



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

COUNCIL MEETING

DATE November 23, 2018

LOCATION Dan Lambert Boardroom, 2nd Floor (Large Room, Upstairs)
Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street,
Burnaby, BC

Meeting Schedule

08:30 – 10:35	Closed Session
10:35 – 10:50	Morning Break
10:50 – 12:20	Open Session
12:35 – 12:50	Group Photo
12:50 – 13:35	Lunch Break
13:35 – 15:20	Open Session (continued)
15:20 – 15:35	Break Before In-Camera Session
15:35 – 16:35	In-Camera Session
16:35	Adjournment

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



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OPEN AGENDA

DATE	November 23, 2018
TIME	10:50 – 15:20
LOCATION	Dan Lambert Boardroom, 2 nd Floor (Large Room, Upstairs) Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street, Burnaby, BC

10:50	4. OPEN SESSION CALL TO ORDER <i>Chair: Dr. Kathy Tarnai-Lokhorst, P.Eng., FEC, President</i>	
10:50 (5 min)	4.1 Declaration of Conflict of Interest	
10:55 (5 min)	4.2 Safety Moment	
11:00 (15 min)	5. OPEN CONSENT AGENDA MOTION: That Council approve all items (5.1 to 5.6) on the Open Consent Agenda.	
	5.1 September 7, 2018 Open Minutes MOTION: That Council approve the September 7, 2018 Open Meeting minutes as circulated.	September 7, 2018 Open Minutes
	5.2 October 20, 2018 Open Minutes MOTION: That Council approve the October 20, 2018 Open Meeting minutes as circulated.	October 20, 2018 Open Minutes
	5.3 Appointments Approval MOTION 1: That Council approve the recommended re-appointments to the Discipline Committee as applicable. MOTION 2: That Council approve the recommended re-appointments to the Investigation Committee as applicable.	

	<p>MOTION 3: That Council approve the recommended re-appointments to the Registration Committee as applicable.</p> <p>MOTION 4: that Council approve the recommended re-appointment to the Geoscience Committee as applicable.</p> <p>MOTION 5: that Council approve the recommended re-appointments to the Editorial Advisory Committee as applicable.</p> <p>MOTION 6: that Council approve the recommended re-appointments to the CPD Committee as applicable.</p> <p>MOTION 7: that Council approve the recommended re-appointment to the Practice Review Committee as applicable.</p> <p>MOTION 8: that Council approve the recommended appointment to the Board of Examiners as applicable.</p> <p>MOTION 9: that Council approve the recommended re-appointments to the Advisory Task Force on Corporate Practice as applicable.</p> <p>MOTION 10: that Council approve the recommended appointments to the Nominating Committee.</p>	
	<p>5.4 Summary and Recommendations for 2018 AGM Motions</p> <p>MOTION: That in response to the approved AGM motion on the development of a Climate Change Action Plan, Council directs staff to consult the Climate Change Advisory Sub-Committee and the Division of Environmental Professionals and prepare a report for Council ahead of the 2019/20 budget deliberations.</p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer & Deputy Registrar</i></p>	Summary and Recommendations for AGM Motions
	<p>5.5 Financials as at September 30, 2018</p> <p>MOTION: That Council receives the Engineers and Geoscientists BC financial results as at September 30, 2018.</p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p>	Financial Update
	<p>5.6 Pilot to Assess Eng.L. Applicants Using Competency Assessment</p> <p>MOTION: That Council approve that the pilot be extended to June 2019 so that more data may be gathered and an informed decision can be taken on a path forward.</p> <p><i>Registration Committee</i></p> <p><i>Mark Rigolo, P.Eng., Associate Director, Engineering Admissions on behalf of Philippe Kruchten, Ph.D, FEC, P.Eng., Chair</i></p>	Report on the Pilot to Assess Engineering Licensee Applicants Using Competency Assessment
	<p>5.7 Information Reports</p>	

Engineers and Geoscientists BC Open Agenda

	5.7.1 CEO & Registrar Report <i>Ann English, P.Eng., Chief Executive Officer & Registrar</i>	CEO & Registrar Report
	5.7.2 Update on EngL to P.Eng. Pilot Bridging Program <i>Mark Rigolo, P.Eng., Associate Director, Engineering Admissions</i>	EngL to P.Eng. Pilot Bridging Program Report
	5.7.3 Engineers Canada Directors' Report <i>Russ Kinghorn, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i> <i>Jeff Holm, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i>	EC Directors' Report
	5.7.4 Geoscientists Canada Director's Report <i>Garth Kirkham, P.Geo., FGC, Engineers and Geoscientists BC Director to Geoscientists Canada</i>	GC Director's Report
	5.7.5 Canadian Engineering Qualifications Board Report <i>Dr. Mahmoud Mahmoud, P.Eng., FEC, Canadian Engineering Qualifications Board Appointee</i> <i>Karen Savage, P.Eng., FEC, Canadian Engineering Qualifications Board Appointee</i>	CEQB Report
	5.7.6 Annual Conference & AGM Sustainability Initiatives <i>Ailene Lim, Manager, Member Services</i>	Annual Conference & AGM Sustainability Report
	5.7.7 Engineers and Geoscientists BC Road Map for 2018-2019 <i>Ann English, P.Eng., Chief Executive Officer & Registrar</i>	Road Map
	5.7.8 Committee Attendance Summary <i>Ann English, P.Eng., Chief Executive Officer & Registrar</i>	Committee Attendance Summary
11:15	6.0 OPEN REGULAR AGENDA MOTION: That Council approve the Open Regular Agenda (with any additions from the Consent Agenda).	
11:15 (30 min)	6.1 Member Engagement Plan Update MOTION: That staff bring forward a proposal for Phase 3 of the Member Engagement Strategy for Council's review at the February 2019 Council meeting. <i>Megan Archibald, Director, Communications & Stakeholder Engagement</i>	Member Engagement Plan

<p>11:45 (30 min)</p>	<p>6.2 Professional Governance Act Update</p> <p>MOTION: Motion(s) regarding next steps in developing a response to the Bill 49 Intentions Paper and regulations are under development.</p> <p><i>Max Logan, Chief of Strategic Operations</i></p>	<p>Bill 49 (Professional Governance Act) Update</p>
<p>12:15 (20 min)</p>	<p>6.3 Bill 49 Election Process Implications</p> <p>MOTION 1: That Council create an advisory group to examine the election implications of Bill 49 and direct it to develop a report of recommendations for consideration by the subcommittee of Council.</p> <p>MOTION 2: That Council approve the recommended appointments to the advisory group to examine the election implications of Bill 49, as applicable.</p> <p>MOTION 3: That Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council consisting of the four public appointees and the Immediate Past President.</p> <p><i>Caroline Andrewes, P.Eng., CPA, CMA, Immediate Past President</i></p>	<p>Bill 49 – Election Implications</p>
<p>12:35 (15 min)</p>	<p>GROUP PHOTO</p>	
<p>12:50 (45 min)</p>	<p>BREAK FOR LUNCH</p>	
<p>13:35 (15 min)</p>	<p>6.4 Life Membership Bylaw Update</p> <p>MOTION: That Council direct staff to defer a review of honoraria for the President, Vice-President and Councillors to spring 2019, once the Bill 49 regulations specifying composition, duties and terms for Council are complete.</p> <p><i>Max Logan, Chief of Strategic Operations</i></p>	<p>Life Membership Update Report</p>
<p>13:50 (30 min)</p>	<p>6.5 Recommendation on Milestone Volunteer Recognition Program</p> <p>MOTION: That Council approves not offering volunteer recognition based on length of service at this time.</p> <p><i>Kevin O'Connell, Manager, Human Resources</i></p>	<p>Volunteer Recognition</p>
<p>14:20 (30 min)</p>	<p>6.6 30 x 30 Strategy Update</p> <p>MOTION: That Council approve allocating up to \$20K from the FY2019 contingency budget to resource the 30 By 30 initiative.</p> <p><i>Deesh Olychick, Director, Member Services</i></p>	<p>30 By 30 Strategy</p>

Engineers and Geoscientists BC Open Agenda

<p>14:50 (15 min)</p>	<p>6.7 Budget Guidelines MOTION: That Council approves the 2018-2019 budget guidelines, as presented. <i>Executive Committee</i></p>	<p>Budget Guidelines</p>
<p>15:05 (15 min)</p>	<p>6.8 Corporate Practice Update MOTION: No motion required. <i>Peter Mitchell, P.Eng., Director, Professional Practice, Standards and Development</i></p>	<p>Corporate Practice Update</p>
<p>15:20 (15 min)</p>	<p>END OF OPEN SESSION AND BREAK BEFORE IN-CAMERA SESSION</p>	
<p>15:35 (60 min)</p>	<p>IN-CAMERA SESSION</p>	

**MINUTES OF THE OPEN SESSION OF THE SEVENTH MEETING OF THE 2017/2018 COUNCIL of
Engineers and Geoscientists BC, held on SEPTEMBER 7, 2018 in the DAN LAMBERT BOARDROOM,
ENGINEERS AND GEOSCIENTISTS BC OFFICES, BURNABY, BC**

Present

Council	
Caroline Andrewes, P.Eng., CPA, CMA	President (Chair)
Kathy Tarnai-Lokhorst, P.Eng., FEC	Vice President
Bob Stewart, P.Eng.	Immediate Past President
John Turner, P.Ag. (ret.)	Councillor
Suky Cheema, CPA, CA	Councillor
Larry Spence, P.Eng.	Councillor
Ross Rettie, P.Eng., FEC	Councillor
Brock Nanson, P.Eng.	Councillor
Doug Barry, P.Eng.	Councillor
Tim Watson, P.Eng.	Councillor
Dr. Catherine Hickson, P.Geo., FGC	Councillor
Lianna Mah, P.Eng., FEC	Councillor
David Wells, JD	Councillor
Susan MacDougall, P.Eng	Councillor
Dr. Nimal Rajapakse, P.Eng.	Councillor
Jeremy Vincent, P.Geo.	Councillor
Ken Laloge, CPA, CA, TEP	Councillor
Guests	
Russ Kinghorn, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada
Jeff Holm, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada
Julius Pataky, P.Eng.	Canadian Engineering Accreditation Board Appointee
Dr. Mahmoud, P.Eng., FEC	Canadian Engineering Qualifications Board Appointee
Paul Tomei, AScT	Council Director, ASTTBC
Dr. Forrest Tittle, PhD	Dean, School of Energy, BCIT
Staff	
Tony Chong, P.Eng.	Chief Regulatory Officer & Deputy Registrar
Jennifer Cho, CPA, CGA	Chief Financial and Administration Officer
Max Logan	Chief of Strategic Operations
Gillian Pichler, P.Eng.	Director - Registration
Efrem Swartz, LLB	Director - Legislation, Ethics & Compliance
Peter Mitchell, P.Eng.	Director – Professional Practice, Standards & Development
Megan Archibald	Director – Communications & Stakeholder Engagement
Deesh Olychick	Director – Member Services
Tracy Richards	Acting Executive Assistant to Council and to the Chief Executive Officer & Registrar
Amber Hart	Executive Administrative Assistant
Regrets	
Ann English, P.Eng.	Chief Executive Officer & Registrar

OPEN SESSION – CALL TO ORDER

Caroline Andrewes, President and Chair, called the meeting to order at 11:15 am. Tony Chong, Chief Regulatory Officer and Deputy Registrar, acted as the Parliamentarian as well as the CEO & Registrar in the absence of Ann English, Councillor Catherine Hickson acted as the Membership Engagement Champion, and Councillor Susan MacDougall acted as the 30 by 30 Champion.

Guests: The Chair advised that joining for the Open Session would be Russ Kinghorn, P.Eng., FEC, FGC (Hon.) and Jeff Holm, P.Eng., FEC, FGC (Hon.) of Engineers Canada, Julius Pataky, P.Eng. our appointee to the Canadian Engineering Accreditation Board as well as Dr. Mahmoud Mahmoud our appointee to the Canadian Engineering Qualifications Board. Paul Tomei, AScT, Council Director joined the meeting as the ASTTBC representative and attending for item 6.4 was Dr. Forrest Tittle, PhD, Dean, School of Energy, BCIT. Garth Kirkham, P.Geo., FGC of Geoscientists Canada sent his regrets.

DECLARATION OF CONFLICT OF INTEREST

None.

SAFETY MOMENT

President Andrewes provided a safety briefing advising Council of the Engineers and Geoscientists BC office emergency protocols and location of the emergency exits. Councillor Larry Spence provided the Safety Moment for the meeting.

CO-18-68 OPEN CONSENT AGENDA

MOTION It was moved and seconded that Council approve all items (5.1 to 5.10) on the Open Consent Agenda with item 5.8 being moved to the Open Regular Agenda.

CARRIED

Motions carried by approval of the Consent Agenda:

5.1 **MOTION** that Council approve the June 15, 2018 Open Meeting minutes as circulated.

5.2 **MOTION 1:** That Council approve the recommended appointment and re-appointments to the Practice Review Committee as applicable.

MOTION 2: That Council approve the recommended appointment to serve as Alternate Scrutineer for the 2018/19 Council Election as applicable.

MOTION 3: That Council approve the recommended re-appointment to the Branch Representatives Chair as applicable.

MOTION 4: That Council approve the recommended appointments to the Building and Space Planning Task Force as applicable.

MOTION 5: That Council approve the recommended re-appointments to the CPD Committee as applicable.

MOTION 6: That Council approve the recommended re-appointment to the City of Richmond Advisory Panel as applicable.

MOTION 7: That Council approve the recommended re-appointments to the Board of Examiners as applicable.

MOTION 8: That Council approve the recommended re-appointment to the Editorial Advisory Committee as applicable.

MOTION 9: That Council approve the recommended re-appointment to the Standing Awards Committee as applicable.

MOTION 10: That Council approve the recommended re-appointment to the Geoscience 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
Re-appointments (under six years)						
Donald Gillespie, P.Eng., 108882	Member	Practice Review Committee	Peter Mitchell	June 17, 2018	June 17, 2020	Returning
Nathan Ozog, P.Eng., 140123	Chair	Branch Representative	Deesh Olychick	October 19, 2018	October 16, 2020	Returning
Lori-Ann Polukoshko, P.Eng., 136543	Member	CPD Committee	Lindsay Steele	September 10, 2018	September 10, 2020	Returning
Eric Pettit, P.Eng., 119460	Member	CPD Committee	Lindsay Steele	September 10, 2018	September 10, 2020	Returning
Shane O'Neil, P.Geo., 173570	Member	CPD Committee	Lindsay Steele	September 10, 2018	September 10, 2020	Returning
Jubin Jalili, P.Eng., 153633	Member	City of Richmond Advisory Panel	Lindsay Steele	January 1, 2019	December 31, 2020	Returning
Martin Ernesto Bollo, P.Eng., 109919	Member	Board of Examiners	Mark Rigolo	September 7, 2018	September 6, 2020	Returning
Taco Anton Niet, P.Eng., 136643	Member	Board of Examiners	Mark Rigolo	September 7, 2018	September 6, 2020	Returning
Gloria Gril, P.Eng., 129183	Member	Editorial Advisory Committee	Megan Archibald	September 7, 2018	September 7, 2020	Returning
Kevin Riederer, P.Eng., 141487	Member	Standing Awards Committee	Megan Archibald	September 7, 2018	September 7, 2020	Returning
New Appointments and Re-Appointments (over six years)						
Hugh G. Fraser, FEC, P.Eng., 110536	Member	Practice Review Committee	Peter Mitchell	September 7, 2018	September 7, 2020	New
Alexander McGowan, P.Eng., 132272	Member	Practice Review Committee	Peter Mitchell	December 9, 2018	December 31, 2020	*Returning Over 6 Years
Randall Kovacs, P.Eng., FEC, 109969	Member	Practice Review Committee	Peter Mitchell	December 9, 2018	December 31, 2020	*Returning Over 6 Years
Antonio J. (George) Melo, P.Eng., FEC, 119832	Member	Practice Review Committee	Peter Mitchell	December 9, 2018	December 31, 2020	*Returning Over 6 Years
Ken Newbert, P.Eng., 117820	Member	Practice Review Committee	Peter Mitchell	December 9, 2018	December 31, 2020	*Returning Over 6 Years

**Engineers and Geoscientists BC Council Meeting Minutes – Open
September 7, 2018**

Charlotte-Ann (Sharlie) Huffman, P.Eng., FEC, 107074	Member	Practice Review Committee	Peter Mitchell	December 9, 2018	December 31, 2020	*Returning Over 6 Years
Dennis McJunkin, P.Eng. FEC FGC (Hon), 114813	Alternate Scrutineer	Scrutineer for Council Election 2018/19	Deesh Olychick	September 7, 2018	October 20, 2018	New
Paul Blanchard, P.Eng, FEC, FGC (Hon), 105643	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Oliver Bonham, P. Geo, 147751	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Tomer Curiel, P.Eng, M.A. Sc., PMP, LEED AP BD+C, 14846	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Nadine King, P. Eng, 133781	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Mark Porter, FIStructE, P.Eng., StructEng, 148134	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Michael Waberski, BCLS, 155253	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Michael Wrinch, P.Eng, FEC, FGC (Hon), PhD, PMP, 137628	Member	Building and Space Planning Task Force (Phase 1)	Jennifer Cho	September 7, 2018	May 1, 2019	New
Gregory Reid, P.Eng./P.Geo., FEC, FGC 119400	Member	Geoscience Committee	Jason Ong	September 5, 2018	September 5, 2020	*Returning over 6 years

- 5.3 **MOTION** that Council approves the Professional Practice Guidelines – Electrical Engineering Services for Building Projects, Version 2.0 for final legal and editorial review prior to publication.
- 5.4 **MOTION** that Council approves the Professional Practice Guidelines – Designing Guards for Buildings, Version 2.0 for final legal and editorial review prior to publication.
- 5.5 **MOTION** that Council approves the Professional Practice Guidelines – Professional Structural Engineering Services, Version 2.0 for final legal and editorial review prior to publication.
- 5.6 **MOTION** that Council endorses the City of Abbotsford Letters of Assurance, pending final legal and editorial review.
- 5.7 **MOTION** that the Engineers and Geoscientists BC Council approves to renew its request to the British Columbia provincial government that was made in 2013, and propose that the association work with the provincial government to establish a level of acceptable natural hazard risk, as well

as work on addressing the three recommendations made in the report dated April 8, 2013, which are as follows:

1. Establish a high level government advisory body on natural hazard issues with multi-ministry involvement and broad representation from industry and the professions. The mandate of this advisory body should include reviewing relevant government legislation, regulation and precedents, and advising government on development of natural hazard policy and regulations.
2. Develop a more robust inventory of land subject to natural hazards. This should extend to standardizing approaches for natural hazard and risk mapping.
3. Develop additional tools to assist in the implementation of a risk-based approach in dealing with natural hazards and establish thresholds for natural hazard risk tolerance and acceptability.

5.8 **This item was moved to the Open Regular Agenda.**

5.9.1 **MOTION** that Council approve the modified Policy for Assignment of Confirmatory Examinations.

5.9.2 **MOTION 1:** That Council approve the revisions to the Policy on Academic Qualification of Graduates of the BCIT Bachelor of Technology in Electronics Part-Time Program.

MOTION 2: That the policy revisions and proposed transition provisions be communicated to the Dean, the appropriate Associate Dean and Program Head at BCIT as soon as possible after the September 7, 2018 Council meeting so that as much advanced notice as possible is provided to the program administrators.

