



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# COUNCIL MEETING

**DATE** September 24, 2021  
**LOCATION** Virtually Held Via Zoom  
*Meeting Link Sent Via Outlook Invitation*

## Meeting Schedule

<b>09:30 – 10:50</b>	<b>Closed Session</b>
<b>10:50 – 11:05</b>	<b>Morning Break</b>
<b>11:05 – 11:40</b>	<b>Closed Session (continued)</b>
<b>11:40 – 12:00</b>	<b>Agenda Overflow Buffer</b>
<b>12:00 – 12:45</b>	<b>Lunch Break</b>
<b>12:45 – 14:40</b>	<b>Open Session</b>
<b>14:40 – 14:55</b>	<b>Afternoon Break</b>
<b>14:55 – 16:00</b>	<b>Open Session (continued)</b>
<b>16:00 – 16:15</b>	<b>Agenda Overflow Buffer</b>
<b>16:15 – 16:30</b>	<b>Break Before In-Camera Session</b>
<b>16:30 – 17:30</b>	<b>In-Camera Session</b>
<b>17:30</b>	<b>Adjournment</b>

For more information, contact Tracy Richards at [trichards@egbc.ca](mailto:trichards@egbc.ca) or 604.412.6055.

# OPEN AGENDA

**DATE** September 24, 2021

**TIME** 12:45 – 16:00 (followed by agenda overflow buffer of 15 mins if needed)

**LOCATION** **Virtually Held Via Zoom**  
*Meeting Link sent via Outlook Invitation*

12:45 (5 mins)	<b>4.0 OPEN SESSION CALL TO ORDER</b> <i>Chair: Larry Spence, P.Eng., President</i> <b>MOTION: That Council approve the Open Agenda in its entirety.</b>	
12:50 (5 mins)	4.1 Meeting Procedure	
12:55 (5 mins)	4.2 Declaration of Conflict of Interest	
13:00 (10 mins)	4.3 Safety Moment	
13:10 (10 mins)	<b>5.0 OPEN CONSENT AGENDA</b> <b>MOTION: That Council approve all items (5.1 to 5.5) on the Open Consent Agenda.</b>	
	5.1 June 25, 2021 Open Minutes <b>MOTION: That Council approve the June 25, 2021 Open Meeting minutes as circulated.</b>	June 25, 2021 Open Minutes <hr/>
	5.2 Appointments Approval <b>MOTION: That Council approve the recommended appointment and re-appointment to the Investigation Committee as applicable.</b>	

	<p><b>MOTION: That Council approve the recommended re-appointment to the Discipline Committee as applicable.</b></p> <p><b>MOTION: That Council approve the recommended re-appointments to the Credentials Committee as applicable.</b></p>	
	<p>5.3 Appointment of Engineers and Geoscientists BC Registrar</p> <p><b>MOTION: That Council appoint Mark Rigolo, P.Eng., as acting Registrar pursuant to section 31(1) of the Professional Governance Act, S.B.C. 2018, c. 47, effective June 1, 2021.</b></p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p> <p><i>Rohan Hill, JD, Associate Director, Legal</i></p>	
	<p>5.4 Composition of Council Sub-Committees</p> <p><b>MOTION: That Council approve the revised Terms of References for the Executive Sub-Committee, the Audit Sub-Committee and the Governance Sub-Committee to take effect for the 2021/22 Council year.</b></p> <p><i>Governance Council Sub-Committee</i></p>	<p>Composition of Council Sub-Committees Update</p> <hr/>
	5.5 Information Reports	
	<p>5.5.1 CEO Report</p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.) CEO</i></p>	<p>CEO Report (Open)</p> <hr/>
	<p>5.5.2 Regulation of Firms Update</p> <p><i>Kelly Dayman, P.L.Eng., Associate Director, Regulation of Firms</i></p>	<p>Regulation of Firms Update Report</p> <hr/>
	<p>5.5.3 Registration Admissions Report to Council for Fiscal 2021</p> <p><i>Jason Ong., Director, Registration</i></p>	<p>Registration Admissions Report to Council for Fiscal 2021</p> <hr/>
	<p>5.5.4 Update on Pan-Canadian Project for Competency-Based Assessment of Engineering Experience</p> <p><i>Jason Ong, Director, Registration</i></p> <p><i>Don Gamble, Director, Information Systems</i></p>	<p>Pan-Canadian Engineering Competency-Based Assessment Project Update</p> <hr/>

	<p>5.5.5 Update on Online Academic/Technical Examination Pilot</p> <p><i>Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy</i></p> <p><i>Jason Ong, Director, Registration</i></p>	<p><u>Update on Online Academic/Technical Examination Pilot</u></p>
	<p>5.5.6 Divisions Activity Annual Report</p> <p><i>Stuart Nash, Manager, Professional Practice Development and Outreach</i></p>	<p><u>Divisions Annual Update Report</u></p>
	<p>5.5.7 Annual Information Reporting and Continuing Education Program Update</p> <p><i>Stuart Nash, Manager, Professional Practice Development and Outreach</i></p>	<p><u>Annual Information Reporting and CEP Update</u></p>
	<p>5.5.8 Branch Engagement Update Report</p> <p><i>Ailene Lim, Acting Director, Programs and Professional Development</i></p> <p><i>Quinton Lam, Program Coordinator – Branches</i></p> <p><i>Tim Verigin, Manager, Programs</i></p>	<p><u>Branch Engagement Update</u></p>
	<p>5.5.9 Government Appointees Report</p> <p><i>Alan Andison, LLB</i></p> <p><i>Suky Cheema, CPA, CA</i></p> <p><i>Leslie Hildebrandt, ICD.D, LL.B</i></p> <p><i>Emily Lewis, CPA, CMA</i></p> <p><i>David Wells, JD</i></p>	<p><u>Government Appointees Report</u></p>
	<p>5.5.10 Branch Pairings</p> <p><i>Governance Council Sub-Committee</i></p>	<p><u>Branch Pairings</u></p>
	<p>5.5.11 Year-end Report on Strategic Plan and Key Performance Indicators</p> <p><i>Max Logan, Chief Operating Officer</i></p>	<p><u>Year-end KPI Update Report</u></p>
	<p>5.5.12 Engineers Canada Director's Report</p> <p><i>Dr. Mike Wrinch, P.Eng., FEC, FGC (Hon.), Ann English, P.Eng., FEC, FCSSE Engineers and Geoscientists BC representatives to Engineers Canada</i></p>	<p><u>EC Director's Report</u></p>
	<p>5.5.13 Geoscientists Canada Director's Report</p> <p><i>Del Ferguson, P.Geo., P.L.Eng., FGAC, FGC Engineers and Geoscientists BC representative to Geoscientists Canada</i></p>	<p><u>GC Director's Report</u></p>

	<p>5.5.14 Canadian Engineering Qualifications Board Report</p> <p><i>Dr. Mahmoud Mahmoud, P.Eng., FEC, Chair of the Engineers Canada Qualifications Board</i></p> <p><i>Karen Savage, P.Eng., FEC, Engineers and Geoscientists BC representative to the Engineers Canada Qualifications Board</i></p>	<u>CEQB Report</u>
	<p>5.5.15 PNWER Update on Activities</p> <p><i>Russ Kinghorn, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC PNWER representative</i></p>	<u>PNWER Report</u>
	<p>5.5.16 Engineers and Geoscientists BC Road Map for 2020/2021</p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<u>Council Road Map</u>
	<p>5.5.17 Council Attendance Summary Report</p> <p><i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<u>Council Attendance Summary Report</u>
13:20	<b>6.0 OPEN REGULAR AGENDA</b>	
13:20 (35 mins)	<p>6.1 PricewaterhouseCoopers LLP (PwC) Auditor's Report FY2021</p> <p><b>MOTION 1: That Council accept the report of the Audit Sub-Committee.</b></p> <p><b>MOTION 2: That Council approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2021.</b></p> <p><b>MOTION 3: That the President and the Chief Executive Officer be authorized to sign the fiscal 2021 Financial Statements on behalf of Council.</b></p> <p><b>MOTION 4: That Council approve the appointment of PricewaterhouseCoopers LLP, CPAs as Engineers and Geoscientists BC's external auditors for the fiscal year ending June 30, 2022.</b></p> <p><i>Suky Cheema, CPA, CA, Chair, Audit Council Sub - Committee</i></p>	<u>Audited FS Package FY2020 &amp; 2021</u>
13:55 (45 mins)	<p>6.2 Updated Council Policy on Professional Practice Guidelines</p> <p><b>MOTION: That Council approves the updated Council Policy on Professional Practice Guidelines and the Council Memo Template for Professional Practice Guidelines.</b></p>	<u>Updated Council Policy on Professional Practice Guidelines</u>

	<i>Peter Mitchell, P.Eng., Director, Professional Practice Standards and Development</i>	
<b>14:40 (15 mins)</b>	<b>AFTERNOON BREAK</b>	
<b>14:55 (45 mins)</b>	<p>6.3 Remuneration for Elected Councillors - Decisions of Sub-Committee</p> <p><b>For information only.</b></p> <p><i>Lianna Mah, P.Eng., FEC, on behalf of the Council Sub-Committee</i></p>	<p>Remuneration for Elected Councillors - Decisions of Sub-Committee</p> <hr/>
<b>15:40 (10 mins)</b>	<p>6.4 Vice President Needs Assessment</p> <p><b>MOTION: That Council approve the 2021/2022 Vice President Needs Assessment.</b></p> <p><i>Governance Council Sub-Committee</i></p>	<p>Vice President Needs Assessment</p> <hr/>
<b>15:50 (10 mins)</b>	<p>6.5 Canadian Engineering Accreditation Board Update</p> <p><b>For information only.</b></p> <p><i>Julius Pataky, P.Eng., Engineers and Geoscientists BC representative to the Engineers Canada Accreditation Board</i></p>	<p>Verbal Update</p>
<b>16:00</b>	<b>END OF OPEN SESSION</b>	
<b>16:00 (15 mins)</b>	<b>AGENDA OVERFLOW BUFFER</b>	
<b>16:15 (15 mins)</b>	<b>BREAK BEFORE IN-CAMERA SESSION</b>	
<b>16:30 (60 mins)</b>	<b>IN-CAMERA SESSION</b>	
<b>17:30</b>	<b>ADJOURNMENT</b>	

MINUTES OF THE OPEN SESSION OF THE SIXTH MEETING OF THE 2020/2021 COUNCIL of Engineers and Geoscientists BC, held on June 25, 2021 virtually via Zoom.

**Present**

<b>Council</b>	
Larry Spence, P.Eng.	President (2020/2021)
Carol Park, P.Eng.	Vice President (2020/2021)
Lianna Mah, P.Eng., FEC	Immediate Past President (2020/2021)
Mark Adams, P.Eng.	Councillor (2020/2021)
Suky Cheema, CPA, CA	Councillor (2020/2021)
Tomer Curiel, P.Eng., FEC	Councillor (2020/2021)
Leslie Hildebrandt, LL.B, ICD.D	Councillor (2020/2021)
Emily Lewis, CPA, CMA	Councillor (2020/2021)
Michelle Mahovlich, P.Eng., P.Geo.	Councillor (2020/2021)
Nathan Ozog, P.Eng., FEC	Councillor (2020/2021)
Jessica Steeves, P.Eng.	Councillor (2020/2021)
Tom Tiedje, P.Eng.	Councillor (2020/2021)
Kevin Turner, P.Eng., FEC, FGC (Hon.)	Councillor (2020/2021)
Jeremy Vincent, P.Geo.	Councillor (2020/2021)
Brent Ward, P.Geo., FGC, FEC (Hon.)	Councillor (2020/2021)
Christine Lambert, P.Geo.	Councillor (2020/2021)
David Wells, JD	Councillor (2020/2021)

<b>Guests</b>	
Caroline Andrewes, P.Eng., FEC, FGC (Hon.)	President & CEO of ACEC-BC
Del Ferguson, P.Geo., P.L.Eng., FGAC, FGC	Engineers and Geoscientists BC Director to Geoscientists Canada
Jason Jung	Director of Practice and Business Development, ASTTBC
Russ Kinghorn, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Representative to PNWER
Julius Pataky, P. Eng.	Engineers and Geoscientists BC Appointee to Canadian Engineering Accreditation Board
Karen Savage, P.Eng., FEC	Engineers and Geoscientists BC Representative to Engineers Canada Qualifications Board
Peter Wild, P.Eng., Ph.D.	Professor & Acting Dean, Faculty of Engineering, University of Victoria.
Dr. Mike Wrinch, P.Eng., FEC, FGC, (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada

<b>Staff</b>	
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer
Ann English, P.Eng., FCSSE	Advisor to the Chief Executive Officer
Jennifer Cho, CPA, CGA	Chief Financial & Administration Officer
Max Logan	Chief Operating Officer
Efrem Swartz	Director – Legislation, Ethics & Compliance
Megan Archibald	Director – Communications & Stakeholder Engagement
Ailene Lim	Acting Director, Programs and Professional Development

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Peter Mitchell, P.Eng.	Director – Professional Practice, Standards & Development
Deesh Olychick	Director – Corporate Governance & Strategy
Jason Ong	Director - Registration
Gillian Pichler, P.Eng.	Advisor to the Director, Registration
Kelly Dayman, ASCT, Eng.L.	Associate Director, Regulation of Firms
Kevin O'Connell, CPHR	Associate Director, Human Resources
Neil Russell	Associate Director – Information Systems
Lindsay Steele, P.Geo.	Associate Director, Professional Practice
Alicia Tan, CPA, CMA	Associate Director, Finance and Administration
Laura Wilson, JD	Legal Counsel, Policy and Regulation of Firms
Tracy Richards	Executive Assistant to Council & CEO
Allison Ross	Executive Assistant to the CFAO & CRO

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## **OPEN SESSION – CALL TO ORDER**

Larry Spence, P.Eng., President and Chair, called the meeting to order at 11:05 a.m.

The Chair began the Open Session by acknowledging the ancestral, traditional and unceded Aboriginal territories of the West Kootenay and Boundary regions Peoples, and in particular, the Sinix, the Syilx, Ktunaxa, and the Secwepemc on whose territory he stands. He also took a moment to remember and honour the victims of Canada's residential school system. In particular, the 215 children whose remains were recently discovered in Kamloops, relaying condolences with the Tk'emlúps te Secwépemc First Nation and all Indigenous communities across Canada who were impacted by this tragedy, and the ongoing trauma of the residential school system.

Deesh Olychick, Director, Corporate Governance and Strategy acted as the Parliamentarian. Immediate Past President Lianna Mah, P.Eng., FEC acted as the EDI Champion.

The Chair then proceeded to introduce Del Ferguson, P.Geo., P.L.Eng., FGAC, FGC Engineers and Geoscientists BC's newly appointed Director to Geoscientists Canada. The Chair provided Council with a brief backgrounder on Mr. Ferguson's prior employment experience, invited him to say a few words and share with Council a video from Geoscientists Canada celebrating 25 years of service to the regulated practice of Geoscience in Canada.

Guests: The Chair advised that Mike Wrinch, P.Eng., FEC, FGC, (Hon.) Engineers and Geoscientists BC's Director to Engineers Canada, Karen Savage, P.Eng., FEC, Engineers and Geoscientists BC's representative to Engineers Canada Qualifications Board, Russ Kinghorn, P.Eng., FEC, FGC (Hon.) Engineers and Geoscientists BC's representative to PNWER as well as Julius Pataky, P.Eng. Engineers and Geoscientists BC's representative to the Canada Canadian Engineering Accreditation Board would be joining for the Open Session.

Additional guests included Jason Jung, Director of Practice and Business Development, ASTTBC, Caroline Andrewes, Past President and CEO/President of ACEC-BC and joining for the BC Higher Education Institution Update was Peter Wild, P.Eng., Ph.D., Professor & Acting Dean, Faculty of Engineering, University of Victoria.

### **CO-21-82      OPEN SESSION CALL TO ORDER**

**MOTION**      **It was moved and seconded that Council approve the Open Agenda in its entirety, with the exception of the removal of Items 5.5, 5.8 & 5.9 from the Open Consent Agenda becoming renumbered items 6.5, 6.6 and 6.7 of the revised Open Regular Agenda.**

**CARRIED**

### **DECLARATION OF CONFLICT OF INTEREST**

Both President Larry Spence, P.Eng. and Vice President Carol Park, P.Eng. declared a conflict of interest regarding Item 6.3 and would recuse themselves and abstain from voting on the motion.

## SAFETY MOMENT

Vice President Carol Park, P.Eng. provided the Safety Moment for the meeting.

## CO-21-83 OPEN CONSENT AGENDA

**MOTION** It was moved and seconded that Council approve all items (5.1 to 5.11) on the Open Consent Agenda with the exception of the removal of Items 5.5, 5.8 & 5.9.

### **CARRIED**

*Motions carried by approval of the Consent Agenda:*

#### 5.1 Approval of Previous Minutes

**MOTION:** That Council approve the April 23, 2021 Open Meeting minutes as circulated.

#### 5.2 Appointments Approval

**MOTION:** That Council approve the recommended re-appointment to the Discipline Committee as applicable.

Individual, Designation	Position	Engineers and Geoscientists BC Volunteer Group/Outside Organization	Staff Contact	Start Date	Expiry Date	New/Returning/ * Over 6 Years
<b>New Appointments and Re-Appointments (over six years)</b>						
David Rickets, P.Eng., FEC	Member	Discipline Committee	Jesse Romano	Sept. 14/21	Sept. 14/23	Over 6 years

#### 5.3 Appointment of Vice Chair for Credentials Committee

**MOTION:** That Council approve the recommended appointment of Vice Chair to the Credentials Committee as presented.

#### 5.4 Appointment of Engineers and Geoscientists BC Director to the Engineers Canada Board

**MOTION:** That Council approve the recommended appointment of Engineers and Geoscientists BC's Director to Engineers Canada as presented.

5.5 Policy on Review of the Record of a Decision of the Credentials Committee

This item was pulled into the Open Regular Agenda to become Item 6.5.

5.6 AGM Rules of Order

**MOTION:** That Council approves the 2021 Annual General Meeting Rules of Order.

5.7 In-Camera Session Guideline Update

**MOTION:** That Council approves the updated Guidelines for In-Camera Sessions after the Regular Closed and Open Council Meeting, CG-8.

5.8 Professional Practice Guidelines – Seismic Assessment and Seismic Design of Dikes in BC, Version 1.0

This item was pulled into the Open Regular Agenda to become Item 6.6.

5.9 Professional Practice Guidelines – Structural Engineering Services for Tall Concrete Building Projects, Version 1.0

This item was pulled into the Open Regular Agenda to become Item 6.7.

5.10 Policy on Law and Ethics and Professional Engineering and Geoscience in BC Seminars Requirement

**MOTION:** That the revisions to the policy on the Law and Ethics and Professional Engineering and Geoscience in BC Seminars be approved by Council.

5.11 The following information reports were received by Council:

- CEO Report
- Professional Governance Act Implementation Update
- Strategic Planning Process Update
- Continuing Education Program and Annual Reporting Update
- Regulation of Firms Update
- Climate Change Action Plan Update
- Update on Implementation of Geoscience Canadian Environment Competencies
- 30 x 30 Initiative Update

- Selection of Nominees for Election to Council
- Engineers Canada Director's Report
- Geoscientists Canada Director's Report
- Canadian Engineering Qualifications Board Report
- Canadian Engineering Accreditation Board Report
- Engineers and Geoscientists BC Road Map for 2020/2021
- Council Attendance Summary Report

CO-21-84     AMENDMENTS TO THE BYLAWS OF ENGINEERS AND GEOSCIENTISTS BC

**MOTION:**     It was moved and seconded that Council approve the attached amended draft Bylaws and authorize staff to forward these amended Bylaws to the Office of the Superintendent of Professional Governance for filing with the Attorney General pursuant to section 37 of the PGA.

**CARRIED**

CO-21-85     COUNCIL MEETING GUIDELINES & DECISION MAKING PROCESS

**MOTION 1:**     It was moved and seconded that Council approve the Policy on Council Meetings.

**MOTION 2:**     It was moved and seconded that Council repeal Bylaw 2.4 (3): The rules contained in Robert's Rules of Order must govern the conduct of Council 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 Council pursuant to subsection (2).

**CARRIED**

*Motions 1 & 2 were passed as an omnibus motion.*

CO-21-86     FEE WAIVER FOR OUTGOING PRESIDENT

President Larry Spence, P.Eng., and Vice President Carol Park, P.Eng. left the meeting for this item and abstained from voting due to perceived conflicts of interest. Immediate Past President Lianna Mah, P.Eng., FEC assumed the Chair position for this item.

**MOTION:** It was moved and seconded that Council approves the following bylaw to be inserted as the new subsection 6.7 (4): The Council 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 Engineers and Geoscientists BC in the role of Council President and who the Council accordingly wishes to honour.

**CARRIED**

CO-21-87 VICE PRESIDENT APPOINTMENT POLICY

**MOTION:** It was moved and seconded that Council approves the Policy for Vice President Appointment.

**CARRIED**

CO-21-88 POLICY ON REVIEW ON THE RECORD OF A DECISION OF THE CREDENTIALS COMMITTEE

**MOTION:** It was moved and seconded that the Policy on Review on the Record of a Decision of the Credentials Committee be approved, moving wording to the Scope of Application that clarifies that the policy is limited to decisions made by the Credentials Committee.

**CARRIED**

CO-21-89 PROFESSIONAL PRACTICE GUIDELINES – SEISMIC ASSESSMENT AND SEISMIC DESIGN OF DIKES IN BC – VERSION 1.0

**MOTION:** It was moved and seconded that based on the report to Council on the Professional Practice Guidelines-Seismic Assessment and Seismic Design of Dikes in BC, Version 1.0 which identifies the level of due diligence and consultation carried out and consistent with the authority granted under bylaw 7.3.1 (1) Council approves these guidelines for final editorial and legal review prior to publication.

**CARRIED**

CO-21-90      PROFESSIONAL PRACTICE GUIDELINES – STRUCTURAL ENGINEERING  
SERVICES FOR TALL CONCRETE BUILDING PROJECTS – VERSION 1.0

**MOTION:**      It was moved and seconded that based on the report to Council on the Professional Practice Guidelines - Structural Engineering Services for Tall Concrete Building Projects, Version 1.0 which identifies the level of due diligence and consultation carried out and consistent with the authority granted under bylaw 7.3.1 (1) Council approves these guidelines for final editorial and legal review prior to publication.

**CARRIED**

CO-21-91      BC HIGHER EDUCATION INSTITUTION UPDATE

The Chair welcomed Dean Peter Wild, Professor & Acting Dean, Faculty of Engineering, University of Victoria. Peter Wild has been the Acting Dean of Engineering at UVic for the past three years. Prior to that he was the Chair of the Department of Mechanical Engineering, he held the Natural Sciences and Engineering Research Council of Canada Chair in Sustainable Energy Systems Design and he was the Director of the Institute for Integrated Energy Systems. Peter's research interests include: optical sensors for industrial, environmental and biomedical applications and renewable energy generation and integration.

Peter Wild presented on this item and answered Council's questions. There was no motion associated with this item.

**END OF OPEN SESSION**

The meeting ended at 2:30 p.m.

OPEN SESSION

ITEM 5.4

DATE	September 9, 2021
REPORT TO	Council for Decision
FROM	Governance Sub-committee
SUBJECT	Composition of Council Sub-committees
LINKAGE TO STRATEGIC PLAN	We support effective governance.

Purpose	To revise the composition of Council Sub-committees to reflect the reduced size of Council, effective for the 2021/22 Council year
Motion	That Council approve the revised Terms of References for the Executive Sub-committee, the Audit Sub-committee and the Governance Sub-committee to take effect for the 2021/22 Council year.

## BACKGROUND

Last year, after undergoing a committee review, Council approved changes to the committee structure whereby councillors would no longer serve on statutory committees and no longer be assigned to sit on advisory groups; committee placements for Councillors would be limited to one of the three Council sub-committees. The committee composition of the Council sub-committees which was previously set at 5 members, was revised to include 5 to 7 members, so that all councillors would have the opportunity to serve on at least one of the sub-committees.

This Fall, the Council size will be reduced to 12 members. The current composition, set at 5 to 7 members, would require some councillors to serve on multiple sub-committees. The Governance Sub-Committee, at its July 8, 2021 meeting, considered the composition for the committees under the new reduced Council size.

## DISCUSSION

With the reduced council size, the Governance Sub-Committee discussed adjusting the composition of the sub-committees to be between 4 and 6 members, effective for the 2021/22 Council year. This change would mitigate the need for three councillors to serve on two sub-committees. As the Terms of Reference for the Executive Sub-Committee outlines five specific positions, the Governance Sub-Committee agreed that the composition for the Executive Sub-Committee be set at 5 members.

## RECOMMENDATION

The Governance Sub-Committee recommends to Council that the composition for the Executive Sub-Committee be set at 5 members and that the composition for the Audit Sub-Committee and the Governance Sub-Committee be adjusted to be between 4 and 6 members.

The revised Terms of References with the updated composition are included as **Appendix A**.

## MOTION

That Council approve the revised Terms of References for the Executive Sub-Committee, the Audit Sub-Committee and Governance Sub-Committee to take effect for the 2021/22 Council year.

## APPENDIX A – Terms of References for Executive, Audit and Governance Sub-Committees

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## OPEN SESSION

### ITEM 5.5.1

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	CEO Report to Council
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

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 June 25, 2021 meeting of Council.
Motion	No motion required. For information only.

## 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.

### b. Financial Policies Review & Revamp Project

As a part of the growth of the organization, the time has come to review and modernize the current financial policies. The goal of the project is to ensure that the organization has the “right-size” policies in place to best serve the organization and to ensure that these financial policies are built so that they can easily be adapted to further growth and change of the organization. Current financial policies being reviewed include Sustainable Financial Policy, Procurement Policy, Authorization of Expenditures Policy, Investment Policy, & Reimbursement of Expenditures Policy.

An external consultant, MNP, has started work to assist with the review of existing financial policies and has completed an initial gap analysis. Recommendations will be completed in September. Staff will take the recommendations and create a road map of next steps and timing based on capacity restraints.

### **c. Return to Office**

As referenced in an email sent to Council on September 7<sup>th</sup>, we have been targeting September 13<sup>th</sup> for our return to office date. Much progress has been made in preparing the office for everyone's return. The pandemic continues to offer an ever-changing landscape each week. We have been closely monitoring the Provincial Health Officer's recommendations and how the various counts are evolving. We are now into the 4<sup>th</sup> wave with increasing case rates in BC, mainly due to the very contagious Delta variant. Unfortunately, the most recent BC projections do not give indication that this will improve during September. This, along with increasing hospitalization rates and the uncertainty of how unvaccinated students returning to classes will be impacted, leave us with a higher level of uncertainty and risk than we would like to have for our return to the office.

Our continued goal throughout the pandemic has been to ensure the safety of our employees.

While we very much look forward to the day when we can all return to the office and reconnect with those we haven't seen in many months and get to know all the new faces, we have decided that it is best to delay our return to a later date. We will **not** be reopening on September 13<sup>th</sup>. We have circulated an email to staff in order to have clarity on vaccination rates both now and going forward from all employees. Additional updates will be provided at a later date.

## **2. MEMBER AND PUBLIC AFFAIRS**

### **a. National Day for Truth and Reconciliation**

September 30, 2021 will mark the National Day for Truth and Reconciliation. This formal recognition, which has recently been known as Orange Shirt Day, will commemorate the ongoing tragedy of the residential school system and provide an opportunity to both remind and educate Canadians about the history of residential schools, honour the victims, and stand with the survivors.

Engineers and Geoscientists BC will recognize the National Day for Truth and Reconciliation and close our offices on September 30<sup>th</sup>.

In support of recognizing and broadening awareness of this part of Canada's history and as part of the organizations equity, diversity and inclusion (EDI) initiatives, Engineers and Geoscientists BC will launch the **4 Seasons of Reconciliation – Indigenous Awareness Learning** course in September 2021.

This self-paced online course provides foundational knowledge on truth and reconciliation including the history and culture of Indigenous communities in Canada, the history of residential schools, treaties around the country, reconciliation and restitution.

All staff, statutory committee volunteers and Council will be provided access to this course and will be encouraged to complete as an important opportunity to reflect on and expand their understanding of Indigenous history and reconciliation.

This course will also be made available to all registrants who wish to purchase it through the online learning centre and proceeds will be donated to the First Nations University of Canada students from across the country.

## OPEN SESSION

### ITEM 5.5.2

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Kelly Dayman, Associate Director, Regulation of Firms
SUBJECT	Regulation of Firms Update
LINKAGE TO STRATEGIC PLAN	Members and Organizations practice to high professional and ethical standards

Purpose	To update Council on the Regulation of Firms
Motion	No motion required. For information only.

## BACKGROUND

The *Professional Governance Act* enables Engineers and Geoscientists BC to regulate firms that engage in the practice of professional engineering or geoscience. Firms are required to register for a Permit to Practice with Engineers and Geoscientists BC.

The registration period for existing firms runs from July 2, 2021, through to September 30, 2021. Effective October 1, 2021, firms are required to have a Permit to Practice.

## UPDATE

The numbers contained within this report are current as of September 8, 2021.

Engineers and Geoscientists BC launched the Permit to Practice Application System for all firms on July 2, 2021. Within the first two months the system has successfully accepted over 1700 Permit to Practice applications.

To date 1600 Permits to Practice have been issued to firms. The approved financial model for the Regulation of Firms program was based on 2500 permits being issued over three years, with 1375 permits being issued the first year, 750 the second year, and 375 permits being issued the third year. The variance between the projected number of permits and the actual number of permits is being monitored closely by staff. Having already exceeded the first-year projections, we are working to determine whether the primary factor is the adoption rate, or the total number of firms

was under projected. The net effect on the financial health of the program is positive with the potential for an earlier than anticipated payback for the operating loan. Additionally, staff are working to determine if the current planned resourcing levels are appropriate to properly support the program; the primary factors are the total number of firms and unanticipated ancillary tasks.

Firms who have obtained a Permit to Practice are comprised of 46% sole practitioners and 54% multi-professional firms. The industries represented is broad, not only consulting firms but also a good representation from, mining, construction, manufacturing, and government (municipal and Regulation defined Government Registrants). Information from individual registrant declarations will be used at a later date to ensure appropriate industry awareness and compliance.

The online Regulation of Firms Permit to Practice Training has 1150 users signed up with over 300 individuals having successfully completed the training. All individuals acting as a Responsible Registrant for a firm must complete the training within 12 months of the firm receiving their Permit to Practice.

Auditing of firms is not mandatory until October 2022, however previously OQM Certified firms are being given the option to maintain their existing audit schedule. This assists those firms in transitioning to the Permit to Practice requirements and helps Engineers and Geoscientists BC's audit staff refine the audit support tools, processes, and procedures prior to the mandatory audits coming into force. Audits for previously OQM Certified firms are currently being booked for October 2021.

CONFIDENTIAL

OPEN SESSION

ITEM 5.5.3

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Jason Ong, Director, Registration
SUBJECT	Registration Admissions Report to Council for Fiscal 2021
LINKAGE TO STRATEGIC PLAN	Goal 3: Promote and Protect the Professions of Engineering and Geoscience: Strategy 2. Assess and improve admission processes and tools to facilitate a robust and timely assessment of applicants.

Purpose	To report on the admissions and registrant statistics and performance for the 2021 Fiscal Year.
Motion	No Motion required. For information only.

## BACKGROUND

The Registration Report (Admissions & Registrant Statistics) is provided to the Council on a semi-annual basis. Reports are provided to Council at its September meeting to provide fiscal year-end results, and at its first meeting of each calendar year to report on the prior calendar year for budget planning purposes. Members of Council are invited to provide feedback on any aspect of the attached report and are welcome to ask for additional analysis.

