearly review contains reports from the President and the Chief Executive Officer on the state of affairs of Engineers and Geoscientists BC, the auditor's report, and the audited financial statements. Also included are the minutes from the annual general meeting and Council actions on motions from members at the previous annual general meeting.

The report is available to members online at egbc.ca/Resources/News-and-Publications/Annual-Report. Print copies are available upon request.

INNOVATION

As the official publication of Engineers and Geoscientists BC, *Innovation* is circulated to all members, industry and government representatives, educational institutions, and the general public. *Innovation* is published six times per year on a bi-monthly basis.

Innovation strives to publish information that is interesting and relevant to professional engineers and geoscientists of all disciplines while showcasing the innovative work of our members.

In addition to providing information on our programs, policies, news, and regulatory matters, the journal highlights engineering and geoscience activities in feature articles written by members or freelance writers. Also included are articles on business, legal, and ethical issues affecting the practice of members and licensees.

For more information or to access the *Innovation* archive, visit egbc.ca/Innovation.

ENGINEERS AND GEOSCIENTISTS BC NEWS

Engineers and Geoscientists BC News is our monthly newsletter with the latest headlines and a brief snapshot of what's going on in the association and the professions.

To view the latest issue or access archived editions, visit egbc.ca/News.

COMMUNICATIONS PREFERENCES

To keep your contact and demographic information current, you can update your personal information and communication preferences through our website. To use this service, you will need to log in using your User ID and password.

To access our secure website, visit egbc.ca.





MEMBER SERVICES

MENTORING PROGRAM

The Mentoring Program matches experienced professionals with individuals who are on the path to professional registration or who are seeking guidance at any stage of their careers. Mentors can provide guidance on the association's registration process, career progression, entrepreneurship, or retirement and succession planning. Professional members and members-in-training may join the program, and can be both mentors and mentees at the same time.

To learn more about our Mentoring Program, visit egbc.ca/Mentoring.

AFFINITY PROGRAMS

With the combined purchasing power of more than 33,000 members and licensees, we have partnered with selected suppliers to offer discounts to members on various products and services.

For more details on current affinity program offers, visit egbc.ca/Affinity.

EMPLOYMENT RESOURCES

Many of our members look for new opportunities that will advance their careers to the next level. Often, members seek fresh talent to join their teams. We support your desire to grow and expand by providing a number of employment services for job seekers, employers, and recruiters in the engineering and geoscience professions. Career listings are emailed to members weekly and posted on our website.

For more information, visit the employment centre at egbc.ca/Employment.

FOUNDATION

The Foundation is a registered charity that provides scholarships and bursaries to students in engineering and geoscience. Since its inception, members and firms have generously donated funds that have enabled the Foundation to expand the number and value of undergraduate scholarship programs. Application forms for the Foundation's many scholarships are available online.

To learn more about the Foundation, visit egbc.ca/Foundation.

BENEVOLENT FUND

The Benevolent Fund Society is a registered charity devoted to assisting members in financial distress to overcome short-term cash-flow difficulties that are normally, but not always, exacerbated by unemployment. To apply, members must submit an application along with a cover letter. Applications are reviewed confidentially on a case-by-case basis by the Benevolent Fund's directors.

To learn more or to download an application, visit egbc.ca/Benevolent.



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