MOTION 3: That the Program Head be encouraged to pursue accreditation with CEAB for this program.

5.10 **MOTION** that the following information reports were received by Council:

- CEO & Registrar Report
- Engineers Canada Directors' Report
- Geoscientists Canada Director's Report
- Canadian Engineering Qualifications Board Report
- 2018 Enforcement and Engagement Report
- Year End Report on Investigation and Discipline

- Division Engagement Report
- Branch Engagement Report
- Registration Admissions and Membership Report for Fiscal 2018
- Update on Geoscientists Canada's Admissions Support Tools Project – Phase II Competency Assessment
- Engineers and Geoscientists BC Road Map for 2017-2018
- Committee Attendance Summary

CO-18-69 OPEN REGULAR AGENDA

MOTION It was moved and seconded that Council approve the Open Regular Agenda with the addition of Item 5.8 from the Open Consent Agenda.
CARRIED.

CO-18-70 AUDITED FINANCIAL STATEMENTS/YEAR END REVIEW

MOTION 1 It was moved and seconded that Council accept the report of the Audit Committee.
CARRIED

MOTION 2 It was moved and seconded that Council approve an appropriation of \$250,000, effective June 30, 2018, from the unrestricted General Operating Fund to the Property, Equipment and Systems Replacement Fund.
CARRIED

MOTION 3 It was moved and seconded that Council approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2018.
CARRIED

MOTION 4 It was moved and seconded that the President and the Chief Financial and Administration Officer be authorized to sign the fiscal 2018 Financial Statements on behalf of Council.
CARRIED

MOTION 5 It was moved and seconded that the appointment of PricewaterhouseCoopers LLP, CPAs as the Association's external auditors for the fiscal year ending June 30, 2019 be recommended for final approval at the Annual General Meeting in October 2018.
CARRIED

CO-18-71 BUDGET WEBINAR

MOTION It was moved and seconded that Council approve discontinuing the budget webinar program as of this fiscal year.
CARRIED.

CO-18-72 REQUESTS FOR FUNDING BUILDING SECURITY RENOVATION

MOTION It was moved and seconded that Council approve the recommended security enhancement and office renovation with a budget of \$170K to be funded from Capital budget and General Operating Fund.

CARRIED.

CO-18-73 VISTING DEAN PRESENTATION (BCIT SCHOOL OF ENERGY)

Dr. Forrest Tittle, PhD., Dean, School of Energy at BCIT provided a presentation to Council outlining BCIT's current engineering and geoscience programs and initiatives.

CO-18-74 UPDATE ON KEY PERFORMANCE INDICATOR RESULTS

MOTION It was moved and seconded that Council confirm the Key Progress Indicators for another year and direct staff to monitor and assess the two identified KPIs and report to Council in February 2019 with a recommendation on whether amendments are required.

CARRIED.

CO-18-75 30 X 30 ACTION PLAN FRAMEWORK

MOTION It was moved and seconded that Council endorse the strategy for the 30 by 30 action plan, direct staff to proceed with consultation, prioritize actions, estimate associated resources and report back to Council in November.

CARRIED.

CO-18-76 NOMINATION & ELECTION REVIEW TASK FORCE RECOMMENDATIONS

MOTION 1 It was moved and seconded that Council discontinue the practice of paper ballots beginning with the 2021 election.

CARRIED.

MOTION 2 It was moved and seconded that Council direct staff to conduct broader member consultation on providing voting rights to Members in Training and report back to Council.

CARRIED.

CO-18-77 AGM MOTION #5 – ACTION PLAN FOR IMPLEMENTING RECOMMENDATIONS FROM THE “TRUTH AND RECONCILIATION – OPTIONS FOR INCLUSION RECOMMENDATION REPORT” PREPARED BY NALAIN MORIN

MOTION It was moved and seconded that Council approves the conceptual pilot program and budget of \$50,000 in order to address the recommendations in Nalaine Morin's report “Truth and Reconciliation Calls to Action – Actions for EGBC”.

END OF OPEN SESSION

The Open Session ended at 3:05 pm.

DRAFT

MINUTES OF THE OPEN SESSION OF THE FIRST MEETING OF THE 2018/2019 COUNCIL of Engineers and Geoscientists BC, held on OCTOBER 20, 2018 in MEETING ROOM 1, VANCOUVER CONVENTION CENTRE EAST, VANCOUVER, BC

Present

Council	
Dr. Kathy Tarnai-Lokhorst, P.Eng., FEC	President (Chair) (2018/2019)
Harlan Kelly, P.Eng.	Vice President (2018/2019)
Caroline Andrewes, P.Eng., CPA, CMA	Immediate Past President (2018/2019)
John Turner, P.Ag. (ret.)	Councillor (2018/2019)
Suky Cheema, CPA, CA	Councillor (2018/2019)
David Wells, JD	Councillor (2018/2019)
Larry Spence, P.Eng.	Councillor (2018/2019)
Antigone Dixon-Warren, P.Geo.	Councillor (2018/2019)
Brock Nanson, P.Eng.	Councillor (2018/2019)
Susan MacDougall, P.Eng.	Councillor (2018/2019)
Dr. Catherine Hickson, P.Geo., FGC	Councillor (2018/2019)
Kevin Turner, P.Eng., FEC, FGC (Hon.)	Councillor (2018/2019)
Jeremy Vincent, P.Geo.	Councillor (2018/2019)
Lianna Mah, P.Eng., FEC	Councillor (2018/2019)
Doug Barry, P.Eng.	Councillor (2018/2019)
Guests	
Jeff Holm, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada
Julius Pataky, P.Eng.	Engineers and Geoscientists BC Appointee to Canadian Engineering Accreditation Board
Dr. Mahmoud Mahmoud, P.Eng., FEC	Engineers and Geoscientists BC Appointee to Canadian Engineering Qualifications Board
Staff	
Ann English, P.Eng.	Chief Executive Officer & Registrar
Tony Chong, P.Eng.	Chief Regulatory Officer & Deputy Registrar
Jennifer Cho, CPA, CGA	Chief Financial & Administration Officer
Vincent Lai, CPA, CGA	Associate Director – Finance & Administration
Gillian Pichler, P.Eng.	Director - Registration
Don Gamble	Director - Information Systems
Efrem Swartz, LLB	Director - Legislation, Ethics & Compliance
Peter Mitchell, P.Eng.	Director – Professional Practice, Standards & Development
Megan Archibald	Director – Communications & Stakeholder Engagement
Tracy Richards	Executive Assistant to Council and to the Chief Executive Officer & Registrar
Regrets	
Tim Watson, P.Eng.	Councillor (2018/2019)
Ken Laloge, CPA, CA, TEP	Councillor (2018/2019)

OPEN SESSION – CALL TO ORDER

Dr. Kathy Tarnai-Lokhorst, President and Chair, called the meeting to order at 3:04 pm.

Tony Chong, Chief Regulatory Officer & Deputy Registrar acted as the Parliamentarian.

Guests: The Chair advised that Jeff Holm, P.Eng., FEC, FGC (Hon.) of Engineers Canada, Julius Pataky, P.Eng., appointee to the Canadian Engineering Accreditation Board and Dr. Mahmoud Mahmoud, P.Eng., FEC our appointee to the Canadian Engineering Qualifications Board would be joining for the Open Session. Councillors Ken Laloge and Tim Watson send their regrets.

CO-19-01 OPEN REGULAR AGENDA

MOTION It was moved and seconded that the Inaugural Council Open meeting agenda be approved with the addition of Item 2.5 - Appreciation to Staff for a Successful Annual Conference and AGM.

CARRIED

CO-19-02 PRESIDENT'S REMARKS

Dr. Kathy Tarnai-Lokhorst, P.Eng., FEC, President and Chair, opened the meeting with a short introduction and her hopes for the coming Council year.

CO-19-03 ROUNDTABLE SELF-INTRODUCTIONS OF COUNCIL AND STAFF

The Chair led a roundtable of Council, staff and guest self-introductions.

CO-19-04 INSIGHTS AND OBSERVATIONS ON THE AGM

The 2018/2019 Council discussed their observations of the 2018 AGM and provided their feedback.

CO-19-05 SIGNING OF THE OATH OF OFFICE

President Tarnai-Lokhorst reminded Council that the Oath or Affirmation of Office was circulated prior to the meeting and that the Council Code of Conduct was available for them to read before signing so they would be aware of the requirements and fully understand what they were swearing. She advised Council that staff would circulate the Oath or Affirmation of Office for signatures. The 2018/2019 Council signed the Oath of Office in the presence of the staff.

CO-19-06 APPRECIATION TO STAFF FOR A SUCCESSFUL ANNUAL CONFERENCE AND AGM

MOTION It was moved and seconded that Council congratulates staff for a successful annual conference and AGM and expresses sincere appreciation for the hard work and commitment that ensure the success of this event.

CARRIED

END OF OPEN SESSION

The Open Session ended at 3:35 pm.

OPEN SESSION – CONTINUED

Dr. Kathy Tarnai-Lokhorst, President and Chair called the Open Session back to order at 4:02 pm.

CO-19-11 APPROVAL OF ACADEMIC APPOINTMENT

MOTION It was moved and seconded that Council appoint Dr. Nimal Rajapakse, P.Eng., to serve on the Engineers and Geoscientists BC Council for the one year term 2018-2019.

CARRIED

CO-19-12 APPROVAL OF COUNCIL APPOINTMENTS TO COMMITTEES

MOTION It was moved and seconded that Council accept the recommended appointments and reappointments to Engineers and Geoscientists BC Committees, Volunteer Groups and Task Forces as applicable.

CARRIED

The list of appointments is as follows:

Executive Committee			
Membership: President, Vice-President, Past President, one Government Appointee (GA) (as decided by the GA's themselves), one councillor at large.			
Dr. Kathy Tarnai-Lokhorst, P.Eng., FEC, President	Mandated	October 20, 2018	October 19, 2019
Harlan Kelly, P.Eng., Vice President	Mandated	October 20, 2018	October 19, 2019
Caroline Andrewes, P.Eng , CPA, CMA Immediate Past President	Mandated	October 20, 2018	October 19, 2019
John Turner, P.Ag. (ret), Government Appointee	1 Year	October 20, 2018	October 19, 2019
Larry Spence, P.Eng.	1 Year	October 20, 2018	October 19, 2019

Governance Committee			
Membership: Immediate Past President and up to five other Councillors (Chair is appointed by Council upon recommendation of the Committee)			
Caroline Andrewes, P.Eng., CPA, CMA Immediate Past President	Mandated	October 20, 2018	October 19, 2019
David Wells, JD Government Appointee	1 Year	October 20, 2018	October 19, 2019
Suky Cheema, CPA, CA Government Appointee	1 Year	October 20, 2018	October 19, 2019
Gov't Appointee (replacing Ken Laloge – TBD)	1 Year	October 20, 2018	October 19, 2019
Lianna Mah, P.Eng., FEC	1 Year	October 20, 2018	October 19, 2019
Tim Watson, P.Eng.	1 Year	October 20, 2018	October 19, 2019

Audit Committee			
Membership: Five Councillors including at least two government appointees and the remainder not on the Executive Committee			
Suky Cheema, CPA, CA, Government Appointee	1 Year	October 20, 2018	October 19, 2019
Gov't Appointee (replacing Ken Laloge – TBD)	1 Year	October 20, 2018	October 19, 2019
Jeremy Vincent, P.Geo.	1 Year	October 20, 2018	October 19, 2019
Doug Barry, P.Eng.	1 Year	October 20, 2018	October 19, 2019
Tim Watson, P.Eng.	1 Year	October 20, 2018	October 19, 2019

Registration Committee			
Membership: Four Councillors (Council designates the Chair from among the committee members)			
David Wells, JD	1 Year	October 20, 2018	October 19, 2019
Brock Nanson, P.Eng.	1 Year	October 20, 2018	October 19, 2019
Dr. Catherine Hickson, P.Geo.,FGC	1 Year	October 20, 2018	October 19, 2019
Academic (TBD)	1 Year	October 20, 2018	October 19, 2019

Geoscience Committee			
Membership: Two Councillors (Chair is appointed by Council upon recommendation of the Committee)			
Dr. Catherine Hickson, P.Geo., FGC	1 Year	October 20, 2018	October 19, 2019
Antigone Dixon-Warren, P.Geo.	1 Year	October 20, 2018	October 19, 2019

Professional Practice Committee			
Membership: At least two Councillors (Council designates the Chair)			
Kevin Turner, P.Eng., FEC	1 Year	October 20, 2018	October 19, 2019
Lianna Mah, P.Eng., FEC	1 Year	October 20, 2018	October 19, 2019

Climate Change Advisory Group			
Membership: One Councillor (Chair is appointed by Council but does not need to be a Councillor)			
Jeremy Vincent, P.Geo.	1 Year	October 20, 2018	October 19, 2019
Antigone Dixon-Warren, P.Geo.	1 Year	October 20, 2018	October 19, 2019

ASTTBC/Engineers and Geoscientists BC Joint Board			
Membership: Council to appoint three members including one member of Council (the current Council members will be Co-Chairs)			
TBD	1 Year	October 20, 2018	October 19, 2019
Andy Mill, P.Eng., Struct.Eng., FEC	1 Year	October 20, 2018	October 19, 2019
Colin Smith, P.Eng., FEC, FGC (Hon.)	1 Year	October 20, 2018	October 19, 2019

Advisory Task Force on Corporate Practice			
Membership: Two Councillors (one being a government appointee, the other must serve on the Professional Practice Committee). The terms of office are until as directed by Council)			
John Turner, P.Ag. (ret.), Government Appointee	As determined by Council	October 20, 2018	At the determination of Council
Kevin Turner, P.Eng., FEC	As determined by Council	October 20, 2018	At the determination of Council

Continuing Professional Development Committee			
Membership: One Councillor (Chair is appointed by the Committee)			
Brock Nanson, P.Eng.	1 Year	October 20, 2018	October 19, 2019
Doug Barry, P.Eng.	1 Year	October 20, 2018	October 19, 2019

Nomination Committee			
Membership: Immediate Past President. The Chair is the Immediate Past President.			
Caroline Andrewes, P.Eng., CPA, CMA Immediate Past President	Required by Bylaw	October 20, 2018	October 19, 2019

Council 30 x 30 Champion			
Susan MacDougall, P.Eng.	2 Years	October 20, 2018	October 19, 2020
Academic (TBD)	1 Year	October 20, 2018	October 19, 2020

CO-19-13 BRANCH/COUNCILLOR PAIRINGS

MOTION **It was moved and seconded that Council approve the 2018/2019
Branch/Councillor pairings.**

CARRIED

The list of Branch/Councillor pairings is as follows:

BRANCH	STAFF SUPPORT	COUNCILLOR	BRANCH CHAIR
Burnaby/New West	Tim Verigin	Antigone Dixon-Warren, P.Geo. Dr. Catherine Hickson, P.Geo., FGC	Lien Tran, EIT
Central Interior	Mara Buzgar	Doug Barry, P.Eng.	Mike Mason, P.Eng.
East Kootenay	Mara Buzgar	Larry Spence, P.Eng.	Jeremy Zandbergen, P.Eng.
Fraser Valley	Tim Verigin	Jeremy Vincent, P.Geo.	Saeed Mehdipour, P.Eng.
Northern	Mara Buzgar	John Turner, P.Ag. (ret)	Rhonda Mellafont, P.Geo.
Okanagan	Mara Buzgar	Kevin Turner, P.Eng., FEC, (Hon).	James Barr, P.Geo.
Peace River	Mara Buzgar	Doug Barry, P.Eng.	Chris Flury, P.Eng.
Richmond/Delta	Tim Verigin	Harlan Kelly, P.Eng. <i>*TBD</i>	Phillip Chow, P.Eng.
Sea to Sky	Tim Verigin	David Wells, JD Caroline Andrewes, P.Eng., CPA, CMA	Arash Mohammadian-Khezerlou
South Central	Mara Buzgar	Brock Nanson, P.Eng.	Jessica Steeves, P.Eng.
Tri-City	Tim Verigin	Lianna Mah, P.Eng., FEC	Allison Weston, GIT
Vancouver	Tim Verigin	Suky Cheema, CA, CPA Tim Watson, P.Eng.	Nilufar Islam, P.Eng.
Vancouver Island	Mara Buzgar	Dr. Kathy Tarnal-Lokhorst, P.Eng., FEC	Craig Work, P.Eng.
Victoria	Mara Buzgar	Susan MacDougall, P.Eng. <i>*TBD</i>	Deyanira Mendoza Dominguez, P.Eng.
West Kootenay	Mara Buzgar	Larry Spence, P.Eng.	John Stephens, P.Eng.

CO-19-14 REVIEW OF UPCOMING MEETINGS

The Chair walked Council through some of the upcoming events that Council is requested to attend.

END OF OPEN SESSION

The meeting ended at 4:11 pm.



OPEN SESSION

ITEM 5.4

DATE	November 2, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer & Deputy Registrar
SUBJECT	Summary and Recommendations for 2018 AGM Motions
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	To briefly review the 2018 AGM motions submitted by members and issue directions to staff.
Motion	That, in response to the approved AGM motion on the development of a Climate Change Action Plan, Council directs staff to consult the Climate Change Advisory Sub-Committee and the Division of Environmental Professionals and prepare a report for Council ahead of the 2019/20 budget deliberations.

BACKGROUND

Earlier this year, Council approved a new process to evaluate member approved AGM motions. When assessing AGM motions, Council should, henceforth, consider a number of factors, including: the clarity of the motion; the complexity of the motion's scope; resource availability and cost; how the motion fits into the association's mandate, strategic plan, operational priorities, and approval authority; how the motion fits into the association's ongoing functions; the cost and benefit of acting on the motion; and whether acting on the motion will expose the association to unacceptable risk.

Once this assessment has taken place, the mover and seconder, as well as the general membership will be informed of Council's assessment of the AGM motion(s) and the anticipated next steps.

For the 2018 AGM, three member motions were submitted and dealt with by the assembly as follows:

MOTION 1 (submitted 30 days in advance of the AGM)

That Council consider undertaking and putting the necessary resources into the development of a comprehensive Climate Change Action Plan that will provide direction on the roles and duties of EGBC's member in addressing this issue.

Moved by: Michel de Spot, P.Eng.

Seconded by: Romilly Cavanaugh, P.Eng., FEC

CARRIED

MOTION 2 (submitted at the AGM)

That Council consider assessing whether it is ethical for members to work on projects that could significantly increase greenhouse gas emissions (e.g. expansion of oil sands, mines, fossil fuel pipelines, and LNG projects), given that climate change is causing widespread harm to people and the environment, both locally and globally, and that the Code Ethics requires that "members and licensees shall hold paramount the safety, health and welfare of the public and the protection of the environment." In addition, for Council to prepare a report for members about this assessment.

Moved by: Romilly Cavanaugh, P.Eng., FEC

Seconded by: Chris Quaife, P.Eng.

DEFEATED

MOTION 3 (submitted at the AGM)

That council consider holding a referendum before enacting corporate registration.

Moved by: Roy Bartholomew, P.Eng.

Seconded by: Norm Johnson, P.Eng.

DEFEATED

Based on the decisions of the AGM assembly on these member proposed motions, Council only needs to follow up on Motion 1.