We continue to be extremely grateful to all Registration volunteers who have demonstrated great dedication during their own personal and professional challenges related to the ongoing pandemic. I would also like to recognize our Registration staff team who have worked tirelessly during this period of change and uncertainty. At times during the past fiscal year, they have had to tackle a drastic increase in applications while being short-staffed and operating remotely. They have been the key reason why registration operations continued to function during the pandemic.

I would also like to recognize Gillian Pichler, P.Eng. for all of her leadership and guidance during her time with Engineers and Geoscientists BC. Gill is retiring at the end of September 2021 and her contributions to the association and professions cannot be measured. She will be missed.

## DISCUSSION

### Changes of Note from the February 2021 Registration Admissions Report

#### 1) Director, Registration

Gillian Pichler, P.Eng. announced her well-deserved retirement planned for the end of September 2021 after 30 years of service to the association. As Director, Registration, Gill was instrumental in modernizing the association's registration practices and ensuring the principles of fairness and transparency in entry-to-practice standards are upheld. Gill played a vital role in ushering in initiatives that have led to adoption by several jurisdictions across Canada. One of note was the way engineering experience is qualified for the P.Eng. designation with the transition to competency-based assessment. The original project to develop the competency framework has led to a Pan-Canadian initiative with Engineers Canada and most regulators to adopt the competency-based assessment approach with several regulators opting to subscribe to the Engineers and Geoscientists BC system. Gill's contributions to the association and to the profession on a national stage has left a lasting impact on her peers across the country.

On June 1, 2021, Jason Ong was appointed as Director, Registration after an open search. Jason has been with the Registration team since 2008 and recently held the position of Associate Director, Engineering Admissions which is currently vacant.

Until her official retirement at the end of September 2021, Gill has assumed the role of Advisor to the Director, Registration.

#### 2) Department Restructuring and Resiliency Plan

In September 2020 a department restructuring was initiated to lay the foundation for a succession plan to strengthen departmental capacity and resiliency, including the need to meet KPIs and balance workloads to deal with continued high application volumes. The restructuring resulted in three open full-time positions, the reassignment of some duties and two promotions.

Karen Leung, P.Eng. joined the Registration team on March 29, 2021 as Manager, Academic Assessment and Process Analysis.

Cassidy Nendick joined the Registration team on March 1, 2021 as Senior Policy Analyst.

Tahiya Zaman joined the Registration team February 8, 2021 as Registration Coordinator.

### 3) Pandemic-Related Changes to Volumes and Process

#### a) Continued Application Volume Increase in Last 6 months of FY21

The increase in volume observed in the first half of the fiscal year continued into the latter half. Overall, application volumes increased by 29% for FY21 with a total of 6,675 applications. This included increased applications for all available designations for those applying for the first time in Canada which equated to an 11.86% increase in total first time applicants over FY20. Also notable was the drastic increase in National Mobility Transfers across all designations. This is reflected in a 22.27% increase in total mobility transfer applications over FY20.

A sharp increase in the amount of Reinstatement/Return to Practice applications (157.03%) over FY20 was the result of shortening the annual billing grace period by one month from March to February. Despite ample notices and efforts to contact individuals who were already late on annual fee payments, this resulted in a large number of registrants being cancelled for non-payment in February 2021 and a subsequent uptake in applications to regain registrant status with the association.

For first time applications for the P.Eng. designation, FY21 saw a majority of applications received from internationally trained applicants (52%) over Canadian trained applicants (47%).

#### b) Reduction in Processing Times

Overall for FY21, a reduction in processing times for most measured application categories was achieved in comparison to FY20, although not quite back to pre-pandemic processing times experienced in FY19. Despite the drastic increase in total applications for FY21, high volume application categories experienced improved processing times when measured from the point of a complete application to the first milestone decision:

- New applications from Canadian-trained P.Eng. applicants (8% decrease from FY20)
- New applications from Internationally-trained P.Eng. applicants (16% decrease from FY20)
- New applications from Internationally-trained P.Geo. applicants (14% decrease from FY20)

This can be attributed in part to the department restructuring which increased capacity of staff as well as the previously budgeted inclusion for a contract assessor to focus on low-risk engineering applications. Also to be recognized is the Credentials Committee's efforts as they have consistently seen a high volume of applications at each of their meetings this year.

Several increases in processing times for Canadian-trained P.Geo. applicants and GITs applying to become professional registrants are a concern due to shortages in volunteer resources. Steps have been enacted to address this through targeted volunteer recruitment.



c) Membership Growth

Membership growth for FY21 vs FY20 was 2.93% with the largest percentage increase continuing to be for the Professional Licensee Engineering (P.L.Eng.) designation and the largest volume increase for P.Eng. registrants.

Further detail can be found in **Appendix A – Data and Analysis for Registration Admissions report**

4) Online Academic/Technical Examinations

At the February 2021 Council meeting an update was provided regarding the first ever 100% online, virtually proctored technical examination session which took place in November/December 2020 with 159 examinations attempted by BC candidates across 20 engineering and geoscience exam topics.

Due to the success of that session, Engineers and Geoscientists BC's Registration team were approached by representatives of APEGA and PEO about the potential inclusion of their candidates in the spring/summer 2021 session. After consultation with senior leadership, a decision was made to expand the technical exams pilot to include candidates from these two jurisdictions.

The spring/summer 2021 session took place from May through August 2021 with 907 examinations attempted across 160 exam topics in engineering and geoscience. The session was a sixfold increase in volume compared to the inaugural online session in November/December 2020. Despite the drastic increase in volumes, all partnering regulators consider the session an overall resounding success.

Engineers and Geoscientists BC has now received interest from engineering and geoscience jurisdictions across Canada about participating in the upcoming fall/winter 2021 exam session.

More information on this pilot can be found in *Item 5.5.6 Update on Online Academic/Technical Examination Pilot*

5) Accredited Employer Program

The Program made permanent by Council in April 2018 currently has 26 employers and has increased to 267 EITs. Processing time for program applicants increased by 25% from 27 days in FY20 to 34 days in FY21. This can be attributed to the complexity of several applications which required deliberation by the Credentials Committee. Overall, the processing time is still expedited in comparison to applications for non-program applicants. At the time of this report being authored, several additional firms have committed to joining the program and should be included in the next update to Council.

## 6) Pan-Canadian Competency Based Assessment (CBA) Project

### Engineering

A separate, more detailed update can be found in *Item 5.5.5 Update on Pan-Canadian Engineering Competency-Based Assessment Project*. In brief, all Canadian regulators but APEGA (with NAPEG and Engineers Yukon), OIQ and Professional Engineers Ontario have now signed an agreement to join the pan-Canadian (BC) system. On March 30, 2021 representatives from Engineers and Geoscientists BC's Registration and Information Systems teams met with the executive leadership at Engineers Nova Scotia as there has been renewed interest in possible adoption the BC system.

Staff are currently providing support and training to jurisdictions who have signed on and have started to put their applicants through the system. Currently, additional work is focused on several enhancements such as improved validator assurance and deliverables such as the uploading of French translations for the system provided by Engineers Canada.

### Geoscience

Since the implementation of CBA for geoscience applicants in November 2020, Geoscientists Canada has assembled a working group to develop Canadian Environment Competencies from among the existing 29 Geoscience Work Experience Competencies. The working group has had several meetings in 2021 with Engineers and Geoscientists BC's Registration staff participating. A further update on the development of Canadian Environment Competencies for Geoscience is expected in early 2022.

## **APPENDIX A – Data and Analysis for Registration Admissions Report**

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OPEN SESSION

ITEM 5.5.4

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Jason Ong, Director, Registration Don Gamble, Director, Information Systems
SUBJECT	Update on Pan-Canadian Project for Competency-Based Assessment of Engineering Experience
LINKAGE TO STRATEGIC PLAN	Goal 3, Strategy 2: Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants; and Goal 2, Strategy 4. Participate in initiatives that improve national harmonization of regulatory processes.

Purpose	To update Council on the subject project.
Motion	No motion required. For information only.

## BACKGROUND

The most recent stand-alone report to Council on this project was provided for the February 5, 2021 meeting. This report is an update on progress since February 2021 on the Pan-Canadian Competency-Based Assessment of Engineering Experience (the 'BC System') project, which is funded by Engineers Canada and whose purpose is to make the BC System available to all interested Canadian regulators.

The Pan-Canadian Competency-Based Assessment User Group, supported by Engineers Canada and consisting of representatives of most Canadian Engineering regulators, plus Geoscientists Canada, has continued to meet when necessary to receive project updates and to discuss modifications and enhancements to the assessment of engineering competencies and to the BC System.

## DISCUSSION

Since February 2021, Information Systems and Registration staff have continued to support the onboarding process for several jurisdictions that have signed on to use the BC System. Continued support has been provided in the form of training to stakeholders such as regulator staff and assessors. An administrator training module for regulator staff was developed at the end of 2020 and introduced to participating and interested regulators earlier in 2021.

On March 30, 2021, representatives from Engineers and Geoscientists BC's Registration and Information Systems teams met with the executive leadership of Engineers Nova Scotia as there has been renewed interest in the possible adoption of the BC System. A presentation and demo of the CBA system was provided and there were discussions on possible adoption and how the competency framework might fit with Engineers Nova Scotia's current method of assessing engineering experience. The meeting ended with Engineers Nova Scotia stating that they were interested in possibly signing on to use the BC System but would need further internal review and consultation with their key stakeholders.

In terms of system enhancements, efforts are ongoing to improve validator assurance and ensure that potential impersonation of validators by applicants is discouraged and prevented. On August 11, 2021, the Pan-Canadian CBA User Group approved the addition of additional wording to be added to the CBA system landing pages, training material, and platform to warn against impersonation of validators. The group also approved the addition of a feature during the validator nomination process that requires applicants to enter in a business/professional email address and to prompt them to provide a mandatory explanation in a provided text box if a personal email address is to be submitted instead.

At the August 11, 2021 meeting, the Pan-Canadian CBA User Group also discussed the results of the Interrater Reliability project specific to promoting a baseline level of consistency for assessment results across jurisdictions. There was interest expressed from several jurisdictions for multi-regulator training opportunities that would involve assessors across participating provinces. Further discussion on this will take place at the National Admissions Officials Meeting scheduled for September 23, 2021.

Engineers and Geoscientists BC has implemented all scheduled Deliverables for the program, and is currently in the process of implementing French translations that have been provided by Engineers Canada at the end of August 2021.

Currently six of the ten engineering regulators in Canada who evaluate engineering experience have either adopted or committed to adopt the BC System. Of the remaining four regulators, two have developed their own platforms for competency frameworks and processes that borrow from the BC framework and system (APEGA whose system is also accessed by Engineers Yukon and NAPEG applicants; and l'Ordre des ingénieurs du Québec); one (Engineers Nova Scotia)

renewed interest in March 2021 that it is considering signing on to the BC System and another (Professional Engineers Ontario) is still considering its options related to competency-based assessment.

Tables 1 and 2 on pages 3 through 7 provide Regulator Adoption Details and Project Progress Updates since the report to the February 5, 2021 Council meeting. Table 2 also includes a description of future project deliverables that are optional for regulators or require input from Engineers Canada to complete.

*Table 1: Regulator Adoption (Italics denote an update)*

Regulatory Body	Status
Engineers and Geoscientists BC	<ul style="list-style-type: none"> <li>• Originator and Owner of Engineering Competency-Based Assessment System, implemented for BC applicants in 2012</li> <li>• Service Provider to other jurisdictions of its proprietary Internet-based competency-based assessment software and associated framework (competency questions (situation, action, outcome, rating responses), reviewer's feedback, and validation and assessment mechanisms) that provides a uniform platform for competency assessments</li> </ul>
Association of Professional Engineers and Geoscientists of Alberta (APEGA)	<ul style="list-style-type: none"> <li>• Adopted BC's Competency-based assessment framework with minor modifications in 2018, using software procured from another provider.</li> <li>• Does Assessments for Engineers Yukon and Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)</li> <li>• Contributes to the work of the Pan-Canadian Competency-Based Assessment User Steering Group and offers perspectives and support on new initiatives</li> <li>• <i>Held in-depth consultations with Engineers and Geoscientists BC in August 2019 when reconsidering its current platform and whether to move to the pan-Canadian platform, but confirmed in February 2020 that it has decided to stay with its own APEGA system.</i></li> </ul>
Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)	<ul style="list-style-type: none"> <li>• Signed agreement with BC and implemented pan-Canadian system in January 2019 after piloting in 2017/18.</li> <li>• Chairs the Pan-Canadian Competency-Based Assessment User Steering Group</li> </ul>
Engineers PEI	<ul style="list-style-type: none"> <li>• Signed agreement with BC and implemented pan-Canadian system in January 2019 after piloting in 2017/18.</li> <li>• Participates in the Pan-Canadian Competency-Based Assessment User Steering Group</li> <li>• Chief liaison for the project with Chief Executive Officers Group of Engineers Canada</li> </ul>
Engineers Geoscientists Manitoba	<ul style="list-style-type: none"> <li>• Participates in the Pan-Canadian Competency-Based Assessment User Steering Group</li> <li>• <i>Signed an implementation agreement with Engineers and Geoscientists BC in January 2020 and is working with IS and Registration to prepare for adoption in early 2021.</i></li> </ul>
Engineers and Geoscientists New Brunswick	<ul style="list-style-type: none"> <li>• Contributes to the work of the Pan-Canadian Competency-Based Assessment User Steering Group</li> <li>• In October 2019, APEGNB Council passed a motion to confirm its participation in the Pan-Canadian competency-based assessment tool project.</li> <li>• <i>Signed an implementation agreement with Engineers and Geoscientists BC in December 2020 and is working with IS and Registration to pilot it internally with their staff.</i></li> </ul>

Regulatory Body	Status
Engineers Nova Scotia (Update)	<ul style="list-style-type: none"> <li>Is monitoring progress of the project</li> <li>On March 30, 2021 met with Information Systems and Registration staff renewing interest in possible adoption of the competency framework and BC system.</li> <li>Participates in the Pan-Canadian Competency-Based Assessment User Steering Group as time permits</li> <li>Adopted the "The "Working in Canada Seminar" provided through Engineers and Geoscientists British Columbia (EGBC)" as an option for fulfillment of the Canadian Environment experience requirement.</li> </ul>
Ordre des ingénieurs du Québec (OIQ)	<ul style="list-style-type: none"> <li>Modeled its competency assessment framework and system on the BC system, modifying it to align with its regulations.</li> <li>Implemented the framework on a different platform on April 1, 2019</li> <li>Participates in the Pan-Canadian Competency-Based Assessment User Steering Group</li> </ul>
Professional Engineers Ontario (PEO)	<ul style="list-style-type: none"> <li>Demo of system was made to has been made to its Experience Requirements Committee (August 2018)</li> <li>Participates in the Pan-Canadian Competency-Based Assessment User Steering Group</li> <li>Conference call held on August 2, 2019 re: PEO technical requirements.</li> <li>Implementation Plan approved by PEO Council in September 2019 in response to Right Touch Regulation Review committed to "...identify and implements changes to simplify, accelerate and limit subjectivity in the licensing process within the constraints and capabilities of existing technology and regulations." These changes included consideration of, "...Prior Learning Assessment Reviews (PLARs) or competency-based assessments, both of which are commonly used across Canada to facilitate for inter-provincial and intercontinental mobility."</li> </ul>
Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)	<ul style="list-style-type: none"> <li>Has contributed to the development of indicators for a field of engineering practice</li> <li>Participates in the Pan-Canadian Competency-Based Assessment User Steering Group as time permits</li> <li>Confirmed in October 2019 that it plans to implement the BC System</li> <li><i>Signed an implementation agreement with Engineers and Geoscientists BC in December 2020 and is working with IS and Registration to pilot it internally with their staff.</i></li> </ul>

Table 2: Project Progress Updates and Future Work

Activities reported to June 21, 2019 Council Meeting	
Date	Activity
March 5, 2019	<ul style="list-style-type: none"> <li>Training for new admin interface given to APEGS, EPEI and Engineers Canada</li> </ul>
March 6, 2019	<ul style="list-style-type: none"> <li>Project Deliverable 2 – Part 1 (SaaS CBA with an Internet-accessible staff admin interface that recognizes jurisdictions and allows regulators manage their own assessments via web admin screens) goes live.</li> </ul>
April 8 – 9, 2019	<ul style="list-style-type: none"> <li>Presentation of new admin interface capability to Pan-Canadian Competency-Based Assessment User Steering Group and National Admissions Officials Group face-to-face-meetings in Ottawa</li> </ul>
April 24, 2019	<ul style="list-style-type: none"> <li>Demo/training of Project Deliverable 2 – Part 2 (SaaS CBA with an Internet-accessible staff admin interface that recognizes jurisdictions and allows regulators manage their own assessors and staff via web admin screens) to APEGS, EPEI and Engineers Canada. Deliverable goes live.</li> </ul>
April 25, 2019	<ul style="list-style-type: none"> <li>Work continues on Deliverable 3 SaaS CBA with an LMS, for the delivery of multijurisdictional competency assessment training <ul style="list-style-type: none"> <li>Training material is made multi-jurisdictional</li> <li>Training materials look-n-feel is made non-BC specific</li> <li>LMS is brought online as part of SaaS CBA</li> </ul> </li> </ul>

May 2, 2019	<ul style="list-style-type: none"> <li>Demo of system and system admin to staff at Engineers and Geoscientists Manitoba.</li> </ul>
May 22, 2019	<ul style="list-style-type: none"> <li>Pan-Canadian Competency-Based Assessment User Steering Group considers business process for integration of mandatory Canadian competencies into system. (estimated implementation date January 2020); and changes to indicator for Competency 6.4 to make it more inclusive for multi-jurisdictional use. Sets up project to manage this change, including stakeholder consultation.</li> </ul>
June 5, 2019	<ul style="list-style-type: none"> <li>Pan-Canadian Competency-Based Assessment User Steering Group considers set of technical indicators for Building Enclosure Engineering developed by Engineers and Geoscientists BC</li> </ul>
<b>Activities reported to the November 22, 2019 Council Meeting</b>	
<b>Date</b>	<b>Activity</b>
August 2, 2019	Conference call with PEO and detailed follow up with PEO's Director, Information Technology on the technical capability of the system.
August 15, 2019 <a href="#">...cont'd next page</a>	Deliverable 4 Completed: SaaS CBA with a registration and authentication system that recognizes a user's jurisdiction. CBA registration and authentication are separated from BC's systems. Applicants provided a cleaner registration and authentication process. The completion of this Deliverable optionally allows both Engineers and Geoscientists BC and other jurisdictions to authenticate their users using a process called Federated Login. Federated Login is more secure as the user is automatically redirected to authenticate their password on their association's website prior to being granted access to SaaS CBA. This process increases the security of SaaS CBA. Engineers and Geoscientists BC is now utilizing Federated Login with SaaS CBA for its members effectively completing this deliverable. The functionality of Federated Login will then be available to all jurisdictions that wish to support this higher security level.
August 15, 2019 <a href="#">cont'd from previous page</a>	
September 10, 2019	Deliverable 8 Implemented: Learning Management System (LMS) goes live. The LMS system will let us provide Applicant and Assessor training as well as position us to support the Canadian Competencies (CC) training modules when we address the CBA enhancements for CC next year.
September 19, 2019	Face-to-face meeting of Pan-Canadian Competency-Based Assessment User Steering Group in St. John's NL results in: <ul style="list-style-type: none"> <li>Agreement to Pilot Inter-Rater Reliability testing for competency assessors in June 2020</li> <li>Creation of a guidance document on indicators for success metrics for the Pan-Canadian System</li> <li>Agreement to develop a draft regulator transition policy for applicants moving from time-based to competency-based reporting of Canadian Environment competencies</li> </ul>
October 1, 2019	<ul style="list-style-type: none"> <li>Webinar to demonstrate the BC System to PEGNL staff and EGNB Council and staff</li> </ul>
November 6, 2019	<ul style="list-style-type: none"> <li>Demo and walkthrough of Deliverable 8 – Learning Management System with Pan-Canadian Competency-Based Assessment User Steering Group.</li> </ul>
<b>Activities reported to the September 11, 2020 Council Meeting</b>	
<b>Date</b>	<b>Activity</b>
January 21, 2020	Engineers Geoscientists Manitoba signs the SaaS CBA Operational Agreement
February 3, 2020	
February 21 2020	APEGA and Engineers and Geoscientists BC meet to discuss APEGA's vision with respect to CBA; APEGA advises that it will remain with an in-house platform.
February 24, 2020	Engineers Canada and Engineers and Geoscientists BC sign <i>Addendum #1 of the Agreement to Enhance Engineers and Geoscientists BC's Competency-Based Assessment Tool (CBA) To Support Multiple Jurisdictional Usage</i> - to add an additional deliverable: Implementing system changes to facilitate the evaluation of eight mandatory Canadian Competencies that can be fulfilled (with separate guidance, scoring and supporting online educational courses) in lieu of a year of experience in a Canadian Environment.
February 24, 2020	Engineers Canada and Engineers and Geoscientists BC sign an Addendum to the agreement to enable Geoscience Competencies

March 6, 2020	Deliverable 5 completed: SaaS CBA with screens to collect educational information and APIs to obtain this from a regulator's system. Collection of educational information from either the applicant or the regulator's systems. Educational information is included in the information used for assessment.
January to August 2020	Interrater Reliability Pilot Progresses with sample applicants developed for assessment by all participating jurisdictions
June 9, 2020	Deliverables 9 and 10 to manage Canadian Environment Competencies and deliver the Working in Canada Seminar on the LMS system started. Work is nearing completion. Estimated go live date: October/November 2020 to allow for preparation of communications and transition plans by participating jurisdictions.
August 26, 2020	Demo and presentation to Pan-Canadian Competency-Based Assessment User Steering Group re: Canadian Environment Competencies and Working in Canada LMS integration into CBA system and implementation update

Activities from August 25, 2020 to January 20, 2021	
Date	Activity
October 1, 2020	A group presentation on the Canadian Environment Competencies as an alternative to time-based Canadian experience initiative was made by representatives of Engineers and Geoscientists BC, Geoscientists Canada, APEGS, EPEI and OIQ at the 2020 Annual Conference of the Canadian Network of Agencies for Regulation ("CNAR").
November 30, 2020	<p>Deliverables 9 and 10 Implemented:</p> <p>Deliverable 9: Enhancements to SaaS CBA implemented to manage a subset of the existing competency questions as Canadian Environment Competencies, this includes:</p> <ul style="list-style-type: none"> <li>• Competencies visually identified as a Canadian Environment Competencies,</li> <li>• Updated indicators and/or supporting text to provide applicants, reviewers and assessors with additional guidance on the completion of Canadian Environment Competencies,</li> <li>• A new separate scoring rubric for Canadian Environment Competencies in addition to the existing rubric,</li> <li>• Enhanced reports, dashboards and pdfs (as required) to allow effective usage of the Canadian Environment Competencies</li> </ul> <p>Deliverable 10: Learning Management System enabled to assign units of the Working in Canadian Seminar to an applicant and track the applicant's completion status. Reports enhanced to include the units assigned and the completion status of the assigned unit. All units are delivered in English only and include:</p> <ul style="list-style-type: none"> <li>• Unit 1: The Regulation and Practice of Engineering in Canada</li> <li>• Unit 2: Codes, Standards and Regulations</li> <li>• Unit 3: Culture and Communication</li> <li>• Unit 4: Collaboration and Peer Review</li> </ul>
December 2020	<p>Engineers &amp; Geoscientists New Brunswick and Professional Engineers &amp; Geoscientists Newfoundland &amp; Labrador sign the SaaS CBA Operational Agreement.</p> <p>An online training module was developed for staff at participating regulatory bodies with respect to administration of the competency-based assessment systems for engineering and geoscience.</p>



Activities from January 20, 2021 to September 9, 2021	
March 30, 2021	Renewed interest on adoption of the competency framework and BC system received from Engineers Nova Scotia. Presentation provided to executive leadership on how the system works and can be integrated into present experience qualification process
August 11, 2021	The Pan-Canadian CBA User Group approves additional wording to be added to the CBA system landing pages, training material, and platform to warn against impersonation of validators. The group also approves the addition of a feature during the validator nomination section that requires applicants to enter in a business/professional email address and if one is not available, then provide a personal email address but with a mandatory explanation in a provided text box.
August 2021	At the end of August 2021, Engineers Canada provided the French translations for Deliverable 7. Work will be underway to load these into the system and to review the additions with the Pan-Canadian CBA User Group.
Deliverables 6 and 7 (Optional Adoption and Future work)	
Deliverable 6	<p>This deliverable establishes a pattern to exchange information securely between SaaS CBA and a CA's backend systems. Utilization of these APIs is completely optional.</p> <ul style="list-style-type: none"> <li>• Interfaces to enquire on the status of an assessment and its contents.</li> <li>• Interfaces to exchange information about the applicant.</li> <li>• TBD</li> </ul>
Deliverable 7	<p>While all deliverables will attempt to take into consideration that the CBA screens will need to be multi-lingual, only this deliverable will ensure that the screens have French content and that this content is displayed appropriately.</p> <ul style="list-style-type: none"> <li>• The ability to select the language used within CBA.</li> <li>• The ability to associate a language selection with an assessment.</li> <li>• All non-question components of SaaS CBA configured with English and French.</li> <li>• All assessment questions available in both English and French.</li> </ul> <p>Engineers Canada has provided the French translations at the end of August 2021. Work is in progress to add this to the CBA system.</p>

OPEN SESSION

ITEM 5.5.5

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy Jason Ong, Director, Registration
SUBJECT	Update on Online Academic/Technical Examination Pilot
LINKAGE TO STRATEGIC PLAN	Goal 3: Promote and Protect the Professions of Engineering and Geoscience: Strategy 2. Assess and improve admission processes and tools to facilitate a robust and timely assessment of applicants. Goal 2: Establish, maintain and enforce qualifications and professional standards: Strategy 4. Participate in initiatives that improve national harmonization of regulatory processes.

Purpose	To provide an update on the online academic/technical exam pilot program led by Engineers and Geoscientists BC in partnership with APEGA and PEO.
Motion	No motion required. For information only.

## BACKGROUND

Academic/technical examinations have traditionally been provided by Professional Engineers Ontario (PEO) in paper, in-person format and are offered in May and December sessions. In July 2020, Engineers and Geoscientists BC launched an initiative to offer online technical examinations as our engineering examination provider, PEO had been unable to offer examinations at the scheduled May 2020 session and it was uncertain if they would be able to offer them at the December 2020 session.

This resulted in implementation by Registration staff of the first session of online, virtually proctored examinations in November/December 2020 with 159 examinations attempted by BC candidates across 20 engineering and geoscience exam topics. The exam session was considered a success and garnered the interest of PEO and APEGA as a potential solution to support their applicants who had not been able to challenge exams due to session cancellations as a result of the pandemic.

PEO and APEGA met with Engineers and Geoscientists BC to discuss how examinations could be offered online across Canada for future sessions, which resulted in a pilot partnership for the May 2021 exam session (the “Spring/Summer 2021 session”) that would open online academic/technical exams for PEO and APEGA candidates in addition to BC candidates. The outcome of the pilot would then be assessed to determine the feasibility of a continued partnership and improvements for future sessions.

## UPDATE

The Spring/Summer 2021 session took place from May through August 2021 with 907 examinations attempted across 160 exam topics in engineering and geoscience. The session was a sixfold increase in volume compared to the inaugural online session in November/December 2020, however despite the drastic increase in volumes, all partnering regulators consider the session an overall resounding success.

The pilot was led by Engineers and Geoscientists BC staff with operational support from PEO and APEGA staff to upload exam questions on the exam platform. Staff representatives from each regulator (the “Exam Team”) met on a weekly basis to monitor the progress of the pilot and to address key issues. Engineers and Geoscientists BC developed standard operating procedures and led the coordination with the exam platform and virtual proctoring service providers, AssessBank and eProctor Canada respectively, to uphold a rigorous high-stakes exam environment despite the remote nature of the exams.

Table 1 below shows the breakdown of candidates who sat for the most recent exam session by partnering body:

*Table 1: Spring/Summer 2021 Candidates by Regulator*

Regulator	Total
<b>APEGA</b>	92
<b>EGBC</b>	172
<b>PEO</b>	643
<b>Grand Total</b>	<b>907</b>

During this past session, other engineering/geoscience regulators across Canada expressed strong interest in joining the online exam program offered through Engineers and Geoscientists BC. As the Spring/Summer 2021 session has completed, Engineers and Geoscientists BC, APEGA and PEO will be extending its online exam pilot partnership for the next exam session in Fall (October-December) 2021 and will include other engineering/geoscience regulators in Canada.

It is estimated that the addition of other engineering/geoscience regulators will result in approximately 150-200 additional candidates and that the total number of exam candidates and topics across all participating regulators for the Fall 2021 exam session will continue to be in the 900-1100 range across 150-170 exam topics. The Exam Team will monitor and analyze outcomes of the Fall 2021 exam session to determine the potential continuation of the online exam program for multiple regulators.

More information regarding the online exam program and the upcoming Fall 2021 session can be found on the [Engineers and Geoscientists BC website](#).

OPEN SESSION

ITEM 5.5.6

DATE	September 2, 2021
REPORT TO	Council for Information
FROM	Stuart Nash, Manager, Individual Audits and Practice Reviews
SUBJECT	Division Activity Report (July 2020 – June 2021)
LINKAGE TO STRATEGIC PLAN	Members and Organizations practice to high professional and ethical standards.

Purpose	Provide a summary of division activities from July 2020 to January 2021.
Motion	No motion required. For information only.

## BACKGROUND

Engineers and Geoscientists BC currently supports five divisions under its division program. Divisions are made up of registrants that represent a common or specialized area of the professions of engineering and geoscience. The purpose of each division is to provide a forum for professionals to identify, examine, discuss, or resolve specific challenges, emerging issues or opportunities as they relate to their common or specialist area. Current divisions include:

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

All divisions report to Council. For professional practice related matters, the divisions report to Council through the Professional Practice Advisory Group.

A new reporting system was introduced in 2017 to ensure Council receives regular updates on the activities of all five divisions, typically twice per year. Listed below is a summary of division activities from July 2020 to June 2021.

## DIVISION SUMMARY

Following is a summary of activities carried out by the current divisions:

- Provided feedback on four guidelines and one practice advisory.
- Held fourteen successful events related to their specific areas of interest, including webinars and annual general meetings.
- Played a key role in developing topics and soliciting speakers for four professional development streams at the 2020 Annual Conference.