DISCUSSION

The issue of Climate Change and the need for many Engineers and Geoscientists to take into consideration this ubiquitous phenomena have been acknowledged by Council through the creation of a standing advisory group (the Climate Change Advisory Sub-Committee), the approval of two position papers on adaptation and mitigation, and most recently, the approval of professional guidelines to assist our members to address a changing climate in their professional work.

Although Motion 1 is clear in its request and appears to fit the mandate and some aspects of the strategic plan of the association, a thorough assessment of this motion is necessary to fully understand its implications. The existing resources that are available to assist Council in its

evaluation of this motion are the Climate Change Advisory Sub-Committee and the Division of Environmental Professionals. As well, existing staff resources in the Professional Practice, Standards and Development Department have been assigned to support the Sub-Committee and the Division. Motion 1 should therefore be referred to staff to consult with these two groups using the approved guidelines for the evaluation of approved AGM motions.

Recognizing that there will potentially be budget implications, the report from staff with contributions from these two groups should be available for Council consideration for the February 2019 meeting ahead of the Budget deliberations.

RECOMMENDATIONS

That, in response to the approved AGM motion on the development of a Climate Change Action Plan, Council directs staff to consult the Climate Change Advisory Sub-Committee and the Division of Environmental Professionals and prepare a report for Council ahead of the 2019/20 budget deliberations following the new guidelines for the evaluation of approved member motions.



ITEM 5.5

DATE	November 8, 2018
REPORT TO	Council for Information
FROM	Jennifer Cho, CPA, CGA Chief Financial and Administration Officer
SUBJECT	Financial Results as at September 30, 2018
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in governance.

Purpose	For Council to review the first quarter financial results.
Motion	That Council receive the Engineers and Geoscientists British Columbia financial results as at September 30, 2018.

BACKGROUND

As approved by Council at the September 12, 2014 meeting, quarterly financial reports will be made to the Executive Committee for review. Executive Committee will review the financial reports at their November 13, 2018 meeting. The same information package will be provided to the Audit Committee for information.

DISCUSSION

This update includes a comparison of year-to-date actual results to budget, with a summary of major variances.

	A	B	C	D	E	F
1		YTD				
2		Actual	Budget	Variance	Annual Prior Year Actual	2019 Budget
3	REVENUE					
4	Members	2,654	2,717	(63)	10,443	11,168
5	Others	1,043	862	181	4,989	4,988
6	Total Revenue	3,697	3,579	118	15,432	16,156
7						
8	EXPENDITURES					
9	Operating	3,034	3,645	(611)	15,199	16,524
10	Operating Income Before External Contracts	663	(66)	729	233	(368)
11						
12	EXTERNAL CONTRACTS					
13	Revenue	576	275	301	937	1,100
14	Expenditures	559	258	301	889	1,032
15	Operating Income - External Contracts	17	17	(0)	48	68
16						
17	Net Operating Income/(Loss)	680	(49)	729	281	(300)

YEAR-TO-DATE REVIEW - BEFORE EXTERNAL CONTRACTS

A. MEMBER FEES & OTHER REVENUES

Total revenues are \$118K (cell D6) over budget, primarily due to:

- Timing of National Competency Based Assessment program revenue
- Unexpected discipline recovery revenue from several cases
- Stronger than expected advertisement revenue with an increase of 25% from last year's first quarter

B. EXPENDITURES

Expenditures are \$611K (cell D9) below budget primarily due to:

- Savings in salaries and benefits primarily due to unfilled positions
- Savings in legal expenses by using in-house legal staff
- Delayed expenses from venues and speakers which will catch up to budget in next quarter
- Savings due to timing on implementation of member and public engagement strategy

Year-To-Date Review – External Contracts

The YTD contribution margin is on track towards annual budget.

A more detailed variance report by departments/programs is outlined in Attachment A.

RECOMMENDATIONS

That Council receive the Engineers and Geoscientists British Columbia financial results as at September 30, 2018.

MOTION

That Council receive the Engineers and Geoscientists British Columbia financial results as at September 30, 2018.

ATTACHMENT A - September 30, 2018 Program Statement

Attachment A - Program Statement					
(in \$'000)	2018/19 Budget	2018/19 YTD Budget	FY2018/19 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
REVENUES					
<u>Member Services</u>					
Affinity Program	413	7	2	(5)	
Annual Conference	304	0	0	0	
Professional Development	986	130	146	17	
	1,703	136	148	12	
<u>Communications & Stakeholder Engagement</u>					
Innovation Magazine	190	32	52	21	
Sponsorship Revenue	8	1	3	2	
Membership Advantage Program for Students and Student Membership	45	0	3	3	
Employment Web Advertising	325	80	101	21	Continuing trend from prior year of higher revenue than budgeted
	568	112	159	46	
<u>Professional Practice, Standards & Development</u>					
Certified Professional Program	70	0	3	3	
Organizational Quality Management	246	168	163	(4)	
Grant	1,100	275	576	301	Difference due to project progress
	1,416	443	742	300	
<u>Registration</u>					
Academic Exams	35	0	0	0	
Applications/Registration	1,341	293	326	33	Variance due to volume increase on application from overall membership categories
Limited License	23	6	5	(1)	
Professional Practice Exams	449	88	72	(16)	
Structural Qualifications	53	13	27	13	
Registration External Projects	102	26	0	(26)	Variance due to delay in implementation of Working In Canada Seminar
	2,003	425	431	5	
Annual Membership Fees	11,082	2,706	2,651	(55)	Less interim membership fees collection than anticipated
Late Fee	44	11	4	(8)	
Investment Revenue	56	14	34	20	
Other Revenue	84	7	43	37	Higher due to legal recoveries from 5 cases
National Programs - CBA Engineer Canada	250	0	63	63	
National Programs - CBA Geo Canada	50	0	0	0	
TOTAL REVENUE	17,256	3,854	4,274	420	

EXPENDITURE (in \$'000)	2018/19 Budget	2018/19 YTD Budget	FY2018/19 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
<u>Finance & Corporate Services</u>					
Annual Invoicing	43	0	0	0	
Building Operations	390	98	126	(28)	
Administrative Services	83	19	4	15	
Green Team	1	0	0	0	
Non Program Specific	733	124	114	10	
Salaries & Benefits	900	225	230	(5)	
	2,150	466	473	(7)	
<u>Human Resources</u>					
Staffing	30	8	2	5	
Training and Development	83	21	5	15	
Staff Recognition	48	20	5	15	
Occupational Health and Safety	1	0	0	0	
Volunteer Management	41	0	8	(8)	
Compensation Management	5	1	1	0	
Strategic HR and Organizational Development	60	10	0	10	
Non Program Specific	3	0	0	0	
Salaries & Benefits	302	76	67	9	
	573	135	88	47	
<u>Information Technology</u>					
Run - Business Continuity	391	95	85	9	
Telecommunications	75	19	8	10	
Grow - Systems & Development	30	8	0	7	
Non Program Specific	7	2	0	2	
Salaries & Benefits	1,054	264	232	32	Difference due to accounting treatment of ratio of capitalization vs. expense of salaries and will even out by year end
	1,558	386	326	60	
<u>Member Services</u>					
Affinity Program	1	0	0	0	
Annual Conference	402	0	8	(8)	
Professional Development	488	60	17	42	Delayed expenses from venues and speakers and will catch up to budget in next quarter
Online Law & Ethics	10	10	0	10	
Mentoring	16	0	0	(0)	
Branches/Divisions	69	11	1	10	
Member CPD Requirements	106	26	1	26	Expenses to catch up next quarter
Induction Ceremony and Former Presidents Dinner	82	27	5	22	
Gender Diversity	8	0	0	(0)	
Nomination & Election Task Force	6	1	0	1	
Salaries & Benefits	850	213	237	(25)	
	2,037	349	269	80	
<u>Communications & Stakeholder Engagement</u>					
Awards	54	14	17	(3)	
Career Awareness	65	9	8	0	
Innovation Magazine	400	67	67	(0)	
Public Relations	134	12	16	(4)	
Publications	44	26	7	18	
Stakeholder Engagement	187	44	5	40	Timing of expenses for outreach/engagement targeting members, public and member engagement strategy
Student Membership & Sponsorship	53	3	0	2	
Branding Collateral Renewal	0	0	0	0	
Non Program Specific	18	4	6	(2)	
Salaries & Benefits	971	243	245	(2)	
	1,925	420	371	49	

EXPENDITURE (in \$'000)	2018/19 Budget	2018/19 YTD Budget	FY2018/19 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
<u>Council & Executive</u>					
CCPE	459	76	76	0	
CCPG	93	0	0	0	
Council/Executive	268	43	45	(2)	
Elections	23	0	4	(4)	
Special Projects	90	0	10	(10)	
Government Relations	145	42	29	13	
Non Program Specific	7	1	1	0	
Salaries & Benefits	951	238	167	70	Savings mainly from delay in hiring of Corporate Secretariat position
	2,035	401	333	68	
<u>Professional Practice, Standards & Development</u>					
Liaison with Authorities	2	0	0	0	
Practice Review	177	6	7	(1)	
Professional Practice	169	42	28	14	
Corporate Practice	0	0	0	0	
Certified Professional Program	64	14	0	14	
Climate Change Initiatives	20	1	0	1	
Organizational Quality Management	180	44	58	(13)	
Sustainability	1	0	0	0	
Non Program Specific	14	3	2	1	
Grants	1,032	258	559	(301)	Variance due to project progress
Salaries & Benefits	1,325	331	263	68	Savings mainly from delay in hiring outreach manager position
	2,984	700	918	(218)	
<u>Legislation, Ethics & Compliance</u>					
Discipline	217	52	5	47	Savings from using in-house legal staff but increased amount of legal expenses expected to come next quarter
Enforcement	14	3	0	3	
Investigations	133	33	3	30	Savings from using in-house legal staff but increased amount of legal expenses expected to come next quarter
Non Program Specific	79	20	2	17	
Salaries & Benefits	841	210	206	4	
	1,283	319	216	102	
<u>Registration</u>					
Academic Exams	24	0	0	0	
Applications/Registration	167	34	23	12	
Engineers In Training/Geoscientists In Training Prof. Certification	10	3	0	3	
Limited License	30	8	0	8	
Professional Practice Exams	379	66	54	13	
Structural Qualifications	12	5	2	2	
Registration External Projects	73	18	0	18	
Non Program Specific	20	5	0	5	
Salaries & Benefits	1,579	395	368	27	
	2,293	533	447	87	
National Programs	239	60	8	52	Variance due to delay in consulting services
Total Expenditure from above	17,077	3,766	3,449	317	
Incidental payroll savings	(170)	0	0	0	
Amortization	546	136	144	(7)	
Contingency	100	0	0	0	
Foundation	3	1	0	1	
Benevolent Fund Society	1	0	0	0	
TOTAL EXPENDITURE	17,556	3,903	3,593	310	
SURPLUS/(DEFLICIT)	(300)	(49)	680	(730)	

DATE	November 1, 2018
REPORT TO	Council for Decision
FROM	Philippe Kruchten, PhD, P.Eng., FEC, Chair of the Registration Committee
SUBJECT	Report on the Pilot Project to Assess Engineering Licensee Applicants using Competency Assessment
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards.

Purpose	To provide Council with an update on the status of the pilot project to Assess Engineering Licensee Applicants using Competency Assessment.
Motion	That Council approve that the pilot be extended to June 2019 so that more data may be gathered and an informed decision can be taken on a path forward.

BACKGROUND

At the April 27, 2017 meeting, the Registration Committee carried a motion (RG17-114) for the implementation of a pilot program for using the Competency Experience Reporting System to assess Engineering Licensee applicants.

Applicants for registration as a Professional Engineer have valued the specificity of the Competency Experience Reporting System and appreciated that it provides a clear path to follow and clear direction in preparing their application. A benefit of the Competency Experience Reporting System is that it treats all applicants equally and in a consistent manner. A logical extension would be to use the system to evaluate Engineering Licensee applicants.

Using the Competency Experience Reporting System is expected to provide more consistency between applications and more clarity regarding the qualifications of the applicants within the requested scope of practice.

The Competency Experience Reporting System is only being considered for Engineering Licensee applicants due to the fact that there is no competency based assessment system available for Professional Geoscience applicants and therefore, by extension, for Geoscience Licensee applicants.

The proposed pilot program was implemented to evaluate the effectiveness of using the Competency Experience Reporting System to evaluate Engineering Licensee applications. The process followed is:

1. Applicant is assigned a competency report.
2. Applicant completed the competency report.
3. The competency report is sent to validators to complete.
4. The validated competency report is sent to assessors to complete.
5. The validated competency report is reviewed by the Limited Licence Subcommittee.
6. The applicant will be invited for an interview to further assess their experience.

The applications will continue to be presented at the Limited Licence Subcommittee (LLSC) meeting for review by the entire committee. Eventually, based on the data from this pilot project, not all applicants will need to be interviewed.

DISCUSSION

At present, there are 70 active applications for Engineering Licences. Of these, 24 are using the traditional method for reporting experience while 46 are part of this pilot program and are using the Competency Experience Reporting System (CERS).

The status of these 46 applications is shown below:

Number	Status
22	Competency report has been assigned but no activity recorded
14	Competency report being worked on by applicant
2	Competency report is being validated
3	Competency report has been validated, awaiting assessment
2	Competency report has been assessed, awaiting review by the LLSC
3	Competency report has been reviewed by the LLSC, awaiting interview

Many of the applicants have not submitted a scope. This step is vital to ensuring that the competencies can be validated and assessed properly. Staff will be working to address this issue by working with the applicants.

Due to the small number of applications (5) that have completed the assessment phase to date, it is not possible to draw any conclusion on the efficacy of the competency-based system in the limited licence application process.

RECOMMENDATIONS

It is suggested that the pilot be extended to June 2019 so that more data may be gathered and an informed decision can be taken on a path forward.

MOTION

That Council approve that the pilot be extended to June 2019 so that more data may be gathered and an informed decision can be taken on a path forward.



OPEN SESSION

ITEM 5.7.1

DATE	November 6, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng., Chief Executive Officer & Registrar
SUBJECT	CEO and Registrar 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 Association related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties since the September 7, 2018 meeting of Council.
Motion	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. BUILDING SECURITY RENOVATION UPDATE

The architectural firm Public has been selected to aid the Association in the building security renovation project that Council approved at the September 2018 meeting. Public is the architectural firm that aided in the previous renovation project and is very familiar with the building and needs of the Association. Architectural drawings and engineer services for the project plan have been completed. Drawings and application for construction permit have been submitted to the City of Burnaby October 25, 2018. The permit process will take 6-8 weeks minimum to complete. Construction of project will likely start in the new year.

2. MEMBER AND PUBLIC AFFAIRS

a. MEDIA INTERACTIONS

On September 26, Engineers and Geoscientists BC announced that it would be proceeding to disciplinary inquiries for three members in relation to the tailings storage facility collapse at the Mount Polley Mine in 2014. We were pleased to see pickup in most major publications (Canadian Press, Globe and Mail, CBC online, Times Colonist, Vancouver Sun, the Province, CTV online, News 1130 online), with balanced coverage that reflected a favourable position, and good use of our key messages. We also saw some traction on social media, with a high number of click-thrus on our tweet, and several others, including news media, also mentioning the story on Twitter.

In addition, we noted the following media interactions:

- October 15: The Burnaby Now contacted us seeking a technical view on a suggestion that the Trans Mountain pipeline's tank farm on Burnaby Mountain be moved somewhere else up the line (east) to make way for condo developments. A technical expert was not provided for this interview.
- November 6: Business in Vancouver included our announcement of the 2018/19 Council in their "For the Record" section.

b. SCIENCE WORLD SYMBIOSIS LAUNCH

On November 3, Science World launched its Symbiosis initiative, which is a province-wide STEAM ecosystem (Science, Technology, Engineering, Art & Design, Math) designed to deliver equal access to high quality learning opportunities for all learners in British Columbia. Engineers and Geoscientists BC has contributed to the development of this initiative for several years, and was present on launch day to provide support and participation. The event was attended by over 80 supporters, including representation from government: MLA Bowinn Ma, MLA Rick Glumac, Hon. George Chow, Hon. Rob Fleming and Hon. Bruce Ralston.

Engineers and Geoscientists BC staff attended and hosted a booth with four female volunteers from our career awareness program and the Women in Engineering and Geoscience Division. Our booth was in a good location with lots of foot traffic—volunteers engaged students through hands-on interactions, building structures with magna-tiles or straws and connector sets. In connection to 30x30, the event featured 300 female 13-14 year olds participating in a full day of activities in STEAM.

This initiative is currently province-wide, but discussions about a potential national expansion are happening. Additional information will be provided on future engagement and opportunities for collaboration.

c. TRUTH AND RECONCILIATION CALLS TO ACTION

A motion was passed at the September 7, 2018 Council meeting to approve a conceptual pilot program and budget in order to address the recommendations in Nalaine Morin's report "Truth and Reconciliation Calls to Action – Actions for EGBC." Since then, there have been internal staff meetings to coordinate efforts between the various associated departments and set up a timeline for undertaking the three main actions associated with the motion.

Progress on the three actions are as follows:

1 – Staff are taking suggestions of people to participate in an advisory group that would guide and review the initiatives the association undertakes during this pilot program. The next step is narrowing down the group of names and contacting people to assess their interest and availability. The first meeting of the advisory group will be in early 2019.

2 – Initial planning has begun to put together content for the CPD session. A meeting with Nalaine Morin and Klohn Crippen Berger resulted in good brainstorming and planning for the session. The goal is to have a conceptual plan in place that the advisory group can look at during their first meeting. The aim is to put on the CPD session in March or April of 2019.

3 – The plan to attend career and community fairs in First Nation's communities is something that the association hopes to get guidance on from the advisory group. Issues such as where to go and what sort of material to present will need to be determined. The timeline for this action is likely spring of 2019 but will depend on what events are targeted to attend.

3. ANNUAL CONFERENCE & AGM 2018

Engineers and Geoscientists BC's 2018 Annual Conference and AGM was held on October 18-20 at the Vancouver Convention Centre. The Annual General Meeting was scheduled on Saturday, October 20. This year the conference hosted more than 1,000 delegates. Several conference events such as the Engineers and Geoscientists in the Resource Sector Field Tour, the Women in Engineering and Geoscience Division Networking Event and the Friday Breakfast Presentation and Keynote Luncheon sold out.

The sold out tradeshow featured 41 vendors and a record number of 25 sponsors participated. A new mobile app was launched which allowed delegates to view their own personalized schedule, view maps of the venue and tradeshow, network with fellow delegates, read speaker bio's and get alerts on the latest conference information.

Following the conference, a survey was sent to delegates requesting their feedback on the event and recommendations for improvement. The feedback of conference participants is a valuable resource that staff refer to during the planning process for the next conference.

Some highlights include:

- The top three highlights for attendees were the professional development sessions, keynote presentations and networking.
- Professional development was the primary reason for attending the conference, the secondary reason was for the networking and social events.
- 93% of respondents rated the registration process as either excellent or good.
- 95% of respondents rated the Vancouver location for the conference as either excellent or good.
- 96% of respondents rated the overall quality of the conference as either excellent or good.
- 95% of respondents are planning to attend a future conference.
- 91% said they would recommend someone else to attend next year's conference.

4. GEOSCIENTISTS CANADA - COMPETENCY-BASED ASSESSMENT

Engineers and Geoscientists BC has been participating in Geoscientists Canada's Admissions Support Tools (AST) Project – Phase II which was initiated in January 2018. Senior Registration staff have been attending meetings of Geoscientists Canada's Canadian Geoscience Standards Council (CGSC), which is leading the national project to develop workplace competencies for candidates seeking licensure as a Professional Geoscientist (P.Ge.).

Engineers and Geoscientists BC's Geoscience Committee has been involved in aspects of the project with one member serving on a group of nationally represented subject matter experts tasked with developing the workplace competencies. A series of webinars for stakeholders was held during the first week of October 2018. Feedback from the webinars has been considered and at the CGSC meeting on October 27, 2018, a motion was passed recommending that the 29 workplace competencies for entry to geoscience practice be

approved in principle. In the coming months, Geoscientists Canada hopes to work with Engineers and Geoscientists BC in developing a pilot for geoscience applicants that is built on the existing competency- based experience-reporting platform currently used for engineering admissions. An update on the project will be provided to Council in spring 2019.



OPEN SESSION

ITEM 5.7.2

DATE	November 1, 2018
REPORT TO	Council for Information
FROM	Philippe Kruchten, PhD, P.Eng., FEC, Chair of the Registration Committee
SUBJECT	Update on the Pilot project to evaluate the Limited Licence to Professional Registration Pilot Bridging Program
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards

Purpose	To provide Council with an update on the status of the pilot project to evaluate the Limited Licence to Professional Registration Pilot Bridging Program.
Motion	For information only.

BACKGROUND

At its June 2015 meeting, the Registration Committee passed a motion that a process of research, consultation and development be carried out in order to develop a bridging process for Engineering Licensees to full Professional Engineer status.

Staff developed a pilot program with a bridging policy that consists of the following:

An Eng.L. holder shall be considered as having met the academic requirements for full professional status if the applicant:

- a) is an active Eng.L licensee in good standing; and
- b) has obtained a minimum of a 2-year diploma in science or technology and is not academically qualified for P. Eng. registration; and
- c) has a low-risk reference profile, ie:
 - All references positive;
 - At least two in-discipline P.Eng. references; and
 - At least one supervisor P.Eng. reference; and
- d) has more than 10 years of well-documented progressive work experience, including at least 4 years as an Eng.L, at least one year in a Canadian Environment and has

attained a job position that demonstrates the competencies of a P.Eng. that have been assessed through a competency report and validated by acceptable professional referees; and

- e) has passed the FE and PE Exams or other suitable exam protocol determined and set by a Board of Examiners; and
- f) has passed an LTE-style interview based on a technical report. The report is to be 5,000 to 10,000 words long, and based on a design study or a report of original authorship. The topic will be assigned by a technical panel and must be suitable to the applicant's experience and provide opportunity for the applicant to demonstrate technical competence to the standard of an exemplifying qualification. To ensure that the project undertaken is of a sufficient scope and challenge, the topic will be assigned from a project undertaken approximately 18 months after the candidate began practicing as an Eng.L.

The technical report is then provided to an interview panel for an LTE-Style interview. At least one of the interview panel members cannot have been a member of the technical panel that assigned the report. The interview will proceed in the style of a thesis-defense. Interviewers will use the report as a basis to probe the applicant's technical competence.

The report and defense will be judged on the extent to which the applicant can demonstrate a clear understanding of engineering principles and the key technical aspects relating to the topic assigned that one would normally expect from someone who is graduating with an exemplifying qualification (4-year bachelor's degree in engineering or applied science). If the interview meets the requirements set out by the interview panel, the applicant is considered to have the requirements for professional registration.

At the September 11, 2015 meeting, Council carried the following motions:

- That the proposed Policy on Providing Eng.L. a Method to Bridge the Academic Requirements to Full Professional Status be approved.
- That a pilot project to evaluate the Policy Providing Eng.L. a Method to Bridge the Academic Requirements to Full Professional Status be run until June 2016 and that a report be brought to the Registration Committee in August 2016 to review progress and findings.

At the September 9, 2016 meeting, Council carried the following motions:

- That the pilot project to evaluate the Policy 'Providing Eng.L. a Method to Bridge the Academic Requirements to Full Professional Status' be extended for up to three years (to September, 2019); and
- That Council approves that an annual report be brought to the Registration Committee and Council to review progress and findings and to make recommendations on the pilot and bridging program.

This report summarizes the status of the pilot program to date.

DISCUSSION

To date, 18 experienced practitioners have applied to participate in the bridging program.

At the November 24, 2017 meeting, Council received a report that one participant in the pilot bridging program had completed the Competency Experience Reporting System, two assessors had approved the report as meeting the requirements for acceptable levels of competency and that the applicant had submitted three project proposals to Engineers and Geoscientists BC for evaluation.

The members of the Engineering Licence to Professional Engineer Bridging Program Advisory Panel met and reviewed the project proposals put forth by this one applicant and chose one project and asked that the applicant prepare a technical report on it.

The applicant prepared the report and presented it to a technical review panel, which agreed that the applicant had met the requirements for registration as a professional engineer.

One other participant in the pilot bridging program also completed the Competency Experience Reporting System. Two assessors reviewed this report and determined that the examples did not meet the requirements for acceptable levels of competency.

At the January 24, 2018 meeting, the Registration Committee carried a motion (RG 18-63) that this participant be invited to an interview to further assess his competency levels and to provide him with feedback to help establish a work plan to achieve the required level of competency.

The applicant was interviewed but the Interview Panel in May 2018. The interview panel determined that the applicant met the technical requirements for registration and that what he needed to do was to work more on soft skills. It felt that he needed to gain more experience with the management of projects and of people, including the budgeting and taking responsibility for projects. The panel suggested that the applicant obtain a mentor to help him with understanding the non-technical aspects and responsibilities associated with registration.

At the May 23, 2018 meeting, the Registration Committee carried a motion (RG 18-147) that this participant continue with his application for registration as a P.Eng. and that he gain more experience and be encouraged to work with his supervisor to develop a work plan to meet these requirements.

The bridging program appears to be successful in assisting qualified persons to demonstrate that they have met the requirements for P.Eng. registration while providing a stringent requirement for registration. More data needs to be gathered to confirm this.

RECOMMENDATIONS

Continue with the Pilot bridging program to collect more data on how applicants perform in this process and provide Council with further reports on the progress of this pilot program.



OPEN SESSION

ITEM 5.7.3

DATE	November 7, 2018
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.

Engineers Canada (EC) is the national federation owned by the 12 engineering regulators (Engineers and Geoscientists BC is one), referred to as the “Regulators”. The next meeting of the EC Board of Directors will in Ottawa on December 10.

1. The Governance Committee will present nine new and existing policies to the Board for approval at the February 2019 meeting (actually taking place on March 1st). The committee also discussed the work that will be required to implement the recommendations of the Nominations Task Force. They are targeting May 2019 for approval of those new and revised policies. The recommendations of the task force give increased authority to Engineers and Geoscientists BC to appoint representatives to the Accreditation and Qualification Boards.
2. President Bergeron wrote to the US National Society of Professional Engineers (attached), clarifying the Canadian position with respect to the USMCA. Further discussion recognized the differing requirements of states and provinces in registration and agreed to further consideration and discussion later in November.
3. The White Paper on Qualified Persons was finalized by the Qualification Board’s Practice Committee and circulated to QB members for approval. The White Paper will be brought to the Board for approval on December 10th. This paper supports the position statement being developed regarding Independent Practice Rights for non-engineers.

4. The Association of Consulting Engineering Companies – Canada (ACEC) has previously endorsed 30 by 30. They have now identified their 30 by 30 Champion: Past ACEC Board chair Todd Smith from AECOM in Winnipeg. Todd has been challenging the board to find ways to encourage more diversity during his tenure as chair and past chair. We look forward to working with Todd and ACEC on 30 by 30.

The Canadian Academy of Engineering (CAE) has endorsed 30 by 30 and has identified Jeannette Montufar Ph.D., P.Eng., PTOE, FITE, FCAE, as its 30 by 30 Champion. Jeannette received Engineers Canada's 2018 Award for the Support of Women in the Engineering Profession and was a previous Chair of the Manitoba Women's Advisory Council. We welcome the CAE and Jeannette to our team of 30 by 30 Champions! Engineers Canada met with the President of the Canadian Construction Association, Mary Van Buren, to discuss work on diversity, equity and inclusion including 30 by 30.

Girl Guides of Canada (GGC) Senior Manager, Rochelle Strauss, and Ashley Pamerter, Content Creation specialist, met with Cassandra on the new programming content being developed by GGC with advice from Engineers Canada on subject matter. The new programming will be launched in 2019 and includes brand new materials focused on engineering for Sparks, Guides, Brownies, Pathfinders, and Ranger programming.

5. Jeanette spoke with the Federation of Canadian Municipalities at the Better Buildings Breakfast in Ottawa on "Increasing the Resiliency of Municipal Public Infrastructure to Adapt to Our Changing Climate" and PIEVC in a collaborative presentation alongside Infrastructure Canada.
6. The Funding Task Force continues to develop its report to the EC Board. Completion of this report is now expected in February 2019 and extensive consultation with the regulators will follow.
7. Jeff Holm will represent Engineers and Geoscientists BC as the General Visitor for the BCIT Accreditation Visit scheduled for November 24 to 27.
8. An Indigenous inclusion strategy is being developed over the coming months. Some regulators may be considering requesting voluntary self-declaration of Indigenous status by their members. Further, the Law Society of BC uses self-declaration for renewals but also for their Aboriginal Lawyers Mentorship Program which is run by their Aboriginal Lawyers Forum.

Respectfully submitted,

Russ Kinghorn, P. Eng., FEC and Jeff Holm, P. Eng., FEC

APPENDIX A - President's Letter to NSPE October 22, 2018



OPEN SESSION

ITEM 5.7.4

DATE	November 8, 2018
REPORT TO	Council for Information
FROM	APEGBC 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

BACKGROUND

On November 2-3, 2018, Geoscientist Canada held the 56th directors' meetings in Toronto, ON. The directors' meetings addressed regular items of business and discussions.

DISCUSSION

All 9 Directors and full Executive Committee present. Also attending were: CEO/Registrars (including Ann English); Bruce Broster (CGSB) in addition to Geoscientists Canada staff, Andrea Waldie and Rakesh Kumar. President Mark Priddle chaired.

The meeting was to transact the business of Geoscientists Canada, submit reports from Committees and Task Groups. On Friday, November 2, 2018, the CEO's, Presidents and Directors participate in breakout working groups to discuss the agenda and issues affecting the profession and to communicate requests and concerns.

GC is developing a national awards strategy for submitting professional geoscientists for national award such as the Order of Canada.

Ann English gave an excellent presentation regarding the challenges in BC and the Professional Reliance model.

The Geoscience for Society ("G4S") colour booklet for Canada has been out for a year and has been received very positively throughout the industry and the CA's. A second printing will be done.

Andrea Waldie's first 8 months are going well and she is getting up to speed on all fronts. Thanks were extended to EGBC for their continued support.

The Securities Committee has submitted the QP Short Course been out for two years now and again, very well received and regarded. The course is designed for offering to universities to inform students as to what their professional obligations and applicable rules and regulations such as NI43-101 and NI51-101. The uptake from the CA's has been good and the course is being offered at all. There has been a request from the Securities Regulators for a similar course to be offered to practicing professionals. The course was updated and was presented at RFG in June 2018 by Garth Kirkham

It was decided that OGQ (Quebec) would be invited as "an observer" to the GC AGM.

The effort to secure 'Certification Marks' continues with latest attempts being unsuccessful to date however the application has proceeded past the first step and been accepted.

The 2019 operating budget was discussed and approved along with the 2019 Work Plan. There is small deficit forecast for the year so the focus will be on cost saving measures. The results of the survey related to the "Implementation Plan" were presented which were ranked and prioritized. The next step is to take the priority list to the CA's for feedback.

ACTION ITEM

The next step is to take the priority list to the CA's for feedback which is the only action item to be presented to Council from the meeting.

APPENDIX A – Agenda and Meeting Documents for 56th BOD Meeting for Geoscientists Canada

APPENDIX B – Geoscientists Canada Post-Meeting Briefing Note

Respectfully submitted,

Garth Kirkham, P.Geo., FGC
Director, Geoscientists Canada



OPEN SESSION

ITEM 5.7.5

DATE	November 8 th , 2018
REPORT TO	Council for Information
FROM	Engineers Canada Qualifications Board Members
SUBJECT	Engineers Canada Qualifications Board Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

BACKGROUND

The Canadian Engineering Qualifications Board (the 'Qualifications Board') is a standing committee of the Engineers Canada Board responsible for developing new and maintaining national examination syllabi as well as guidelines that enable the assessment of qualifications, foster excellence in engineering practice/regulation as well as facilitate mobility of practitioners.

DISCUSSION

Update on Current Work

The Qualifications Board also submitted a [draft proposed 2019-21 Work Plan](#) for Engineers Canada Board approval on December 10th. The Council of Engineers Geoscientists British Columbia can provide input via BC Engineers Canada Directors. All feedback is valued and welcomed.



OPEN SESSION

ITEM 5.7.6

DATE	November 6, 2018
REPORT TO	Council for Information
FROM	Ailene Lim, Manager, Member Services
SUBJECT	Annual Conference and AGM Sustainability Initiatives
LINKAGE TO STRATEGIC PLAN	We proactively plan for the future.

Purpose	To provide Council with information on the association’s sustainability initiatives for the Annual Conference and AGM. Purpose
Motion	For information only.

BACKGROUND

Engineers and Geoscientists BC Annual Conference and Annual General Meeting is hosted every October. The conference hosts on average 800 delegates from across the province. The conference was hosted in Vancouver this past October with over 1,000 delegates in attendance. Each year as part of the planning process, efforts are made to incorporate sustainability initiatives and to reduce the carbon footprint associated with hosting this event.

Corporate Sponsorship Opportunity

In the past, interest has been expressed in a corporate sponsorship opportunity for the purchasing of carbon offsets for the annual conference. This year, the Climate Change Advisory Group was engaged to provide feedback and recommendations on how the association could reduce its carbon footprint and the use of carbon offsets as a sponsorship opportunity. The Advisory Group identified how emissions should be calculated and the criteria for choosing an offset provider. In providing their recommendations, the Climate Change Advisory Group worked with a professional greenhouse gas estimating and offsetting firm to develop guidelines around carbon offsets.

Staff will be considering this information in developing a sponsorship opportunity as a pilot project for the 2019 conference. This would be applicable when there is interest from a sponsor to support the association's conference in offering carbon offsets. This initiative will allow the association to showcase leadership by offsetting future conference related emissions, when sponsors are available.

Green Initiatives

In addition to the work with the Climate Change Advisory Group, many other initiatives have been incorporated into the project planning of the conference.

A mobile app was launched this year that allowed delegates to view their own personalized schedule, view maps of the venue and tradeshow, network with fellow delegates, take notes, read session descriptions and speaker bio's and get the latest conference alerts electronically. Wi-Fi was provided throughout the conference area so delegates were able to fully engage in this new feature. The printed delegate handbook was still available, however a condensed version and fewer printed copies were ordered with the introduction of the mobile app. Feedback on the mobile app from conference delegates was very positive.

Details as to venue and supplier selections, materials management, catering management and waste reduction are all areas that are looked at to reduce energy consumption.

Venue and supplier selection

The venue selection process involves considering the venue's green initiatives and accessibility. The Vancouver Convention Centre and the host hotel, the Pan Pacific Vancouver, both incorporate a vast number of green initiatives. They are also both easily accessible via public transportation. The promotion of public transportation to delegates was also communicated in material leading up to the event.

Materials management

Processes are considered to utilize electronic platforms to minimize the use of paper. These processes include an online registration platform, utilizing digital signage and reducing the number of printed signs. Presentation material from professional development breakout sessions are not printed; electronic versions of these presentations are posted on the website. Conference regalia is selected to consider locally sourced and environmentally friendly products.

Catering management

Catering management involves working with the venue to reduce the amount of plastic and waste. Water stations are placed throughout the venue and no bottled water is offered. Compostable beverage cups are also made available. The venue also has a scratch kitchen which promotes locally grown and seasonal products. Delegates are asked to confirm attendance to events with catering as part of their registration which results in more accurate numbers and less food waste.

Waste Reduction

This year a condensed version of the delegate handbook was offered which significantly cut down the amount of paper printed. The intention was for delegates to access the information from the handbook electronically as part of the mobile app. In addition, the conference does not introduce a new theme each year, since it's rebrand, which results in the ability to reuse marketing material and supplies.



OPEN SESSION

ITEM 5.7.7

DATE	November 7, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng. Chief Executive Officer and Registrar
SUBJECT	Council Road Map (as at November 23, 2018)
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	To provide Council with the current status of the actionable items listed on the Council Road Map for 2018/2019.
Motion	For information only.

BACKGROUND

The attached document summarizes the expected agenda items that are planned to be brought forward to Council during the 2018/2019 Council year. The items are aligned with the Strategic Plan and assist Council in seeing the progress on elements of the 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.

ATTACHMENT A – Council Road Map (as at November 23, 2018)

Engineers and Geoscientists BC Council Road Map for 2018-2019

Strategies	November 23 (Council Meeting)	January 31 (Half Day Council Forum)	February 1 (Council Meeting)	April 25 (Half Day Council Forum)	April 26 (Council Meeting)	June 13 (Full Day Council Forum)	June 14 (Council Meeting)	September 12 (Full Day Council Forum)	September 13 (Council Meeting)	October 17-19 (AC & AGM)
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.	Member Engagement Plan Update		Member Engagement Plan Update					Strategic Planning		
	Professional Governance Act Update									
	Life Membership Bylaw Update				Fairness Panel Annual Report					
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.	Recommendation on Milestone Volunteer Recognition Program		Proposed AGM Special Rule		President/Council Honorarium Recommendation				Non-Practising Member Fee Review and Recommendation	
					Nomination & Election Review Task Force Recommendations Update					
Goal 2 Establish, maintain and enforce qualifications and professional standards. Enhance members' awareness and use of professional practice resources.			Task Force on Landslide Risks With Respect to Development Within BC Update		Professional Practice Guidelines: 1. Software Engineering (new) 2. Formwork and Falsework (new) 3. Professional Services in the Forest Sector - Forest Roads (revision)		CPD Program Update			
			Professional Practice Guidelines: 1. Retaining Wall Design and Field Review Services (new) 2. Geotechnical Engineering Services for Building Projects (revision) 3. Groundwater at Risk of Pathogens (new)							
			Professional Practice Guidelines: 4. Building Enclosure Engineering Services (revision) 5. Professional Practice (revision) 6. Design and Installation of Elevating Devices (revision)							Update on Pilot Program to Address the Recommendations in Truth and Reconciliation Calls to Action Report
			Update on Conceptual Pilot Program to Address the Recommendations in Truth and Reconciliation Calls to Action Report							
Deliver timely, outcomes-focused complaints and enforcement processes.	Quarterly I&D and Enforcement Reports		Quarterly I&D and Enforcement Reports		Quarterly I&D and Enforcement Reports					Year End I&D and Enforcement Reports
Develop a system for corporate regulation that demonstrates enhanced public protection.	Corporate Regulation Update				Corporate Regulation Update		Phase 3 Consultation Report			
							Report to Council by Advisory Task Force on Corporate Practice			
Participate in initiatives that improve national harmonization of regulatory processes.					Update on pan-Canadian project and pilot re: Competency-Based Assessment for Geoscience Experience Evaluation		Update on pan-Canadian project for Assessment of Engineering Experience			
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			100th Anniversary Campaign Update	Induction Ceremony		Induction Ceremony		
	Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.	Report: Bridge Eng. L. to P.Eng. (Reg) Update: Move EngL to Competency Assessment (Reg)		Registration/Admissions Report for Calendar 2018			Update/Policy on the Assessment of Canadian Environment Experience using Canadian Environment Experience Competencies and the on the Application of the Working in Canada Seminar			Registration/Admissions Report for Fiscal 2019
					Update on Pilot Program utilizing 'low risk' profiles and recommended tools outlined in Policy on Risk Based Limited License Assessment				Policy: Move EngL to Competency Assessment (Reg)	
	Implement processes that support Engineers Canada's 30 by 30 program for improving the number of women in the professions.	30 x 30 Strategy Update				30 x 30 Strategy Update				
Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.					Dean's Presentation					Appointment of Councillors to Committees
Sustaining Operations	Budget Guidelines		KPI Update		2020 Budget				2019 Audited Financial Statements	Approval of Auditors
	Building Security Renovation Update				Building & Space Renewal Task Force Recommendations		Risk Register		KPI Update	
	Risk Register		Risk Register		Risk Register				Risk Register	
Bill 49 Impacts	Practice Rights Update		Election Plans		General Update		General Update		General Update	

Item Completed
New Item
Items Advanced



OPEN SESSION

ITEM 5.7.8

DATE	November 7, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng. Chief Executive Officer and Registrar
SUBJECT	Council Attendance Summary (as at November 23, 2018)
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	For information only.