## DIVISION CONSULTATION AND REVIEW CONTRIBUTIONS

Divisions have been engaged to review and provide feedback on the following:

- The practice advisory on Professional Roles and Responsibilities for the Life Cycle of Forest Roads
- Professional Practice Guidelines – Seismic Assessment and Seismic Design of Dikes in BC
- Professional Practice Guidelines – Peer Review
- Professional Practice Guidelines – Local Government Asset Management
- Professional Practice Guidelines – Legislated Landslide Assessments v.4

## NOTABLE EVENTS AND INITIATIVES

The divisions hosted and participated in several notable events and initiatives between July 2020 and January 2021, as noted below:

### *Energy Efficiency and Renewable Energy Division*

- Organized four Professional Development Seminars for the Energy Efficiency and Renewable Energy stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Hosted their Annual General Meeting virtually, including presentations about renewable natural gas the City of Richmond's energy efficiency initiatives
- Executive committee was engaged to provide feedback on the Professional Practice Guidelines – Peer Review

### *Engineers and Geoscientists in the Resource Sector*

- Awarded bursaries to two students at UBC's Vancouver campus for their essays "Aggradation, Flooding, Thresholds: A Review of Avulsion Dynamics on Alluvial Fans" and "Fire Salvage: An Opportunity for Adaptive Management"

- Hosted six webinars on: New Load Limits for BC Forest Road Bridges (November 2020), Designing Resource Road Crossings Considering Climate Change (January 2021), Bear Safety (January 2021), a Steep Resource Road Case Study (March 2021), Karst Management (April 2021), and Landslide Runout Tools (May 2021)
- Organized four Professional Development Seminars for the Engineers and Geoscientists in the Resource Sector stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Hosted their Annual General Meeting virtually during the 2020 Engineers and Geoscientists BC Annual Conference
- Facilitated feedback from members on the practice advisory for Professional Roles and Responsibilities for the Life Cycle of Forest Roads
- Executive committee was engaged to provide feedback on both the Professional Practice Guidelines – Legislated Landslide Assessments, and the Professional Practice Guidelines – Peer Review

#### *Environmental Professionals Division*

- Organized four Professional Development Seminars for the Environmental Engineering and Geoscience stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Hosted their Annual General Meeting virtually, including guest speakers from Metro Vancouver on their Climate 2050 strategy
- Hosted one webinar on “Getting to Know ISO 14001: Environmental Management Systems” (December 2021)
- Executive committee was engaged to provide feedback on the Professional Practice Guidelines – Peer Review

#### *Municipal Engineers Division*

- Organized four Professional Development Seminars for the Municipal Engineering stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Co-hosted the joint Municipal Engineers Division/MMCD Annual General Meeting and workshops virtually
- Facilitated feedback from members on the Professional Practice Guidelines – Local Government Asset Management
- Executive committee was engaged to provide feedback on the Professional Practice Guidelines – Seismic Assessment and Seismic Design of Dikes in BC
- Donated \$1,500 for a scholarship to UBC Okanagan

- Organized a knowledge-sharing webinar series and hosted two webinars on Regulation of Firms for Local Governments (May 2021) and District of Saanich's Speed Limit Reduction Pilot Project (June 2021)
- Executive committee was engaged to provide feedback on the Professional Practice Guidelines – Peer Review

#### *Women in Engineering and Geoscience Division*

- Hosted their Annual General Meeting virtually on September 16, 2020
- Hosted regularly scheduled monthly executive committee meetings from October 7, 2020, and November 24, 2020
- Updated the division's Strategic Work Plan in November 2020, with expected distribution of the finalized plan in early 2021
- Continued sponsorship of Science Fair Foundation BC through donation of funds to be awarded to a female prize winner of their planned 2021 regional BC virtual science fair that will allow students to continue their exploration and creativity in science and technology
- In commemoration of the 31st anniversary of l'ecole Polytechnique De Montreal, a \$500 donation was made in December 2020 to the YWCA foundation. The YWCA is dedicated to achieving women's equality and advocates for stopping violence against women.
- Continued release of monthly newsletter; keeping division members informed and engaged in division activities, networking and learning opportunities



OPEN SESSION

ITEM 5.5.7

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Stuart Nash, Manager, Individual Audits and Practice Reviews
SUBJECT	Annual Information Reporting and Continuing Education Program Update
LINKAGE TO STRATEGIC PLAN	Members and Organizations practice to high professional and ethical standards

Purpose	To update Council on the Annual Information Reporting process and the Continuing Education Program.
Motion	No motion required. For information only.

## BACKGROUND

The revised Bylaws require Engineers and Geoscientists BC to collect specific personal and professional information on an annual basis from all registrants. To facilitate the collection of this information, staff launched the Annual Information Reporting process in 2021, whereby registrants must review and update their information and answer declaration questions on an annual basis. The reporting process is completed by registrant's logging into their Engineers and Geoscientists BC account via the website.

The *Professional Governance Act* also requires Engineers and Geoscientists BC to “establish and maintain a continuing competency program to promote high practice standards amongst registrants.” To address this requirement, Engineers and Geoscientists BC developed the Continuing Education (CE) Program, which started on July 1, 2021. The CE Program has a variety of requirements intended to promote the maintenance of competency amongst registrants, including the requirement to take 60 hours of CE activities in each 3-year rolling period, the submission of an annual CE Plan, required ethical and regulatory learning, and annual compliance checking. These requirements apply to all practising registrants; Non-practising registrants, Retired registrants, and Designated Structural Engineers have modified requirements. Trainees are not required to participate in the CE Program.

## DISCUSSION - ANNUAL INFORMATION REPORTING

On May 3, 2021, staff launched the Annual Information Reporting process to collect updated personal and professional information from registrants, including contact information, industry and areas of practice, and responses to practice declarations. The initial deadline to complete the reporting was June 30, 2021, but Council approved the waiving of late fees for this year, giving registrants the ability to complete the reporting requirements by September 30, 2021, without penalty. On October 1, 2021, registrants who have not completed the required reporting will be automatically suspended.

A list of direct communications with registrants about the process have included:

- May 3, 2021 - Initial email
- May 3, 2021 - Letter to all registrants without a valid email address
- Week of June 1, 2021 - Email #2
- Week of June 15, 2021 - Email #3
- Week of July 5, 2021 - Email #4
- August 1, 2021 - Letter to all registrants who had not completed the process
- August 16, 2021 - Email #5

The process and deadlines were also highlighted in *Innovation*, eNews, and social media channels.

Additional measures have been taken to ensure all registrants receive communications, including contacting registrants by phone. Program support staff have also been responding to registrants by phone and email continuously since the reporting process opened on May 3, 2021. As of today's date, staff have responded to over 2,000 emails and calls.

Completion rates by date are as follows:

- By June 30, 2021 (the initial deadline) – 68% of all registrants had completed
- By July 30, 2021 – 82% of all registrants had completed
- By August 30, 2021 – 91.5% of all registrants had completed

Registrants will continue to receive notices until they have completed their reporting and the online reporting system will remain active until all registrants have completed their reporting.

## DISCUSSION - CONTINUING EDUCATION

### Development of Tools and Resources

Since the CE Program was developed, Engineers and Geoscientists BC staff have been developing tools and resources, and communications to inform and provide guidance to registrants about the new CE Program.

Completed tools and resources that have launched since the previous update in June 2021 include:

- The online reporting system that all registrants will use to report their CE activities (see below for more information).
- The regulatory module that all registrants will be required to watch during the first year of the CE Program. The module was produced in coordination with Pathways Training and eLearning, an educational and training consultant that also helped produce the revision to the Professional Practice Online Seminar in 2021.
- Updated CE Program pages on the website, include:
  - overview,
  - requirements
  - resources,
  - and FAQs
- Examples templates for CE Plans are still in the development stages. These will be resources to help demonstrate how registrants can complete their CE Plan.

The online reporting system and regulatory module were delivered prior to the July 1, 2021, program start date. The CE Program pages are continuously reviewed and updated.

## **Communications**

As part of the CE Program implementation, Engineers and Geoscientists BC staff have been preparing communications to help ensure that all registrants are aware of their responsibilities under the CE Program and how to meet them.

Ongoing communications initiatives for the CE Program include:

- Social Media promotion 2-3 times a month highlighting key requirements and new resources available
- Promotional event slides listing CE requirements included in post-secondary presentations, CE courses, branch meetings and other events hosted by Engineers and Geoscientists BC
- Ongoing communication in Engineers and Geoscientists BC's main channels

Upcoming communications initiatives include:

- October 7, 2021, webinar on using the CE reporting system and creating a CE Plan
- Reminder emails to complete CE activities and reporting in January and leading up to the June 30 deadline each year

## **CE Program Online Reporting System**

All registrants are required to report their CE activities and upload their CE Plan to the online reporting system to allow for compliance checking. Staff delivered the reporting system prior to the July 1, 2021, program start date.

Features of the system include:

- A simple reporting interface for recording CE activities
- At-a-glance understanding if a registrant has met both their annual and 3-year CE Program requirements
- Ability to upload supporting documentation for any CE activity (e.g., receipts, notes, confirmation emails)
- Ability to export all CE activities to an excel file to allow for easier reporting to other jurisdictions
- Ability to create a PDF report of CE activities for documentation or reporting to another jurisdiction or a registrant's employer
- Automatic transfer of CE activities offered by Engineers and Geoscientists BC
- Improved mobile interface

Features currently under development include:

- Ability to bulk upload multiple activities at once, making it easier for registrants to transfer activities that have already been recorded to another jurisdiction
- Web-based entry of the CE Plan (currently only uploading of a PDF is allowed)
- Ability to upload multiple CE Plans throughout the year



## OPEN SESSION

### ITEM 5.5.8

DATE	August 31, 2021
REPORT TO	Council for Information
FROM	Ailene Lim, Acting Director, Programs and Professional Development Tim Verigin, Manager, Programs Quinton Lam, Program Coordinator
SUBJECT	Branch Engagement Report
LINKAGE TO STRATEGIC PLAN	Goal 3: Promote and protect the professions of engineering and geoscience.

Purpose	To update Council on Branch Engagement Activities for the period of April to August 2021.
Motion	No motion required. For information only.

## BACKGROUND

Branches play a fundamental role in increasing registrant engagement in several different ways. Below is a summary of the branch activities between April to August 2021. All branch engagement activities continued to remain virtual during this period.

## DISCUSSION

For this reporting period, the branches held 17 virtual events that attracted approximately 2,078 attendees. The branch events for this reporting period include:

- 11 technical related events
- 3 sustainability and climate change related events
- 2 diversity and inclusion related events
- 1 career awareness related event

Branches continued to hold executive meetings and branch events effectively in a virtual platform. Six branches held their respective branch AGMs with new branch chairs appointed. In addition, an informal meet and greet session with the new Chief Executive Officer was hosted on Wednesday, August 18, 2021. Branch and Division representatives were invited to a thirty-minute virtual meet and greet session with new CEO, Heidi Yang, P.Eng., FEC, FGC (Hon.). This session provided an opportunity for the CEO and the branches to ask questions, share ideas, and put some faces to names. Out of the 15 branches invited, 10 branches were present. This was a well-attended session that allowed a discussion on the challenges and opportunities that branches are facing. A discussion will continue at the Fall Branch Representatives meeting in early October where Heidi will seek input from branches regarding the development of the new strategic plan.

## NOTABLE EVENTS

### Sustainability and Climate Change Related Events

- Opportunities and Challenges for Sustainability (Vancouver)
- Technological Advancements in HVAC Controls (Burnaby/New Westminster)
- Cumberland High Performance Wastewater Lagoon Upgrade Project (Vancouver Island)

### Diversity and Inclusion Related Events

- The Impact of Allyship (Okanagan)
- Allyship in the Profession (Vancouver)

### Career Awareness Related Event

- Designing for the Future: Through the Eyes of Engineers and Geoscientists (Peace River)

### Branch AGMs (New chairs are indicated below)

- |                           |  |
|---------------------------|--|
| • Burnaby/New Westminster | Jillian Cooke, P.Eng. - Chair                  |
| • Peace River             | Ross Luo, P.Eng. - Chair                       |
| • Victoria                | Marcel Gingras, P.Eng. - Chair                 |
| • Tri-City                | New Branch Chair is Dr. Mitch Mivehchi, P.Eng. |
| • Vancouver Island        | New Branch Chair is Chris Bandy, P.Eng.        |
| • Vancouver               | Joseph Braun, P.Eng. - Chair                   |
| • West Kootenay           | New Branch Chair is Marc Caruth, EIT           |

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## NOTABLE EVENTS

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### Diversity and Inclusion Related Events

- The Impact of Allyship (Okanagan)
- Allyship in the Profession (Vancouver)

### Career Awareness Related Event

- Designing for the Future: Through the Eyes of Engineers and Geoscientists (Peace River)

### Branch AGMs (New chairs, if any, are indicated below)

- Burnaby/New Westminster
- Peace River
- Victoria
- Tri-City                                      New Branch Chair is Dr. Mitch Mivehchi, P.Eng.
- Vancouver Island                        New Branch Chair is Chris Bandy, P.Eng.
- Vancouver



## OPEN SESSION

### ITEM 5.5.9

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Alan Andison, LLB, Suky Cheema, CPA, CA, Leslie Hildebrandt, LLB, ICD.D., Emily Lewis, CPA, CMA and David Wells, JD
SUBJECT	Government Appointees' Annual Report
LINKAGE TO STRATEGIC PLAN	Uphold and protect the public interest through the regulation of the professions.

Purpose	To provide Council with a copy of the Government Appointees' Annual Report.
Motion	No motion required. For information only.

## BACKGROUND

Each year, the government appointees to Council prepare an independent report of their observations on how Engineers and Geoscientists BC has met its mandate of public protection. The report is published in the Engineers and Geoscientists BC's Annual Report and also presented as a verbal report to registrants at the Annual General Meeting.

A copy of the report is provided in **Attachment A** for Council information.

## ATTACHMENT A – Government Appointees' Report





# GOVERNMENT APPOINTEES' REPORT

The Province of British Columbia appoints four members of the public to Engineers and Geoscientists BC's Council. As independent members of the public, our duty is to represent the public interest in how professionals authorized to practice engineering and geoscience in BC are regulated.

We work alongside elected members of Council to govern Engineers and Geoscientists BC in its mandate to protect the public interest. This report is our observation on how the organization has met this mandate in the past year.

Many Council actions demonstrate a commitment to upholding and protecting the public interest, including:

- Review and approval of Bylaws that support and align with the *Professional Governance Act*;
- Discussion on ensuring an appropriate mechanism for independent practice rights and regulation for technologists, aligned with public safety;
- Planning and implementation of firm regulation;
- Review of organizational programs to ensure compliance with advocacy guidelines, including consideration of a separate advocacy body;
- Practice regulation, and providing support and guidance to registrants;
- Promotion of diversity initiatives;
- Promotion of Climate Change Action Plan; and
- Review of revenues, expenditures, and other financial assessments.

We saw progress on areas previously noted as requiring improvement. The process to regulate firms and corporate entities engaging in engineering and geoscience work is complete, with corporate practice

regulation commencing July 2021. Mandatory continuing professional development reporting and verification is also now in place. Significant activity continues on two other priority areas for resolution: systematic practice reviews and risk assessment.

Council also adopted new governance structures and processes to meet the Council size and composition requirements of the *Professional Governance Act*, with important dialogue on term lengths and the effective operation of a smaller council. New Council nominations and selection processes, role definition for leadership positions and committees, and conduct and transparency guidelines were also completed.

Engineers and Geoscientists BC has continued discussions with the Office of the Superintendent of Professional Governance on the most appropriate mechanism for engineering technologists to practice independently. The organization is committed to working with all interested parties to resolve this complex situation.

Despite the continued disruption from COVID-19 and the retirement of key personnel, including the Chief Regulatory Officer and Deputy Registrar, and the CEO and Registrar; Engineers and Geoscientists BC continued to deliver on its mandate in a changing environment. Professional registration remained strong, and despite financial pressures, transparent, accountable financial management prevented a previously projected deficit. The organization also completed a comprehensive leadership search that led to the hiring of CEO Heidi Yang.

We look forward to the vision put forward by the new CEO and we believe Council understands its responsibility to uphold the public interest; maintaining this focus, with an eye to future regulatory changes, should enable the continued, successful self-regulation of the engineering and geoscience professions. We look forward to our continued service to this organization and to the public.

Respectfully submitted,

Alan Andison, LLB

Suky Cheema, CPA, CA

Leslie Hildebrandt, ICD.D, LLB

Emily Lewis, CPA

David Wells, JD

*Note: Alan Andison, LLB completed his term on December 31, 2020.*

*Emily Lewis, CPA, CMA began her term on March 22, 2021.*



## OPEN SESSION

### ITEM 5.5.10

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Governance Sub-committee
SUBJECT	Councillor-Branch Pairings
LINKAGE TO STRATEGIC PLAN	We support effective governance.

Purpose	To update Council on the Governance Sub-committee's discussion on Councillor-Branch pairings.
Motion	No motion required. For information only.

## BACKGROUND

At the beginning of each Council year, councillors are paired with one of the fifteen regional branches. The primary purpose of these pairings is to facilitate communication between the branch executive and Council. Other benefits of these pairings include:

- An opportunity for Council to share information on Council issues/decisions with Branches
- An opportunity for Branches to share questions and concerns of registrants with Council

Councillors are not required to attend all branch meetings, but attend when they can, either in person or remotely, and are placed on the branch's email list for upcoming events and meetings.

Most branch executives meet six to eight times per year and the branch representatives generally meet three to four times by videoconference and two times a year in person. Each of the in-person meetings also include an opportunity for Council to directly engage with branch representatives in an informal setting (mix/mingle, dinner).

## DISCUSSION

Maintaining this communication link between Council and Branches is valuable; however, with the reduced size of Council this Fall, the Governance Sub-committee discussed whether any change should be considered.

To support the Governance Sub-committee's discussion, staff solicited feedback from branch representatives on the value they receive from these pairings and alternatives way to achieve these outcomes.

In summary, feedback from the Branch Representatives was as follows:

Branches see value and wish to maintain the connection but recognize the reduced council size poses challenges. There was an openness to consider alternatives and suggestion that virtual attendance may provide flexibility to offset the time commitment. If pairings are continued in the same way, there was a strong preference to be paired with elected councillors. It was highlighted that the informal mentoring provided by Councillors is an added benefit that shouldn't be lost.

Some of the benefits noted were:

- General connection with Council (mentoring/networking)
- Information on Council activities/ understanding what's happening
- Opportunity to raise questions/concerns from registrants

In considering this feedback from Branches, the Governance Sub-committee expressed their unanimous support for the continued relationship with branch pairings and highlighted the vital role branches play from a governance perspective and providing an important communication link with registrants.

The Sub-committee discussed concerns around communication, workload and expectations related to the continued pairings and agreed that expectations can be managed early in the relationship. Councillors and Branch Chairs should together discuss how best to engage and set expectations, with flexibility in mind, to manage the level of engagement with time availability.

At the inaugural meeting of Council, councillors will receive their new branch pairings for the 2021/22 Council year.



## OPEN SESSION

### ITEM 5.5.11

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Max Logan, Chief Operating Officer
SUBJECT	Year-end Report on Strategic Plan and Key Progress Indicators
LINKAGE TO STRATEGIC PLAN	We support effective governance.

Purpose	To provide Council with an update on implementation of the Strategic Plan.
Motion	No motion required. For information only.

## BACKGROUND

Key Progress Indicators (KPIs) are a tool that Council can use to assess whether the organization's strategic plan is being achieved. Reports on these indicators are provided to Council semi-annually.

The September update provides the full year's progress for the fiscal year ending the prior June. In addition to a qualitative assessment, a quantitative assessment using statistics and measures tracked by the applicable departments is used to provide an objective measure on progress.

June 30, 2021 represents the completion of the fourth year of the current strategic plan.

## DISCUSSION

Preparing for the successful implementation of the *Professional Governance Act* (PGA), including Regulation of Firms, continued to be the organizational focus for the year. Although implementation of the PGA meant significant organizational resources were dedicated to the extensive policy work required to support new legislative requirements, work continued to advance on all elements of the strategic plan.

There are nine KPI's established to measure progress against the strategic plan. Work has advanced across all Key Performance Indicators and all Key Performance Indicators are on track, with two that continue to be closely monitored.

### **Application Processing**

The organization continues to monitor and adapt to the challenges posed by COVID-19 on its operating environment and has been closely monitoring its effect on application volumes and processing times.

For FY21, application volumes increased by 29% and although processing times trended slower than normal in FY20, initiatives undertaken by the organization including the addition of a contract assessor, departmental restructuring, and additional support from the Credentials Committee, allowed for more timely assessment of low-risk applicants through the end of FY21. Despite the increase in volume, application timelines improved from FY20 and remain below the baseline times; the KPI remains on track.

### **Discipline and Enforcement**

The organization has maintained its improvement in the timely and efficient management of complaints against registrants and enforcement against unauthorized practice and/or misuse of title.

This fiscal year, 62 complaints were received against registrants, and 42 investigation files were closed. Further, the organization concluded 13 discipline files, in comparison to 10 discipline files in FY20. We also concluded two disciplinary hearings for one of our most high-profile cases – the 2014 breach of the tailings storage facility at the Mount Polley Mine. This landmark investigation continues to require significant time and resources. The hearing for the third individual under investigation is expected to conclude in late 2021.

The addition of the Investigator, Unauthorized Practice (IUP) has continued to pay dividends for enforcement of unauthorized practice and misuse of title prohibitions. In FY21, Engineers and Geoscientists BC opened 135 new enforcement files and resolved 141 files; both figures exceed the records from any prior fiscal year. The 135 enforcement files opened included 46 files that were opened as the result of efforts to increase our level of proactive enforcement, which is an expectation of the OSPG's Standards of Good Regulation. The LEC department is preparing to recruit to assist in the management of new enforcement files. This includes the recruitment of a second IUP who will initially spend a portion of their time focusing on enforcement in relation to Regulation of Firms.

## SUMMARY

A summary of key activities related to each goal are presented below. Additional details are provided in **Appendix A**.

### **In support of Goal 1 – To uphold and protect the public interest through the regulation of the professions:**

- The PGA was brought into force in February 2021 and active engagement with the OSPG on implementation of the PGA continues. Areas for discussion focus on regulation of firms, practice rights, standards of good regulation and discipline and enforcement.
- The bylaw package, including for the regulation of firms, was reviewed by Council and was formally approved once the PGA was in force.
- All projects to support PGA implementation, such as the new audit and practice review program, reduction in Council size, continuing education requirements, an updated register and standards of good regulation are either completed or on track.
- A comprehensive communications plan was implemented to inform registrants of new obligations under the PGA. The plan focused on changes to key obligations including annual information reporting, continuing professional education and changes to bylaws, including a new code of ethics.

### **In support of Goal 2 – Establish, maintain and enforce qualifications and professional standards:**

- The Regulation of Firms program was implemented on July 2, 2021, with 1600 firms registered for a Permit to Practice to date.
- The Regulation of Firms Permit to Practice Manual and the guides on the eight new standards related to quality management practices in engineering and geoscience have been published.
- Practice advisers responded to over 2,000 practice related queries; traffic to our professional practice guidelines webpage increased, with almost 33,500 visits.
- Published a Climate Change Action Plan, a first among Canadian engineering and geoscience regulatory bodies.

**In support of goal 3 – Promote and protect the professions of engineering and geoscience**  
**(subject to goals 1 & 2):**

- Implemented our first session of online technical examinations with 159 examinations attempted across 20 subjects. The computer-based examination session, including virtual proctoring, was the first of its kind among engineering and geoscience regulators in Canada and has led to us project managing a large-scale pilot for the summer 2021 session that includes APEGA and PEO.
- Published a statement that formalizes our commitment to upholding equity, diversity, and inclusion (EDI) principles.
- Nationally, we participated in Engineers Canada's EDI Training Task Force, and a pilot survey of Indigenous engineers.
- Our 30 by 30 Action Plan is underway, with 42 out of 100 actions either in-progress or complete in support of the national goal of having 30 percent of newly-licensed registrants be women by 2030.
- 15.8% of practicing and active registrants are women and 22.9% of new registrants are female (new registrants from July 1, 2020 to June 30, 2021, includes professional engineers and geoscientists, engineers and geoscientists in training, and licensees).

Although all KPIs are on track, none are considered complete. All KPI's support strategies and activities that are ongoing areas of focus and support the outcomes and goals for the five-year plan.

**APPENDIX A: KPI TRACKER**

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## OPEN SESSION

### ITEM 5.5.12

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Directors to Engineers Canada
SUBJECT	Engineers Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	General Update
Motion	No motion required. For information only.

Engineers Canada (EC) is the national federation owned by the 12 Canadian engineering regulators. Engineers and Geoscientists BC currently appoints 2 directors to the 23 person national Board. Engineers Canada annual budget is approximately \$13M which is generated primarily by contributions from affinity programs and regulator assessments. Currently EGBC past president Dr Michael Wrinch, P.Eng. and past CEO and registrar Ann English, P.Eng. are serving as Directors.

### Excellence Canada

Engineers Canada received gold level (role model) certification from Excellence Canada. In July we hosted Excellence Canada for an online site verification of our application for gold level certification against Excellence Canada's Excellence, Innovation, and Wellness Standard. This verification included three employee focus groups and a validation of our submission content with one of our partners and one of our clients.



While we will be recognized by Excellence Canada later in the fall as part of their annual Performance Excellence Summit & Canada Awards for Excellence, internal planning is underway to celebrate this organizational milestone and recognize the contributions of staff in this achievement. We will be receiving a final report with high level comments and findings to inform planning for our 2022-2024 strategic priority, Upholding our Commitment to Excellence.

## Engineers Canada Board

**Upon consent of all the Members, Ann English's election to the Engineers Canada Board was confirmed via written resolution on August 11.**

The Finance, Audit, and Risk Committee (FAR) reviewed the Q2 financial statements, the risk register, and considered the 2022 budget and the suggested per capita assessment fee for 2024.

In addition, **Kathy Baig of OIQ was acclaimed as President-Elect.**

On June 14, the Engineers Canada Board of Directors met via Zoom to confirm the appointment of members to committees and to stand down the Strategic Plan Task Force following the completion of its mandate. Following the Board meeting, the Finance, Audit and Risk (FAR) Committee and the Governance Committee each convened a meeting to select their chairs and conduct other business:

- **Mike Wrinch will serve as Chair of the 2021-2022 Governance Committee.** The Governance Committee reviewed and approved their work plan for the upcoming year and also revised a number of policies that will be presented to the Board for approval in October.
- Nancy Hill will serve as Chair of the 2021-2022 FAR Committee. The FAR Committee reviewed and approved their work plan for the upcoming year and also confirmed some minor required changes to their Terms of Reference.
- After the committee meetings concluded, the full Board assembled once again for a virtual teambuilding session and EDI training on "Unconscious Bias to Inclusive Leadership".

On June 15, the Engineers Canada Board of Directors met for a second day, where they reviewed plans for the implementation of the 2022-2024 strategic priorities. At the meeting, Directors received an overview of the activities, schedules, participants, and key success factors for each strategic priority and provided valuable feedback to staff. Starting in 2022, the Board will receive reporting on the strategic priorities at their major meetings.

## Accreditation Board

The Policies & Procedures Committee (P&P) met to discuss the use of the academic unit (AU) as an input measure and challenges posed to the AU by virtual delivery methods. In addition, the Task Force on the Policies and Procedures Terms of Reference met to discuss updates and improvements to the composition and structure of the terms of reference as well as improving clarity.

The CEAB's Policies and Procedures Committee held their summer meeting. Agenda topics included the structure and goals of the joint P&P/Deans Liaison Committee meetings, discussions on the role of licensure in accredited engineering education, and proposed updates to the tools used to collect and assess data related to the Graduate Attribute and Continual Improvement accreditation criteria. The Committee will meet again in August to finalize the documentation for the 2022/2023 accreditation visit cycle.

Throughout July and August, the CEAB have been participating in several training sessions to support 2021/2022 virtual accreditation visits. Sessions included:

- Virtual facilitation training for all CEAB members (two half day sessions in July)
- A panel discussion on virtual visits where panelists representing an HEI, a visiting team chair, and a general visitor shared their experiences from the three virtual visits last cycle
- A webinar for HEIs receiving a virtual visit
- Virtual facilitation skills for visiting team chairs (part 1 of 2)
- An introduction to virtual accreditation visits (For Program and General Visitors)
- Planning for your virtual visit (For higher education institutions (HEIs))

These sessions are part of the robust training plan for all CEAB members, HEIs, and visiting teams participating in a virtual visit this cycle. Session recording and more information about the sessions is available on our website.

The Accreditation Improvement Program System Advisory Committee met with staff to discuss the strategy to implement Tandem for accreditation. The committee provided advice on how the system could be rolled out, including some pre-implementation activities. Staff will now develop a more detailed plan in-line with the input provided by the committee.

## Qualifications Board

In July, KJM Consulting, under the guidance of the CEQB's Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants, held three national workshops to solicit regulator and expert perspectives on current and potential methods of academic assessment. Over 30 people attended the three sessions. The conversations were lively and productive, and supplied the consultants with ample input for the task force's next step, a general direction document that will be used to confirm the approach of a forthcoming study on methods of academic assessment.

Following the workshops, the task force reviewed KJM's draft of the general direction for a feasibility study on alternative methods of academic assessment for non-CEAB applicants. The draft was well received overall, with the task force making some key suggestions on items to include and/or revise. Pending these revisions and a final approval by the task force, the document is scheduled to be approved for regulator consultation at the September CEQB meeting, with consultation itself beginning shortly after.

The CEQB Task Force on Workplace Gender Equity reviewed feedback from the recent consultation on the general direction document for the Guideline on Workplace Gender Equity. The group discussed how to address feedback, and what changes to make as they proceed to draft the guideline.

In August, the CEQB Syllabus Committee's expert panels on metallurgical (materials) engineering and aerospace and aeronautical engineering worked on finalizing syllabi for CEQB approval and subsequent regulator consultation. Notably, when approved, each syllabus will expand the range of areas available for the assessment of non-CEAB applicants.

Also in August, the Indigenous-led consulting team from Urban Systems held regional workshops to gather perspectives that will inform the CEQB's new guideline for engineers and engineering firms on Indigenous consultation and engagement. These gatherings, which employed a virtual talking circle format, brought together Indigenous community members, Indigenous and non-Indigenous engineers, regulators, government officials, and others to discuss how engineers and Indigenous communities can work together effectively and respectfully. Our heartfelt appreciation goes out to Elder Norman Meade who provided opening and closing blessings for the gatherings, and to attendees from the Westbank First Nation, Shoal Lake No. 40 First Nation, Woodstock First Nation, Tobique First Nation, North Shore Mi'kmaq District Council, and Tahltan Central Government. The information collected from these gatherings will now help inform a national gathering that will be taking place in conjunction with the CEQB's fall meeting.

The CEQB Task Force on Software Engineering finalized its survey on software engineering for distribution to practising software engineers. In the coming weeks we will be asking regulators to share the survey with their software engineering members through social media and other contacts. Data gathered from this survey will inform a series of software engineering appendices for the revised Engineers Canada paper on software engineering.

### Regulator Event

In July, Engineers Canada held a webinar for regulator staff on recent case law in professional regulation titled From Social Media Postings to a Failure to Comply with CPD: Recent Case Law of Interest to Engineering Regulators. Lawyer Cathi Mietkiewicz, Mietkiewicz Law, presented three recent cases and their impact on regulation, and took questions from the attendees. The webinar recording is available.

### National Practice Officials Group

The National Practice Officials Group received the final versions of Engineers Canada's regulatory research papers on non-practising status and entity regulation. The papers were shared with the CEO Group, and then released more broadly to the regulators and the Board.

The National Practice Officials Group also had a meeting to review the annual Intellectual Property report by Engineers Canada's Legal Counsel. The group received a general overview of the protections afforded to trademark owners and the trademark application process in Canada, with a particular attention to Engineers Canada's trademark opposition strategy. A status update for all our current trademark oppositions and expungement proceedings was also provided.

### Regulatory Research

Engineers Canada published regulatory research papers on the topics of Non-Practising Status and Entity Regulation. The topics were chosen by the CEOs last year, and an advisory group of regulator staff has supported each paper. The papers can be found on the Members Area of our website.

## National Membership Database

Engineers Canada signed a contract with Run Straight Solutions to re-develop the National membership database (NMDB). We have been working with regulators and Run Straight to ensure that the new tool will meet regulator needs for inter-association applicants.

## Equity, Diversity, and Inclusion

Engineers Canada met with Irving Leblanc, Director of Housing, Infrastructure, and Emergency Services of the Assembly of First Nations (AFN) to discuss our sub-strategy on Indigenous access to engineering under our 2019-2021 Strategic Plan, our current focus areas and potential areas for collaboration.