BACKGROUND

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

At the end of the Council year, 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 amount of meetings that the average Councillor is required to attend and how many meetings each Committee holds.

ATTACHMENT A – Council Attendance Summary

	Dr. Kathy Tarnai-Lokhorst, P.Eng., FEC	Harlan Kelly, P.Eng.	Caroline Andrewes, P.Eng., CMA, CPA	Suky Cheema, CA, CPA	David Wells, JD	Ken Laloge, CPA, CA, TEP*	John Turner, P.Eng. (ret)	Brock Nanson, P.Eng.	Larry Spence, P.Eng.	Susan MacDougall, P.Eng.	Kevin Turner, P.Eng.	Jeremy Vincent, FEC, (Hon.)	Lianna Mah, P.Eng.	Doug Barry, P.Eng., FEC	Dr. Catherine Hickson, P.Eng.,	Tim Watson, P.Eng.	Antigone Dixon-Warren, P.Eng., FGC	Dr. Nimal Rajapakse, P.Eng.
Oct 20, 2018 (Inaugural Council)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓		
Nov 2, 2018 (Prof. Practice Comm)										✓		✓						
Nov 7, 2018 (Reg Comm)				✓			✓							✓				✗
Nov 7, 2018 (Geoscience Comm)														✗		✓		
Nov 13, 2018 (Orientation)	✓	✓	✓							✓						✓		
Nov 13, 2018 (Exec Comm)	✓	✓	✓				✓	✓										
Nov 13, 2018 (CPD Comm)							✓						✓					
Nov 21, 2018 (Councillor Agenda Teleconference)	✓	✓	✓	✓	✗	✗	✓	✓	✗	✓	✓	✓	✓	✓	✗	✓	✓	✓
Nov 23, 2018 (Council)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Attendance Required

Attendance Not Required

Attendance for Partial Meeting

* Resigned - awaiting replacement notice.



OPEN SESSION

ITEM 6.1

DATE	November 8, 2018
REPORT TO	Council for Decision
FROM	Megan Archibald Director, Communications & Stakeholder Engagement
SUBJECT	Member Engagement Strategy Update
LINKAGE TO STRATEGIC PLAN	Engineers and Geoscientists BC's role as a regulator is broadly understood.

Purpose	To advise Council on the progress on the Member Engagement Strategy and next steps.
Motion	That staff bring forward a proposal for Phase 3 of the Member Engagement Strategy for Council's review at the February 2019 Council meeting.

BACKGROUND

The Member Engagement Strategy is a communications and engagement strategy approved by Council in June 2016. Its goal is to set out an approach for growing members' understanding and awareness of our regulatory role under the *Engineers and Geoscientists Act (Act)*.

Council asked staff to develop this strategy to address a persistent area of misunderstanding noted in member feedback – that being a misalignment between some members' interpretation of our duty (that the association exists primarily to support and advocate for members) and our mandated duty of public protection outlined by the *Act*.

The strategy is integrated into the 2017 – 2020 Strategic Plan. To date, two phases of the strategy have been completed. We are bringing forward a progress update on these two phases, as well as a recommendation to continue this work through a structured engagement program to measure and integrate member and stakeholder perceptions. This would build on already-established practices to introduce a more holistic view of the organization's relationships and reputation.

DISCUSSION

Strategy Overview

The Member Engagement Strategy aims to reframe how members view Engineers and Geoscientists BC and understand its role as a regulatory body through focused communication and engagement. Ultimately, the goal is to enable a cultural shift within the organization, one that will enhance members' support of our vital role, and lead to greater protection of the public.

Data from the 2016 Member Satisfaction Survey indicated that approximately **18%** of our members did not feel the association was meeting its mandate. In a follow-up question that asked respondents why they felt this way, the majority (63%) stated it was because the association was not doing enough to support member interests.

Strategy tactics are summarized below; additional detail can be found in **Appendix A: Strategy Tactics and Measurement**.

Phase 1: July 2016 – June 2017	Phase 2: Sept 2017 – August 2018
<p>Baseline established. The 2016 Member Satisfaction Survey indicated that 18% of our members felt the association was not meeting its mandate.</p> <p>Comprehensive communications update to bring prominence to our regulatory role across all of our communications channels and activities.</p> <p>Engagement with Branch and Division executives across the province to build support and understanding of this issue, seek input, and identify areas of misunderstanding.</p>	<p>Member engagement and feedback sought through direct engagement at Vice-President visits. Issue communicated via articles and Viewpoints in <i>Innovation</i>, and at events.</p> <p>Resources developed for branches, divisions and staff (e.g. whiteboard video) to support ongoing, consistent communication of the association's role and mandate.</p> <p>Members surveyed to determine understanding of, and satisfaction and alignment with, the association's duty and mandate.</p> <p>Progress assessed: The 2018 Member Insights Survey indicated that 9% of our members are not satisfied with the association's performance in delivering its mandate.</p>

Throughout the course of our engagement work, we collected quantitative data to measure the impact of our messaging on members' perceptions of the association's role. A total of **73%** of members who participated in our engagement sessions said that they had a better understanding of the association's role and mandate after attending these sessions.

In August 2018, we surveyed members on their perceptions of, and satisfaction with, the association. Our goal was both to assess our progress on the strategy, as well as to gain a more in-depth and empirical view of the issue (misalignment between members' interpretation of our duty, and our mandated duty of public protection).

Previously, this survey had been fielded every three years as the Member Satisfaction Survey; however, we re-framed the title and content to be less value-centric, with more emphasis on measuring members' alignment with the association's role and regulatory responsibilities (the Member Insights Survey).

We also used an external consultant (Innovative Research Group) and robust methodology to apply segmentation analysis in order to understand whether different groups of members feel differently about different issues. This approach had not been used for previous iterations of the survey, and resulted in more layered data that revealed attitudes more clearly.

The survey was conducted online between August 8 and August 25, and 2,607 members participated. It also included some key questions regarding members' views of the professional reliance review.

Key Survey Findings

The survey measured members' attitude, perceptions, and satisfaction with Engineers and Geoscientists BC, as well as their participation in various engagement activities. Key results noted were:

- A total of **81%** indicated they are satisfied with the performance of Engineers and Geoscientists BC in fulfilling its mandate.
 - Just **9%** of respondents indicated they were dissatisfied with the performance of Engineers and Geoscientists BC in fulfilling its mandate.
- When asked to consider Engineers and Geoscientists BC's role in balancing its public interest duty with member interests, just **7%** felt that the organization should put the interests of members first.
- A total of **90%** of respondents felt that when Engineers and Geoscientists BC talks about its duty to protect the public interest, it "seems like a well-intended effort to do the right thing," versus **5%** who felt it "seems like an excuse to go against the wishes of the members."
- When the data is further segmented based on respondents' view of the importance of public interest versus member interest, and Engineers and Geoscientists BC's mandate to protect the public interest:
 - **90%** say we should put the public interest first and support our mandate to protect the public interest.
 - The remaining 10% hold alternative views. Some believe that members' interests should come first, while others feel the organization's mandate to protect the public is valid, but is used as an excuse to go against the wishes of members.

Survey results will be reviewed in more detail at the November 23 Council meeting.

Strategy Progress

Our 2018 survey data indicates that the percentage of members who are dissatisfied with how the association is meeting its mandate (9%) has changed from earlier estimates in 2016 (18%). We believe this positive change is due in part to a successful communications and engagement campaign during the first two phases of this strategy; however, in addition, we know more about our data today, having used a more robust and statistically stronger method of measurement in our most recent survey.

With this new information in hand, we considered how to maintain the strong satisfaction results we are seeing, while continuing to inform and engage with members to improve alignment even more over time.

RECOMMENDATIONS

Currently, we seek feedback from members and stakeholders through three main channels: 1) member surveys, 2) consultations on major initiatives or issues, and 3) public opinion surveys. While these processes are established and are effective in measuring perceptions and opinions, we see an opportunity to integrate them through a structured engagement program. This would provide a holistic view of our organization's relationships, and identify opportunities for improvement.

In light of the new insight we have gained, and the progress we have seen, we are recommending that Phase 3 of our strategy focus on implementing this structured engagement program. We recommend that staff bring forward a proposal this program, along with any budgetary considerations, to Council's next meeting in February for review.

MOTION

That staff bring forward a proposal for Phase 3 of the Member Engagement Strategy for Council's review at the February 2019 Council meeting.

APPENDIX A – Strategy Tactics and Measurement



OPEN SESSION

ITEM 6.2

DATE	November 13, 2018
REPORT TO	Council for Information
FROM	Max Logan, Chief of Strategic Operations
SUBJECT	Bill 49 (Professional Governance Act) 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 Bill 49 (professional Governance Act) and anticipated next steps.
Motion	Motion(s) regarding next steps in developing a response to the Bill 49 Intentions Paper and regulations are under development.

BACKGROUND

On October 22, 2018, the BC Government took its first step in implementing the Professional Reliance Review, tabling the Professional Governance Act. The legislation is intended to eventually replace the individual governing legislation for five professional regulators, including Engineers and Geoscientists BC. The legislation also consolidates oversight of professional regulators in an Office of the Superintendent of Professional Governance, which will set consistent governance standards across these professions.

DISCUSSION

While there are a number of unanswered questions about the implementation of the legislation, the framework is considerably better than the one originally proposed by government in June, reflecting some key recommendations made by Engineers and Geoscientists BC during consultations. These include maintaining elections as the method of selecting Council members, maintaining advocacy efforts to promote the professions, establishing the Office as part of the professional Civil Service to limit the potential for political influence, and establishing an advisory committee for the Office, which includes regulator representation.

While these concessions are positive, and there are benefits to proper resourcing of government oversight and new regulatory tools to protect the public interest, there remain a number of unanswered questions about the efficacy of this new model. Specifically, the new Office will have broad and sweeping powers and a number of the changes to regulatory oversight are significant. The key to successfully improving the framework and protecting the public interest will be careful, well considered implementation of the office and these changes.

In addition, another area of concern emerged late in the consultation process: government has broadened the scope of the Professional Reliance review to include the subject of practice rights for agronomists, biologists, and applied science technologists and technicians.

Next Steps:

While the legislation is expected to be passed by the Legislature before the end of November, the Act will not immediately take effect. Rather, it will be dormant and specific provisions will only take effect as the more detailed regulations are developed and approved by Cabinet. Each set of regulations is expected to involve a consultation process before they are finalized. As such, aside from drafting errors / minor wording changes, government is unlikely to pursue any amendments to the bill at this time. Rather, there will be opportunity to address these through subsequent consultations and regulation development.

Government has indicated the first regulations to be developed will involve corporate regulation, practice rights, and declarations of competence and conflict of interest. These items are included in a government Intentions Paper that lays out the policy intent as well as the issues and considerations associated with each. Government is inviting feedback on the paper over a 90 day period, ending January 31, 2019. Engineers and Geoscientists will provide a response to the paper. In addition, following the initial consultation period, we anticipate more focused consultations with affected regulators before the regulations are finalized later in the spring (TBC).

In addition, consultations with affected regulators on the subject of Council election and nomination processes are expected during the same timeframe. These consultations are expected to address requirements around new nomination processes as well as transition requirements to support the transition from the current Council composition of 17 down to 12. The transition requirements will also need to address the timing incongruence between Engineers and Geoscientists current process (starts in December) and the release of the new requirements, which is not expected until at least February.

Staff have initiated the process of developing policy options and positions for each of these items and will be looking for opportunities to solicit Council and member feedback as this process progresses.

DATE	November 8, 2018
REPORT TO	Council for Decision
FROM	Caroline Andrewes, P.Eng., CPA, CMA, Immediate Past President
SUBJECT	Bill 49 – Election Implications
LINKAGE TO STRATEGIC PLAN	We support effective governance

Purpose	To create an advisory group to examine the election implications of Bill 49 and to delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council.
Motion 1	That Council create an advisory group to examine the election implications of Bill 49 and direct it to develop a report of recommendations for consideration by the subcommittee of Council.
Motion 2	That Council approve the recommended appointments to the advisory group to examine the election implications of Bill 49, as applicable.
Motion 3	That Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council consisting of the four public appointees and the Immediate Past President.

BACKGROUND

The *Professional Governance Act* creates new governance standards and processes and has several implications for how Council elections are conducted. The new *Act* contains provisions for the following:

Composition of Council – Future Councils will be comprised of 11 voting members: four government appointed laypersons, five councillors, one vice-president and one president. The immediate past president will also sit on Council in a non-voting capacity.

Term for a Councillor - Councillor terms will be three years. Terms for presidents and vice-presidents will be up to three years.

Term limits – Members of Council will be limited to a maximum of six years in any one position and a maximum of 12 years in total.

Nomination criteria and process - A new merit-based nomination process must be established and only those candidates approved via this process are eligible to stand for election.

While Bill 49 – the *Professional Governance Act* – specifies these new requirements, there are a number of details omitted from the Act, which will be provided through supporting regulations. Government has indicated that these regulations will be developed in early 2019 and will be complete by February or March, meaning that the 2019 election, and all subsequent elections, (and supporting nomination process) will need to adhere to these regulations.

In particular, the regulations will specify:

1. Requirements for a new nomination process including skills and competencies.
2. Transition provisions to determine how the current Council composition will transition to the new composition requirements.

DISCUSSION

Under normal circumstances, the Nominating Committee commences its work in December and publishes its list of candidates in May. While it may be possible to extend the work of the committee beyond May, because the regulations will not be available until at least February, the Committee will still be operating on a compressed timeframe.

In order to maintain the ability to hold the 2019 election at the usual time, it will be necessary to have a new process developed and ready for implementation as soon as the new regulations are released. In addition, in order for the Nominating Committee to initiate its work immediately upon release of the regulations, it will be necessary to determine which positions will be open for election in 2019.

To facilitate this, Engineers and Geoscientists staff will need to provide information and recommendations to government and respond to government proposals on any new nomination process and transition requirements. To complete this work according to the anticipated timeline, it is recommended that Council create an advisory group to examine the election implications of Bill 49, and advise staff accordingly.

To remove the potential for the appearance of any perceived conflict of interest, it is recommended that this advisory group be made up of individuals that will not serve on future Councils because they have previously served as President, are a current public appointee, or are not eligible due to residency/citizenship requirements.

The purpose of the advisory group would be to examine the election implications of Bill 49 and develop recommendations on how to proceed with the 2019 election, transitional requirements, and a new candidate selection process consistent with the anticipated merit-based selection requirements.

The function of the advisory group will be to:

1. Examine and make recommendations on transitional requirements as a result of Bill 49

- a. Which positions are open for election this year?
- b. If there is an election for councillors, which if any councillors will continue?
- c. How should terms be staggered to ensure continuity on Council?

2. Develop a candidate selection process framework

- a. How many candidates to nominate for President & Vice President and Council?
- b. What are the skills and experience requirements for these positions?
- c. How will these skills be assessed?
- d. How can the selection process be strengthened to anticipate merit-based selection principles nominations?

3. Make recommendations on items 1 and 2 above for consideration

It is expected that the work of the advisory group will commence in December and conclude by February.

In addition, consistent with past practice with election-related policy decisions, and to further remove any potential perceived conflict, it is recommended that Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council, consisting of the past president and four public appointees.

RECOMMENDATIONS

It is recommended that Council create an advisory group comprised of the immediate past president, one public appointee to Council and two members with an understanding of Council's function and relevant governance experience. To remove any potential perceived conflict of interest, it is important that the advisory group members not be eligible or interested in running for Council.

To remove any potential perceived conflict, it is further recommended that Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council, consisting of the past president and four public appointees.

MOTIONS

1. That Council create an advisory group to examine the election implications of Bill 49 and direct it to develop a report of recommendations for consideration by the sub-committee of Council.
2. That Council approve the recommended appointments to the advisory group to examine the election implications of Bill 49, as applicable.
3. That Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council consisting of the four public appointees and the Immediate Past President.

DATE	November 8, 2018
REPORT TO	Council for Decision
FROM	Max Logan, Chief of Strategic Operations
SUBJECT	Life Membership Bylaw Update
LINKAGE TO STRATEGIC PLAN	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.

Purpose	To provide council with an update on the Life Membership Bylaws and remaining areas of activity, including considering honoraria for members of Council.
Motion	That Council direct staff to defer a review of honoraria for the President, Vice-President and Councillors to spring 2019, once the Bill 49 regulations specifying composition, duties and terms for Council are complete.

BACKGROUND

In 2017, Council proposed amendments to four bylaws that govern Life Membership, honorary membership, and the use of the Non-Practising title. The changes aimed to:

- provide more accurate information to the public;
- provide members with flexibility to manage their license during career transitions;
- modernize the governance structure of the professions; and
- enhance the way we deliver on our regulatory responsibilities by clarifying the professional obligations of those without practice rights.

The changes arose out of a legal challenge that Bylaw 10 (c.1): Life Membership or Licensure is discriminatory based on age. The bylaw entitled members to apply for Life Membership if they were 70 years of age, had been practising for 35 years or more, and had been a member in good standing for 20 years or more. Under Section 14 of BC's Human Rights Code, membership associations such as Engineers and Geoscientists BC are prohibited from discriminating against individuals on the basis of age.

Council decided to cease exercising its discretion to offer Life Membership and directed a review of this bylaw, as well as related bylaws that govern honorary memberships and the use of the Non-Practising title.

Consultation on the proposed bylaw amendments ran from December 2017 to March 2018, and sought feedback from members, including key membership groups impacted by these amendments, and member committees. Engagement included focus groups with members who would have previously qualified for Life Membership, a webcast on the changes, a member survey, discussion with the Standing Awards Committee, and phone and email feedback.

The bylaw amendments were presented to members for ratification in the fall, in conjunction with the Council election. They bylaws each received the required 2/3 (66.67%) support in order to pass.

<p>Bylaw Package 1:</p> <ul style="list-style-type: none"> • Bylaw 10(c): Non-Practising Member • Bylaw 10(c.1): Life Membership or Licensure 	<p>For: 3,681 Against: 1,053 Status: Passed</p>
<p>Bylaw Package 2:</p> <ul style="list-style-type: none"> • Bylaw 10(c.2): Honorary Life Membership or Licensure • Bylaw 10(d): Honorary Membership 	<p>For: 3,763 Against: 947 Status: Passed</p>

DISCUSSION

During its deliberations on the Bylaws during the June 15, 2018 meeting, two other related items were raised by Council for further consideration:

Motion: It was moved and seconded that staff be directed to examine a milestone-based program for volunteer recognition and bring forward a proposal for implementation for Council's consideration in November 2018. CARRIED.

Current Status: Staff have completed this examination. See Item 6.5 in the November 23, 2018 Council Agenda Package.

Motion: It was moved and seconded that staff be directed to implement the option selected by Council for recognition of service for acting as President: Option 1 (Implement honorarium for members who serve as President of the association during their term of service).CARRIED.

This motion supports the Nomination and Election Review Taskforce recommendation to "Implement honorariums for President, Vice President and Councillors, based on recommendations of a qualified third party."

Current Status: Bill 49 – the *Professional Governance Act* – will have implications on the size and composition of Council, and may have some impact on the duties and time commitment of Councillors. For example, the regulations are expected to specify whether Council members may serve on committees, as well as establishing the term lengths for President and Vice-President.

Given this uncertainty, it may be more prudent to conduct a review once the government regulations are finalized and these items are confirmed. This is expected by February or March, 2019.

RECOMMENDATIONS

That a review of honoraria for Council members be conducted once the relevant provisions of Bill 49 are confirmed and Council duties, composition and terms are confirmed.

MOTION

That Council direct staff to defer a review of honoraria for the President, Vice-President and Councillors to spring 2019, once the Bill 49 regulations specifying composition, duties and terms for Council are complete.



OPEN SESSION

ITEM 6.5

DATE	November 13, 2018
REPORT TO	Council for Decision
FROM	Jennifer Cho, Chief Financial and Administration Officer Kevin O'Connell, Manager, Human Resources
SUBJECT	Volunteer Recognition
LINKAGE TO STRATEGIC PLAN	Principle 8. We provide effective support and recognition for volunteers, staff and members.

Purpose	To report on the results of examining a milestone-based program for volunteer recognition and make recommendation for improved volunteer recognition.
Motion	That Council approves not offering volunteer recognition based on length of service at this time.

BACKGROUND

A motion was passed at the June 15, 2018 Council meeting directing staff to examine a milestone-based program for volunteer recognition, and bring forward a proposal for implementation for Council's consideration in November 2018. The discussion below was reviewed by the Executive Committee on November 13, 2018.

DISCUSSION

Examination of milestone-based volunteer recognition

To accurately measure and report on volunteer length of service and related milestones, data including member detail, volunteer group detail, assignment start dates and end dates must be tracked accurately and consistently over time. Current tracked data shows volunteer assignments dating back to as early as 1974, with approximately 12,000 volunteer assignments recorded involving approximately 5200 volunteers on approximately 170 volunteer groups, committees, etc.

While tracking and reporting capabilities are currently in place, the accuracy of assignment end dates is questionable in some circumstances. Historically, some assignments were not originally assigned end dates, which resulted in some assignments showing incorrectly as continuous for many years. It was when efforts were made much later to improve data integrity that end dates were applied. However, as it was not possible to retroactively determine assignment end dates by the time of auditing, some assignments were given end dates reflective of the time of audit as opposed to the actual conclusion of the assignment.

Our estimate shows inaccurate end dates may impact up to 15-20% of historic volunteer assignments. Erroneous length of service reporting would easily prompt volunteer complaints that would be difficult to validate or defend and could easily offend volunteers.

In addition to concerns with end date accuracy, some volunteers that are listed as active volunteers are on rostered volunteer lists. Depending on their expertise and availability, these volunteers may or may not be requested to volunteer during the year. Once requested, they may or may not be available. However, they remain listed as current volunteers simply by being on the rostered list.

Additional accuracy concerns include the inclusion of volunteers that are paid significant honorariums for their volunteer work. While these honorariums are at a lower rate than the market rate for their skillset, the amount of the honorarium is clearly not nominal, which raises the question of whether or not they should be listed as a volunteer.

Due to the data integrity concerns noted above, volunteer recognition based on length of service, and any related milestones, is not recommended.

Current Offering

Our volunteer recognition currently includes:

1. Recognition and thanks provided at the Recognition Luncheon after the AGM;
2. A personalized thank you letter (annual email) from the President confirming the areas in which volunteering occurred;
3. Volunteers may opt to receive an annual recognition gift (branded item);
4. The names of volunteers in each of our volunteer groups are published in the Annual Report posted on our website; and
5. Engineers and Geoscientists BC work to promote nominations for Fellowships from Engineers Canada and Geoscientists Canada to honor individuals who have given a noteworthy contribution, including volunteerism, to the engineering or geoscience profession. Individuals with successful fellowship nominations may use FEC and FGC designations.

Additional Recognition Options Being Considered

Volunteer feedback on recognition alternatives gathered from our 2015 Volunteer Survey was reviewed to better understand volunteers' desires for recognition. 225 volunteers responded to being asked what they feel is appropriate recognition for volunteers that have contributed for at least one year. The results can be seen in **Attachment A - Volunteer Survey Results**.

After reviewing the survey results, the following recognition alternatives are being considered as potential future additions to the current volunteer recognition offering:

1. Recognition on our website's volunteer page with content that aims to quantify overall volunteer contribution, offer sincere appreciation and thanks, and provide the names of current volunteers that contributed during the fiscal year. This would be in addition to the already published Annual Report.
2. An option to receive a personalized Certificate of Annual Contribution acknowledging the individual's volunteer contribution during the fiscal year.
3. In 2018, we introduced an email format for our annual thank you letter that provided volunteers with clickable choices for a recognition gift. The new format was well received. Volunteers were able to choose from a single gift option and two donation options for a recognition gift. Increasing the gift option from one to two while maintaining the two donation options would further enhance this recent improvement and offer volunteers additional choice for a recognition gift that best aligns with their preferences.

Other alternatives noted in the 2015 survey results were considered but are not recommended at this time.

RECOMMENDATIONS

That volunteer recognition based on length of service, including milestones, not be used at this time as a result of concerns with long term data integrity.














MOTION

That Council approves not offering volunteer recognition based on length of service at this time.

ATTACHMENT A –Volunteer Survey Results

Volunteer Survey Results

Our 2015 volunteer survey included a question on what volunteers feel is appropriate recognition for volunteers that have contributed for at least one year. The following shows the responses we received from 225 volunteers to that question.

Recognition Gesture	Percentage (%) of All Responses Made	Percentage (%) of 225 Respondents Making this Choice	Number (#) of Respondents Making this Choice	Currently Offered?
Thank You Letter	20%	62%	140	
Website or EGBC Publication Recognition	14%	46%	103	
Reduced Expenses for CPD Participation or Other Events	11%	36%	81	
Certificate of participation upon departure or for reached milestones	10%	31%	70	
Years of service pin	8%	24%	54	
Special event to recognize volunteers with volunteer awards	7%	21%	47	
Recognition at the AGM	5%	16%	37	
Jacket	5%	15%	35	
Mug	4%	14%	31	
Plaque	4%	12%	28	
Recognition in an external publication (e.g. newspaper)	3%	11%	24	
Briefcases/Laptop bag	3%	11%	24	
Other-Please specify	3%	10%	22	
T-shirt	2%	8%	17	
	100%		713	



= Similar Current Offering



= Similar Offering Recommended



= Not Offered



OPEN SESSION

ITEM 6.6

DATE	November 1, 2018
REPORT TO	Council for Decision
FROM	Deesh Olychick, Director, Member Services
SUBJECT	30 by 30 Strategy
LINKAGE TO STRATEGIC PLAN	We foster diversity and inclusivity

Purpose	To share member feedback on the 30 by 30 strategy and resourcing needs for the development of an action plan in support of the 30 by 30 strategy
Motion	That Council approve allocating up to \$20K from the FY2019 contingency budget to resource the 30 By 30 initiative.

BACKGROUND

At its September meeting, Council endorsed the strategy for the 30 By 30 action plan and directed staff to proceed with consultation, prioritize actions, estimated associated resources and to report back to Council in November.

The 30 by 30 strategy is a three-pronged strategy to move us toward 30 by 30, the goal to have at least 30% of newly licensed engineers be women by 2030. The strategy leverages building diversity through our current member programs, building relationships and partnerships in support of shared gender diversity goals, and finding ways to support women and girls at every step along their career path. For more information on the strategy, view the September 2018 Council report, attached as Appendix A.

Over the months of September and October, feedback on the 30 by 30 strategy was collected from the following sources:

1. A membership survey (promoted through ENews and *Innovation Magazine*).
2. A booth at the 2018 Annual Conference (for members to learn about the strategy and provide feedback).

In addition, the following stakeholder groups were directly engaged to provide feedback on the strategy:

- a. The Women in Engineering and Geoscience Division
- b. The 30 by 30 Champions Group
- c. Branch & Division Representatives
- d. Student Advisory Committee

FEEDBACK COLLECTED

The membership survey was open for approximately one month; however only 66 members participated. In addition, approximately, 80 - 90 members interacted and provided feedback to staff during the Annual Conference. Although the participation rate is very low and responses cannot be representative of the membership as a whole, there are some key observations and takeaways.

From the responses collected, the 30 by 30 strategy was supported; 50% of survey respondents fully support; 27% somewhat support and 23% do not support.

Of those that support the strategy, the following key themes emerged:

- Youth need to be more aware of the opportunities available through engineering/ need to increase public awareness of the professions
- Need for tools to support women in the profession (retention) / need to look at the root causes of attrition

When asked if there was anything missing from the strategy, common items identified were:

- Increase employer focus (options for flexible work schedules / change workplace culture)
- More training (diversity courses, unconscious bias training)
- Increase outreach and collaboration (student engagement)
- Develop metrics to evaluate effectiveness of strategy over time

Of those that do not support the strategy, the reasons focused more on the goal of 30 by 30 and whether this is something that the association should be actively engaged in, rather than the strategy itself.

Feedback from Stakeholder Groups

In discussion with the branches and divisions during their fall meeting, representatives provided feedback on the strategy. Feedback included a suggestion for more student outreach at the university level and increased focus on employers. Another comment focused on the need for financial resources to support the strategy.

The Women in Engineering & Geoscience Division also discussed the strategy with its executive and submitted feedback. The Division is in full support of the strategy; however, they have concerns, as they don't see the dedicated funds in place to support the strategy (funds to achieve the goals, run the programs, and compensate volunteers for their work). One concern raised by the Division was that the strategy relies on unpaid volunteer time (career outreach) from women and the potential for this to create a further disadvantage for women (time that could otherwise be spent on advancing their careers through participation in a technical society).

The Division has also made a number of suggestions, all of which will be considered in the development of the action plan, including suggestions on the design of presentation and collateral material as well as providing concrete examples on how men engineers can help.

PRIORITY ACTIONS

As part of our member engagement, we also asked members and stakeholder groups to consider the highest priority in meeting the 30 by 30 goal. The intention of this question was to inform the development of the action plan and areas that should be prioritized in its delivery. Responses focused on the following themes:

Education

- Bring members from industry to talk to students/ promote engineering as a career of choice from a young age / field trips for high schools to show them up close what engineers do
- More career outreach early on

Retention

- Retaining students and women in the profession (keeping women in engineering through graduation, and the first 10 years of their career)

Public Relations

- Educate the public about women in STEM / change the public perception of engineering through media

Employer Outreach / Advocacy

- Improve workplace culture and pay equity
- Ensure women are treated with respect / men and women need to work together to make change

Feedback collected from the consultation phase will inform the development of the action plan, prioritization of key actions and the development of key performance indicators to measure our progress.

RESOURCES TO SUPPORT STRATEGY AND NEXT STEPS

A common question raised during member engagement on the strategy was related to how the strategy will be resourced. This initiative is of high strategic importance and is identified in the Association's 2017-2020 strategic plan. Currently, only 15% of one full-time employee (FTE) is allocated to its delivery. Despite this, significant work has been completed over the year as staff resources have been diverted from other program areas, as well; additional work has landed on the Council 30 by 30 champion, both of which are not sustainable. It is recognized that in order to lead the strategy and drive the change needed, this initiative must be adequately resourced.

To resource this initiative in the short-term (in the current fiscal year), funds from the contingency budget and savings from other programs can be used to allow one FTE to lead this program for a six month period (Jan – Jun). This additional staff will support the necessary next steps, which are the development of the action plan, the identification of key partners, development of baseline metrics, key performance indicators, and a budget as well as support for the 30 by 30 group of champions.

As part of Council's budgeting considerations for the next fiscal year (starting July 2019), a request for the continuation of the FTE will be made, along with a budget line item to support the activities identified in the action plan.

We are also looking for additional funding opportunities to support this initiative. In partnership with ASTTBC and ACEC-BC, we have applied for grant funding from the provincial government to support the 30 by 30 initiative. The three organizations are requesting \$950,000 over two years to fund pilot projects throughout the province in support of increasing the participation of women in applied science and engineering. It is our expectation that the grant will be awarded in December. Should we be successful with our proposal, the funding will include allocation for one FTE at Engineers and Geoscientists BC for two years, commencing February 2019. This external funding would influence whether any budget requests will be needed in the next fiscal year.

MOTION

In order to move forward with resourcing this initiative in the short term, Council is being asked to approve allocating up to \$20K from the current contingency budget.

Motion: That Council approve allocating up to \$20K from the FY2019 contingency budget to resource the 30 By 30 initiative.

APPENDIX A – 30 BY 30 Strategy – September 2018 Council report



OPEN SESSION

ITEM 6.7

DATE	November 13, 2018
REPORT TO	Council for Decision
FROM	Executive Committee
SUBJECT	Draft 2020 Budget Guidelines
LINKAGE TO STRATEGIC PLAN	Sustaining Operations – Support Effective Governance

Purpose	To have Council review the draft 2020 budget guidelines for approval.
Motion	That Council approve the 2020 budget guidelines, as presented.

BACKGROUND

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

- A three year budget ensures that strategic initiatives that span fiscal years can be funded beyond fiscal year boundaries without disruption to the schedule that is associated with annual budget approvals.
- Contingencies associated with specific initiatives are reduced as there is greater certainty around future commitments.
- Greater predictability of budget and fee increases.
- Council passes a three year strategic plan that is linked with an associated three year budget. At the end of Year 1 and 2, the budget can be adjusted with corresponding updates to the plan.
- Overall, longer term and truly strategic planning is more achievable.

As such, Council is asked to review the budget guidelines of Year 3 of a three year budget. These guidelines will be the basis that the draft 2020 budget will be created. The Executive Committee met on November 13, 2018 to review the draft 2020 budget guidelines and recommend that Council approve the draft guidelines as presented.

DISCUSSION

Outlined below are the draft of the 2020 fiscal year budget guidelines for your review and approval. The 2019 budget guidelines were used as a starting point with suggested amendments as red lined below:

1. The Sustainable Financial Management Policy (Attachment A) will be the foundation for guiding budget preparation.
2. Apply the Engineers & Geoscientists BC Strategic Plan, Council Work Plan (Roadmap) and Key Performance Indicators to budget development.
- ~~3. Strive to keep the overall budget increase to be less than 5% each year.~~
- ~~4. Strive for no more than a 2% per year increase of the annual professional member fee increase for 2019, 2020.~~
3. Fee increase for 2020 will be the result of cost of living increase, plus any necessary replenishments to meeting reserve levels specified by Council, and any funding necessary for approved special initiatives or new programs.
4. Consider potential changes to prior year budget as follows: Opportunities for efficiencies by programs & departments; new program initiatives/nondiscretionary budget changes.
5. Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund and the Legal and Insurance Fund.
6. Staffing levels be generally determined by authorized program improvements, growth and membership growth.
7. Review program contribution margins and strive for financial self-sustainability on a direct cost basis with the exception of CPD guidelines related courses to operate at most on a break even basis.
8. Final 2020 budget approval should be sought at the Council meeting in April 2019.
9. Strive for a minimum transfer of \$300K into the property, equipment and systems replacement fund in order to replenish the fund to build towards a future target of \$1.6M fund balance to support future building maintenance costs.

New Item #3 replaces old Item #3/4 to reflect Council's decision at the June 15, 2018 meeting where it was approved that future budget guidelines would include provisions for fee increases based on cost of living increase, plus any funding necessary for approved special initiatives or new programs.

RECOMMENDATION

That Council approve the 2020 budget guidelines, as presented.

MOTION

That Council approve the 2020 budget guidelines, as presented.

ATTACHMENT A – Sustainable Financial Management Policy

Principle: The 2020 Budget will be based on the Sustainable Financial Management Policy

The Foundations of the Policy are:

1. All initiatives and financial expenditures are aligned to the Strategic Plan.
2. There is an annual review of economies, efficiencies and effectiveness of current expenditures, revenue strategies and initiatives.
3. The Applications and Registration program (the intake process) will be financially self-sustaining on a direct cost basis.
4. The Continuing Professional Development instructional and service delivery be financially self-sustaining on a direct cost basis.
5. All other programs with direct revenues should be financially self-sustaining on a direct cost basis.
6. Membership growth is actively pursued.
7. The annual member fee is reviewed each year.



OPEN SESSION

ITEM 6.8

DATE	November 5, 2018
REPORT TO	Council for Decision
FROM	Peter R. Mitchell, P.Eng. Director, Professional Practice, Standards & Development
SUBJECT	Corporate Practice Update
LINKAGE TO STRATEGIC PLAN	Members and Organizations practice to high professional and ethical standards

Purpose	To update Council on Corporate Practice.
Motion	No motion required.

BACKGROUND

The matter of whether Engineers and Geoscientists BC should have regulatory oversight over corporate practice in British Columbia is an issue that has been discussed by many Engineers and Geoscientists BC councils, particularly when major incidents involving engineering or geoscience have occurred. The matter is also raised on an ongoing basis by members and organizations that look to Engineers and Geoscientists BC to ensure that practitioners and companies within various sectors meet the same quality assurance standards.

The *Engineers and Geoscientists Act* contains provisions for the association to issue certificates of authorization — licences issued to allow individuals and businesses to provide professional engineering or geoscience services. However, nothing in the *Act* prevents companies from operating without such certificates.

In late 2014, Engineers and Geoscientists BC began examining this complex issue again to determine whether the association should pursue regulatory authority for corporate practice in order to enhance public protection. Council established an Advisory Task Force on Corporate Practice to guide the process of evaluation and member and stakeholder consultation. The task force comprises Engineers and Geoscientists BC members, licensees and industry representatives, including government, manufacturing, construction, the Association of Consulting Engineering Companies – BC (ACEC-BC), and others (the current task force has 19 members).