Engineers Canada participated in the Canadian Indigenous Advisory Council (CIAC) to the American Indian Science and Engineering Society (AISES) meeting. The agenda included strategic planning for AISES in Canada development and programming.

The Indigenous Advisory Committee discussed plans for 2022-2024 and updates on the Canadian Engineering Qualifications Board (CEQB) Guideline on Indigenous Consultation and Engagement.

Additionally, Engineers Canada met with EngiQueers Canada to discuss our partnership, collaborating on equity, diversity, and inclusion initiatives, and plans for 2022.

On July 27, Engineers Canada participated in the World Federation of Engineering Organizations (WFEO) Women in Engineering Committee meeting. Agenda topics included strategic indicators and metrics to measure progress on diversity and inclusion, including women in engineering.

Engineers Canada attended the Electricity Human Resources Canada (EHRC) Advisory Committee Meeting on Building a Sexual Harassment Free Workplace for Women in Electricity. Engineers Canada is a signatory to the EHRC Leadership Accord on Gender Diversity.

In August as part of our sub-strategy on Indigenous access to engineering under our 2019-2021 Strategic Plan, Engineers Canada facilitated the sub-committee of the Canadian Indigenous Advisory Council (CIAC) for the American Indian Science and Engineering Society (AISES) for planning of the 2022 AISES in Canada Gathering to take place in Vancouver on March 4-5, 2022.

## Outreach

Engineers Canada hosted a meeting with regulator outreach programming staff to discuss the possibility of collaborating on a national conference to engage post-secondary and early career professionals. This initiative is being led by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) and the conference will take place on September 25. As of mid-July, we received confirmation of participation from Engineers and Geoscientists British Columbia, Professional Engineers Ontario, Engineers Nova Scotia, and Engineers PEI.

On June 29, Engineers Canada kicked off the first K-12 outreach sub-committee working group meeting to identify national outreach priorities and opportunities for collaboration on K-12 outreach.

Engineers Canada also met with DiscoverE regarding Future City, the Persist Series, and DiscoverE's new strategic plan. One of Engineers Canada's strategic partners, DiscoverE was formerly the National Engineers Week Foundation founded by the National Society of Professional Engineers (NSPE) in 1951 in the United States. Engineers Canada collaborates with DiscoverE on the Persist Series and the Future City Program.

## Government Relations

Engineers Canada prepared a letter to congratulate newly appointed Governor General of Canada, Mary Simon. The letter includes our key policy priorities and an offer to meet.

The 44th Canadian federal election campaign is underway. Engineers Canada will monitor campaign developments and issues, as well as the number of engineers running. The election will be held on September 20, 2021.

As part of our work on our 2019-2021 Strategic Plan's Operational imperative 5 (OP5), Advocating to the federal government, Engineers Canada's comments to the House of Commons Standing Committee on Finance regarding the pre-Budget consultations in advance of the 2022 budget have been submitted and posted on our public website. A draft version of this submission was shared with regulators in July. APEGA, APEGS, Engineers Nova Scotia, and PEGNL responded with comments that were incorporated in the submission.

## Awards and Scholarships

In June, Engineers Canada announced the recipients of the 2021 Engineers Canada Awards. A promotional campaign took place throughout July and August to recognize the recipients and share their achievements. Learn more at [engineerscanada.ca/awards2021](https://engineerscanada.ca/awards2021).

Additionally, the 2021 recipients of the scholarships offered through Engineers Canada's Scholarship Program have been selected. Notifications have been sent to the recipients and other nominees. Public announcement and promotion of the recipients will take place in September.

## Retirement at APEGS

In June, we learned that Bob McDonald, Executive Director & Registrar, Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), will be retiring early next year. Bob has been with APEGS for more than 22 years, the last five in his present position. Bob's sage advice, experience and camaraderie will be missed by our community and we wish him the best in his retirement.

## National Discipline and Enforcement Officials Group

In June, the National Discipline and Enforcement Officials met for a virtual annual meeting. The group shared updates and discussed improper use of title, means of sharing the results of discipline cases, and received a presentation from Engineers and Geoscientists BC on their new Act, bylaws and policies, as well as a consultation from the Qualifications Board on their 2022 work plan.

Throughout the month of June, Engineers Canada hosted a 30 by 30 Virtual Conference, featuring four sessions held each Wednesday of the month. Over 300 individuals registered for each session. The sessions provided a different theme and focus, which included:

- June 2: Culture change is necessary: Addressing the culture of exclusion to advance gender equity
- June 9: focused on collecting data on diversity demographics
- June 16: Integrating diversity, equity, and inclusion into engineering practice and education
- June 23: Now and for the future: Bridging engineering generations through dialogue. This session was also dedicated to a celebration of International Women in Engineering Day (INWED) and brought together young engineering leaders and senior leaders from

engineering employers who discussed what is working and how to advance EDI in the workplace.

Recordings of these sessions will be made available on our website later in July.

Engineers Canada also attended the Manitoba 2030 Coalition which is leading the 30 by 30 action plan in Manitoba and is supported by Engineers Geoscientists Manitoba's Equity and Representation staff. The meeting covered an update on 30 by 30, feedback from existing campaigns, and development of new programs to address retention of women in engineering.

Engineers Canada participated in the Electricity Human Resources Canada (EHRC) Advisory Committee Meeting on Building a Sexual Harassment Free Workplace for Women in Electricity. Engineers Canada is a signatory to the EHRC Leadership Accord on Gender Diversity.

Engineers Canada presented on 30 by 30 and EDI at Advancing New Canadian Women in Technology (ANCWT). The ANCWT program runs out of the University of Ottawa and provides skills and training for women who have immigrated to Canada and women who are graduating.

Engineers Canada co-presented with the Canadian Urban Institute (CUI) a #CityTalk screening of "Douglas Cardinal: Architect of the Future", with over 560 registrants. The screening was followed by a conversation with Douglas Cardinal and Randy Herrmann, a member of our Indigenous Advisory Committee.

In honour of Indigenous History Month, Engineers Canada collaborated with the Canadian Institute of Planners (CIP), Canadian Society of Landscape Architects (CSLA), Royal Architectural Institute of Canada (RAIC), Canadian Urban Institute, National Trust for Canada, Urban Development Institute, and the Urban Land Institute on Indigenous Practitioner Perspectives on City Building to host a conversation with leading Indigenous city builders from the engineering, architecture, landscape architecture, and planning professions.

At the 2021 Annual Conference of the Canadian Engineering Education Association (CEEAA), Engineers Canada and members of Engineers Canada's Decolonizing and Indigenizing Engineering Education Network (DIEEN) presented a workshop on "Creating Ethical Space: Decolonizing Engineering Education".

### Affinity Programs

Engineers Canada signed a three-year agreement with the Avis Budget Group for its car rental program, renegotiated with no increase in rental rates. Additionally, Geoscientists Nova Scotia signed an agreement with Engineers Canada to be part of the sponsored Home and Auto Insurance program with TD Insurance.



Engineers Canada convened a meeting with affinity partner Canada Life and Engineers Canada's independent advisor Aon for their semi-annual partner reporting meeting. Agenda items included reports on Canada Life's 2021 marketing plans, financial advisor services, and program performance. Aon also shared an investment review and an update on the impact of COVID-19 on the markets.

We also met with affinity partner Manulife and Engineers Canada's independent advisor Aon, for semi-annual partner reporting from Manulife. Discussions included the results of the fall 2020 marketing efforts, ongoing marketing plans for 2021, and reports on participation in Manulife programs.

On June 7, Engineers Canada Board Directors were invited to attend an optional webinar hosted by our insurance broker, Marsh. A brief overview of Engineers Canada's Directors and Officers insurance coverage was provided.

Engineers Canada met with affinity partner TD Insurance and Engineers Canada's independent advisor RSM, for our semi-annual partner reporting meeting. Agenda items included: assessment of quarterly performance results; competitive assessment report; regional overview; marketing and sales; and client services.

Engineers Canada participated in Canada Life's Client Advisory Council meeting. Topics on the agenda included: impacts of the pandemic; update on 2021 plans; and service within the new norms.

## Awards

The recipients of the 2021 Engineers Canada Awards were announced and a promotional campaign to recognize the recipients is underway. Learn more at [engineerscanada.ca/awards2021](https://engineerscanada.ca/awards2021).

**Engineers Canada Directors from Engineers and Geoscientists BC,**

**Ann English, P.Eng, FEC and Dr. Michael Wrinch, P.Eng, FEC**

DATE	Sept 7, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Director to Geoscientists Canada
SUBJECT	Geoscientists Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	Geoscientists Canada update
Motion	No motion required. For information only.

## HIGHLIGHTS

- Progress on setting up Global Geoscience Professionalism Group (GGPG).
- Working on annual report to CRIRSCO (a group of representatives of organizations responsible for developing mineral reporting codes and guidelines) to continue ensuring Geoscientists Canada and Canada's competent and qualified P.Geo.s are recognized internationally.
- Working on updates to Geoscience Practice Guidelines Catalogue, Geoscience in Canada website and Extranet Admissions Forum.
- CEC Working Group completed preparations of recommendations for the draft of Canadian Environment Experience Competencies, draft rubric and draft applicant CEC guidance.

Respectfully Submitted,

**Del W. Ferguson, P.Geo., P.L.Eng., FGAC, FGC**  
**Engineers and Geoscientists BC Director to Geoscientists Canada**

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Representatives to the Engineers Canada Qualifications Board
SUBJECT	Engineers Canada Qualifications Board Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	To provide an update on CEQB activities that have happened since the last council meeting.
Motion	No motion required. For information only.

## BACKGROUND

The Canadian Engineering Qualifications Board (CEQB) develops national guidelines, Engineers Canada papers, and [examination syllabi](#) that serve the needs of regulators, engineering licence holders, and applicants for licensure by enabling the assessment of engineering qualifications, fostering excellence in engineering practice and regulation, and facilitating mobility.

## DISCUSSION

The CEQB completed regulator consultation on proposed items for its 2022 Work plan in June and subsequently finalized the recommended plan at its July teleconference. It will next be presented to the Engineers Canada Board for information in October and then approval in December. Given that there are four major work plan items rolling over from 2021 as part of the regular CEQB product development cycle, the CEQB has limited proposed new work to one new guideline (duty to report / wrongdoing), one guideline review (good character), and five syllabus reviews. All work plan items are subject to Engineers Canada Board approval.

Over the summer, work has progressed well on the CEQB's 2021 work plan items:

- In early July, consultants representing the CEQB's Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants held three national workshops to discuss topics that will inform a feasibility study on methods of academic assessment. Members from the CEAB, NAOG, and regulators were invited to these sessions. The project

consultants subsequently produced a general direction which is planned to go for regulator consultation in October, following several internal reviews and approval by the CEQB at its September meeting.

- In late July, members of the CEQB Task Force on Workplace Gender Equity met to review revisions to the general direction document that underwent regulator consultation in April-June. This document will be recommended for approval at the September 19 CEQB meeting. Following the document's approval, regulators will be provided with a report on how their feedback was addressed.
- On August 6, 10, and 11, an Indigenous-led consulting team from Urban Systems held regional workshops to gather perspectives that will inform the CEQB's new guideline for engineers and engineering firms on Indigenous consultation and engagement. These gatherings, which employed a virtual talking circle format, brought together Indigenous community members, Indigenous and non-Indigenous engineers, regulators, government officials, and other experts on Indigenous engineering from across the country to discuss how engineers and Indigenous communities can work together effectively and respectfully. The information and perspectives collected from these gatherings will now be aggregated and analyzed to help inform a national gathering taking place in conjunction with the CEQB's fall meeting.
- In mid-August, the CEQB Task Force on Software Engineering met to finalize its survey on software engineering for distribution, and subsequently an RFP was initiated to support the survey's execution. Data gathered from this survey will inform a series of software engineering appendices for the Revised Engineers Canada paper on software engineering. The revised guideline is scheduled for completion in early 2023, although efforts are being made to accelerate this timeline.
- The CEQB Syllabus Committee's expert panels on metallurgical (materials) engineering and aerospace and aeronautical engineering have recommended their respective syllabi for CEQB approval in September and subsequent regulator consultation in the fall. There have been delays in the review of the 2004 Agricultural/biosystems/bioresource/food engineering syllabus, and it is not expected to be completed before 2022.

## RECOMMENDATIONS

Should you have any questions, please contact Ryan Melsom, CEQB Secretary and Manager, Qualifications at [ryan.melsom@engineerscanada.ca](mailto:ryan.melsom@engineerscanada.ca).

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Representative to Pacific NorthWest Economic Region (PNWER)
SUBJECT	PNWER Representative Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	To provide Council with an update on current engagement with the Pacific Northwest Economic Region (PNWER)
Motion	No motion required. For information only.

**BACKGROUND (This section repeats some information from previous reports)**

The Pacific North West Economic Region (PNWER – [www.pnwer.org](http://www.pnwer.org)) is a statutory public/private non-profit created in 1991. The jurisdictions of PNWER are:

- Alaska
- Idaho
- Oregon
- Montana
- Washington
- British Columbia
- Alberta
- Saskatchewan
- Yukon and;
- Northwest Territories.



The organization's mission is to increase the economic well-being and quality of life for all citizens of the region, while maintaining and enhancing our natural environment.

PNWER's Executive Committee is comprised of a President, two First Vice Presidents (one from the US and one from Canada) and two second Vice Presidents (one from each country). Officers must be elected legislators from participating jurisdictions.

The organization is supported by a Delegate Council, consisting of up to four legislators from multiple parties from each jurisdiction, as well as a Private Sector Council (PSC) led by one American and one Canadian, each of whom is an ex-officio Council Member and comprising private sector members (business, non-elective public sector, NGOs, local governments, non-profits and organizations such as Engineers and Geoscientists BC and APEGS). The purpose of the PSC is to provide a forum for the private sector to meet and discuss issues of concern and communicate these through the working groups and the Private Sector Council to the PNWER Executive Committee.

To advance its agenda, it has 15 sectoral Working Groups and 5 Program Areas (<http://www.pnwer.org/working-groups.html>) that meet throughout the year to discuss topics of common interest and advance policy priorities that the member jurisdictions will implement. Each Working Group has 2 co-chairs, one Canadian and one American. Russ Kinghorn is currently Co-Chair of the Workforce Development Working Group.

Each year, PNWER holds two major events:

- A major summit in July that attracts members and other interested parties to discuss progress on the policy priorities and set new / updated priorities for the year ahead
- A somewhat smaller leadership forum in November with presentations and discussions that inform discussions in PNWER's Working Groups and Program Areas.

## UPDATE

**Annual** Summit, August 11-15, 2021, Big Sky, Montana and online

Due to COVID-19, PNWER had postponed its Annual Summit from July, 2020 to this August. It was a hybrid meeting with both in-person meetings at Big Sky and online with over 400 delegates. The event page is [here](#) and the recordings of the sessions are [here](#). BC legislature delegates, attending remotely, were:

1. Hon. Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development who spoke on the Columbia River Treaty with her federal counterpart.
2. Hon. Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation who spoke about BC's Clean BC energy program and how it makes BC an ideal place to invest
3. Hon. Rob Flemming, Minister of Transportation and Infrastructure who spoke about how world class transportation systems (including those supporting cross-border trade) are key to returning to normal after COVID
4. Rick Glumac, MLA Port Moody-Coquitlam, BC Representative to PNWER and currently its Canadian Vice President who moderated a session on innovative technologies to address energy and infrastructure challenges.

5. Brenda Bailey, MLA Vancouver-False Creek, Parliamentary Secretary for Technology, and Innovation and member of the Treasury Board
6. Britny Anderson, MLA Nelson-Creston, Premier's Special Advisor on Youth
7. Roly Russell, MLA Boundary-Similkameen, Parliamentary Secretary for Rural Development.

No government staff attended although normally several would. Russ Kinghorn attended remotely.

The participation by the BC legislators was very impressive. During the previous government, there was only one participant for the most part due to the need for all MLAs to be in the legislature given that the sides of the house were evenly divided so absence of any MLA could affect the vote on any legislation.

Unfortunately remote attendance made it difficult to build relationships with MLAs, however, e-mails and other contacts were still made with MLA Glumac, Minister Conroy and MLA Bailey.

The topics covered at the summit were diverse but related to issues for the entire region on both sides of the border. There were over 400 politicians and business-people from all jurisdictions who are of great interest to politicians as was seen by the BC government MLA attendance.

#### **Upcoming Winter Meeting, November 17-19, 2021 in Vancouver, B.C.**

PNWER's upcoming Winter Meeting will hopefully still have a significant in-person portion (with vaccine passports required) in Vancouver but will definitely include online participation. The BC Government is hosting the event so there will likely be a lot of participation by MLAs and staff which should provide excellent opportunities to build political and business relationships.

Engineers and Geoscientists BC has committed to sending some staff to the November 17-19 PNWER Winter Meeting in Vancouver. This will help to build working relationships with politicians, government staff and business contacts.

**Respectfully submitted by Russ Kinghorn, FEC, PGC (Hon), P. Eng.**

OPEN SESSION

ITEM 5.5.16

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	2020/2021 Workplan
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of professions.

Purpose	To provide Council with the current status of the actionable items listed on the Council Road Map for 2020/2021.
Motion	No motion required, for information only.

## BACKGROUND

The attached document summarizes the expected agenda items that are planned to be brought forward to Council during the 2020/2021 Council Year. The items are aligned with the Strategic Plan and assist Council in seeing the progress on elements of the Strategic Plan. This road map is not exclusive and other additional items may be added throughout the year but will serve as a focus for this year's meetings.

Please note the following changes to the Work Plan as at September 24, 2021:

- Due to other priorities, the Council Appointment Policy was deferred. Staff is working on prioritizing policy work for the upcoming Council year. Once that prioritization is complete, the item will be added to the Council workplan.
- The Pan-Canadian Geoscience Competency-Based Assessment Project Update will be provided at a future Council meeting once more work on the project has transpired and there is substantial activity to report on.



- An update on the Professional Governance Act was not provided at the September 24<sup>th</sup> meeting as the organization is currently in the process of changing the way it tracks the implementation of the PGA. An update will be provided at the November 26, 2021 Council meeting once the new approach is in place.
- The Contingency Budget update has been removed from the workplan for the September 24<sup>th</sup> meeting because this fiscal year Engineers and Geoscientists BC will be operating based on the FY2022 Operating/Capital budget that was approved by Council in April 2021. The impact of COVID on this fiscal year does not warrant a Contingency Budget to be produced but staff will be monitoring the financial impacts closely and be reporting back to Council regularly in the financial update reports.

#### **ATTACHMENT A – Council Road Map (as of September 24, 2021)**

Engineers and Geoscientists BC Council Road Map for 2020-2021

	Strategies	November 20, 2020 (Council Meeting)	December 11, 2020 / January 15, 2021 (Tentative Meeting)	February 4, 2021 (Full Day Council Forum)	February 5, 2021 (Council Meeting)	March 26, 2021 (Special Meeting of Council)	April 22, 2021 (Full-Day Council Forum)	April 23, 2021 (Council Meeting)	June 24, 2021 (Full Day Council Forum)	June 25, 2021 (Council Meeting)	September 23, 2021 (Full Day Strategic Planning Session)	September 24, 2021 (Council Meeting)	November 1, 2021 (Inaugural Meeting 2021/2022 Term)
Goal 1 To uphold and protect the public interest through the regulation of the professions.	Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.	Professional Governance Act Update/Decision Making  Code of Ethics Guide (Informational Update)  Advocacy Review Update		Separate Advocacy Body Review  Reserved Practice	Professional Governance Act Update/Policies for Approval  Advocacy Review Update		Strategic Plan Overview (Deferred to fall 2021)  Executive Committee/Governance Review (Deferred to 2022)  Separate Advocacy Body Considerations (Deferred to fall 2022)  Advocacy Review Update  CAD Accreditation Process Review (NEW)	Professional Governance Act Update/Policies for Approval  AGM Motion  Fairness Panel Annual Report to Implementation to the PQA (if needed)	Canceled	Professional Governance Act Update/Policies for Approval		Professional Governance Act Update/Policies for Approval (Deferred to 2022 Council Term)	Appointment of Councilors to Council Sub-Committees
	Identify and implement practices, programs, policies, bylaws, and Act amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.	Bylaw Approvals  Policy on Transparency of Council Meetings  Approval of Fees Prior to Incorporation in the Bylaws  Approval of Edits to Credentials Committee Terms of Reference with respect to Non-Contentious Decisions	Bylaw Approvals		Approval of Review on the Record Procedure  Approval of Rejection of Application for Indictable Offence Policy (To be approved by Credentials Committee vs. Council)			Code of Conduct for Council Members		Report of the Nominating Committee on its Selection of Nominees  Process for Selecting VP  Council Appointment Policy (Deferred to 2022 Council Term)			
Goal 2 Establish, maintain and enforce qualifications and professional standards.	Enhance members' awareness and use of professional practice resources.	Professional Practice Guidelines - Seismic Retrofit, Version 4.0  Professional Practice Guidelines - Professional Engineering Services for Temporary Structures: Framework, Fabrication and Restores, Version 1.0  Climate Change Action Plan Approval  ABC/Engineers and Geoscientists BC Joint Professional Practice Guidelines - Encapsulated Mass Timber Construction up to 12 Storeys, Version 1.0			Guide to the Letters of Assurance  Professional Practice Guidelines: Asset Management  Professional Practice Guidelines: Alterations of Elevating Devices in Existing Buildings			Professional Practice Guidelines - Fire Protection Engineering Services for Building Projects		Professional Practice Guidelines: Seismic Assessment of Design of Dikes in BC  Professional Practice Guidelines: Tall Concrete Buildings  Climate Change Action Plan Update  Continuing Education Program Update			
	Deliver timely, outcomes-focused complaints and enforcement processes.	Quarterly ISO and Enforcement Reports			Quarterly ISO and Enforcement Reports  Update on High Profile Discipline Files			Quarterly ISO and Enforcement Reports				Year End ISO and Enforcement Reports	
	Develop a system for corporate regulation that demonstrates enhanced public protection.	Regulation of Firms - Items for Information						Regulation of Firms Update				Regulation of Firms Update	
	Participate in initiatives that improve national harmonization of regulatory processes.				Update on Pan-Canadian Geoscience Competency Based Assessment Pilot/Policy  Update on Pan-Canadian Engineering Competency Based Assessment Project  Update on Professional Placement Pilot Program							Update on Pan-Canadian Engineering Competency Based Assessment Project  Update on Pan-Canadian Geoscience Competency Project (Deferred to 2022 Council Term)	
Goal 3 Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2).	Implement the new brand and increase awareness of the high standards that Engineers and Geoscientists BC must meet.			Induction Ceremony - Cancelled due to COVID-19					Induction Ceremony Cancelled due to COVID-19				
	Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.				Registration/Admissions Report for Calendar 2020					Update on Implementation of Canadian Environment Competencies  BC Higher Education Institution (H.E.I.) Updates		Registration/Admissions Report for Fiscal 2021	
	Implement processes that support Engineers Canada's 30 by 30 program for improving the number of women in the professions.				Division Activity Update					30x30 Initiative Update		Division Activity Update	
	Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.												
Sustaining Operations		Strategic Operating Plan Update  Risk Register  Return to Work Program Overview CEO Search Task Force Update  Contingency Budget Update			Budget Guidelines  Risk Register  KPI Update CEO Search Task Force Update  Contingency Budget Update	CEO Search Task Force Update		2022 Budget  Risk Register  CEO Search Task Force Update  Contingency Budget Update		Risk Register  CEO Onboarding Update Contingency Budget Update		KPI Update  Risk Register  2021 Audited Financial Statements Mandatory Registrant Reporting Results Contingency Budget Update	Approval of Auditors

Item Completed
New Item
Items Advanced
Items Referred

OPEN SESSION

ITEM 5.5.17

DATE	September 9, 2021
REPORT TO	Council for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	Council Attendance Summary (as at September 9, 2021)
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	To provide updates on the Council attendance summary.
Motion	To motion required. For information only.

## BACKGROUND

The Council Attendance Summary is used to track individual attendance at the Council meetings and other Council related events as well as the meetings of Council Sub-Committees that Councillors are assigned to (e.g. the Executive Sub-Committee, the Governance Sub-Committee and the Audit Sub-Committee). Each Councillor is assigned a column which is regularly updated.

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

## ATTACHMENT A – Council Attendance Summary (as at September 9, 2021)

	Larry Spence, P.Eng.	Carol Park, P.Eng.	Lianna Mah, P.Eng.	Suky Cheema, CA, CPA	David Wells, JD	Alan Anderson, BA, LL.B.	Emily Lewis, CPA, CMA	Leslie Hildebrandt, ICD.D., LL.B.	Jessica Steeves, P.Eng.	Michelle Mahovich, P.Eng., P.Geo.	Kevin Turner, P.Eng., FEC, FEC (Hon.)	Jeremy Vincent, P.Eng.	Tomer Curiel, P.Eng.	Nathan Ozo, P.Eng., FEC	Mark Adams, P.Eng.	Dr. Brent Ward, P.Eng.	Tom Tiedje, P.Eng.	Christine Lambert, P.Eng.
Oct 19, 2020 (Inaugural Council)	✓	✓	✓	✓	✕		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nov 2, 2020 (Governance Workshop- mandatory for new councillors only)		✓						✓	✓			✓						
Nov 3, 2020 (President & VP Orientation)	✓	✓																
Nov 3, 2020 (New Council Orientation)	✓	✓						✓	✓			✓						
Nov 10, 2020 (Executive Council Sub-Comm)	✓	✓	✓		✓					✓								
Nov 20, 2020 (Council Mtg)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✕
Dec 3, 2020 (Governance Sub-Committee Mtg)							✓			✓		✓	✓	✓			✓	✓
Dec 8, 2020 (Executive Sub-Committee Mtg)	✓	✓	✓		✓						✓							
Dec 11, 2020 (Audit Sub-Committee Mtg)				✓			✓	✓	✓						✓			
Feb 5, 2021 (Council Forum)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Feb 5, 2021 (Council Mtg)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Feb 16, 2021 (Executive Sub-Committee Mtg)	✓	✓	✓		✓						✓							
Feb 18, 2021 (Governance Sub-Committee Mtg)							✓			✓		✓	✓	✓			✓	✓
February 24, 2021 (Nominations Committee)			✓															
March 9, 2021 (Executive Sub-Committee Mtg)	✓	✓	✓		✓						✓							
March 11, 2021 (Nominations Committee)			✓															
March 23, 2021 (Executive Sub-Committee Mtg)	✓	✓	✓		✕						✓							
March 26, 2021 (Council Mtg)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✕
April 22, 2021 (Council Forum)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April 23, 2021 (Council Mtg)	✓	✓	✓	✕	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April 27, 2021 (Governance Sub-Committee Mtg)							✓			✓		✓	✓	✓			✓	✕
May 13, 2021 (Nominations Committee)			✓															
May 17, 2021 (Nominations Committee)			✓															
May 18, 2021 (Executive Sub-Committee Mtg)	✓	✓	✓		✓						✕							
May 19, 2021 (Audit Sub-Committee)				✓			✓	✓	✓	✓					✓			
May 25, 2021 (Governance Sub-Committee)							✓			✓		✓	✓	✓			✓	✓
May 28, 2021 (Nominations Committee)			✓															
May 29, 2021 (Engineers Canada AGM)	✓	✓																
June 8, 2021 (Executive Sub-Committee)	✓	✓	✓		✓						✓							
June 25, 2021 (Council Mtg)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
July 5, 2021 (Remuneration Council Sub-Committee)			✓	✓	✓		✓	✓										
July 8, 2021 (Governance Sub-Committee)							✓			✓		✓	✓	✓			✓	✕
August 16, 2021 (Audit Sub-Committee)				✓			✓	✓	✓						✓			
August 17, 2021 (Executive Sub-Committee)	✓	✓	✓		✕						✕							
September 7, 2021 (Remuneration Council Sub-Committee)			✓	✓	✓		✓	✓										
September 23, 2021 (Strategic Planning Session)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
September 24, 2021 (Council Meeting)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Attendance Mandatory  
(counts towards final tally)

Attendance Strongly Encouraged  
(does not count towards final tally)

Attendance for Partial Meeting

✓

✓

✕




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## FINANCIAL RESULTS INDEX

### FOR THE YEAR ENDED JUNE 30, 2021

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**OPEN SESSION**  
**ITEM 6.1**

<b>DATE</b>	August 27, 2021
<b>REPORT TO</b>	Council for Decision
<b>FROM</b>	Suky Cheema, CPA, CA Chair, Audit Sub-committee
<b>SUBJECT</b>	PricewaterhouseCoopers LLP (PwC) Auditor's Report FY2021
<b>LINKAGE TO STRATEGIC PLAN</b>	Continue to implement best practices in governance

Purpose	To accept the Audit Sub-Committee report and approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2021.
Motion	1. That Council accept the report of the Audit Sub-committee.
	2. That Council approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2021.
	3. That the President and the Chief Executive Officer be authorized to sign the fiscal 2021 Financial Statements on behalf of Council.
	4. That Council approve the appointment of PricewaterhouseCoopers LLP, CPAs as Engineers and Geoscientists BC's external auditors for the fiscal year ending June 30, 2022.

**AUDIT COMMITTEE PURPOSE**

The purpose of the Audit Sub-committee is to assist Council in fulfilling its oversight responsibilities by reviewing: the financial information which will be provided to the public and others; reviewing the

systems of corporate controls which management and Council have established; and reviewing the external financial audit process.

## BACKGROUND

On August 16, 2021, the Audit Sub-committee met with the Engagement Leader of Audit & Assurance of PricewaterhouseCoopers LLP (PwC) to review the Auditor's Report to Audit Sub-committee of Council and the draft audited Financial Statements of the Association, the Foundation, and the Benevolent Fund Society. The review focused on the unqualified audited financial results, notes, and supporting schedules for the fiscal periods ended June 30, 2021 for the Association, the Foundation and the Benevolent Fund Society. The Sub-committee recommends to the Council, The Foundation Directors, and the Benevolent Society Directors approval of the entities' financial statements.

## EXTERNAL AUDIT DISCUSSION

The review with the Auditor included the private discussion on the accounting and other staff of the Association and their co-operation in the external audit of the financial statements. The Audit Sub-committee confirmed to PwC it had no knowledge of fraud or internal control problems in the Association.

The Audit Sub-committee has reviewed and discussed the relevant issues with both the PwC auditors and the Engineers and Geoscientists BC staff. PwC reviewed the following key areas, and found that the financial statements present fairly in accordance with Canadian audit standards and under Canadian accounting standards the results and positions of the entities. Below is the summary of audit findings as reported to the Audit Sub-committee for Council by PwC.