The mandate of the task force is: Through consultation with members and stakeholders, to examine the issue of regulating companies, organizations, and sole proprietorships that provide professional engineering and geoscience services, and to deliver recommendations to Council on matters identified in the TOR for the task force which outlines that their work is structured in the following three phases

- Phase 1. Strategic Consultation and Recommendation on whether to pursue regulatory authority for corporate practice. (Council approved the motions identified below at their April 28, 2017 meeting.)
- Phase 2. Recommend a Model for Corporate Practice Oversight (the attached report with recommendations completes this phase of the work of the task force)
- Phase 3. Develop a Business Plan (pending approval of the regulatory model proposed under phase 2)

The Phase 1 process included a detailed review of corporate regulatory models across Canada, and comprehensive engagement with members and stakeholders. The Task Force completed Phase 1 in April 2017 with the submission of its Phase 1 Recommendations Report to Council. The Phase 1 Recommendations Report indicated that the Task Force reached consensus in support of Engineers and Geoscientists BC pursuing regulatory authority over corporate practice.

Following are the motions approved by the Council at their meeting on April 28, 2017:

- Council thanks the Task Force for its comprehensive and thorough work on this project
- Council directs staff to publish the report “Phase 1 Recommendations Report of the Advisory Task Force on Corporate Practice”.
- Council approves:
 - a. That Engineers and Geoscientists BC pursue regulatory authority over corporate practice.
 - b. That a corporate regulatory model be developed which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.
 - c. That the corporate regulatory model be scaled according to the size and nature of the organization and be administratively efficient.
- Council directs staff to work with the Advisory Task Force on Corporate Practice to review its Terms of Reference as the first step in proceeding with phase 2 for the September 2017 Council meeting.

Phase 2 of the Task Force process began in Fall 2017 with direction from Council to further develop options for corporate practice oversight and recommend a model which:

- demonstrates positive impacts to protect the public interest and the environment;
- provides benefit to the regulated organizations and professionals that they employ; and,
- is scalable to accommodate the size and nature of organizations and be administratively efficient.

Council also directed the Task Force to give further consideration to the types of entities that should be subject to regulatory oversight.

The process undertaken by the Task Force to develop a recommended approach for corporate practice oversight included the following steps:

1. identifying the potential components of an approach to corporate regulation and options for each component;
2. surveying Task Force members on which options are most supported;
3. conducting further discussions with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to seek information on the state of its corporate regulatory program;
4. consulting with the Association of Consulting Engineering Companies-BC (ACEC-BC) and reviewing their Phase 2 submission, included as Appendix 1; and,
5. deliberating on a recommended corporate regulatory model that meets the direction of Council.

Through the survey of Task Force members, it was recognized that many of the options receiving broad support from Task Force members were similar to components of either the APEGA regulatory model or the voluntary Organizational Quality Management Program. This focused the Task Force's attention on bringing the best elements of these models together to meet Council's direction.

The survey also demonstrated that Task Force members unanimously agreed to a set of principles to guide the development of a regulatory model. These principles state that the model should require organizations to:

- maintain effective professional practice standards in accordance with the Engineers and Geoscientists Act, Code of Ethics, and professional practice guidelines;
- ensure that all professional engineering and geoscience work is performed under the direction of an appropriately qualified professional engineer or geoscientist;
- ensure appropriate use of professional engineers/geoscientists' seals within the organization;
- provide appropriate professional development opportunities for engineering and geoscience employees;
- comply with anti-corruption measures; and,
- adhere to ethical business practices.

Agreement on these guiding principles and agreement that a BC approach to corporate regulation should build on the best elements of the APEGA and OQM programs provided the foundation for the Task Force's Phase 2 recommendations. The Task Force reached unanimous consensus on all seven of their recommendations for corporate regulation at their meeting on May 9, 2018. Please see Section 3 of Attachment A and the seven recommendations approved by the task force.

Following are the motions approved by the Council at their meeting on June 15, 2018:

1. Council approve Recommendations 1-7 in the Advisory Task Force on Corporate Practice Phase 2 Report to Council – Recommended Model for the Regulation of Engineering and Geoscience Organizations.
2. That Council direct staff to publish the Advisory Task Force on Corporate Practice Phase 2 Report to Council– Recommended Model for the Regulation of Engineering and Geoscience Organizations.
3. That a business plan be developed which is consistent with the regulatory model identified in Recommendations 1-7 in the Phase 2 Report of the Advisory Task Force on Corporate Practice – Recommended Model for the Regulation of Engineering and Geoscience Organizations.
4. That Council inform the provincial government of their response to the Phase 2 recommendations made by the Advisory Task Force on Corporate Practice.
5. That Council directs staff to work with the Advisory Task Force on Corporate Practice to review its Terms of Reference as the first step in proceeding with Phase 3.

DISCUSSION

Below is a status update on the five motions approved by Council on June 15, 2018,

1. A presentation was made to the Engineers and Geoscientists BC Branches in October asking for feedback on the consultation process being developed to investigate how sole practitioners could be covered under the regulatory model.
2. Completed.
3. Currently in development.
4. Completed.
5. The updated terms of reference are drafted and will be submitted to Governance Committee to review at their next meeting.

Current efforts are focused on consultation with sole practitioners and developing a comprehensive business model. Council will up updated on these items regularly.

MOTION

No motion required.

ATTACHMENT A - Phase 2 Report To Council – Recommended Model for the Regulation of Engineering and Geoscience Organizations

PHASE 2

Advisory Task Force on Corporate Practice

PHASE 2 REPORT TO COUNCIL
Recommended Model for the Regulation
of Engineering and Geoscience
Organizations

June 5, 2018



**ENGINEERS &
GEOLOGICISTS**
BRITISH COLUMBIA

ADVISORY TASK FORCE ON CORPORATE PRACTICE:

Mike Currie, P.Eng., FEC (Chair)

Don Burns, P. Eng

Patricia Chong, P.Eng.

David Chwacklinski, P.Eng., FEC

Dr. Michael Davies, P.Eng./P.Geo.

Catherine Fritter, P.Eng.

Adrian Gygax, P.Eng., Struct. Eng.

Susan MacDougall, P. Eng

Scott Martin, P.Eng.

David Melville, P.Geo.

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Dirk Nyland, P.Eng.

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Gregory Scott, P.Eng.

Colin Smith, P.Eng., FEC, FGC (Hon.)

John Turner, P.Ag. (Ret.)

Gary Webster, P. Eng

Selena Wilson, P.Eng.

Prepared for: Engineers and Geoscientists BC Council

Prepared by: Advisory Task Force on Corporate Practice

Version date: June 5, 2018

ADVISORY TASK FORCE ON CORPORATE PRACTICE

PHASE 2 REPORT – RECOMMENDED MODEL FOR THE REGULATION OF ENGINEERING AND GEOSCIENCE ORGANIZATIONS

June 5, 2018

Dear Engineers and Geoscientists BC Council Members,

I am pleased to report that the Advisory Task Force on Corporate Practice has concluded Phase 2 with unanimous consensus on a recommended model for the regulation of engineering and geoscience organizations in BC.

This report follows the Phase 1 report in which the Task Force recommended that Engineers and Geoscientists BC pursue regulatory oversight of organizations who practice professional engineering and/or professional geoscience. In accepting the Phase 1 report, Council directed the Task Force in Phase 2 to further develop options for corporate practice oversight and recommend a model which:

- demonstrates positive impacts to protect the public interest and the environment;
- provides benefit to the regulated organizations and professionals that they employ; and
- is scalable to accommodate the size and nature of organizations and be administratively efficient.

Section 3 of this report outlines recommendations from the Task Force covering 7 key components. The Task Force feels that these recommendations are consistent with the direction provided by Council. In summary, the Task Force recommends implementation of a quality management focused model that is consistent with the APEGA program, yet represents a “made in BC” program that reflects our unique situation.

Section 4 outlines a number of important implementation considerations that the Task Force hopes will assist the Association in moving forward with a regulatory program.

On behalf of the Task Force, I look forward to discussing this report with Council at its upcoming meetings.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M Currie', is positioned below the 'Sincerely,' text.

Mike V. Currie, P.Eng., FEC

Chair, Advisory Task Force on Corporate Practice

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ADVISORY TASK FORCE ON CORPORATE PRACTICE

PHASE 2 REPORT TO COUNCIL

1 INTRODUCTION

This report documents the Phase 2 recommendations of the Advisory Task Force on Corporate Practice, as appointed by the Engineers and Geoscientists British Columbia Council.

Engineers and Geoscientists British Columbia is the regulatory body that oversees the practice of professional engineering and geoscience in BC. It is the duty of Engineers and Geoscientists BC to uphold and protect the public interest respecting the practice of professional engineering and the practice of professional geoscience (*Engineers and Geoscientists Act*, Section 4.1 (1)(a)). In Fall 2015, Engineers and Geoscientists BC Council established an Advisory Task Force of Engineers and Geoscientists BC members to lead a three phase examination of corporate practice and corporate regulation:

- Phase 1 – Strategic consultation and recommendation on whether to pursue regulatory authority for corporate practice;
- Phase 2 – Recommend a model for corporate practice oversight; and
- Phase 3 – Develop a Business Plan.

The terms of reference for the Task Force are included in Appendix A.

The Task Force is made up of a diverse cross-section of representatives from the engineering and geoscience sectors, comprising Engineers and Geoscientists BC members from industry, government, manufacturing, and construction. Engineers and Geoscientists BC Council appointed two members of Council to the Task Force. The Association of Consulting Engineering Companies – BC (ACEC-BC) appointed an official representative to the Task Force, and several other Task Force members are employed by ACEC-BC member firms. The Task Force approached its work based on what would be in the best interest of the public and the professions in BC, not as spokespeople or advocates for the organizations or firms with which Task Force members are affiliated.

What is Corporate Practice and Corporate Regulation?

The term **corporate** in this document and initiative is used in a broad sense to refer to *all organizations* in both the private and public sectors, including any type of private entity formed for business purposes (e.g., corporations, partnerships) and any type of public entity (e.g., municipalities, crown corporations, ministries). The term **corporate practice** refers to the provision of engineering or geoscience services and products by organizations. The term **corporate regulation** refers to the potential licensing and regulation of organizations that could be authorized under legislation.

Corporate regulation would likely involve the prohibition of organizations practising professional engineering and geoscience in BC unless they have a permit from Engineers and Geoscientists BC, or are a type of organization that is not required to have a permit. For most jurisdictions in Canada, such permits mean that regulated organizations need to comply with the engineering or geoscience legislation of the jurisdiction, and the Code of Ethics and bylaws issued by the regulating authority. Across jurisdictions, there are also a variety of other requirements and responsibilities of permit holders.

Section 2 of this report provides an overview of the Task Force process to date. Section 3 details the Task Force recommendations for an approach to corporate regulation. Section 4 provides further considerations and advice for Engineers and Geoscientists BC as it advances the development and implementation of regulatory oversight

over corporate practice. Section 5 provides important background context that informed the Task Force's recommendations.

It should be emphasized that throughout this report, whenever there is a reference to professional services or the "practice of professional engineering" or the "practice of professional geoscience," these terms are defined in their broadest sense according to the definitions in the *Engineers and Geoscientists Act* (Section 1(1)) and these definitions are repeated below for easy reference.

"practice of professional engineering" means the carrying on of chemical, civil, electrical, forest, geological, mechanical, metallurgical, mining or structural engineering, and other disciplines of engineering that may be designated by the council and for which university engineering programs have been accredited by the Canadian Engineering Accreditation Board or by a body which, in the opinion of the council, is its equivalent, and includes reporting on, designing, or directing the construction of any works that require for their design, or the supervision of their construction, or the supervision of their maintenance, such experience and technical knowledge as are required under this Act for the admission by examination to membership in the association, and, without limitation, includes reporting on, designing or directing the construction of public utilities, industrial works, railways, bridges, highways, canals, harbour works, river improvements, lighthouses, wet docks, dry docks, floating docks, launch ways, marine ways, steam engines, turbines, pumps, internal combustion engines, airships and airplanes, electrical machinery and apparatus, chemical operations, machinery, and works for the development, transmission or application of power, light and heat, grain elevators, municipal works, irrigation works, sewage disposal works, drainage works, incinerators, hydraulic works, and all other engineering works, and all buildings necessary to the proper housing, installation and of the engineering works embraced in this definition¹;

"practice of professional geoscience" means reporting, advising, acquiring, processing, evaluating, interpreting, surveying, sampling or examining related to any activity that Potential Criteria for determining regulatory coverage (a) is directed towards the discovery or development of oil, natural gas, coal, metallic or nonmetallic minerals, precious stones, other natural resources or water, or the investigation of surface or subsurface geological conditions, and (b) requires the professional application of the principles of geology, geophysics or geochemistry;

The term "engineering and geoscience professionals" is used in this report to include professional engineers, professional geoscientists, engineering licensees, and geoscience licensees.

¹ "For the purposes of the definition of "practice of professional engineering" [...], the performance as a contractor of work designed by a professional engineer, the supervision of construction of work as foreperson or superintendent or as an inspector, or as a roadmaster, trackmaster, bridge or building master, or superintendent of maintenance, is deemed not to be the practice of professional engineering within the meaning of this Act." (as per Section 1(2) of the Act).

2 TASK FORCE PROCESS

The Task Force was established in the fall of 2015 to provide a recommendation to Council on whether Engineers and Geoscientists BC should pursue regulatory authority over corporate practice. The Phase 1 process included a detailed review of corporate regulatory models across Canada, and comprehensive engagement with members and stakeholders. The Task Force completed Phase 1 in April 2017 with the submission of its Phase 1 Recommendations Report to Council, which stated that the Task Force reached consensus in support of Engineers and Geoscientists BC pursuing regulatory authority over corporate practice.

The main reasons leading to the Task Force recommendation in favour of corporate regulation are outlined below.

1. Corporate regulation would enhance protection of the public interest and the environment by improving the practice of professional engineering and professional geoscience.

It would:

- Align organizational responsibilities with individual professional responsibilities, thereby reducing the potential for conflicts of interest between organizational interests and professional practice obligations.
- Provide confirmation that organizations employ engineering and/or geoscience professionals that are competent for all areas of practice within the organization.
- Enable Engineers and Geoscientists BC to establish more specific guidelines for professional practice at the corporate level.

2. Corporate regulation would increase government and public confidence in the self-regulatory system administered by Engineers and Geoscientists BC on behalf of the professions.

It would:

- Be a proactive effort to develop a self-determined approach to corporate regulation that will work for the professions in BC.
- Implement a regulatory mechanism that is used in most Canadian and US jurisdictions for the engineering and geoscience professions, thereby reducing the perception of a regulatory gap in BC's engineering and geoscience professions.
- Increase the quality of professional practice performed within regulated organizations.
- Enable Engineers and Geoscientists BC to investigate and hold engineering and geoscience organizations accountable in the event of a complaint or occurrence of a project incident/failure.
- Increase consistency with other professional sectors in BC where there has been a trend towards corporate regulation (e.g., law, architecture, land surveying, public accounting, as well as a number of medical disciplines).

3. Corporate regulation would provide value to organizations and the professionals they employ.

It would:

- Increase awareness and support from organizations on the responsibilities of practising professionals.
- Increase awareness and support from organizations on the importance of maintaining good standards for professional practice.
- Establish a mechanism to hold organizations accountable if they are pressuring professionals to act in contravention of the Act, Code of Ethics, and Bylaws.
- Help to increase public confidence and the value that society places on the engineering and geoscience professions.

Phase 2 of the Task Force process began in Fall 2017 with direction from Council to further develop options for corporate practice oversight and recommend a model which:

- demonstrates positive impacts to protect the public interest and the environment;
- provides benefit to the regulated organizations and professionals that they employ; and
- is scalable to accommodate the size and nature of organizations and be administratively efficient.

Council also directed the Task Force to give further consideration to the types of entities that should be subject to regulatory oversight.

The process undertaken by the Task Force in Phase 2 to develop a recommended approach for corporate practice oversight included the following steps:

1. identifying the potential components of an approach to corporate regulation and options for each component;
2. surveying Task Force members on which options are most supported;
3. conducting further discussions with the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to seek information on the state of its corporate regulatory program;
4. consulting with the Association of Consulting Engineering Companies-BC (ACEC-BC) and reviewing its Phase 2 submission, included as Appendix B; and
5. deliberating on a recommended corporate regulatory model that meets the direction of Council.

Through the survey of Task Force members, it was recognized that many of the options receiving broad support from Task Force members were similar to components of either the APEGA regulatory model or the voluntary Organizational Quality Management (OQM) Program. This focused the Task Force's attention on bringing the best elements of these models together to meet Council's direction.

The survey also demonstrated that Task Force members unanimously agreed to a set of principles to guide the development of a regulatory model. These principles state that the model should require organizations to:

- maintain effective professional practice standards in accordance with the Engineers and Geoscientists Act, Code of Ethics, and professional practice guidelines;
- ensure that all professional engineering and geoscience work is performed under the direction of an appropriately qualified professional engineer or geoscientist;
- ensure appropriate use of professional engineers/geoscientists' seals within the organization;
- provide appropriate professional development opportunities for engineering and geoscience employees;
- comply with anti-corruption measures; and
- adhere to ethical business practices.

Agreement on these guiding principles and agreement that a BC approach to corporate regulation should build on the best elements of the APEGA and OQM programs provided the foundation for the Task Force's Phase 2 recommendations. The Task Force reached consensus on all of its recommendations for corporate regulation at its meeting on May 9, 2018.

3 RECOMMENDATIONS

The Task Force has identified seven key components to an approach for regulating corporate practice and provides recommendations on each of these components directly below. The reasons for these recommendations along with further advice on their implementation are provided in the numbered sections that follow.

1. **Regulatory Coverage:** The corporate practice program should include **all organizations** in the private and public sectors that provide products and/or services in BC requiring the practice of professional engineering and professional geoscience.
 - a. **“Organizations”** includes all corporations, partnerships, sole proprietors and other public and private entities that provide products and/or services in BC requiring the practice of professional engineering and/or geoscience.
 - b. With respect to sole proprietors (i.e. unincorporated sole practitioners), the Association should conduct additional consultation on whether corporate regulatory requirements and fees would differ from other regulated organizations.
2. **Regulatory Model:** A corporate regulatory model should be based on three pillars:
 - a. **Ethics:** Regulated organizations must:
 - i. Provide an environment that ensures the practice of professional engineering and geoscience is conducted in accordance with the Code of Ethics for Engineers and Geoscientists BC.
 - ii. Adhere to the Association’s Professional Practice Guidelines on human rights and diversity.
 - iii. Adhere to ethical business practices addressing corruption, conflict of interest, and contractual matters.
 - b. **Quality Management:** Regulated organizations must have documented policies and procedures consistent with the quality management requirements in the *Engineers and Geoscientists Act* and Bylaws that apply to their area(s) of practice of professional engineering and geoscience.
 - c. **Professional Development:** Regulated organizations must have a documented professional development policy for engineering and geoscience employees that is appropriate for the professional products and/or services provided by the organization.
3. **Documentation:** All regulated organizations must have a Professional Practice Management Plan (PPMP) in place and available for review upon request by Engineers and Geoscientists BC. The PPMP will document the organization’s policies and procedures with respect to addressing the three pillars of ethics, quality management and professional development.
4. **Compliance and Enforcement:** A range of mechanisms need to be available to the Association to deliver effective and proportional compliance and enforcement of corporate practice requirements, including audits, production of documents, public notices, fines, negotiated consent orders, investigations, public complaint process, and practice restrictions. Audits of regulated organizations should be performed on a regular basis to support regulated organizations in meeting professional responsibilities.
5. **Cost-Recovery:** The corporate practice program should be funded through a cost-recovery model that is scaled in proportion to the number of engineering and geoscience professionals that are employed by an organization and that are licensed to practice in BC. This would include reviewing the cost-recovery funding formula on a periodic basis.
6. **Legislation:** The current provisions in the *Engineers and Geoscientists Act* with respect to Certificates of Authorization should be revised as appropriate to reflect the recommendations above. The term “Certificate of Authorization” should be replaced with “Permit to Practice”.