Significant audit, accounting, and financial reporting matters discussed with management	
<b>Matter 1 –Risk of Fraud due to management override of Controls (Significant risk)</b>	<p>Accounting regulatory authorities require that the risk of material misstatement due to management override of controls be considered a significant risk on every audit engagement.</p> <p><b>Audit work performed</b></p> <ul style="list-style-type: none"> <li>• PwC understood management processes and internal controls in place, including application, authorization and monitoring controls;</li> <li>• On a risk-based approach PwC used data auditing tools to select a sample of journal entries to examine and test for reasonableness;</li> <li>• PwC examined accounting estimates, taking into account potential management bias;</li> <li>• PwC verified the general ledger is reconciled to the financial statements;</li> <li>• Consistent with Canadian generally accepted auditing standards, PwC also implemented a level of unpredictability into their procedures by assessing controls over new employees hired during the year, and by sampling a selection of new employees to verify they are legitimate;</li> <li>• Executive Officers expenses totaled \$54 for the year. Using PwC's professional judgment, PwC selected a sample of ten transactions across all Executive Officers. PwC agreed these expenses to supporting documentation and noted that all expenses tested were in accordance with the Association's reimbursement policy and were properly authorized. PwC also noted that the Audit Committee Chair approves the CEO's expenses.</li> </ul> <p><b>There were no exceptions identified from PwC's testing.</b></p>



<p><b>Matter 2 – Risk of fraud in revenue recognition (Significant risk)</b></p>	<p>Accounting regulatory authorities require that the risk of fraud in revenue recognition be considered a significant risk on every audit engagement.</p> <p><b>Audit work performed</b></p> <ul style="list-style-type: none"> <li>• PwC understood and evaluated internal controls over revenue recognition.</li> <li>• PwC have performed substantive audit procedures to address the risk that revenue could be misstated due to fraud, including <ul style="list-style-type: none"> <li>○ On a risk-based approach, PwC selected and tested journal entries to revenue accounts.</li> <li>○ Tested a sample of registration fees by tracing to supporting documentation.</li> <li>○ Assessed that registration fees were appropriately recognized as revenue or deferred, when applicable, to the following fiscal year.</li> <li>○ Agreeing grants received during the year to underlying contracts and verifying accounting treatment.</li> <li>○ Testing other revenue sources substantively.</li> </ul> </li> </ul> <p><b>There were no exceptions identified from PwC's testing.</b></p>
<p><b>Impact of COVID-19 (Focus Area)</b></p>	<p><b>Internal control over financial reporting</b></p> <ul style="list-style-type: none"> <li>• PwC understood and evaluated key controls, with particular focus on new or changed controls and <b>no issues were noted with the design and implementation of internal controls.</b></li> <li>• PwC understood and evaluated information technology general controls and inquired with management about whether any cyber security threats have occurred.</li> <li>• PwC evaluated changes to the IT environment, including the accounting system transition from Microsoft Great Plains to Microsoft Dynamics 365, including substantively tested a sample of accounts that transitioned for completeness and accuracy. <b>No issues were noted with the IT environment and the accounting system transition.</b></li> </ul> <p><b>There were no exceptions identified from PwC's testing.</b></p> <p><b>Disclosures in financial statements</b></p> <p>PwC assessed and determined that no additional disclosure is required in the in the financial statements for the current fiscal year related to the impact of COVID-19.</p>

**Fraud and illegal acts**

No fraud or illegal acts involving senior management, or employees with a significant role in internal control or that would cause a material misstatement of the financial statements and no illegal acts came to PwC's attention as a result of their audit procedures.

As part of PwC's completion procedures, PwC asks management to reconfirm that they are not aware of any known, suspected or alleged incidents of fraud or illegal acts not previously discussed with PwC. This reconfirmation is included as part of management's representation letter to us.

PwC will to reconfirm that the Audit Committee is not aware of any known, suspected or alleged incidents of fraud or illegal acts not previously discussed with them.

**Summary of unadjusted and adjusted items**

As a result of audits, PwC identified no unadjusted or adjusted items.

**Management's representation**

PwC need to inform Audit Committee of the representations they are requesting from management. A copy of the management representation letter is included.

PwC requested their standard representations.

**Internal control recommendations**

Canadian Auditing Standards requires PwC to communicate in writing to the Audit Committee internal control weaknesses identified as part of their audit that are considered to be significant deficiencies.

PwC have no significant internal control recommendations to report.

**Independence**

PwC confirmed their independence with respect to the Association.

**Other information in documents containing audited financial information**

PwC will not receive the annual report before their auditor's report date. Audit Committee will provide this document to PwC before its issuance so PwC may complete their procedures in accordance with their responsibilities on this other information.

**Subsequent events**

No subsequent events which would impact the financial statements other than those disclosed have come to PwC's attention.

PwC would like to reconfirm that the Audit Committee is not aware of any other subsequent events that might affect the financial statements.

## INSURANCE COVERAGE REVIEW

As risk management is a part of the Audit Sub-committee's responsibility, the Sub-committee reviewed the insurance coverage in place and determined that the organization has a sufficient level of insurance.

Below is a chart listing the different liability insurance policies in place for the organization. In addition, a cyber-attack insurance is also in place to cover damages up to \$2M.

<b>Directors &amp; Officers</b>		
<b>Coverage</b>	<b>Limit of liability</b>	<b>Deductible</b>
Not for profit individual and organization	\$5Mill per claim, \$5Mill max per policy period	\$25K
<b>Errors &amp; Omissions</b>		
<b>Coverage</b>	<b>Limit of liability</b>	<b>Deductible</b>
Primary miscellaneous E&O	\$4Mill per claim, \$4Mill max per policy period	\$25K
<b>Comprehensive crime</b>		
<b>Coverage</b>	<b>Limit of liability</b>	<b>Deductible</b>
Employee dishonesty	\$1Mill	\$10K
loss inside the premise	\$50K	\$2.5K
loss outside the premise	\$50K	\$2.5K
Money orders and counterfeit paper current	\$250K	\$2.5K
Depositors forgery	\$250K	\$2.5K
3rd party computer and funds transfer fraud	\$250K	\$2.5K
Credit card forgery	\$50K	\$2.5K
Incoming chq forgery	Not covered	N/A

## RESERVE FUNDS

One of the important financial best practices that the organization keeps is maintaining reasonable General and Appropriated reserves balances appropriate to their mandate and strategic goals and objectives and anticipated financial needs.

Currently, the Association has 3 main funds as follows:

1. **General Fund** –
  - a. Operating Fund which represents funds used in the general operating and business activities including any extraordinary circumstances that may arise
  - b. Invested in property and equipment which represents the investment in property and equipment used in those activities.

2. **Property, equipment and systems replacement fund** represents an appropriation by Council, which serves the long-term objective of setting aside funds each year in a rotational manner to ensure adequate resources are available to replace all property, equipment and systems when required.
3. **Legal and insurance fund** which relates to an appropriation by Council to set up a legal and insurance reserve to allow for extraordinary cases and situations over and above annual expectations. This allows the Association to be prepared for future realistic contingencies and unanticipated events.

Please note that the funds are fluid in that Council has the ability to appropriate funds from one fund to another at any point in time.

### **General Operating Fund**

Reserve amounts really range pending on the risk and exposure posed towards the organization, thus, an appropriate amount of reserves will vary pending on each organization's individualized risk and exposure. As per independent consultant MNP and confirmed by our external auditors PWC, organizations like Engineers and Geoscientists BC should strive to maintain a reserve of 3-6 months of operating expenses. As at September 2020, Council has set the guideline for the organization to work towards the target of 6 months reserve, with a long horizon of up to 10 years to achieve this target.

With a surplus of \$235,394 from FY2021, the General Operating Fund ended with a balance of \$6,279,219, or equivalent to approximately 3.8 months of operating expenses (based on \$20Million annual operating expense).

Here is a summary of the change in Net Assets.

Net Assets – End of Year	<i>General Operating (A)</i>	<i>Property, Equipment and Systems Replacement (B)</i>	<i>Legal and Insurance (C)</i>	<i>Subtotal (A+B+C=D )</i>	<i>Invested in Property and Equipment (E)</i>	Total Net Assets (D+E)
June 30, 2020	5,747,148	1,290,150	500,000	7,537,298	2,965,275	10,502,573
June 30, 2021	6,279,219	1,290,150	500,000	8,069,369	2,668,598	10,737,967

### **Property, Equipment and Systems Replacement Fund**

One of Council's priorities is to strive to replenish the Property, Equipment and Systems Replacement Fund. In the past, the target of balance of this fund is based on a report back in 2015 by Stantec Consulting Ltd in their Building Condition Assessment report. With inflation, the cost

would be \$1.3M to address the building's needs for the next 7 years. Over the past few months, Stantec Consulting Ltd. has performed an updated assessment in June 2021. The current replacement/maintenance cost for the next 15 years is \$1.26M but with inflation factors the cost would be \$1.5M in today's dollars. The new target for this fund should be now set to be \$1.5M. With the current balance of the fund at \$1.29M, it is sufficient to cover major replacement costs for the next 12 years. With the new work from home hybrid model that the organization will be moving to, future space needs still need to be determined to determine the best option available to deal with the future space needs. There are sufficient funds in place for the mid-term for major replacement costs before determination of what direction the organization will take for future space needs.

### **Legal and Insurance Fund**

The current balance of \$500,000 should be sufficient to cover for future realistic contingencies and unanticipated situations in this area. The amount is based on what it would cost for one large disciplinary case and unanticipated large hikes in insurance rates.

## **RECOMMENDATIONS**

The enclosed PwC Auditors' Report and Financial Statements package and this memo provide the reporting of the Audit Sub-committee's review of the External Audit to Council. The Audit Sub-committee recommends that Council receive and approve the motions presented.

## **MOTIONS**

1. **That Council accept the report of the Audit Sub-committee.**
2. **That Council approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2021.**
3. **That the President and the Chief Executive Officer be authorized to sign the fiscal 2021 Financial Statements on behalf of Council.**
4. **That Council approve the appointment of PricewaterhouseCoopers LLP, CPAs as Engineers and Geoscientists BC's external auditors for the fiscal year ending June 30, 2022.**

**TAB B – Summary of Financial Results 2020/2021**

**TAB C – Audited Financial Statements**

**TAB D – Balance Sheet with Descriptions**

**TAB E – Revenue & Expenditures with Descriptions**



## ITEM 6.1

DATE	September 24, 2021
REPORT TO	Council for Information
FROM	Jennifer Cho, CPA, CGA Chief Financial and Administration Officer Alicia Tan, CPA, CMA Director, Finance
SUBJECT	Summary of Year End Financial Results as at June 30, 2021
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in governance.

Purpose	For Council to review financial results as at June 30, 2021.
Motion	That Council receives the Engineers and Geoscientists British Columbia financial results as at June 30, 2021.

## SUMMARY

In this report, we present the Financial Results of Engineers and Geoscientists BC for Fiscal Year (FY) 2021 ended June 30, 2021.

FY2021 ended with a Gross Surplus before Regulation of Firms of \$1,311K, or a Net Surplus of \$235K. An explanation of the results and key variances are explained in the sections below:

- A. Compared to FY2021 Contingency Budget
- B. Compared to latest FY2021 Forecast as presented to Council on April 23<sup>rd</sup>, 2021
- C. Compared to FY2020 Actual

More detailed variance reports are attached as Attachment A, B & C. In addition, a comparison of FY2021 and FY2020 Balance Sheet is attached as Attachment D.

## FY2021 Actual versus Contingency Budget

<b>Table 1</b>		<b>A</b>	<b>B</b>	<b>C*</b>
<b>(in '000's)</b>		<b>FY2021 Actual</b>	<b>FY2021 Contingency Budget</b>	<b>Var - actual vs budget</b>
<b>Summary</b>				
<b>1</b>	Revenue	18,926	17,101	1,824
<b>2</b>	Salaries and Benefits	10,375	10,241	(134)
<b>3</b>	Expenditures	7,336	7,087	(249)
<b>4=(1-2-3)</b>	Surplus (Deficit) Before Grants, External Projects, RoF	1,215	(227)	1,442
<b>5</b>	Surplus (Deficit) from Grants	97	92	4
<b>6=(4+5)</b>	Surplus (Deficit) Before Regulation of Firms (RoF)	1,311	(135)	1,446
<b>7</b>	Surplus (Deficit) from RoF	(1,076)	(1,383)	307
<b>8=(6+7)</b>	<b>Surplus (Deficit)</b>	<b>235</b>	<b>(1,518)</b>	<b>1,753</b>

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

At the beginning of this fiscal year, a Contingency Budget was developed to appropriately address the uncertainty and operate the organization through the pandemic amidst Covid-19. The most conservative assumptions were incorporated in this plan to allow for the potential significant drop in revenues due to non-renewals, increase in non-practicing and reduced fees registrants, lower enrolment in professional development, and cancellation of exams.

At the conclusion of our annual renewal process in March, the result was better than we had hoped with lower numbers in resignation, non-practising, and reduced fee registrants than we had planned. In addition, the registrant and trainee application and intake rate also showed a healthy recovery and trended better than planned. Moreover, the organization has adjusted many of its programs to adapt to the environment, for example, the offering of virtual annual conference, virtual professional development seminars, and online academic examinations which have been well received and helped to compensate for revenue that might have been lost if we had not made these adjustments.

Compared to the Contingency Budget, FY2021 ended with a net surplus of \$231K which is \$1,748K (C8) better than budgeted. Here is a summary of the major variances (in '000's):

### REGISTRANT FEES & OTHER REVENUES

Year-to-date total revenue is \$1,824K (cell C1) higher than budget, primarily due to:

- higher than expected registration and application volume,
- higher volume of professional development and annual conference attendees for virtual events than expected, and
- higher than expected professional and academic examination taken.

## EXPENDITURES

Year-to-date total operating expenditure is \$383K (cell C2 and C3) higher than budget primarily due to:

- higher legal expenses due to higher volume and complexities of cases,
- higher salaries and benefits expenses due to vacancies filled, overlap in senior staff transitions due to retirements, and staff severance packages,
- offset by lower spending in building operation and maintenance costs as staff work from home, and
- less meetings and travel expenses as events are held virtually or cancelled due to extension of COVID-19 restrictions beyond original expectation.

A more detailed variance report is outlined in **Attachment A**.

## FY2021 Actual versus Latest Forecast

<b>Table 2</b>		<b>A</b>	<b>B</b>	<b>C*</b>
		<b>FY2021 Actual</b>	<b>FY2021 Latest Forecast</b>	<b>Var - actual vs forecast</b>
<b>Summary</b>				
1	Revenue	18,926	18,984	(58)
2	Salaries and Benefits	10,375	10,164	(211)
3	Expenditures	7,336	7,675	339
4=(1-2-3)	Surplus (Deficit) Before Grants, External Projects, RoF	1,215	1,144	70
5	Surplus (Deficit) from Grants	97	177	(80)
6=(4+5)	Surplus (Deficit) Before Regulation of Firms (RoF)	1,311	1,321	(10)
7	Surplus (Deficit) from RoF	(1,076)	(1,083)	7
<b>8=(6+7)</b>	<b>Surplus (Deficit)</b>	<b>235</b>	<b>238</b>	<b>(3)</b>

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

FY2021 surplus before RoF of \$1,311K (A6) and net surplus of \$235K (A8) are consistent with the latest forecast presented to Council on April 23<sup>rd</sup> and to the Executive Sub-Committee on May 18<sup>th</sup>. Here is a summary of the major variances (in '000's):

## REGISTRANT FEES & OTHER REVENUES

Year-to-date total revenue is \$58K (cell C1) lower than forecast, primarily due to:

- higher revenue related to professional development, law and ethics, advertising revenue, and affinity program
- higher registration, application, and exams revenues



- offset by lower than forecasted registrant revenue
- lower than expected LEC recoveries due to timing of disciplinary case decisions.

## EXPENDITURES

Year-to-date total operating expenditure is \$128K (cell C2 and C3) below forecast primarily due to:

- higher salaries and benefits expenses due to overlap in senior leadership roles and severance package due to restructuring, which are more than offset by contingency allowance in the forecast
- higher legal and IT costs due to the preparations for return to office
- less meetings, events and travel expenses due to COVID-19 as events are held virtually or cancelled.

A more detailed variance report is outlined in **Attachment B**.

## FY2021 Actuals versus FY2020 Actuals

This update includes a comparison of FY2021 full year actual results to FY2020 full year actual, with a summary of major variances (in '000's).

<b>Table 3</b>		<b>A</b>	<b>B</b>	<b>C*</b>
		<b>FY2021 - Actual</b>	<b>FY2020 - Actual</b>	<b>Var - actual vs last year</b>
<b>Summary</b>				
1	Revenue	18,926	17,744	1,181
2	Salaries and Benefits	10,375	9,673	(702)
3	Expenditures	7,336	7,475	139
4=(1-2-3)	Surplus (Deficit) Before Grants, External Projects, RoF	1,215	597	618
5	Surplus (Deficit) from Grants	97	196	(100)
6=(4+5)	Surplus (Deficit) Before Regulation of Firms (RoF)	1,311	793	518
7	Surplus (Deficit) from RoF	(1,076)	(3)	(1,073)
<b>8=(6+7)</b>	<b>Surplus (Deficit)</b>	<b>235</b>	<b>790</b>	<b>(555)</b>

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

The financial result as at end of June 30, 2021 before RoF ended with a full year surplus of \$1,311K (A6) compared to a surplus for the same period of \$790K (B6).

## REGISTRANT FEES & OTHER REVENUES

Year-to-date total revenue is \$1,181K (cell C1) higher than last year, primarily due to:

- Larger membership base and higher registrant fees
- higher level of registration and application volume
- higher enrolment of professional development and annual conference attendees for virtual events
- higher number of professional and academic examination taken
- offset by a drop in annual conference revenue due to being virtual events this year.

## EXPENDITURES

Year-to-date total operating expenditure is \$563K (cell C2 and C3) higher than last year primarily due to:

- higher legal expenses due to higher volume and complexities of cases
- higher salaries and benefits expenses due to vacancies filled, merit increase, and severance package
- higher contract services expense for developing policies for work-from-home and for virtual offering of professional development seminars
- offset by lower spending in building operation and maintenance costs as staff work from home, and
- less meetings and travel expenses due to COVID-19 as events are held virtually or cancelled.

A more detailed variance report is outlined in **Attachment C**.

## MOTION

That Council receives the Engineers and Geoscientists British Columbia financial results as at June 30, 2021.

**ATTACHMENT A – FY2021 Actual versus FY2021 Contingency Budget**

**ATTACHMENT B – FY2021 Actual versus Forecast**

**ATTACHMENT C – FY2021 Actual versus FY2020 Actual**

**ATTACHMENT D – Balance Sheet FY2021 versus FY2020**

# ATTACHMENT A – FY2021 ACTUAL VERSUS FY2021 CONTINGENCY BUDGET

		A	B	C*	D
		YTD Actual	YTD Budget	Variance	Comments
	<b>REVENUE</b>				
1	Registrant and Trainee Fees	13,989	13,414	575	Larger than expected member base and higher volume of new applicants
2	Application, registration and certification fees	1,745	1,335	411	Higher than expected registration/application volume
3	Professional and academic examinations	625	391	234	Due to online exams being offered as an alternative
4	Affinity Programs	450	408	42	Slightly higher than expected affinity program revenue
5	Annual conference	161	91	71	Higher than expected annual conference revenue
6	Advertising, LEC recoveries and other	817	729	88	Higher than expected innovation revenue
7	Professional Development Revenue	1,139	735	404	Higher than expected uptake of virtual offerings
8	<b>TOTAL REVENUE</b>	<b>18,926</b>	<b>17,101</b>	<b>1,824</b>	
	<b>SALARIES AND EXPENSES</b>				
9	Salaries and Employee Benefits	10,375	10,241	(134)	Due to timing of vacancies, enforced vacation taken and severance cost
10	Office general, contract services, and amortization	5,045	4,842	(203)	Higher costs for virtual PD events, work-from-home policies, and experts related disciplinary cases.
11	Legal	1,411	647	(764)	Due to increased volume and complexity of LEC disciplinary cases
12	Premises and operating costs	324	475	151	Savings in building operation costs due to work from home
13	Printing, publication and distribution costs	463	497	34	Timing of actual expense vs budget
14	Events, travel and other	93	626	533	Less meetings, events and travelling due to COVID-19
15	<b>Total salaries and Expenses before Grants and RoF</b>	<b>17,711</b>	<b>17,328</b>	<b>(383)</b>	
16= (8-15)	<b>Surplus Before Grants and ROF</b>	<b>1,215</b>	<b>(227)</b>	<b>(1,442)</b>	
17	<b>Surplus (Deficit) from Grants and External Projects</b>	<b>97</b>	<b>92</b>	<b>4</b>	Timing of grant progress
18= (16+17)	<b>Surplus Before RoF</b>	<b>1,311</b>	<b>(135)</b>	<b>(1,446)</b>	
19	<b>Surplus (Deficit) from RoF</b>	<b>(1,076)</b>	<b>(1,383)</b>	<b>307</b>	Timing of project expenses vs budget
20= (18+19)	<b>Total Surplus (Deficit)</b>	<b>235</b>	<b>(1,518)</b>	<b>1,753</b>	

\* Positive variances add to the surplus and negative variances reduce surplus.

# ATTACHMENT B – FY2021 ACTUAL VERSUS FORECAST

		A	B	C*	D
		YTD Actual	YTD Forecast	Variance	Comments
	REVENUE				
1	Registrant and Trainee Fees	13,989	14,212	(222)	Timing of new interim registrants
2	Application, registration and certification fees	1,745	1,698	47	Higher application volume
3	Professional and academic examinations	625	644	(19)	Timing of actual exam revenue vs forecast
4	Affinity Programs	450	408	42	Higher than expected affinity revenue
5	LEC Recoveries	172	284	(112)	Timing of settlement related to disciplinary files
6	Advertising, Annual Conference and other	806	737	69	Mainly due to higher innovation magazine revenue
7	Professional Development Revenue	1,139	1,001	138	Higher than expected uptake of virtual offerings
8	TOTAL REVENUE	18,926	18,984	(58)	
	SALARIES AND EXPENSES				
9	Salaries and Employee Benefits	10,375	10,164	(211)	Due to overlap in senior roles due to retirements, severance from restructuring, which are covered by contingency allowed for line 10.
10	Office general, contract services, and amortization	5,045	5,377	332	Mainly consist of \$200K contingency allowance to cover salary item above and \$134K in unused contract services
11	Legal	1,411	1,385	(27)	
12	Premises and operating costs	324	282	(42)	
13	Printing, publication and distribution costs	463	451	(11)	
14	Events, travel and other	93	180	88	Less meeting, events and travelling due to COVID-19
15	Total salaries and Expenses before Grants and RoF	17,711	17,840	129	
16= (8-15)	Surplus Before Grants and ROF	1,215	1,144	(70)	
17	Surplus (Deficit) from Grants and External Projects	97	177	(80)	Timing of grant progress
18= (16+17)	Surplus Before RoF	1,311	1,321	10	
19	Surplus (Deficit) from RoF	(1,076)	(1,083)	7	Timing of project expenses vs forecast
20= (18+19)	Total Surplus (Deficit)	235	238	(3)	

\* Positive variances add to the surplus and negative variances reduce surplus.

**ATTACHMENT C - FY2021 ACTUAL VERSUS FY2020 ACTUAL**

		A	B	C*	D
		YTD Actual	Last Year Actual	Variance	Comments
	<b>REVENUE</b>				
1	Registrant and Trainee Fees	13,989	13,133	857	Due to larger member base
2	Application, registration and certification fees	1,745	1,585	161	Higher level of registration/application volume
3	Professional and academic examinations	625	550	74	Higher volume in exam candidates
4	Affinity Programs	450	419	31	
5	LEC Recoveries	172	206	(34)	
6	Annual Conference	161	285	(123)	Lower revenue due to annual conference being virtual
7	Investment income	56	239	(183)	Due to much lower interest rates
8	Advertising and other	589	541	49	
9	Professional Development Revenue	1,139	788	350	Switching to virtual PD offerings ended up being more successful
10	<b>TOTAL REVENUE</b>	<b>18,926</b>	<b>17,744</b>	<b>1,181</b>	
	<b>SALARIES AND EXPENSES</b>				
11	Salaries and Employee Benefits	10,375	9,673	(702)	Due to vacancies filled, merit increase, and severance package
12	Office general, contract services, and amortization	5,045	4,684	(361)	Higher external resources to help with converting to virtual PD events, developing work-from-home policies, and experts related to disciplinary cases.
13	Legal	1,411	797	(615)	Due to increased volume and complexity of LEC disciplinary cases
14	Premises and operating costs	324	458	135	Saving in building operation costs due to work from home
15	Printing, publication and distribution costs	463	478	16	
16	Events, travel and other	93	1,056	963	Essentially no in-person meetings and events and travelling due to COVID-19
17= (10-16)	<b>Total salaries and Expenses before Grants and RoF</b>	<b>17,711</b>	<b>17,147</b>	<b>(564)</b>	
18	<b>Surplus Before Grants and ROF</b>	<b>1,215</b>	<b>598</b>	<b>(617)</b>	
19	<b>Surplus (Deficit) from Grants and External Projects</b>	<b>97</b>	<b>195</b>	<b>(99)</b>	Timing of grant progress
20= (18+19)	<b>Surplus Before RoF</b>	<b>1,311</b>	<b>793</b>	<b>(518)</b>	
21	<b>Surplus (Deficit) from RoF</b>	<b>(1,076)</b>	<b>(3)</b>	<b>(1,073)</b>	Timing of project expenses vs forecast
20= (20+21)	<b>Total Surplus (Deficit)</b>	<b>235</b>	<b>790</b>	<b>(555)</b>	

\* Positive variances add to the surplus and negative variances reduce surplus.

ATTACHMENT D – BALANCE SHEET FY2021 VERSUS FY2020

	A	B	C	D
	2021	2020	Variance	Variance Comments
<b>Assets</b>				
<b>Current assets</b>				
1 Cash and cash equivalents	1,683	1,956	(274)	Due to timing of payment
2 Short-term investments	17,085	14,756	2,329	More funds were invested in short term investments mainly in GIC and T-bills
3 Interest receivable	5	71	(65)	Lower interest rate compared with prior year
4 Accounts receivable	1,096	913	183	AR increased due to higher receivable on grant projects, support services and legal settlement
5 Prepaid expenses	471	350	121	Due to timing of prepaid items related to building maintenance, annual conference and professional development services
6 Inventory	14	14	0	
7 <b>Total Current Assets</b>	<b>20,354</b>	<b>18,059</b>	<b>2,295</b>	
8 <b>Intangible assets</b>	<b>315</b>	<b>224</b>	<b>92</b>	Due to higher capitalization of in-house IT software
9 <b>Property and equipment</b>	<b>2,353</b>	<b>2,742</b>	<b>(388)</b>	Due to lower capital spending
10= 7+8+9 <b>Total Assets</b>	<b>23,023</b>	<b>21,024</b>	<b>1,999</b>	
<b>Liabilities and Net Assets</b>				
<b>Current liabilities</b>				
11 Accounts payable and accrued liabilities	1,892	2,015	(123)	Due to timing of payment
12 Deferred fees	7,189	6,922	267	Increase due to membership growth
13 Deferred contributions	1,919	1,584	335	Higher balance due to new grant projects
14 Line of credit	1,284		1,284	Draw for Regulation of Firms activities in the year
15 <b>Total Current Liabilities</b>	<b>12,285</b>	<b>10,522</b>	<b>1,763</b>	
<b>Net assets</b>				
<b>General fund</b>				
16 Invested in property and equipment and intangible assets	2,669	2,965	(297)	
17 Operating	6,279	5,747	532	
18 Property, equipment and systems replacement fund	1,290	1,290	0	
19 Legal and insurance fund	500	500	0	
20 <b>Total Net Assets</b>	<b>10,738</b>	<b>10,503</b>	<b>235</b>	Difference is the net result of current year's operating surplus
21= 15+20 <b>Total Liabilities and Net Assets</b>	<b>23,023</b>	<b>21,024</b>	<b>1,999</b>	

# **The Association of Professional Engineers and Geoscientists of the Province of British Columbia**

Non-consolidated Financial Statements  
**June 30, 2021**

DRAFT

# DRAFT 4

## The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Balance Sheet

As at June 30, 2021

	2021 \$	2020 \$
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents (note 3)	1,682,861	1,956,456
Short-term investments (note 4)	17,085,203	14,755,731
Interest receivable	5,398	70,583
Accounts receivable (note 5)	1,095,736	912,594
Prepaid expenses	471,344	349,898
Inventory	13,574	13,574
	<u>20,354,116</u>	<u>18,058,836</u>
<b>Intangible assets</b> (note 6)	315,315	223,640
<b>Property and equipment</b> (note 7)	<u>2,353,284</u>	<u>2,741,636</u>
	<u>23,022,715</u>	<u>21,024,112</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	1,892,286	2,015,111
Deferred contributions (note 8)	1,919,101	1,584,413
Deferred fees (note 9)	7,189,447	6,922,014
Line of credit (note 10)	1,283,914	-
	<u>12,284,748</u>	<u>10,521,538</u>
<b>Net assets</b> (note 2)		
General fund		
Invested in property and equipment and intangible assets	2,668,598	2,965,276
Operating	6,279,219	5,747,148
Property, equipment and systems replacement fund	1,290,150	1,290,150
Legal and insurance fund	500,000	500,000
	<u>10,737,967</u>	<u>10,502,574</u>
	<u>23,022,715</u>	<u>21,024,112</u>
<b>Commitments</b> (note 11)		

**Approved on Behalf of the Council**

The accompanying notes are an integral part of these non-consolidated financial statements.



# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Statement of Revenue and Expenses

For the year ended June 30, 2021

	2021 \$	2020 \$
<b>Revenue</b>		
Fees		
Registrant and trainee fees	13,989,391	13,132,745
Application, registration and certification fees	1,761,452	1,584,588
Professional and academic examinations	624,500	550,021
	<u>16,375,343</u>	<u>15,267,354</u>
<b>Other revenue</b>		
Affinity programs	449,552	419,013
Annual conference	161,356	284,578
Grant and project administration	1,631,082	1,913,497
Innovation magazine and other advertising	499,391	451,649
Investment income	55,726	238,899
Miscellaneous (note 15)	279,795	295,764
Organization quality management	334,297	266,984
Professional development	1,130,409	787,172
	<u>4,541,608</u>	<u>4,657,556</u>
<b>Total revenue</b>	<u>20,916,951</u>	<u>19,924,910</u>
<b>Expenses</b>		
Advertising	31,217	66,856
Annual conference – facilities and meals	1,905	166,799
Contract and consulting services	2,882,435	2,360,402
Contract and consulting services on grants	1,426,168	1,468,168
Engineers Canada assessment	325,015	328,180
Examinations and examination books	241,746	337,300
Geoscientists Canada assessment	84,252	75,301
Grants and awards	54,019	85,044
Innovation magazine printing	118,139	115,158
Legal	1,411,448	621,279
Meetings, seminar room rentals and special events	26,858	468,209
Office, general and miscellaneous (note 16)	1,163,042	1,098,486
Premises and operating costs	379,015	458,392
Printing, publication and distribution costs	313,661	352,267
Salaries and employee benefits	11,436,165	9,971,922
Secondary professional liability insurance premiums	146,216	158,840
Telecommunications	69,323	70,107
Travel	5,563	354,906
<b>Total expenses before amortization</b>	<u>20,116,187</u>	<u>18,557,616</u>
<b>Excess of revenue over expenses before amortization</b>	<u>800,764</u>	<u>1,367,294</u>
<b>Amortization</b>		
Intangible assets	135,728	172,372
Property and equipment	429,642	404,561
<b>Total amortization</b>	<u>565,370</u>	<u>576,933</u>
<b>Excess of revenue over expenses for the year</b>	<u>235,394</u>	<u>790,361</u>

The accompanying notes are an integral part of these non-consolidated financial statements.

**The Association of Professional Engineers and  
Geoscientists of the Province of British Columbia**

Non-consolidated Statement of Changes in Net Assets

For the year ended June 30, 2021

	2021				2020
	General Fund				
	Invested in property and equipment and intangible assets \$	Operating \$	Property, equipment and systems replacement fund \$	Legal and insurance fund \$	Total \$
<b>Net assets – Beginning of year</b>	2,965,275	5,747,148	1,290,150	500,000	10,502,573
Excess of revenue over expenses for the year	(565,370)	800,764	-	-	235,394
Investment in intangible assets	262,907	(262,907)	-	-	-
Investment in property and equipment	5,786	(5,786)	-	-	-
<b>Net assets – End of year</b>	<u>2,668,598</u>	<u>6,279,219</u>	<u>1,290,150</u>	<u>500,000</u>	<u>10,737,967</u>

The accompanying notes are an integral part of these non-consolidated financial statements.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Statement of Cash Flows

For the year ended June 30, 2021

	2021 \$	2020 \$
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of revenue over expenses for the year	235,394	790,361
Item not affecting cash		
Amortization of property and equipment and intangible assets	565,370	576,933
	800,764	1,367,294
Change in working capital accounts (note 17)	239,893	1,576,251
	1,040,657	2,943,545
<b>Investing activities</b>		
Investment in intangible assets	(262,907)	(147,096)
Investment in property and equipment	(5,786)	(123,062)
Proceeds on redemption and sale of investments	25,393,332	25,048,485
Purchase of investments	(27,722,806)	(26,659,970)
	(2,598,167)	(1,881,643)
<b>Financing activities</b>		
Proceeds from line of credit	1,283,915	-
<b>Increase in cash and cash equivalents</b>	(273,595)	1,061,902
<b>Cash and cash equivalents – Beginning of year</b>	1,956,456	894,554
<b>Cash and cash equivalents – End of year</b>	1,682,861	1,956,456

The accompanying notes are an integral part of these non-consolidated financial statements.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## 1 Mandate

The Association of Professional Engineers and Geoscientists of the Province of British Columbia doing business as Engineers and Geoscientists British Columbia (the Association) is incorporated under the provisions of the *Professional Governance Act*. The Association's mandate is to protect public safety, health and well-being through the application of engineering and geoscience, as well as to ensure the responsible self-governance and vitality of the professions.

The Association is a tax exempt organization as described in the *Income Tax Act* (Canada) and, as such is exempt from federal and provincial income taxes.

## 2 Significant accounting policies

These non-consolidated financial statements include the financial activities of the Association exclusive of the net assets of Engineers and Geoscientists BC Foundation, Engineers and Geoscientists BC Benevolent Fund Society and registrant-supported branches and divisions (note 12).

### Basis of accounting

The non-consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### Net assets

The "General fund" comprises two components. "Operating" represents funds used in the general operating and business activities, including any extraordinary circumstances that may arise, and "Invested in property and equipment and intangible assets" represents the investment in property and equipment and intangible assets used in those activities.

The "Property, equipment and systems replacement fund" represents an appropriation by Council, which serves the long-term objective of setting aside funds to replace and improve property, equipment and systems when required. Any repairs, maintenance and improvement associated with the building are deducted from this fund. Council reviews the method and the amount appropriated to ensure that the appropriation provides a reasonable basis for property, equipment and systems replacement. All repairs, maintenance and improvement deducted from the fund and property, equipment and systems acquisitions are approved by Council as part of the annual budgeting process.

The "Legal and insurance fund" relates to an appropriation by Council to set up a legal and insurance reserve to allow for extraordinary cases and situations over and above annual expectations. This allows the Association to be prepared for future contingencies. The amount appropriated for legal and insurance is reviewed by Council annually.

# **The Association of Professional Engineers and Geoscientists of the Province of British Columbia**

## **Notes to Non-consolidated Financial Statements**

**June 30, 2021**

### **Managing capital**

The Association defines its capital as the amount included in its net asset balances. The Association's objective when managing its capital is to safeguard its ability to continue as a going concern so that it can continue to fulfill its mandate as described in note 1. While there are no external restrictions on any of the net assets, Council has appropriated certain of the funds for specific purposes as described in net assets.

### **General fund**

As at June 30, 2021, the General fund comprises amounts that are either invested in property and equipment and intangible assets or are available for future operating activities, including extraordinary circumstances that may arise. Council has set a target of six months operating expenses, to be held in the "Operating" net asset fund as a general reserve given the stability of annual registration fee revenues and the Association's ability to access a pre-approved line of credit.

### **Appropriated funds**

The Appropriated funds comprise property, equipment and systems replacement fund and the legal and insurance fund. Council estimates the amount contained in the legal and insurance fund to over two consecutive years of extraordinary legal and/or insurance costs.

### **Revenue recognition and deferred fees**

The Association follows the deferral method of accounting for contributions. Restricted contributions are deferred and recorded as revenue in the period in which the expense has been incurred. Annual fees and other revenues which are received, but for which services have not yet been performed are reported as deferred revenue. Registration and other fees are billed and received in advance on a calendar-year basis. Accordingly, a portion of these fees received prior to June 30, 2021, have been deferred for financial reporting purposes and will be recognized as revenue over the remainder of the current calendar year.

The Association enters into certain contracts for which it subcontracts the required services. These contracts are accounted for using the deferral method of accounting.

All other revenues are recognized when earned if the amount to be received can be reasonably estimated and collectibility is reasonably assured.

# **The Association of Professional Engineers and Geoscientists of the Province of British Columbia**

Notes to Non-consolidated Financial Statements

**June 30, 2021**

## **Amortization**

Amortization is recorded by using the following annual rates calculated on a straight-line basis:

Building	3.3%
Intangible assets (software and development)	33.3%
Computer	10% – 33.3%
Electronic equipment	20%
Furniture, fixtures and office improvements	10%

## **Donated services**

The Association and its registrants benefit from donated services in the form of volunteer time for various committees. Donated services are not recognized in these non-consolidated financial statements.

## **Cash and cash equivalents**

Cash and cash equivalents consist of cash on deposit and high interest savings accounts with banks.

## **Financial instruments**

The Association's financial instruments consist of cash and cash equivalents, investments, interest receivable, accounts receivable and accounts payable and accrued liabilities. Financial instruments are initially measured at fair value and subsequently carried at cost, with the exception of investments, comprising of guaranteed investment certificates which are carried at amortized cost. Interest income is recognized over the lives of the instruments using the effective interest method.

With respect to financial assets measured at cost or amortized cost, the Foundation recognizes in the statement of operations an impairment loss, if any, when it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows.

## **Inventory**

Inventory relates to exam books. Inventory is recorded at the lower of cost and net realizable value. Cost is determined on a specific item, actual cost basis.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## Controlled funds

a) Engineers and Geoscientists BC Foundation (the Foundation)

The Foundation provides financial support to fund, facilitate and promote activities and programs related to education in engineering and geoscience. The Foundation was incorporated on May 11, 1993 under the *Societies Act of British Columbia* and is a registered charity under the *Income Tax Act*.

The Association controls the operations of the Foundation through its ability to appoint the Directors, who direct all activities of the Foundation. The Association does not consolidate the financial results of the Foundation.

b) Engineers and Geoscientists BC Benevolent Fund Society (the Society)

The Society provides financial assistance to registrants of the Association and their dependants who qualify for the assistance. The Society was incorporated on November 1, 2010 under the *Societies Act of British Columbia* and is a registered charity under the *Income Tax Act*.

The Association controls the operations of the Society through its ability to appoint the Directors, who direct all activities of the Society. The Association does not consolidate the financial results of the Society.

c) Registrant-supported branches and divisions

The registrant-supported branches and divisions provide local support to the registrants of the Association throughout the region of British Columbia. The registrant-supported branches and divisions are unincorporated entities.

The Association controls the operations of the registrant-supported branches and divisions as it holds a significant economic interest and shares complementary objectives with the registrant-supported branches and divisions. The Association does not consolidate the financial results of the registrant-supported branches and divisions. Bank accounts and cash flows for all registrant-supported branches and divisions are managed and recorded by the Association's Finance department.

Financial information for the controlled funds is provided in note 12.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## Use of estimates

The preparation of non-consolidated financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the non-consolidated financial statements and revenue and expenses during the year. Areas requiring the use of estimates relate to determining the useful lives of property and equipment and the amount of registration fees received in advance to be deferred. Financial results, as determined by actual events, may differ materially from those estimates.

## 3 Cash and cash equivalents

	2021 \$	2020 \$
Cash on hand	1,296,067	1,561,277
High interest savings accounts	386,794	395,179
	<u>1,682,861</u>	<u>1,956,456</u>

The Association has access to a pre-approved line of credit, secured by the building and land, with a limit of \$500,000 of which \$nil was drawn on at year-end (2020 – \$nil).

## 4 Short-term investments

	2021 \$	2020 \$
Guaranteed investment certificates	1,202,642	1,172,000
Government of Canada treasury bills	15,882,561	13,583,731
	<u>17,085,203</u>	<u>14,755,731</u>

## 5 Accounts receivable

	2021 \$	2020 \$
Government grants	384,167	315,820
Receivables from registrants	214,514	330,573
Project grants (other associations)	119,308	85,290
Other support services	193,038	55,126
Innovation magazine	52,922	42,308
Due from Geoscientists Canada	720	3,103
GST	49,297	34,341
Other	81,770	46,033
	<u>1,095,736</u>	<u>912,594</u>



# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## 6 Intangible assets

	2021		2020
	Cost \$	Accumulated amortization \$	Net \$
Internally generated software	744,229	428,914	315,315
			223,640

## 7 Property and equipment

	2021		2020
	Cost \$	Accumulated amortization \$	Net \$
Land	874,011	-	874,011
Building	3,251,166	2,817,960	433,206
Computer	130,377	102,361	28,016
Electronic equipment	301,855	235,784	66,071
Furniture, fixtures and office improvements	1,961,453	1,009,473	951,980
	6,518,862	4,165,578	2,353,284
			2,741,636

## 8 Deferred contributions

	External grants \$	Other deferred revenue \$	Total \$
Deferred contributions – Beginning of year	979,802	604,611	1,584,413
Amounts received	1,702,637	2,426,395	4,129,032
Amounts recognized as revenue	(1,379,591)	(2,414,753)	(3,794,344)
Deferred contributions – End of year	1,302,848	616,253	1,919,101

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## 9 Deferred fees

	2021 \$	2020 \$
Professional Engineers and Geoscientists registration fees	5,919,361	5,646,040
Engineer and Geoscientist-in-training registration fees	1,171,497	961,489
Limited license	57,530	49,680
Special levy	-	259,950
Student programs	41,059	4,856
	<u>7,189,447</u>	<u>6,922,015</u>

## 10 Line of credit

The Association entered into a revolving credit facility (facility) agreement with the Canadian Imperial Bank of Commerce (CIBC) on March 4, 2020. The total credit limit available under the facility is \$2,500,000 and all amounts are repayable on demand. The facility is guaranteed by the Association's assets and bears interest at the prime rate plus 0.00% per annum, calculated monthly and accrued daily on the basis of the number of actual days elapsed. The amount payable under the facility is \$1,283,914 as at June 30, 2021 (2020 – \$nil).

## 11 Commitments

The Association has operating lease commitments for office equipment for the next two years requiring the following minimum payments:

	\$
2022	61,426
2023	<u>61,426</u>
	<u>122,852</u>

## 12 Defined contribution plan

The Association has established a defined contribution plan for its employees, under which employees contribute 5% of their qualifying gross earnings and the Association contributes 7.85% of qualifying employees' gross earnings. Defined contribution plan expense for the year was \$648,406 (2020 – \$560,328).

## 13 Controlled funds

The Association controls the operations and provides accounting and administration services to the Benevolent Fund Society, the Foundation and registrant-supported branches and divisions. The results and net assets of these operations are not consolidated in the non-consolidated financial statements of the Association.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

## Notes to Non-consolidated Financial Statements

June 30, 2021

Summary financial information on each of the controlled funds is as follows:

	2021 \$	2020 \$
<b>Benevolent Fund Society</b>		
Total assets	359,222	333,592
Total liabilities	6,829	1,619
Net assets	352,393	331,973
Revenue – contributions and investment income	40,784	44,218
Expenses and grants	20,364	40,922
Cash flows from operating activities	26,276	3,286
Cash flows from investing activities	23,601	(14,129)
<b>Foundation</b>		
Total assets	875,796	829,242
Total liabilities	193,085	188,741
Net assets	687,211	640,501
Revenue – contributions and investment income	99,561	156,943
Expenses and grants	57,351	84,057
Cash flows from operating activities	73,257	68,666
Cash flows from investing activities	(12,465)	(129,382)

### Registrant supported branches and divisions

The Association has a number of special interest divisions that allow registrants with common technical background or other interests to share and disseminate information and to review and develop policy in that area.

All the Association registrants are assigned to one of the 20 regional branches and divisions. Branches are led by an executive group composed of volunteers who serve as the registrants' regional representatives and link back to the Association leadership.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

	2021 \$	2020 \$
<b>Branches and divisions</b>		
Total assets	385,206	270,989
Total liabilities	11,304	10,927
Net assets	373,902	260,062
Revenue	145,037	101,692
Expenses	30,997	82,706
Cash flows from operating activities	113,840	18,986

## 14 Financial instruments and risk management

### Currency risk

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. The Association is not exposed to significant currency risk.

### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. The Association is exposed to interest rate risk on short-term deposits and investments. Management frequently reviews the interest rates to mitigate risk and uses professional investment management services.

### Market risk and other price risk

Market risk and other price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices. The Association is not exposed to significant market risk and other price risk.

### Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur financial loss. The Association does not have a significant concentration of credit risk in any single party or group of parties. Accounts receivable are due primarily from government.

# The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2021

## Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in raising funds to meet commitments associated with financial instruments. The Association is not exposed to significant liquidity risk.

There have not been any significant changes in risk exposure from prior years.

## 15 Miscellaneous revenue

	2021 \$	2020 \$
Discipline recoveries	171,750	205,500
Other	44,295	63,364
Return to Practice/Reinstatement	63,750	26,900
	<u>279,795</u>	<u>295,764</u>

## 16 Office, general and miscellaneous

	2021 \$	2020 \$
Bank and credit card processing fees	449,689	428,389
Office and general (courier, copier, office supplies, storage, training and regalia)	377,958	326,728
Information technology licensing	246,747	263,255
Insurance	47,584	51,725
Dues and subscriptions	28,077	19,884
Other	12,987	8,505
	<u>1,163,042</u>	<u>1,098,486</u>

## 17 Supplemental cash flow information

	2021 \$	2020 \$
Change in working capital accounts		
Accounts receivable	(183,142)	(143,737)
Interest receivable	65,185	(2,559)
Prepaid expenses	(121,446)	(53,380)
Inventory	-	6,519
Accounts payable and accrued liabilities	(122,825)	998,561
Deferred fees	267,433	765,156
Deferred contributions	334,688	5,691
	<u>239,893</u>	<u>1,576,251</u>

Engineers and Geoscientists British Columbia				
Balance Sheet				
Assets	2021	2020	\$ changes	
Current assets				
Cash and cash equivalents	1,682,861	1,956,456	(273,595)	Cash and cash equivalents
Short-term investments	17,085,203	14,755,731	2,329,472	Short-term investments such as T-bills and GICs.
Interest receivable	5,398	70,583	(65,185)	Interest receivable from investments
Accounts receivable	1,095,736	912,594	183,142	Project receivable, GST ITC receivable and CCPG receivable
Prepaid expenses	471,344	349,898	121,446	(1) Software licenses (2) Annual Conference deposits/prepayments (3) Insurance (4) Property tax
Inventory	13,574	13,574	0	Exam text books
	20,354,116	18,058,836	2,295,280	
Intangible assets	315,315	223,640	91,675	Internally developed IT software
Property and equipment	2,353,284	2,741,636	(388,352)	Building, land, furniture fixtures, electronics and computer items
	23,022,715	21,024,112	1,998,603	
Liabilities and Net Assets				
Current liabilities				
Accounts payable and accrued liabilities	1,892,286	2,015,111	(122,825)	(1) Trade accounts payable (2) Vacation payable (3) Accrued liabilities
Deferred fees	7,189,447	6,922,014	267,433	(1) Members (2) EIT/GIT (3) Reduced Fee (4) NRL & LL & (5) Student membership
Deferred contributions	1,919,101	1,584,413	334,688	(1) Conference sponsors (2) Exam unearned (3) CPD seminar unearned (4) Advertising unearned revenue (5) Unearned CBA & grants revenue
Line of credit	1,283,914		1,283,914	Line of credit facility for Regulation of Firms program
	12,284,748	10,521,538	1,763,210	
Net assets				
General fund				
Invested in property and equipment and intangible assets	2,668,598	2,965,276	(296,678)	
Operating	6,279,219	5,747,148	532,071	
Property, equipment and systems replacement fund	1,290,150	1,290,150	-	
Legal and insurance fund	500,000	500,000	-	
	10,737,967	10,502,574	235,393	
	23,022,715	21,024,112	1,998,603	

Engineers and Geoscientists British Columbia				
Statement of Revenue and Expenses				
	2021	2020	\$ changes	
Revenue				
Fees				
Registrant and Trainee fees	13,989,391	13,132,745	856,646	(1) Annual Registrant and Trainee fees (2) Interim Registrant and Trainee fees
Application, registration and certification Fees	1,761,452	1,584,588	176,864	(1) Examination of credentials (2) Administration/certificate fee (3) Transfer fee (4) SER application fee (5) Limited license application fee/job interview (6) Stamp and seal and certificate revenue (7) Certified professional program (8) Structural qualifications (9) Reinstatement/Return to Practice
Professional and academic examinations	624,500	550,021	74,479	(1) Professional Practice Exam (2) Academic Exam (3) IStructE/SER Exams & (4) Professional Practice Exams Book Sales
	16,375,343	15,267,354	1,107,989	
Other revenue				
Affinity programs	449,552	419,013	30,539	Affinity program rebates (Manulife, Marsh, Northbridge)
Annual conference	161,356	284,578	(123,222)	(1) Attendee & (2) Sponsor Revenue
Grant and project administration	1,631,082	1,913,497	(282,415)	Seismic Assessments for Schools, Seismic Mitigation Program, SRG Expansion Project, Seismic Assessment and Seismic Design of Dikes, Seismic Microzonation Project and CBA Engineer Canada Program
Innovation magazine and other advertising	499,391	451,649	47,742	(1) Magazine advertising revenue (2) Web advertising revenue
Investment Income	55,726	238,899	(183,173)	(1) Interest earned on investments
Miscellaneous	279,795	295,764	(15,969)	(1) Miscellaneous Revenues & (2) Student Sponsor Revenue (3) other one off revenues
Organization quality management	334,297	266,984	67,313	OQM membership and training revenue
Professional development	1,130,409	787,172	343,237	Revenue from professional development seminars and distance education product sales
	4,541,608	4,657,557	(115,949)	
Total revenue	20,916,951	19,924,910	992,041	
Expenses				
Advertising	31,217	66,856	35,639	(1) Communications dept. - public/government relations, student programs & (2) LEC dept. - discipline and enforcement advertising
Annual conference - facilities and meals	1,905	166,799	164,894	Annual conference - facilities and meals
Contract and consulting services	2,882,435	2,360,402	(522,033)	(1) Professional practice review (2) Continuing professional development seminars & workshops (3) Information technology & (4) Other contract or consulting services
Contract and consulting services on grants	1,426,168	1,468,168	42,000	Seismic Assessments for Schools, Seismic Mitigation Program, SRG Expansion Project, Seismic Assessment and Seismic Design of Dikes, Seismic Microzonation Project and CBA Engineer Canada Program
Engineers Canada Assessment	325,015	328,180	3,165	Engineers Canada Assessment
Examinations and examination books	241,746	337,300	95,554	(1) Exam marking & (2) Exam invigilation
Geoscientists Canada Assessment	84,252	75,301	(8,951)	Geoscientists Canada Assessment
Grants and awards	54,019	85,044	31,025	(1) Branches grants (2) Career awareness (3) Student program
Innovation magazine printing	118,139	115,158	(2,981)	Innovation magazine printing
Legal	1,411,448	621,279	(790,169)	Legal
Meetings, seminar room rentals and special events	26,858	468,209	441,351	(1) CPD seminars & workshops & (2) Other program meeting expenses
Office, general and miscellaneous	1,163,042	1,098,486	(64,556)	(1) Bank fees (2) Computer hardware and software (3) Office supplies (3) Staff training (4) Insurance (5) Copier and mail equipment lease
Premises and operating costs	379,015	458,392	79,377	Premises and operating costs
Printing, publication and distribution costs	313,661	352,267	38,606	(1) Postage (2) Photocopy (3) Mail house services (4) Printing (annual conference, program brochures, CPD, annual reports, annual invoicing, interim invoices, receipts and membership cards) (5) Letterheads, envelopes, business cards (6) Certificates & stamps & (7) others
Salaries and employee benefits	11,436,165	9,971,922	(1,464,243)	Salaries and employee benefits
Secondary professional liability insurance premiums	146,216	158,840	12,624	Secondary professional liability insurance premiums
Telecommunications	69,323	70,107	784	(1) Telephone (2) Long distance & (3) T1 Internet access
Travel	5,563	354,907	349,344	(1) Staff (2) President (3) Council committee (4) Practice reviewer (5) CPD speaker & branch reps travel
Total expenses before amortization	20,116,187	18,557,616	(1,558,571)	
Amortization	565,370	576,933	11,563	Amortization expense of capital assets
Excess of revenue over expenses for the year	235,394	790,361	554,967	

## OPEN SESSION

### ITEM 6.2

DATE	September 9, 2021
REPORT TO	Council for Decision
FROM	Peter Mitchell, P. Eng., Director, Professional Practice, Standards & Development
SUBJECT	Updated Council Policy on Professional Practice Guidelines
LINKAGE TO STRATEGIC PLAN	Establish, maintain, and enforce qualifications and professional standards.

Purpose	To clarify Council's responsibilities related to the approval of Professional Practice Guidelines.
Motion	That Council approves the updated Council Policy on Professional Practice Guidelines and the Council Memo Template for Professional Practice Guidelines.

## BACKGROUND

Prior to the June 2021 Council meeting, several Councillors requested staff to provide clarity on their role in the approval of Professional Practice Guidelines. At the meeting on June 25, 2021, staff provided an overview to Council on the purpose, benefits, history, and legal authority of Professional Practice Guidelines. In addition, an overview of the development process was provided as well as a commitment to update the existing Council Policy on Professional Practice Guidelines.

## DISCUSSION

Engineers and Geoscientists BC has been developing Professional Practice Guidelines since the early 1990's to describe expectations and obligations of registrants when they carry out specific professional activities.

Through the years, Engineers and Geoscientists BC has seen an increased demand and need for this type of guidance from registrants, but also from authorities having jurisdictions, clients, and the public. This increased demand triggered the need for a formalized policy on the approval of Professional Practice Guidelines (first in place in 2008) and development of detailed operational procedures for the initiation and development of guidelines in order to ensure consistency and



appropriate resourcing. Furthermore, in the development and implementation of the *Professional Governance Act*, the role that Professional Practice Guidelines play as an important regulatory tool was reinforced by the Office of the Superintendent of Professional Governance both in the *Professional Governance Act* and in Engineers and Geoscientists BC Bylaws.

To date, Engineers and Geoscientists BC has published over 40 Professional Practice Guidelines on a variety of professional activities and within multiple sectors of practice. All Professional Practice Guidelines are available for free on the Engineers and Geoscientists BC website and in addition many have a 1-hour webinar recording readily available directly from the guideline webpage.

Professional Practice Guidelines have become one of the most important and recognized tools the organization has to proactively regulate the professions of engineering and geoscience and collaboratively address areas of practice overlap with other regulated professions.

## RECOMMENDATIONS

That Council approves the updated Council Policy on Professional Practice Guidelines and the Council Memo Template for Professional Practice Guidelines.

## MOTION

That Council approves the updated Council Policy on Professional Practice Guidelines and the Council Memo Template for Professional Practice Guidelines.

## APPENDIX A – Council Policy for Professional Practice Guidelines

## APPENDIX B – Council Memo Template for Professional Practice Guidelines

## OPEN SESSION

### ITEM 6.3

DATE	September 8, 2021
REPORT TO	Council for Information
FROM	Lianna Mah, P.Eng. Immediate Past President & Chair of Sub-committee of Council
SUBJECT	Remuneration for Elected Members of Council
LINKAGE TO STRATEGIC PLAN	We support effective governance.

Purpose	To present the decisions of the Sub-committee of Council on remuneration for elected councillors
Motion	No motion. For information only.

## BACKGROUND

At its April 23, 2021 meeting, Council approved the following remuneration policy statement:

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

1. Affirm the councillor's responsibilities and the professional nature of the work that councillors are expected to perform;
2. Attract and retain qualified individuals to serve as councillors;
3. Partially compensate councillors 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 president, vice president, immediate past president and councillor positions, and
5. Recognize an element of public service."

Although it is common for boards to approve their own compensation, to remove any perception of a conflict of interest, Council created a sub-committee of Council consisting of the government appointees and the immediate past president and delegated the following duties and decisions:

- Apply Engineers and Geoscientists BC's Council Remuneration Policy to the options presented in the Watson Report - Advice on Councillor Remuneration, and
- Establish Engineers and Geoscientists BC's Elected Council compensation approach (quantum, scope and implementation schedule).

## **DECISIONS OF SUB-COMMITTEE**

The Sub-committee of Council met on July 5, 2021 and September 7, 2021 to establish Engineers and Geoscientists BC's approach to compensation for elected members of Council. This includes determining the scope, quantum and implementation schedule. Below is a summary of the decisions of the Sub-committee:

### **Scope: Which activities of Council should be covered?**

After consideration of the Council activities undertaken each year, activities considered mandatory, strongly encouraged or optional and those activities currently reimbursed for public appointees, the Sub-committee determined the scope to include all "mandatory" Council activities as well as two "strongly encouraged" activities: meetings taking place at the annual conference and legislature days.

**MOTION: It was moved and seconded that the Sub-committee of Council approves the scope for remuneration of elected councillors to include mandatory Council activities, the annual conference Council Satellite Events and Legislature Days.**

**CARRIED**

### **Quantum: At what rate should elected councillors be remunerated?**

In determining the remuneration amount, the Sub-committee considered the various factors outlined in the Watson Report, specifically:

- Size and complexity
- Time Commitment
- Public Service
- Expertise and Skills
- Market Comparables

Three options were provided in the Watson report in terms of quantum; all options included providing the President with an annual retainer plus per meeting fees and providing councillors with per meeting fees.

To understand the budget implications for each option, the Sub-committee was provided with an estimate based on the mandatory activities of Council.

Having reviewed the report, the Sub-committee considered the desire to attract councillor and Presidential candidates along with the need to maintain an element of public service. The Sub-committee noted that even at the highest option, the quantum was still in the low to mid-range compared to other organizations and that the compensation does not take into account the preparation time or travel time required of councillors.

After considering these factors, the Sub-committee decided that for councillors, the meeting fees presented in option 3 were appropriate (\$250 for meetings under four hours and \$500 for meetings four hours or more). For the role of President, the Sub-committee determined that the \$35,000 retainer was appropriate, and no additional incentive was needed for attendance at specific meetings.

**MOTION: It was moved and seconded that the Sub-committee of Council approves the quantum for remuneration of elected councillors to be set at a \$35,000 retainer for the President, and to provide meeting fees for the elected councillors, excluding the President, at a rate of \$250 for meetings under four hours and \$500 for meetings four hours or more as per the scope approved.**

**CARRIED**

Reflecting common practice for organizations to review their quantum periodically against comparable organizations, as well as changes to workload/demands/expectations of the role and prevailing market increases and inflation, the Sub-committee recommends that the quantum be reviewed every two years so that appropriate adjustments are budgeted on an ongoing basis.

**MOTION: It was moved and seconded that the Sub-committee of Council recommends that the Remuneration Policy and quantum be reviewed biennially against comparable organizations**

**CARRIED**

### **Implementation: When should the policy take effect?**

Given the years of work to bring this item forward and the importance of recognizing the service of elected councillors, the Sub-committee supports implementing remuneration for elected councillors for the 2021/22 Council year. However, remuneration for elected councillors was not included in the FY22 budget as the scope, quantum and implementation schedule was still to be determined.

With the scope and quantum now determined, the cost to implement remuneration for the upcoming Council year is estimated at \$82K. As this expense is unbudgeted, Council approval would be required to make remuneration effective for the 2021/22 Council year. Recognizing that it

is too soon in the budget year to review the organization's financial position, the Sub-committee recommends that Council review the availability of FY22 surplus funds at its February 2022 meeting to determine whether to approve this expense so that implementation can begin for the 2021/22 Council year.

**MOTION: It was moved and seconded that the Sub-committee of Council approves remuneration of elected councillors to be effective as of the 2021/2022 Council year, contingent to Council's February 2022 review of availability of FY2021/2022 surplus funds and approval of this unbudgeted expense.**

**CARRIED**

Financial information to support this Council decision will be provided to Council at its February 2022 meeting.

Should Council not approve the unbudgeted expense at its February meeting, remuneration of elected councillors would be budgeted for FY23 and be effective for the 2022/2023 Council year. The Sub-committee approved the following motion in the event that it is not possible to approve the unbudgeted expense for FY22.

**MOTION: It was moved and seconded that the Sub-committee of Council approves remuneration of elected councillors to be effective as of the 2022/2023 Council year.**

**CARRIED**

Once the effective date is determined, a policy document outlining the remuneration policy statement, scope, quantum, and biennial review will be developed.

## OPEN SESSION

### ITEM 6.4

DATE	September 9, 2021
REPORT TO	Council for Decision
FROM	Governance Sub-Committee
SUBJECT	2021/2022 Vice President Needs Assessment
LINKAGE TO STRATEGIC PLAN	We support effective governance.

Purpose	To review and approve the 2021/2022 Vice President Needs Assessment
Motion	That Council approve the 2021/2022 Vice President Needs Assessment.

## BACKGROUND

Beginning this fall, Council will select the Vice President from amongst the elected registrant councillors, in accordance with the Policy on Vice President Appointment.

As required by the Policy, the Governance Sub-committee reviewed the Vice President Needs Assessment at their meeting on July 8, 2021.

The Vice President Needs Assessment includes two components:

1. Section A: Challenges and Opportunities for the upcoming Council year
2. Section B: Standing Role and Responsibilities for the Vice President

## DISCUSSION

Section B – Standing Role and Responsibilities of the Vice President – is based upon the role profile approved by Council in June 2020. It is not intended for the role profile to be updated each year; this is a longer-term position description intended to be reviewed every few years.

The focus the Governance Sub-committee's review was to ensure the specific requirements for the upcoming year were reflected and highlighted, through Section A.

At the June 25, 2021 meeting of Council, a few comments were made for consideration, which were to highlight “understanding of EGBC strategic priorities” and “strong communication skills” as essential requirements for the Vice President for the upcoming year. These considerations were incorporated into Section A of the Vice President Needs Assessment.

The revised 2021/2022 Vice President Needs Assessment can be found as **APPENDIX A**.

## **RECOMMENDATION**

The Governance Sub-committee recommends that Council approve the 2021/2022 Vice President Needs Assessment.

## **MOTION**

That Council approve the 2021/2022 Vice President Needs Assessment.

## **APPENDIX A – 2021/2022 Vice President Needs Assessment**

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# APPENDICES – Open Agenda

Item 5.4      Appendix A

Item 5.5.3    Appendix A

Item 5.5.11   Appendix A

Item 6.2      Appendix A

Appendix B

Item 6.4      Appendix A





## TERMS OF REFERENCE

### 1. Name: Executive

### 2. Type/Reporting Relationship

2.1 Type:  
Council Sub-Committee

2.2 Reporting Relationship:  
The Sub-Committee is appointed by Council and reports to Council

### 3. Definitions

3.1. “Association’s” means the Association of Professional Engineers and Geoscientists of BC operating as Engineers and Geoscientists BC.

3.2. “Emergent” means a situation where a significant incident has arose unexpectedly and a call for prompt action is required to protect the interests of the Association but the convening of a Council meeting is not feasible due to insufficient quorum of members of Council being available.

### 4. Purpose

4.1. To act on behalf of Council and report to Council on all matters that require action between Council meetings. The decision of the Sub-Committee should be generally limited to administrative matters. An example would be making a decision on how a Council Forum or Workshop will be facilitated. On significant policy related issues, the calling of a special meeting of Council is preferred.

4.2. To act on behalf of Council and report to Council on matters relating to financial affairs within the limits as delegated by Council.

4.3. To act on behalf of Council and report to Council on matters relating to Human Resources, and specifically:

4.3.1. To recommend the compensation of the Chief Executive Officer (CEO) and to define and manage the performance evaluation process of the CEO.

4.4. To recommend or bring forward for Council's consideration nominees with respect to the Association's representatives on other organizations.

4.5. To advise the CEO ~~& Registrar~~, on matters relating to Council meeting agendas, Council's planning activities and the development of Council initiatives.

## **5. Authorities of the Sub-Committee:**

- 5.1. Within the authority delegated by Council, the Sub-Committee shall act on the behalf of Council in emergent situations, on which the Sub-Committee will report to Council on the action taken for information.
- 5.2. The Sub-Committee shall have the authority to develop, review and recommend to Council, policies relating to operating and capital budget financial matters, short and long term financial and budget operating targets with input from the CEO and Registrar. The Sub-Committee can approve expenditures within its delegated authority and/or in emergent situations and report back to Council for information or ratification.
- 5.3. The Sub-Committee shall have the authority to develop, review and recommend to Council, policies relating to Human Resources, and specifically the CEO's Compensation Plan including Incentive Plan(s) and the CEO's performance evaluation process and outcomes.

## **6. Functions/Deliverables**

### **6.1. General**

- 6.1.1. To act on behalf of Council on administrative matters requiring immediate action between regular meetings of Council and to report to Council on such actions for information.
- 6.1.2. To assign, as necessary, individual members or task forces to handle issues or tasks as defined within the stated terms of reference. Task forces may report to Sub-Committee or Council as appropriate.
- 6.1.3. To assign, as necessary, external resources to advise on matters within the purview of the Sub-Committee.
- 6.1.4. To recommend to Council the need for, and structure, of any Committee deemed necessary as may arise from the work of the Sub-Committee.
- 6.1.5. To consider annually and update as necessary the Committee's Work Plan.

### **6.2. Financial Affairs**

- 6.2.1. To seek assurance from the CEO and the Chief of Financial and Administration that the Association's Financial Policies meet the statutory and regulatory requirements and other applicable legislation.
- 6.2.2. To monitor and review on a quarterly basis the Association's financial and operating performance results within the context of the Annual Strategic Service Plan Report & Annual Financial Statements on behalf of Council.
- 6.2.3. To recommend to Council appropriations to, and between the Unrestricted and Restricted Reserve Funds.
- 6.2.4. To approve expenditures as determined by the Council Procurement Policy.
- 6.2.5. To review and recommend to the Council, finance related policy recommendations proposed by Management or, as may be required, recommendations developed by outside advisors working with Management and members of the Sub-Committee.
- 6.2.6. To review and recommend to Council the Annual Work Plan with Operating and Capital Budgets for the next fiscal year.

- 6.2.7. To review and recommend to Council the appropriate targeted levels for the Restricted and Unrestricted Reserve Funds.
- 6.2.8. To recommend to Council the appropriate level of the Annual Fee for ensuring the Association can meet its financial obligations and commitments with respect to the Act and Bylaws, the Strategic Plan and the Annual Work Plan.
- 6.2.9. To seek assurance that all insurance coverage provides the appropriate level of risk management.
- 6.2.10. To review and recommend to Council the general parameters of the Association's Building leases, specifically the level of Base Rents and lease terms.

### **6.3. Human Resources**

- 6.3.1. To seek assurance that the Association's Employment HR Policies meet the statutory and regulatory requirements of the Employment Standards Act, the Human Rights Code and other applicable legislation.
- 6.3.2. To review and recommend to Council, with respect to volunteer management, Human Resources policies developed by staff or outside advisors working with staff and members of the Sub-Committee.
- 6.3.3. The President and Vice President, or alternate as directed by the Sub-Committee, to undertake the annual performance evaluation of the CEO including objective setting; defining and managing the CEO performance evaluation process and reporting outcomes to Council.
- 6.3.4. To review annually the compensation package accorded the CEO and make recommendations for Council approval.
- 6.3.5. To receive annually, a confidential summary report from the CEO that comments generally on the CEO's direct reports including such items as competency, experience, performance, salary scales and incentive compensation.
- 6.3.6. To receive an annual report on the Employee compensation program.
- 6.3.7. To review with the CEO annually a Human Resources Contingency Plan regarding the Association's human resource complement.
- 6.3.8. To review the retirement and severance arrangements of the CEO's direct reports when they leave the Association.
- 6.3.9. To tri-annually review the Association's compensation philosophy and principles.
- 6.3.10. To facilitate the search, as necessary, for a qualified individual to become the CEO. The full Council has the final responsibility for the selection of a CEO. The Sub-Committee may recommend that Council appoint a Task Force for this function.

### **6.4. Nominations**

- 6.4.1. To bring forward to Council nominees and/or recommendations of the Association's appointees to external bodies, including Engineers Canada and Geoscientists Canada.

## 6.5. Advice to CEO

- 6.5.1. To work with the CEO in between Council meetings to review significant matters and prepare background information for discussions at Council meetings.
- 6.5.2. To provide advice to the CEO on Council's planning activities and the development of Council initiatives.

## 7. Membership

7.1. The Executive Sub-Committee is established by Council annually following the Annual General Meeting. The Sub-Committee must be comprised of ~~between five - and seven~~ members, appointed by the Council, consisting of:

- President
- Immediate Past President
- Vice-President
- ~~At least One~~ member at large of Council who is not a government appointee
- ~~At least One~~ member at large of Council who is a government appointee

The members at large of Council shall be elected by a vote of Council in accordance with established Council policies and procedures.

7.2. The President of Council shall be the Chair of the Sub-Committee.

7.3. The President, Vice-President and Past President are appointed for their tenure of office.

7.4. The CEO shall be ex-officio non-voting member of the Sub-Committee.

## 8. Quorum

8.1. Majority of members.

## 9. Frequency of Meetings

The committee will meet at the call of Chair, minimum of four times a year.

## 10. Conduct of Meetings

- 10.1. The Sub-Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.
- 10.2. On occasion, the Chair may communicate with all members by e- mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Sub-Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Sub-Committee. A consent resolution is deemed to have been achieved if there are no negative

votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Sub-Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Sub-Committee meeting and recorded in the minutes of that meeting.

## **11. Minutes**

Minutes of meetings of the Sub-Committee will be made available to any Councillor upon request to the CEO. Any other supporting information reviewed by the Sub-Committee is available for examination, within privacy policy and legislation, by any Councillor upon request to the CEO.

## **12. Periodic Reporting and Annual Review**

The Sub-Committee shall review its Terms of Reference on an annual basis and submit verification of review to the Governance Sub-Committee on a bi-annual basis.

## **13. Staff Support**

The following staff members are a standing resource to the Sub-Committee: CEO, Chief of ~~Strategic Operations~~Operating Officer, Chief Regulatory Officer, Chief of Finance and Administration, Manager Human Resources; Assistant as assigned by the CEO; other Leadership Team members or delegates, responsible for particular areas or issues.

Approved by Council: June 20, 2014 (Minute #CO – 14-65)

Revised and Approved by Council: September 12, 2014 (Minute #CO – 14-84)

Revised and Approved by Council: June 19, 2015 (Minute #CO-15-69)

Editorial Changes Approved by Governance Committee: December 7, 2015

Changes Recommended by Governance Committee: February 22, 2018

Revised and Approved by Council: April 27, 2018 (Minute # CO-18-33)

Revised and Approved by Council: September 11, 2020 (Minute #CO-20-85)



## TERMS OF REFERENCE

1. **Name:** Audit
2. **Type/Reporting Relationship:**
  - 2.1 Type:  
Council Sub-Committee
  - 2.2 Reporting Relationship:  
The Sub-Committee is appointed by Council and reports to Council.
3. **Purpose:**
  - 3.1 Primary responsibility for the Association's financial reporting, accounting systems and internal controls is vested in management and is overseen by Council.
  - 3.2 The purpose of the Audit – Sub-Committee (the 'Sub-Committee') is to assist Council in fulfilling its oversight responsibilities by reviewing the financial information, which will be provided to the public and others, the systems of corporate controls which management and Council have established, enterprise-wide risk management and the external Audit process.
4. **Authorities of the Sub-Committee:**
  - 4.1 The Sub-Committee will have unrestricted access to Association personnel and documents and will be provided with the resources necessary to carry out its responsibilities. If required, the committee may engage outside legal or other professional advice.
5. **Function/Deliverables:**
  - 5.1 **Annual Financial Statements:**
    1. The Sub-Committee will review the annual draft financial statements and recommend their approval or disapproval to Council. The Sub-Committee will provide an explanation if it cannot recommend approval. The review must include:
      - a) Determining whether appropriate accounting policies and methods are being applied;
      - b) Discussing with management and with the external auditor all the proposed major changes in accounting policy, the import and presentation of all large risks or uncertainties, and all the estimates or judgments of management that may be material to financial reporting;

- c) Reviewing with management and the external auditor regarding significant financial recording or presentation issues that arose during the fiscal period and the manner of their resolution; and
- d) Examining the draft audited annual financial statements in conjunction with the report of the external auditor, with particular reference to whether the statements:
  - i. Properly reflect the significant accounting policies selected,
  - ii. Reflect estimates and other financial statement elements that are reasonable and consistent,
  - iii. Adequately disclose all major transactions and issues,
  - iv. Disclose all post-year-end significant events, and
  - v. Are understandable, relevant, reliable and comparable.

2. The Sub-Committee will oversee the external audit, including:

- a) Reviewing the terms of the external auditor's engagement, and the appropriateness and reasonableness of the proposed audit fees;
- b) Reviewing and approving, the external auditor's client service plan and the engagement letter;
- c) Reviewing all proposed engagements for non-audit services to be provided by the external auditor's firm or an affiliate, together with estimated fees, and considering the implications of such an engagement for the independence of the external auditor;
- d) Determining whether the performance of the external auditor is satisfactory and effective and meets the requirements of the Association;
- e) Inquiring whether management has provided full and open disclosure to the auditor's enquiries;
- f) If applicable, reviewing with the external auditor any concerns or issues that may arise from the audit with respect to restrictions imposed by management and/or significant accounting issues on which there may have been disagreement with management;
- g) Reviewing the post-audit or management letter containing the recommendations of the external auditor and reviewing management's response and subsequent follow-up to all identified weaknesses;
- h) Conducting an independent meeting between the Sub-Committee and the external auditors and between the Sub-Committee and the senior staff;
- i) Recommending to Council the retention or replacement of the external auditor and, if the Sub-Committee recommends replacement, evaluating candidates for the appointment; and
- j) Reviewing all the issues related to any change of external auditor and the planned steps for an orderly transition.

## 5.2 Accounting Systems and Internal Controls:

- 1. Through discussions with management and the external auditor, the Sub-Committee will obtain reasonable assurance the Association's accounting systems are reliable and internal controls are adequate. For this purpose the Sub-Committee may wish to direct the external auditor's examinations to particular

areas and may request the external auditor to undertake special examinations.

2. Discuss with management, external auditors and others as appropriate, the security of computer systems and applications and the contingency plans in the event of breakdown, loss of power, or other such event.

### 5.3 Other Responsibilities:

The Sub-Committee will:

1. Ensure controls are in place to prevent material potential errors, inefficiencies, and fraud and to detect these quickly if they occur;
2. Review the status of any pending or threatened litigation, and contingent liabilities;
3. Review the judgmental bases for evaluating assets, liabilities, contingent liabilities, litigation reserves and other commitments and contingencies;
4. Review before public disclosure, published financial reports and statements of the Association;
5. Draw to the attention of Council all financial matters of which the Sub-Committee has knowledge and which may materially affect the current or future position of the Association;
6. Determine whether policies and systems are in place to identify and monitor major business risks;
7. Verify the establishment of policies and procedures for monitoring compliance with applicable laws and with the Association's policies as to authorization of expenditures, leases and contracts and otherwise, and ascertain their adequacy and the levels of compliance; and
8. Verify that the appropriate insurance coverage is in place related to all liability (people, property and the Association itself) and protection of assets issues. In particular, verify that there is the appropriate Directors and Officers Liability insurance in place.
9. Receive for information, on a timely basis, the quarterly financial statements of the Association on a comparative basis to prior year and to budget.
10. Provide oversight of assessment, management, and mitigation of enterprise-wide risk.

### 6. Budget:

- 6.1 Except as set out above and as allocated in the Association's annual budget, the Sub-Committee has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.

### 7. Membership:

- 7.1 The Sub-Committee will be comprised of between ~~four~~five and ~~seven~~six members of Council consisting of at least two non-elected members of Council. The remaining members must not be members of the Executive Sub-Committee.



- 7.2 At least two of the members should have expertise in financial affairs and preferably have a professional accounting designation. If no members of Council meet the criteria, the Sub-Committee may appoint, subject to Council's approval, an independent external person to be an advisor to the Sub-Committee.
- 7.3 The Chief Executive Officer and the President may attend meetings by invitation of the Sub-Committee.
- 8. Term of Office:**
- 8.1 The appointment term shall be for one year or until the Sub-Committee member's term on Council expires, whichever occurs first, and not for more than four consecutive years, with the term commencing upon appointment.
- 9. Selection of Officers:**
- 9.1 Members of the Sub-Committee will elect the Chair who is not a member of the Executive Sub-Committee by March 31.
- 10. Quorum:**
- 10.1 A quorum will be three members of least one of whom will be a non-elected member of Council.
- 11. Frequency of Meetings:**
- 11.1 The Sub-Committee will meet twice a year for prescribed requirements and additionally as called by the Chair.
- 12. Conduct of Meetings:**
- 12.1 The Sub-Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.
- 12.2 On occasion, the Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Sub-Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Sub-Committee. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Sub-Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Sub-Committee meeting and recorded in the minutes of that meeting.

**13. Minutes:**

- 13.1 Minutes, notes or recording of decisions are the responsibility of staff support.
- 13.2 Minutes of meetings can be distributed where appropriate and where not considered to be confidential (such as personnel matters).

**14. Periodic Reporting and Review of Terms of Reference:**

- 14.1 The Sub-Committee will report its discussions to Council by means of a report to Council and/or by distributing the minutes of its meetings where appropriate: and where not considered to be confidential (such as personnel matters), by oral report at the next meeting of Council of every major matter considered since the Sub-Committee's last meeting.
- 14.2 The Sub-Committee shall review its Terms of Reference on an annual basis and submit verification of review to the Governance Sub-Committee on a bi-annual basis.

**15. Staff Support:**

- 15.1 The key Staff support for the Sub-Committee is the Chief of Finance and Administration. The administrative support for the Sub-Committee will be provided by a member of staff as designated for this purpose.

APPROVED BY COUNCIL: October 22, 2004 (CO 04-119-4)

REVISED AND APPROVED BY COUNCIL: September 9, 2011 (CO-11-141)

REVISED AND APPROVED BY COUNCIL: September 13, 2013 (CO-13-105)

REVISED AND APPROVED BY COUNCIL: September 12, 2014 (CO-14-84)

REVISED AND APPROVED BY COUNCIL: September 9, 2016 (CO-16-83)

REVISED AND APPROVED BY COUNCIL: September 11, 2020 (Minute #CO-20-85)



## TERMS OF REFERENCE

1. **Name:** Governance
2. **Type/Reporting Relationship:**
  - 2.1 Type:  
Council Sub-Committee
  - 2.2 Reporting Relationship:  
The Sub-Committee is appointed by Council and reports to Council.
3. **Purpose:**
  - 3.1 The Sub-Committee is responsible for the development, recommendation to Council, implementation and assessment of effective governance principles and policies.
4. **Authorities of the Sub-Committee**
  - 4.1 The Sub-Committee brings forward recommendations to Council.
  - 4.2 Within the authority delegated by Council, the Sub-Committee may act on behalf of Council for specifically delegated decisions.
5. **Function/Deliverables:**
  - 5.1 Regular review of all Governance Policies and recommendations to Council on changes, as required.
  - 5.2 Development for Council's consideration, of tools and indicators for measuring the performance of Council, individual Councilor members, committees and task forces.
  - 5.3 Regular review of the terms of reference of Committees, Council Sub-committees, task forces, Divisions and Branches and recommendations to Council on changes, as required.
  - 5.4 Development for Council's consideration of orientation and training processes and materials for Council members.
  - 5.5 Development for Council's consideration of training and materials for conduct of meetings by Committee, Branch and Division Chairs.
  - 5.6 Other tasks related to governance oversight that Council might assign from time to time.
  - 5.7 Keep current on emerging best practices in governance.
6. **Budget:**
  - 6.1 The Sub-Committee has no budget authority beyond the time of sub-committee members and reasonable expenses (travel, teleconference, or ancillary expenses).

**7. Membership:**

7.1 Between ~~five~~four and ~~seven~~six members of Council, and may include the Past President.

7.2 The CEO is expected to attend all meetings of the Committee as a resource but does not vote.

7.3 Members should ideally have governance experience or an interest in governance.

7.4 The Sub-Committee may appoint, subject to Council's approval, an independent external person as an advisor to the Sub-Committee for particular tasks or expertise.

**8. Term of Office:**

8.1 Appointments are for the Council year, renewed annually.

**9. Selection of Officers:**

9.1 The Chair is to be appointed by the Sub-Committee.

**10. Quorum:**

10.1 A majority of the Sub-Committee members (in person or by conference call).

**11. Frequency of Meetings:**

11.1 The Sub-Committee will meet every three months and more frequently as required.

**12. Conduct of Meetings:**

12.1 The Sub-Committee may meet in person, or by phone or other electronic means provided all members can simultaneously hear each other and participate during the meeting.

12.2 On occasion, the Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Sub-Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Sub-Committee. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in- person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Sub-Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately and is ratified at the subsequent Sub-Committee meeting and recorded in the minutes of that meeting.

**13. Minutes:**

13.1 Minutes, notes or recording of decisions are the responsibility of staff support.

**14. Review of Terms of Reference:**

14.1 The Sub-Committee shall review its Terms of Reference on an annual basis.

**15. Staff Support:**

Director, Corporate Governance & Strategy

~~Executive~~ Administrative Assistant, ~~Strategic~~ Operations

Revisions Approved by Council: June 19, 2015 (Minute #CO-15-69)  
Reviewed by Governance Committee August 9, 2017  
Reviewed by Governance Committee December 5, 2018  
Reviewed by Governance Committee November 13, 2019  
Revised and approved by Council: September 11, 2020 (Minute #CO-20-85)

# Registration Admissions Report

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# Applications

## New Applications\*

Application Type	Fiscal 2019 June 30, 2019	Fiscal 2020 June 30, 2020	Fiscal 2021 June 30, 2021	% Increase Fiscal 2021 vs. Fiscal 2020
<b>First Time Applying in Canada</b>				
Professional Engineer <sup>1</sup>	1290	1276	1427	12%
Professional Geoscientist <sup>1</sup>	75	83	114	37%
Engineer-in-Training	1884	1769	1960	11%
Geoscientist-in-Training	136	111	126	14%
Limited Licence	61	75	80	7%
Limited Licence – Bridge to P.Eng.	1	0	0	0
<b>Total First Time Applying in Canada</b>	<b>3447</b>	<b>3314</b>	<b>3707</b>	<b>11.86%</b>
<b>National Mobility Transfers (not including reinstatements)</b>				
Professional Engineer	1099	1028	1228	19%
Professional Geoscientist	62	57	108	89%
Engineer-in-Training	187	213	241	13%
Geoscientist-in-Training	16	9	18	100%
Limited Licence	23	22	30	36%
<b>Total National Mobility Transfers</b>	<b>1387</b>	<b>1329</b>	<b>1625</b>	<b>22.27%</b>
<b>Other</b>				
Designated Structural Engineer	16	9	2	(-78%)
<b>Total New Applications</b>	<b>4850</b>	<b>4652</b>	<b>5334</b>	<b>14.66%</b>
<b>Increase over Prior Year</b>	14.7%	(4.1%)	14.66%	
<b>Average 3-year application growth</b>			<b>8.42%</b>	

<sup>1</sup> Includes Non-Resident Licence Applicants. Note that after the *Professional Governance Act* was implemented in February 2021, the Non-Resident Licence designation is no longer available and individuals have been converted to the P.Eng. and P.Geo. designations.

\*does not include reinstatement/ return to practice

## Total Applications including Conversions and Reinstatements

Application Type	Fiscal 2019 June 30, 2019	Fiscal 2020 June 30, 2020	Fiscal 2021 June 30, 2021	% Increase Fiscal 2020 vs Fiscal 2019
<b>Sub-Total New Applications</b>	<b>4850</b>	<b>4652</b>	<b>5334</b>	<b>14.66%</b>
Reinstatements/Return to Practice - all categories	531	519	1334	157.03%
Professional Licensee change to Authorized Area of Reserved Practice	3	2	7	250.00%
<b>TOTAL ALL APPLICATIONS</b>	<b>5391</b>	<b>5173</b>	<b>6675</b>	<b>29.04%</b>

## First Time in Canada P.Eng. and P.Geo. Applicants - Canadian vs. Internationally Trained\*

(\*Trained = first-degree origin)

First time making this type of application in Canada: Excludes transfers from other Provinces

Application Type	Total	Internationally Trained		Canadian Trained	
Professional Engineer	1427	755	52%	672	47%
Professional Geoscientist	114	34	30%	80	70%

## Top 5 Source Countries of First-Time in Canada Internationally Trained Applicants

*Professional Engineer Applicants*

Country	Fiscal 2020			Country	Fiscal 2021		
	Ranking	Applicants	% Total Applicants		Ranking	Applicants	% Total Applicants
USA	1	106	9.3	USA	1	147	10.3
Iran	2	105	8.7	Iran	2	132	9.2
India	3	86	7.1	India	3	122	8.5
UK	4	63	5.6	UK	4	56	3.9
China	5	38	3.3	China	5	47	3.3

*Professional Geoscientist Applicants*

Country	Fiscal 2020			Country	Fiscal 2021		
	Ranking	Applicants	% Total Applicants		Ranking	Applicants	% Total Applicants
UK	1	9	12	USA	1	16	14
USA	2	5	6	Australia	2	6	5.3
Germany	3	2	2.4	UK	3	8	7
S. Africa	3	2	2.4	Italy	3	2	1.8
Australia	4	1	1.2	N. Zealand	4	2	1.8
Chile	4	1	1.2	Belgium	4	1	0.9
China	4	1	1.2	Colombia	4	1	0.9
Iran, I.R.	4	1	1.2	India	4	1	0.9
Netherlands	4	1	1.2	Ireland	4	1	0.9
N. Zealand	4	1	1.2	Mexico	4	1	0.9



## Accredited Employer Engineer-in-Training Program

Participating Employers (26)	Number of current EIT participants	Number of participating EITs who became P. Eng. through the program	Total
AES Engineering	12	10	22
Aplin and Martin Consultants	20	10	30
Associated Engineering	31	22	53
Binnie	22	22	44
City of Burnaby	1	1	2
City of Kelowna	4	2	6
City of Richmond	7	4	11
COWI North America	5	7	12
Dynamic Attractions	7	8	15
Fast + Epp	9	8	17
Glotman Simpson Consulting Engineers	11	10	20
Golder	4	6	10
Greenlight Innovation	7	1	8
Hemmera	3	3	6
Herold Engineering	11	2	13
Integral Group	6	11	17
JRS Engineering	10	2	12
Klohn Crippen Berger	8	7	15
McElhanney	6	15	21
Ministry of Transportation and Infrastructure	12	17	29
Omicron	8	9	17
RAM Engineering	12	1	13
Reliable Controls	8	2	10
RDH Building Science	18	2	20
Rio Tinto	12	1	13
Solaris Management Consultants Inc.	13	2	15
<b>TOTAL</b>	<b>267</b>	<b>185</b>	<b>452</b>

## New Registrants/Licensees – First Licence in Canada

### Canadian vs. Internationally Trained

Licence <sup>1</sup> Type	Fiscal 2021 Total	Internationally Trained		Canadian Trained	
Professional Engineer	1296	756	58.3%	540	41.7%
Professional Geoscientist	66	35	52.3	31	47.7%

<sup>1</sup> Includes Non-Resident Licences which were converted to regular P.Eng. and P.Geo. designations after implementation of the *Professional Governance Act* in Feb 2021.



## Processing Times: Documents Complete to a Decision




Applicant Type	Council Target Average Time (Calendar Days) to a Decision	Fiscal 2020 Result*	Fiscal 2021 Result*	% Decrease
First Time, P.Eng. – Canadian Trained	Average: 35 days	Average: 51 days	Average: 47 days	(8%)
First-time P.Eng. – Internationally Trained	Average: 40 days	Average: 81 days	Average: 68 days	(16%)
EIT to P.Eng. - All	Average: 30 days	Average: 53 days	Average: 48 days	(9%)
EIT to P.Eng. – Accredited Employer Program	No target set	Average: 27 days	Average: 34 days	25%
First Time, P.Geo. – Canadian Trained	No target set	Average: 83 days	Average: 127 days	53%
First-time P.Geo. – Internationally Trained	No target set	Average: 96 days	Average: 83 days	(14%)
GIT to P.Geo. - All	No target set	Average: 76 days	Average: 131 days	72%
Mobility Applicants with confirmed registration or licence in another Canadian jurisdiction				
Professional Engineers	95% within 3 business days	Average: 1.7 days	Average: 2.0 days	15%
Professional Geoscientists	95% within 3 business days	Average: 2.0 days	Average: 1.9 days	(5%)


\* For decision made in the Fiscal Year

## Registrant Growth from June 2017 to June 2021



	June 2017	June 2018	June 2019	June 2020	June 2021	2021 vs 2020	Average 4- year Growth
<b>Professional Registrants</b>							
Professional Engineer	23933	24444	25528	26299	27629	5.06%	3.86%
Professional Geoscientist	1816	1830	1903	1969	2057	4.47%	3.32%
Dual Registrant	91	92	96	96	97	1.04%	1.65%
<b>Trainees</b>							
Engineer-in-Training	5432	5975	6655	7154	7482	4.58%	9.43%
Geoscientist-in-Training	354	408	462	472	469	(0.64%)	8.12%
<b>Professional Licensees</b>							
Professional Licensee Eng (P.L.Eng.)	171	193	223	242	294	21.49%	17.98%
Professional Licensee Geo (P.L.Geo.)	9	9	8	10	10	0%	2.78%
<b>Total Registrants</b>	<b>32,468</b>	<b>33,625</b>	<b>35,559</b>	<b>36,954</b>	<b>38,038</b>	<b>2.93%</b>	<b>4.29%</b>


GOALS AND OUTCOMES	STRATEGIES	ACTIVITIES AND ACCOMPLISHMENTS	KEY PROGRESS INDICATORS	KPI STATUS
<p><b>GOAL 1:</b></p> <p>To uphold and protect the public interest through the regulation of the professions.</p> <p><b>OUTCOMES:</b></p> <ol style="list-style-type: none"> <li>Engineers and Geoscientists BC's role as a regulator is broadly understood.</li> <li>Stakeholders embrace efforts to enhance professional standards.</li> <li>The <i>Act</i> is modernized to reflect the evolution of the professions and the regulatory mandate of the association.</li> </ol>	<p>Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.</p>	<ul style="list-style-type: none"> <li>Significant engagement with the Office of the Superintendent of Professional Governance (OSPG) to ensure that the <i>Professional Governance Act</i> is implemented in the best interest of the public. <ul style="list-style-type: none"> <li>Topics included, regulation of firms, investigations and discipline, practice rights and standards of good regulation</li> </ul> </li> <li>Delivered a comprehensive, long-term communications strategy, focused on changes to key obligations for registrants: <ul style="list-style-type: none"> <li>updated Code of Ethics</li> <li>Mandatory Continuing Education</li> <li>new annual information requirements</li> <li>regulation of firms</li> </ul> </li> <li>Engaged with stakeholders to share information and reinforce our role as a regulator, through formal presentations, submissions and consultations to municipalities, corporate firms, provincial government programs and other regulators.</li> <li>Provided notifications of disciplinary actions to municipalities and health authorities.</li> <li>Completed the organization's first Climate Change Action Plan – a plan that provides registrants with an appropriate and methodical approach to addressing climate change issues and better support registrants in their professional practice.</li> <li>Redesigned website to better reflect responsibilities under the PGA – including a new space for firms and top-menu navigation for continuing education.</li> <li>Hosted first virtual Annual Conference in October 2020, highlighting professional obligations through 4 professional development sessions: <ul style="list-style-type: none"> <li>The Professional Governance Act and Changes to Registrant</li> <li>Obligations, Regulation of Firms – Permit to Practice Requirements,</li> <li>The New Code of Ethics</li> <li>Lessons Learned from Investigation and Discipline.</li> </ul> </li> </ul>	<p>1. Member and public surveys indicate improved awareness of and alignment with Engineers and Geoscientists BC's responsibilities.</p> <p>No new registrant or public surveys were completed this fiscal year, however previous surveys support improved awareness and alignment:</p> <ul style="list-style-type: none"> <li>Stakeholder group survey (2020, volunteers and industry): positive feedback, indicating the organization is building and maintaining effective relationships with key stakeholders</li> <li>Registrant survey (2020) on Code of Ethics indicated a strong understanding of the new code – 88% of respondents indicating they “fully” or “mostly” understand their ethical obligations under the new Code.</li> <li>Research with registrants (Member Insights Survey, 2018) and the public (Public Opinion Survey, 2018) indicated strong alignment with and understanding of our primary mandate amongst both groups.</li> </ul> <p><b>Overall, this KPI is <i>on track</i>.</b></p>	
	<p>Identify and implement practices, programs, policies, bylaws, and <i>Act</i> amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.</p>	<ul style="list-style-type: none"> <li>Held weekly meetings with key staff to inform, educate and review impacts of legislative changes</li> <li>Implemented new comprehensive set of bylaws, including a revised code of ethics</li> <li>Updated policies to support the PGA and changes to bylaws; continued monitoring to ensure effective implementation of the <i>Professional Governance Act</i></li> <li>Implemented the Council transition plan which will reduce Council size from 17 members to 12.</li> <li>Completed an organizational committee structure review and revised to align with PGA and best practice.</li> <li>Successfully recruited lay persons for statutory committees.</li> <li>Completed review of organizational programs in light of PGA's prohibition on advocacy.</li> <li>Developed the appropriate policies and framework to implement the Regulation of Firms.</li> <li>Implemented updates to designations.</li> <li>Advanced policy work to support ongoing discussions with the OSPG on practice rights for technologists.</li> </ul>	<p>2. The <i>Professional Governance Act</i> is implemented in a manner consistent with the organization's mission to serve the public interest as a progressive regulator that supports and promotes the engineering and geoscience professions.</p> <ul style="list-style-type: none"> <li>PGA implemented in February 2021, including Regulation of Firms in July 2021</li> <li>New bylaw package to support legislation reviewed and approved by Council and approved by the OSPG.</li> <li>Completed recruitment and onboarding for 18 Lay Members to meet public representation requirements for statutory committees.</li> <li>New programs implemented under the PGA include: <ul style="list-style-type: none"> <li>Reporting (Standards of Good Regulation)</li> <li>Continuing Education program</li> <li>Individual Practice Review program</li> <li>Code of Ethics</li> <li>Updated register</li> </ul> </li> </ul> <p><b>Overall, this KPI is <i>on track</i>.</b></p>	

GOALS AND OUTCOMES	STRATEGIES	ACTIVITIES AND ACCOMPLISHMENTS	KEY PROGRESS INDICATORS	KPI STATUS																												
<b>GOAL 2:</b>  To establish, maintain, and enforce qualifications and professional standards.  <b>OUTCOMES:</b>  1. Members and organizations practice to high professional ethical standards.  2. Engineers and Geoscientists BC standards are broadly utilized by all stakeholders.  3. All engineering and geoscience in BC is practiced by professionals licensed by Engineers and Geoscientists BC.	Enhance members’ awareness and use of professional practice resources.	<ul style="list-style-type: none"><li>Improved tracking and analysis of practice and ethical issues and concerns, resulting in trends identified and 4 new practice advisories issued:<ul style="list-style-type: none"><li>Practice Advisory - Structural Assessments of Exterior Means of Egress</li><li>Practice Advisory - Electrical Engineering Considerations in Flood resilient design of buildings</li><li>Practice Advisory- Issued for Building Permit Documents</li><li>Practice Advisory - Contractual Provisions Regarding Retention and Disclosure of Project Documentation</li></ul></li><li>Implemented one-hour free webinars to accompany all newly published professional practice guidelines, providing registrants with an overview of the guideline.</li><li>Offered professional development sessions, including webinars, sessions on professional practice matters, including three mobile audio sessions.</li><li>Published 3 new Professional Practice Guidelines.</li><li>Revised 5 Professional Practice Guidelines.</li><li>Published or revised 12 Guides and Manuals.</li><li>Distributed 18 supplemental communications (e.g. practice advisories, FAQ’s, articles) to registrants on practice and ethical issues and regulation of firms.</li><li>Completed 105 practice reviews.</li><li>Issued 116 Organizational Quality Management (OQM) certifications.</li></ul>	<p>1. Availability and awareness of practice resources increases.</p> <ul style="list-style-type: none"><li>Delivered over 50 CE seminars / webinars</li><li>Over 2,000 practice enquiries answered, up from 860 last year</li><li>155,787 unique views of the Practice Resource section of the website</li><li>Traffic to our professional practice guidelines webpage increased, with almost 33,500 visits – an increase of 39% over last year.</li><li>Strong engagement with PGA-related emails: 35% above average</li><li>High levels of engagement on PGA video: over: 5,400 views</li><li>Issued over 1,688 new digital certificates to professionals</li><li>Offered 133 professional development (virtual) sessions and recorded 12,517 participants (up from 12,391 in 2019/2020)</li><li>15 Branches held 57 (virtual) events, total attendance of 4,863 registrants, up 2,734 from the previous year</li></ul> <p><b>Overall, this KPI is <i>on track</i>.</b></p>																													
	Deliver timely, outcomes-focused complaints and enforcement processes.	<p><b>Investigation and Discipline</b></p> <ul style="list-style-type: none"><li>Formally documented the investigation process in policies, procedures and guidelines for the Investigation Committee, which will assist with consistency across investigations.</li><li>Initiated development of a triage policy for complaints to ensure appropriate resources are allocated to highest priority files and appropriate timelines are set, ensuring files work through the process as efficiently and effectively as possible.</li><li>Increased resources to assist with timely investigations. Includes retention of a contract investigator to assist with complex files and a full-time Discipline Coordinator to monitor and manage timeline</li><li>Successfully held multiple discipline hearings virtually as a result of COVID-19; no disciplinary hearings were delayed as a result.</li><li>Concluded 2 out of 3 Mount Polley disciplinary hearings – a significant milestone in this landmark investigation. The hearing for the third individual is scheduled for later in 2021.</li></ul> <p><b>Enforcement</b></p> <ul style="list-style-type: none"><li>Filled position of Investigator – Unauthorized Practice (IUP), significantly increased response times and volume of files handled for enforcement matters.</li><li>In process of recruiting a second IUP to assist with enforcement in relation to Regulation of Firms.</li><li>Developed an enforcement triage policy based on an assessment of risk; in implementation.</li><li>Developed a new policy for publication of Enforcement files which will increase the number of outcomes visible to public.</li><li>Record number of enforcement files opened and closed; 46 files opened because of increased proactive enforcement.</li></ul>	<p>2. Demonstrate that improvements have been achieved for the timely management of complaints against members and enforcement against unauthorized practice and/or use of title.</p> <table><tr><th></th><th>2018/2019</th><th>2019/2020</th><th>2020/2021</th></tr><tr><td># of complaints received against registrants</td><td>85</td><td>63</td><td>62</td></tr><tr><td># of discipline files concluded</td><td>14</td><td>10</td><td>13</td></tr><tr><td># of investigation files carried forward from previous years</td><td>102</td><td>136</td><td>101</td></tr><tr><td># of investigation files closed</td><td>46</td><td>82</td><td>42</td></tr><tr><td># of enforcement files opened</td><td>120</td><td>105</td><td>135</td></tr><tr><td># of enforcement files closed</td><td>92</td><td>91</td><td>141</td></tr></table> <p><b>Overall, this KPI is <i>on track</i></b></p>		2018/2019	2019/2020	2020/2021	# of complaints received against registrants	85	63	62	# of discipline files concluded	14	10	13	# of investigation files carried forward from previous years	102	136	101	# of investigation files closed	46	82	42	# of enforcement files opened	120	105	135	# of enforcement files closed	92	91	141	
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Develop a system for corporate regulation that demonstrates enhanced public protection.	<ul style="list-style-type: none"><li>Implemented Regulation of Firms requirement and Permit to Practice Program.</li><li>Developed firm resources, training program and permitting system to support successful implementation.</li><li>Undertook comprehensive communication campaign to ensure firms were informed and prepared to comply with new requirements.</li></ul>	<p>3. Progress is made on the development and implementation of a corporate regulation program.</p> <ul style="list-style-type: none"><li>1600 firms registered with a Permit to Practice</li></ul> <p><b>Overall, this KPI is <i>on track</i>.</b></p>																														

	<p>Participate in initiatives that improve national harmonization of regulatory processes.</p>	<ul style="list-style-type: none"><li>On-going meetings with Engineers Canada's Practice Official's Group regarding Engineers Canada's initiative to standardizing the approach to the regulation of engineering firms in the 13 engineering jurisdictions across Canada, including:<ul style="list-style-type: none"><li>Presentations to other provincial regulators on the CE Program and Regulation of Firms</li><li>Continued work with APEGA to align Permit to Practice Programs.</li></ul></li><li>Regular discussions with Geoscientists Canada on NI-43-101 Guidance for Registrants and other policy issues impacting Professional Geoscientists in their practice.</li><li>Launched enhancements to the Pan-Canadian Competency-Based Assessment system, including:<ul style="list-style-type: none"><li>Validator Assurance in Competency Assessment project</li><li>Canadian Environment Competencies</li><li>Inter-rater Reliability Audit</li></ul></li><li>Two additional provincial regulators (MB and NL) received training and are using the CBA system.</li><li>Launched the Geoscience CBA System for EGBC applicants with transition plan for other stakeholders.</li><li>Developed online training modules for staff and volunteers at participating regulatory bodies for the administration of CBA systems for engineering and geoscience.</li><li>Participating in Geoscientists Canada's Canadian Environment Competency Working Group to identify Canadian competencies from among the current framework of 29 geoscience competencies for entry-to-practice.</li></ul>	<p>4. Pan-Canadian programs that address evolving issues in admissions and professional practice standards are advanced.</p> <ul style="list-style-type: none"><li>Five engineering regulators have adopted the pan-Canadian CBA system (SK, MB, NB, NL, PEI)<ul style="list-style-type: none"><li>Two additional regulators have adopted our competency-based framework but are using their own systems (AB and QC)</li></ul></li><li>Five geoscience regulators are using the Geoscience CBA system (SK, MB, NL, NS, ON)</li><li>Three training modules developed to support administration of CBA systems for engineering and geoscience</li></ul> <p><b>Overall, this KPI is <i>on track</i>.</b></p>	
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GOALS AND OUTCOMES	STRATEGIES	ACTIVITIES AND ACCOMPLISHMENTS	KEY PROGRESS INDICATORS	KPI STATUS																																	
<p><b>GOAL 3:</b></p> <p>To promote and protect the professions of engineering and geoscience (subject to Goals 1 and 2).</p> <p><b>OUTCOMES:</b></p> <p>1. Membership is diverse and inclusive.</p> <p>2. The supply of skilled engineering and geoscience professionals meets the needs of BC’s labour demand.</p> <p>3. Stakeholder trust in the professions is maintained.</p> <p>4. Member satisfaction is improved.</p>	<p>Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.</p>	<ul style="list-style-type: none"><li>In response to COVID-related restrictions, identified possible alternatives to traditional, in-person exam completion, including:<ul style="list-style-type: none"><li>Pilot Program to Explore the Feasibility of Reducing the Looking-to-Exempt (LTE) Threshold for Engineering Applicants from Five years to Four Years.</li></ul></li><li>Held first completely online academic examination session with virtual proctoring (Dec 2020) with 25 topics hosted for a combined 165 examination candidates.<ul style="list-style-type: none"><li>Currently project managing a pilot with APEGA and PEO to administer a large-scale version of an online, virtually proctored summer exam session (June-August 2021) involving 196 engineering and geoscience exam topics for approximately 1,200 candidates across BC, Alberta, and Ontario.</li></ul></li><li>Launched project to develop and assess menu-driven authorized areas of practice for applicants for Professional Licensee registration.</li><li>Held 25 outreach events on registration requirements for prospective stakeholders such as students at post-secondary institutions, Canadian and internationally trained applicants for professional registration, as well as trainees and supervisors at firms that are part of the Accredited Employer Program.</li></ul>	<p>1. Application processing times are reduced.</p> <ul style="list-style-type: none"><li>Application volumes increased by 29% for a total of 6,675 applications received this fiscal. Additional resourcing, including a contract assessor for low-risk assessments, is showing improvement for overall processing times.</li><li>COVID continues to impact the availability of volunteers (interviewers, assessors), meaning more files are being diverted to the Credentials Committee.</li><li>Restructuring of department has increased resiliency and improved efficiency for key registration process areas</li></ul> <table><tr><th rowspan="2">TYPE OF APPLICANT</th><th colspan="5">NUMBER OF DAYS FROM COMPLETED DOCUMENTS TO FIRST MILESTONE DECISION</th><th rowspan="2">%REDUCTION FROM BASELINE (INCREASE)</th></tr><tr><th>2016-2017 (baseline)</th><th>2017 - 2018</th><th>2018-2019</th><th>2019-2020</th><th>2020-2021</th></tr><tr><td>Canadian-trained P.Eng. applicants</td><td>57 days</td><td>41 days</td><td>38 days</td><td>51 days</td><td>47 days</td><td>17.5%</td></tr><tr><td>Internationally trained P.Eng. applicants</td><td>98 days</td><td>88 days</td><td>55 days</td><td>81 days</td><td>68 days</td><td>30.6%</td></tr><tr><td>EITs applying to become professional members</td><td>59 days</td><td>41 days</td><td>42 days</td><td>53 days</td><td>48 days</td><td>18.6%</td></tr></table> <p>Overall, this KPI is <i>on track</i>.</p>	TYPE OF APPLICANT	NUMBER OF DAYS FROM COMPLETED DOCUMENTS TO FIRST MILESTONE DECISION					%REDUCTION FROM BASELINE (INCREASE)	2016-2017 (baseline)	2017 - 2018	2018-2019	2019-2020	2020-2021	Canadian-trained P.Eng. applicants	57 days	41 days	38 days	51 days	47 days	17.5%	Internationally trained P.Eng. applicants	98 days	88 days	55 days	81 days	68 days	30.6%	EITs applying to become professional members	59 days	41 days	42 days	53 days	48 days	18.6%	
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	<p>Implement processes that support Engineers Canada’s 30 by 30 program for improving the percentage of women in the professions.</p>	<ul style="list-style-type: none"><li>Completed first year of 30 by 30 Action Plan with 42 items in progress, completed or ongoing.</li><li>Developed an Equity, Diversity and Inclusiveness Statement confirming the organization’s values and commitment to EDI.</li><li>Offered a variety of professional development sessions covering a range of EDI topics, including a new EDI module for the Professional Practice in BC online seminar and a stream at the annual conference.</li><li>Revised the gender question for registrants and applicants with inclusive language and answer options.</li><li>Reached over 40 members in the 30 by 30 BC Champions Group , each participating in quarterly meetings focused on sharing lessons learned and best practices.</li><li>Introduced new Foundation scholarship (Tricia J. Cook Memorial Fund) aimed to support women to re-enter the workforce after parental leave.</li><li>Launched a successful campaign to mark International Women in Engineering Day, profiling local engineering heroes and the work that women do across the province.</li><li>The 15 regional branches collectively supported the 30 by 30 program by appointing a 30 by 30 champion for their branch, increasing the number of career outreach activities that include women engineers and geoscientists, hosting 3 events linked to diversity and inclusion.</li><li>Participated in several 30 by 30 and EDI initiatives led by Engineers Canada.</li></ul>	<p>2. Gender balance improves.</p> <ul style="list-style-type: none"><li>15.8% of practicing and active registrants are women (includes engineers and geoscientists, trainees and licensees). Up from 15.4% last year, 15.0% in 2018/2019.</li><li>22.9% of new registrants are female (new registrants from July 1, 2020 to June 30, 2021, includes engineers and geoscientists, trainees and licensees). Up from 22.3% last year, and 21% in 2018/2019.</li></ul> <p>Overall, this KPI is <i>on track</i>.</p>																																		

	Implement the new brand and increase awareness of the high standards that engineers and geoscientists in BC must meet.	<ul style="list-style-type: none"><li>• Concluded our 100<sup>th</sup> year anniversary campaign with a STEM Leaders of the Future campaign that highlighted ways students are imagining solutions to today's big issues.</li><li>• Continued to reflect our regulatory role in public messaging, including around high-profile discipline cases such as Mount Polley</li></ul>	3. Public awareness and brand recognition grows (no formal KPI specified)  <b>Overall, this KPI is <i>on track</i>.</b>	
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## POLICY

POLICY	Development of Engineers and Geoscientists BC Professional Practice Guidelines
NUMBER OF POLICY	CO-xx-xx
DATE OF POLICY	September 24, 2021
APPROVED BY	Council

## PURPOSE

To create a policy for the development of professional practice guidelines (PPGs) including Council's role in the approval process.

## APPLICATION AND SCOPE

As per the *Professional Governance Act* (the *Act*), Engineers and Geoscientists BC is responsible for establishing, monitoring, and enforcing the standards of practice, conduct, and competence for engineering/geoscience professionals. One way that Engineers and Geoscientists BC exercises these responsibilities is by publishing and enforcing the use of PPGs, as per Section 7.3.1 of the Engineers and Geoscientists BC Bylaws (the *Bylaws*).

The following are the specific objectives of PPGs:

- Describe expectations and obligations of professional practice that engineering/geoscience professionals are expected to have regard for in relation to the specific professional activity outlined in the guidelines by:
  - specifying tasks and/or services that engineering/geoscience professionals should complete;
  - referring to professional obligations under the *Act*, the *Bylaws*, and other regulations/legislation, including the primary obligation to protect the safety, health, and welfare of the public and the environment; and
  - describing the established norms of practice in this area.
- Describe the roles and responsibilities of the various participants/stakeholders involved in the professional activities. The document should assist in delineating the roles and responsibilities of the various participants/stakeholders, which may include the professional of record, owners/clients, authorities having jurisdiction, and contractors.

- Define the skill sets that are consistent with the training and experience required to carry out these professional activities.
- Provide guidance on the use of assurance documents, so the appropriate considerations have been addressed (both regulatory and technical) for the specific professional activities that were carried out.
- Provide guidance on how to meet the quality management requirements under the *Act* and the Bylaws when carrying out the professional activities identified in these PPGs.

## COUNCIL'S ROLE

The Engineers and Geoscientists BC Council is responsible for approving the publication of PPGs as per Bylaw 7.3.1 (1), “*EGBC shall publish professional practice guidelines approved by the Council on a public website maintained by EGBC and shall update professional practice guidelines as necessary.*”

PPGs are focused on specific areas of practice or specific activities within an area of practice; therefore, Councillors are not expected to review and approve the technical content of PPGs, nor are they expected to act as subject matter experts.

Council approval of PPGs is based on:

- the assurance that the standard guideline development process was followed, and
- confirmation that a robust and appropriate review and consultation process was followed.

## OVERVIEW – PROFESSIONAL PRACTICE GUIDELINE DEVELOPMENT PROCESS

The Professional Practice, Standards and Development (PPSD) team follows an operational step by step manual covering all aspects of the guideline development process in detail when project managing the development or revision of PPGs. The following section provides an overview of the key steps in the guideline development. The attached flowchart provides a visual overview of the process (see Figure 1).

## GUIDELINE IDENTIFICATION PROCESS

### (I) New Guidelines

There are four ways in which new PPGs can be identified for development:

1. **Demand-Based** – Request from Government, industry, or the professional community
2. **Practice-Based** – Identified as an issue through tracked practice inquiries, practice reviews, audits, disciplinary proceedings, or industry/public feedback brought to the attention of the Council
3. **Strategic-Based** – An Engineers and Geoscientists BC initiative based on analyzing directions of Government and industry

#### 4. **Reaction-Based** - As a result of an engineering/geoscience failure or near-miss

##### **(II) Existing Guidelines**

Existing PPGs are reviewed five years following the most recent publication date to determine whether a revision is necessary. If needed, exact timing is determined based on the scope of the revision, resource requirements, and existing priorities. There may be situations in which a PPG is revised before the five year review date, which is typically a result of a significant change in practice expectations or obligations within demand-side legislation.

## **PROCESS AND METHODOLOGY**

Once the need for a new topic or revision to an existing topic for a PPG has been identified as outlined above, the Director of PPSD and the Associate Director of PPSD undertake a risk assessment process to determine whether to proceed with the development of the PPG.

Considerations include:

- Risk Assessment: What is the risk to the public and/or environment of not proceeding with or not updating a PPG on a specific topic?
- Approach: Can the same benefit be achieved through the development of a practice advisory or some alternative avenue of communication?
- Existing Guidance: Does similar guidance exist elsewhere?
- Support: Does the Professional Practice Advisory Group support the development of a PPG on the topic?
- Resource Needs: Is there staff available to project manage the guideline development? Is compensation available for the subject matter experts? Is there availability of external funding?
- Conflicting Priorities: Are there other priorities preventing authors and/or staff from proceeding?
- Timing: Can the development of a PPG be delayed to a subsequent year?
- Partnership: Is there an opportunity to handle areas of practice overlap with other regulatory bodies?

## **CONTENT DEVELOPMENT**

Once the decision has been made to proceed with a PPG, a member of the PPSD department, who is also a registrant, is assigned to project manage the development of the PPG. The Communications department is notified of the decision to proceed with a PPG, and they notify registrants regarding development of the PPG. The Director of PPSD, Associate Director of PPSD, and project manager engage advisory groups, divisions, committees, and other relevant stakeholders to identify potential authors and reviewers, and staff seek out opportunities to partner with stakeholder groups such as Government Ministries and other regulatory bodies. The Professional Practice Advisory Group is consulted by staff to provide input on the makeup of the author group, review group, and stakeholder consultation.

In general, PPGs have 2-5 authors with one typically acting as the lead. The exact scope of the document and the timeline for developing content is determined collaboratively between the authors, guideline partners (if applicable), and staff. Engineers and Geoscientists BC has a PPG template that is used as a starting point for the author group to develop content. Once content is drafted, it is subject to review and consultation as outlined below.

## REVIEW AND CONSULTATION PROCESS

A robust review and consultative approach is followed when developing new PPGs or revising existing PPGs, as outlined in the following sections.

### New Professional Practice Guidelines:

**Review Group** - Typically, a review group for a new PPG is developed consisting of 10-20 subject matter experts and relevant stakeholders. Examples include consultants from small and large firms, representatives from municipalities, government ministries, and Indigenous communities, and participants from relevant industry groups. The review group is typically asked to comment on the draft PPG once in the early stages of development and once at a later stage in the development, and their involvement can include participation in multiple review meetings with the entire review group and authors in attendance.

The author group must consider and document the decision-making process with regard to comments received from the review group. On matters where agreement cannot be reached, the Professional Practice Advisory Group will be consulted.

**Consultation** - After the review group's comments have been considered by the author group, the PPG is sent for consultation to relevant advisory groups, divisions, committees, and other applicable groups within Engineers and Geoscientists BC. The Professional Practice Advisory Group is always included in the consultation of PPGs. Consultation with external stakeholders may also be appropriate, particularly if endorsement of the PPG by another organization is desired.

Similar to the process with the review group, the author group must consider and document the decision-making process with regard to comments received from the various groups participating in consultation. On matters where agreement cannot be reached, the Professional Practice Advisory Group will be consulted.

### Revisions to Professional Practice Guidelines

**Review Group** - See process above for new PPGs

**Consultation** - See process above for new PPGs

NOTE: With respect to revisions of PPGs where the revisions are of a minor or clarifying nature and the revisions do not significantly change content (i.e. formatting changes, slight wording revisions, or minor content changes), these PPGs do not go through a review group or consultation process unless the PPG is published jointly with, or is endorsed by, another organization. In that case the other organization will be consulted on the minor changes.

## COUNCIL APPROVAL

After the review and consultation process is completed, PPGs are submitted to Council using the approved template *Council Open Memo - Template for PPG.docx*. Council approval of the PPG can be given based on the confirmation within the memo that the following criteria have been met:

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

Council approves both new and revised PPGs, however PPG revisions of a minor or clarifying nature do not require Council approval.

## PUBLICATION

Every PPG, regardless of whether new or a revision, undergoes editorial and legal review prior to publication. The project manager resolves any comments from editorial and legal review, consulting with the author group if necessary. The Communications department then undertakes final design and publishes the PPG on the Engineers and Geoscientists BC website. Once posted, the Communications department notifies registrants regarding publication of the PPG.

## REVIEW DATES

April 25, 2008 (CO-08-59) – Approved by Council

April 1, 2011 (CO-11-89) – Amended by Council

April 27, 2018 (CO-18-33) – Amended by Council

September 24, 2021

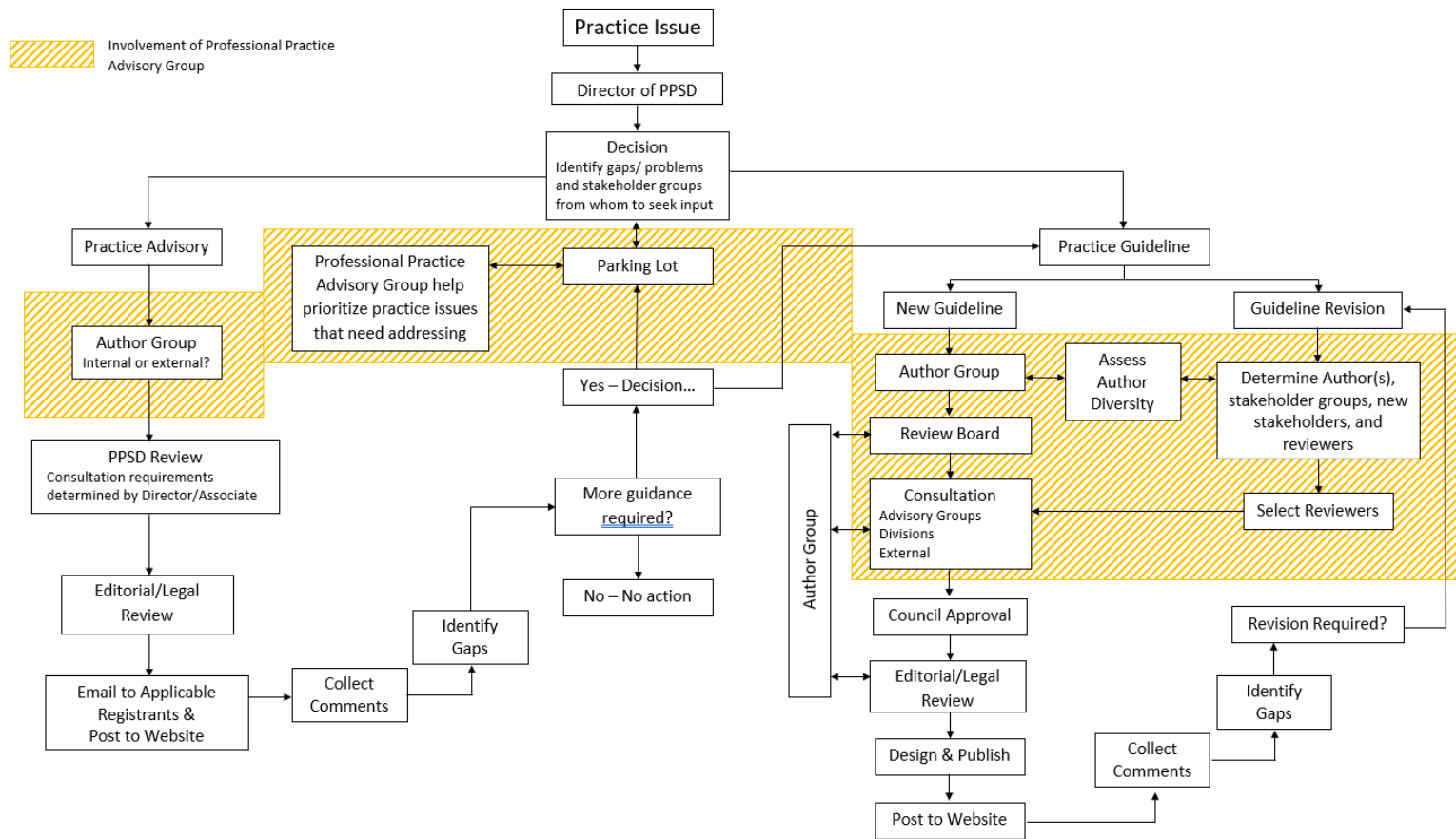


Figure 1 – Guidance Development Flow Chart



## OPEN SESSION

## ITEM X.X

DATE	
REPORT TO	Council for Decision
FROM	
SUBJECT	<i>Professional Practice Guidelines – XYZ, Version 1.0</i>
LINKAGE TO STRATEGIC PLAN	Enhance members' awareness and use of professional practice resources.

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

## BACKGROUND

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

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

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

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

## DISCUSSION

*Provide high level overview of what guideline is about*

## REASON FOR INITIATION

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

**Additional Information:**

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

- ☐ Yes
- ☐ No

**Additional Information:**

## AUTHORS, REVIEWERS AND CONSULTATION

*Provide list of authors, reviewers and groups/organizations involved in the consultation process*

## RECOMMENDATIONS

That Council approve the *Professional Practice Guidelines – XYZ*, Version 1.0 for final legal and editorial review prior to publication.

## MOTION

Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), Council approves Professional Practice Guideline – XYZ to be published following editorial and legal review.



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

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



## 2021/2022 VICE PRESIDENT NEEDS ASSESSMENT

The fundamental responsibility of the Vice President is to support and advise the President in providing effective leadership to the Council. The Vice President provides leadership in managing the Council's work in the absence of the President.

### SECTION A: 2021/22 CHALLENGES AND OPPORTUNITIES

The following is a high-level summary of challenges and opportunities for the 2021/2022 Council year.

- Regulation under the *Professional Governance Act* and change management
  - New obligations for registrants: regulation of firms, continuing education
  - Assessing impact on volunteerism
- Independent Practice Rights for Technologists
- Transition to a smaller council, review of its sub-committee structure
- Continued onboarding of new Chief Executive Officer
- Review and approval of a new strategic plan to guide the organization forward
- Renewal of the Sustainable Financial Policy

Recognizing the challenges and opportunities, knowledge and familiarity of Engineers and Geoscientists BC's key strategic issues and strong communication skills will be essential for the upcoming year.

## SECTION B: STANDING ROLE AND RESPONSIBILITIES

### OVERVIEW

The Vice President of Engineers and Geoscientists BC plays an important leadership role supporting the organization to fulfill its mandate and live its values. The Vice President makes a key contribution to the protection of the public and the integrity of the professions of engineering and geoscience in BC.

The Vice President provides leadership in managing the Council's work in the absence of the President and acts as a sounding board for the President.

The Vice President should have a strong understanding of Engineers and Geoscientists BC's operations; a commitment to good governance; strong inter-personal and communications skills; and the time and energy to commit to the role. Specific leadership competencies and attributes that are important to this role are set out below.

**Solid Business Experience:** The Vice President should bring board leadership experience including, a degree of financial literacy, knowledge of the profession, together with analytical thinking, strategic perspective and mature business judgment. The Vice President, and the Council as a whole, should have credibility with the profession and broader stakeholder group.

**Communication and Relationships:** The Vice President must have excellent interpersonal and communications skills and be able to establish and maintain an excellent working relationship with Councillors, President, management, and all stakeholders, including registrants.

**Time, Energy and Commitment:** It takes time, energy and commitment to carry out the expectations of good governance as Vice President. The Vice President must be passionate about Engineers and Geoscientists BC, committed to the role of Vice President and have the time, energy and flexibility to do all that is required and expected.

### ACCOUNTABILITY

The Vice President is accountable to the Council, as a whole.

### TERM

The Council appoints the Vice President to serve for a one-year term.

## KEY RESPONSIBILITIES

In addition to the key expectations and responsibilities outlined in the Councillor Position Description and Role Profile, the fundamental responsibility of the Vice President is to support and advise the President in providing effective leadership to the Council. Within this context, specific responsibilities include:

### KEY COUNCIL PROCESSES

- Assist the President, as appropriate, in fulfilling the responsibilities described within the President Position Description and Role Profile, whether in the broadest sense or specifically delegated by the President to the Vice President
- Act as an additional key point of contact with the CEO in the President's absence or incapacity, and perform the responsibilities of the President when the President is unavailable

### MEETINGS

- Collaborate with the President to develop and implement processes and practices that support the deliberations of the Council in order that the Council may diligently fulfil its duties and conduct its work and affairs effectively and efficiently

### COMMITTEES

- Member of Executive Sub-Committee

### RELATIONSHIP WITH THE PRESIDENT

- Establish a close relationship of trust with the President; providing support and advice
- Meet regularly with the President to discuss respective roles and progress in furthering the work of the Council

### EVALUATION AND FEEDBACK

- Mentor new appointees to the Council, and provide oversight, coaching and advice with a view to ensuring quality, consistency and accountability

## **OTHER**

- Lead special projects and initiatives as assigned by the President or the Council, such as policy development or implementation

## **ATTRIBUTES/EXPERIENCE/SKILLS**

### **BASIC ATTRIBUTES**

In addition to the attributes required as a Councillor and those set out in Section A (Overview) of this Position Description and Role Profile, the Vice President should:

- Commit to the protection of the public interest within the mandate of Engineers and Geoscientists BC
- Have a high level of credibility with fellow Councillors, the CEO, registrants at large and key stakeholders
- Have a desire and ability to commit to the Vice President role for 1 year
- Have a desire and ability to be accessible to the President, Councillors, as required or necessary

### **EXPERIENCE**

The Vice President should have:

- Former chair experience, and/or committee leadership, with proven experience successfully managing the work of the council/committee

### **SKILLS**

The Vice President should have:

- Ability to manage complex relationships effectively
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties

## **TIME COMMITMENT**

The Vice President should expect to spend a minimum of 120 hours per year on Council work for mandatory activities, plus preparation time (approximately 50 hours per year). Council meetings and Council sub-committee meetings are held in the Lower Mainland and travel time to attend

meetings should be considered. The Vice President is also encouraged to participate in other Council activities and may do so based on availability.