7. **Organizational Quality Management Program:** The Task Force thinks the Organizational Quality Management Program should continue as a value-added and voluntary certification program. To ensure efficiency between the OQM program and the corporate regulatory program, the Task Force recommends the following:
- a. Corporate regulatory fees for OQM-certified organizations are to be reduced based on a cost-recovery model that considers cost efficiencies for administering the OQM program and the corporate regulatory program.
 - b. An OQM certified organization can refer to the quality management policies and procedures established for OQM certification to meet the quality management requirements of its Professional Practice Management Plan.
 - c. Audits for OQM and corporate regulation must be done in an integrated manner.

3.1 Regulatory Coverage

The Task Force recommends regulation of all organizations in the private and public sectors that provide products and/or services in BC requiring the practice of professional engineering and/or professional geoscience. “Organizations” is defined broadly here to be any corporation, partnership, sole proprietor (i.e. unincorporated sole practitioner) or other public or private entity. This definition of regulatory coverage would **exclude organizations** that employ engineering and/or geoscience professionals but do not practice professional engineering or geoscience, and would also exclude non-practising engineering and geoscience professionals that are self-employed.

Terminology Note – Sole Proprietors / Sole Practitioners

The term “sole practitioners” is used in this report to refer to any professional engineer or professional geoscientist that practices on their own. Sole practitioners can either be incorporated or unincorporated. When sole practitioners are unincorporated, they are considered a “sole proprietor”, meaning there is no legal distinction between the individual and the business entity. When sole practitioners are incorporated, they are considered a “corporation”, meaning their business is a separate legal entity from the individual practitioner.

The Task Force believes that this position is consistent with the provisions of the *Engineers and Geoscientists Act*. Since the *Act* has no exemptions for individuals that practice professional engineering and geoscience, the *Act* should not have exemptions for organizations that practice professional engineering and geoscience. Furthermore, it is in the public interest for all organizations that practice professional engineering and geoscience to be subject to regulatory oversight by Engineers and Geoscientists BC for the following reasons:

- All organizations that practice professional engineering and geoscience need to have responsibilities that are aligned with the responsibilities of engineering and geoscience professionals that work in those organizations.
- All organizations that practice professional engineering and geoscience must be treated in a consistent manner to avoid different standards of professional practice within BC.
- No other regulatory process exists that requires such organizations to adhere to the Association’s Code of Ethics and quality management requirements in the *Engineers and Geoscientists Act* and Bylaws.
- Evidence of the higher number of public complaints and disciplinary cases for sole practitioners in BC and other jurisdictions demonstrates that additional oversight over these types of entities is necessary to uphold professional practice standards and protect the public interest and the environment.

Sole Practitioners

The Task Force discussed a range of options for addressing the higher risk of sole practitioners, from including sole practitioners in the corporate regulatory program with the same requirements as all other regulated organizations to excluding them entirely. The Task Force heard from the Association that a key challenge with the current system is the lack of authority for the Association to require the identification of sole practitioners so that these professionals can be focused on for additional oversight or support (e.g. through practice reviews). By requiring sole practitioners that provide professional services in BC to register with the Association, corporate regulation will address this key issue in a way that is not possible through the regulatory framework for individual professionals.

While all Task Force members voted in support of treating all corporations the same, regardless of how many professionals are part of the corporation, the Task Force had mixed opinions on the regulatory requirements for unincorporated sole practitioners (i.e. sole proprietors) beyond the requirement to register with the Association as a business entity. The Task Force expects that a key concern of sole proprietors will be that they are being subject to 'double regulation' as there is no legal distinction between the individual and the business entity. The Task Force believes these concerns can be addressed through developing a corporate regulatory program that is complementary to the individual professional regulatory program and through setting corporate regulatory fees for sole proprietors at zero or very low to reflect that they are already paying individual membership fees. To ensure a fair, effective and efficient regulatory framework is in place, the Task Force recommends additional consultation with members on the requirements and fees for sole proprietors within a corporate regulatory program.

Additional discussion on sole practitioners and sole proprietors is included in Section 4.4 of this report.

Implementation Challenges for Regulatory Coverage

The Task Force recognizes two challenges that would arise in regulating all organizations in the private and public sectors that provide products and/or services in BC requiring the practice of professional engineering and geoscience:

- (1) There are grey areas in what activities fall under the definition of "providing products and/or services in BC requiring the practice of professional engineering and/or professional geoscience".
- (2) There may be legal barriers to the Association having legal authority over certain entities, for instance federal government and first nation entities.

To address the first challenge, the Task Force suggests that a transparent process is developed and administered by the Association to review whether an organization is providing products and/or services in BC requiring the practice of professional engineering and/or professional geoscience as defined by the *Act*. The Association should also maintain up to date guidance on which types of organizations are covered and not covered and maintain a public list of all regulated organizations. Examples of types of organizations that may be in a grey area include:

- pure research and development companies that are working on technologies or products that require the practice of professional engineering or geoscience but that are not yet making those technologies or products available to the BC market;
- research groups at universities; and
- organizations that are developing products or instruments of service in BC requiring the practice of professional engineering or geoscience but that are selling those products or instruments of service only to customers outside of BC.

To address the second challenge, the Task Force suggests that in the process to revise the *Act*, Engineers and Geoscientists BC should work with federal and provincial governments to clarify any legal barriers to the regulation of public entities. For any public entities that practice professional engineering and/or geoscience but are excluded from regulatory oversight, Engineers and Geoscientists BC should encourage voluntary

participation in the corporate regulatory program to demonstrate that public entities are holding their practice of professional engineering and geoscience to the same standard as required by regulation.

3.2 Regulatory Model

At the initial stages of Phase 2, the Task Force agreed to a set of principles to guide the development of a corporate regulatory model. These principles state that the model should require regulated organizations to:

- maintain effective professional practice standards in accordance with the *Engineers and Geoscientists Act*, Code of Ethics, and professional practice guidelines;
- ensure that all professional engineering and geoscience work is performed under the direction of an appropriately qualified professional engineer or geoscientist;
- ensure appropriate use of professional engineers/geoscientists' seals within the organization;
- provide appropriate professional development opportunities for engineering and geoscience employees;
- comply with anti-corruption measures; and
- adhere to ethical business practices.

The guiding principles form the basis for a regulatory model that is supported by three pillars:

1. ethics;
2. quality management; and
3. professional development.

The Task Force's recommendations with respect to these three pillars follow.

3.2.1 Ethics

Engineering and geoscience professionals are required to adhere to the Code of Ethics (reproduced in the box below) to fulfill their duty to the public, to the profession and to fellow members. The organizations in which professional members work have an important role in supporting and enabling members to meet their ethical commitments. To align the responsibilities of regulated organizations with the ethical obligations of individual professionals, **the Task Force recommends that regulated organizations must:**

- **Provide an environment that ensures the practice of professional engineering and geoscience is conducted in accordance with the Code of Ethics for Engineers and Geoscientists BC.**
- **Adhere to the Association's Professional Practice Guidelines on human rights and diversity.**
- **Adhere to ethical business practices addressing corruption, conflict of interest, and contractual matters.**

To implement this recommendation, the Task Force suggests that the Association develop some form of organizational commitment that could be included in the registration documentation and could be addressed in corporate practice guidelines.

Other topics related to ethics in business practices on which Engineers and Geoscientists BC may provide direction to regulated organizations could include:

- consultant selection (with the intent that cost competition among consulting engineers and geoscientists does not lead to increased risk to the client and public);
- contractual matters;
- intellectual property rights, ownership of work products, and instruments of service; and
- professional liability insurance.

The Task Force recognizes that the Association may be limited in its authority to fully mandate requirements in the above business practice areas. However, the Task Force thinks the Association can influence industry standards and expectations through issuing and advocating for best practices with respect to these business areas as they relate to ethics and quality in the practice of professional engineering and geoscience.

Code of Ethics

The purpose of the Code of Ethics is to give general statements of the principles of ethical conduct in order that Professional Engineers and Professional Geoscientists may fulfill their duty to the public, to the profession and their fellow members.

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

- (1) hold paramount the safety, health and welfare of the public, the protection of the environment and promote health and safety within the workplace;
- (2) undertake and accept responsibility for professional assignments only when qualified by training or experience;
- (3) provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction;
- (4) act as faithful agents of their clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client;
- (5) uphold the principle of appropriate and adequate compensation for the performance of engineering and geoscience work;
- (6) keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates;
- (7) conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment;
- (8) present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
- (9) report to their association or other appropriate agencies any hazardous, illegal or unethical professional decisions or practices by engineers, geoscientists, or others; and
- (10) extend public knowledge and appreciation of engineering and geoscience and protect the profession from misrepresentation and misunderstanding.

3.2.2 Quality Management

Engineering and geoscience professionals must follow quality management requirements of the *Engineers and Geoscientists Act* and Bylaws. To align the responsibilities of regulated organizations with the quality management responsibilities of individual professionals, **the Task Force recommends that regulated organizations must have documented policies and procedures consistent with the quality management requirements in the *Engineers and Geoscientists Act* and Bylaws that apply to their area(s) of practice of professional engineering and geoscience.**

To make this requirement administratively efficient and scalable to the size and nature of an organization, the Task Force recommends that any quality management system can be referenced as long as it meets the quality management requirements of the *Engineers and Geoscientists Act* and Bylaws. These are:

- direct supervision;
- documented checks of engineering and geoscience work;
- documented independent review of structural designs;
- documented field reviews during implementation or construction;
- retention of project documentation; and
- use of seal.

This approach would allow organizations to reference quality management systems such as ISO and OQM to meet the above quality management requirements in whole or in part (supplementing if necessary to fill any gaps). This approach would also allow organizations in niche fields where third-party quality management systems are not available to identify their own quality management procedures consistent with the quality management requirements in the *Engineers and Geoscientists Act* and Bylaws.

3.2.3 Professional Development

The Code of Ethics requires engineering and geoscience professionals to “keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates”. The culture and practices of an organization can have a significant influence on a professional’s ability to fulfil this requirement.

Regulated organizations need to ensure that their organizational culture and practices support and do not impede professionals in meeting this requirement to maintain competence in their field of practice. To this end, **the Task Force recommends that regulated organizations must have a documented professional development policy for engineering and geoscience employees that is appropriate for the types of products and/or services provided by the organization.** Regulated organizations should support professionals in implementing this policy. The appropriate means of support are to be determined by the regulated organization. Possible ways that regulated organizations could provide this support include: fostering a culture of professional development within the organization, and providing time off and/or funds to attend courses.

The Task Force supports this approach because it means that professional development activities will be scalable to the nature of an organization’s practice of professional engineering and geoscience. Organizations will be able to take a risk management approach to identifying the necessary ethical and technical professional development activities that best support their professionals in maintaining competency in their relevant areas of practice. For instance, a professional engineer who is responsible for a repetitive field review function could have a different need for professional development than a professional engineer doing complex structural design for high rise buildings.

3.3 Documentation

Professional requirements around ethics, quality management and professional development need to be in the forefront of any organization that practices professional engineering and/or geoscience. To reinforce understanding of professional requirements and to facilitate training and development in those requirements, **the Task Force recommends that all regulated organizations must have a Professional Practice Management Plan (PPMP) in place and available for review upon request by Engineers and Geoscientists BC.** The PPMP will document the organization’s policies and procedures with respect to addressing the three pillars of ethics, quality management and professional development. In many situations, such a Plan will codify and clearly communicate what these organizations already do in support of professional practice.

A PPMP is a regulatory tool used by APEGA to reinforce professional requirements in organizations. APEGA has advised the Task Force that PPMPs have proven to be effective in gaining a higher level of understanding among organizations on their professional requirements. In the event of an issue or complaint, APEGA reviews

an organization's PPMP with the regulated organization and discusses methods for resolving the issue. This review process often serves to resolve an issue with no further action needed on the part of APEGA.

The Task Force recognizes that the preparation of a PPMP will require some effort on the part of regulated organizations, but believes this effort is necessary for ensuring that an organization understands its responsibilities in relation to the *Act*, Bylaws, and Code of Ethics. The Task Force expects that PPMPs will vary considerably in complexity and degree of detail depending on the size and nature of the professional organization.

The Task Force believes that there needs to be a balance between ensuring that organizations understand their professional responsibilities and the administrative efficiency of the corporate practice regulatory program. With this balance in mind, the Task Force recommends the following implementation approach for PPMPs:

- Regulated organizations would be given one year to complete a PPMP once corporate regulation is in place, and the Association provides training and guidance to facilitate development of PPMPs.
- Regulated organizations could refer to third-party quality management systems (e.g. ISO, OQM) in the quality management section of the PPMP if these systems help meet the quality management requirements in the Association's *Act* and Bylaws (supplemental provisions may be necessary).
- Regulated organizations must produce their PPMP for review upon request by the Association in the event of an audit, complaint or any other relevant circumstance.
- The Association would audit the PPMPs of regulated organizations on a regular basis. This audit would serve as a proactive compliance mechanism to verify that regulated organizations have appropriate policies and procedures to meet the intent of professional responsibilities as prescribed by the *Act*, Bylaws, and Code of Ethics and their practices meet the provisions of their PPMP.
- The PPMP template for Engineers and Geoscientists BC would be aligned with APEGA's PPMP template to avoid duplication of effort for organizations that practice in both BC and AB. The Task Force thinks this will be possible since APEGA's PPMP also addresses the three pillars of ethics, quality management and professional development.

3.4 Compliance and Enforcement

A range of mechanisms need to be available to the Association to deliver effective and proportional compliance and enforcement of corporate practice requirements, including audits, production of documents, public notices, fines, negotiated consent orders, investigations, public complaint process, and practice restrictions. Audits of regulated organizations should be done on a regular basis to support regulated organizations in meeting professional responsibilities.

Generally speaking, there are two types of compliance and enforcement mechanisms – reactive and proactive. Reactive mechanisms depend on complaints and investigations regarding events that have already happened. They serve to make an example of poor conduct to encourage better conduct in the future but do little to rectify an event that happened. Proactive mechanisms, such as audits, aim at preventing problems from occurring due to poor practice or misconduct. Audits can identify areas of non-compliance and identify measures to bring an organization into compliance. Audits *do not* result in disciplinary actions. Rather, they serve to support regulated organizations in meeting professional responsibilities. The Task Force thinks the Association needs both reactive and proactive enforcement mechanisms for the corporate regulatory program, and emphasizes the need for proportional disciplinary measures. For example, minor non-compliance issues should be resolved through demonstrated efforts by a regulated organization to improve and come into compliance, while serious cases of misconduct and negligence would involve disciplinary measures such as fines, public notices, and practice restrictions commensurate with the specific situation.

The details of an auditing process should be determined in the implementation phase. The Task Force expects that the BC corporate regulatory program would use a similar auditing process as is used by APEGA and the OQM program. APEGA's audit process is focused on reviewing a regulated organization's PPMP, ensuring that it contains the appropriate policies and procedures for an organization's areas of practice, and then verifying that

policies and procedures are being implemented. The OQM program has a similar auditing process focused on reviewing the implementation of quality management policies and procedures.

3.5 Cost Recovery

The establishment of fees to support the corporate practice program must be fair and transparent. **The Task Force recommends fees be determined through a cost-recovery model that is scaled in proportion to the number of engineering and geoscience professionals that are employed by an organization and that are licensed to practice in BC.** The OQM model uses a similar model for determining its fees and it is widely supported by OQM certified organizations.² The Task Force also recommends that the cost-recovery funding formula is reviewed on a periodic basis.

3.6 Legislation

The current provisions in the *Engineers and Geoscientists Act* with respect to Certificates of Authorization ([Section 14 of the Act](#)) should be revised as appropriate to reflect the Task Force recommendations and the implementation plan developed by the Association. The term “Certificate of Authorization” should be replaced with “Permit to Practice” to align terminology with other jurisdictions where BC organizations commonly practice.

In its submission to the Task Force, ACEC-BC stated that to ensure clarity and consistency, the requirement to regulate organizations that practice professional engineering and geoscience beyond consulting firms should be embedded in legislation. The Task Force notes that pertinent legislation in other provinces typically includes the definition of what entities are covered directly in the legislation and so it should be possible to meet this request by ACEC-BC.

3.7 Organizational Quality Management Program

Council requested the Task Force to develop a model that would be complementary to the OQM Program. The key difference between the OQM program and the recommended corporate regulatory model is that the OQM program focuses solely on quality management and includes a certification process whereby the Association reviews the quality management policies and procedures of organizations and certifies that they meet the intent of the Association’s organizational quality management guidelines. The corporate regulatory model recommended by the Task Force covers a broader range of corporate practice issues such as ethics, quality management, and professional development, and does not include a certification process for quality management.

The Task Force thinks the Organizational Quality Management Program should continue as a value-added and voluntary certification program. To ensure efficiency between the OQM program and the corporate regulatory program, the Task Force recommends the following:

- Corporate regulatory fees for OQM-certified organizations are to be reduced based on a cost-recovery model that considers cost efficiencies for administering the OQM program and the corporate regulatory program.
- OQM certified organizations can refer to the quality management policies and procedures established for their OQM certification to meet the quality management requirements of its Professional Practice Management Plan.
- Audits for OQM and corporate regulation must be done in an integrated manner.

² The OQM funding formula is $200 \times \text{square root of } N$ where N is the number of engineering and geoscience professionals registered in BC that are employed by the organization and work in the organization’s BC’s offices.

4 IMPLEMENTATION CONSIDERATIONS

Over the course of Phase 2 deliberations, the Task Force has identified topics related to a corporate practice regulatory program that could not be addressed in the Phase 2 timeframe but should be subject to further work by the Association. These topics include:

- the governance structure for the corporate regulatory program (oversight by a regulatory board or a regulatory officer);
- development of the necessary registration process and forms to implement the recommended model;
- development of a template for Professional Practice Management Plans (PPMPs) and appropriate guidance to support regulated organizations in developing PPMPs;
- the treatment of unincorporated sole practitioners (i.e. sole proprietors) within a corporate regulatory program;
- procurement of professional engineering and geoscience services and issues related to meeting professional requirements for ethics and quality management in the context of low cost competition;
- performance indicators for a corporate regulatory program; and
- ongoing communication with members, regulated organizations and other stakeholders.

The Task Force provides further discussion on these topics in the sections below and asks the Association to further consider these matters and engage the Task Force and/or membership as appropriate to seek advice where necessary.

4.1 Governance Structure for Corporate Practice Regulatory Program

The Task Force considered two options for governance of the corporate practice regulatory program:

1. Council appoints a Regulatory Board to oversee the regulation of corporate practice. The Regulatory Board would include members representing a wide range of organization types and report to the Chief Regulatory Officer.
2. The Chief Regulatory Officer oversees the regulation of corporate practice.

The Task Force had mixed support for these options. Those who supported Option 1 thought that it would be valuable to have input from many perspectives and that the corporate regulatory program is too important for it to be overseen by just one individual. Those who supported Option 2 felt that a further layer of oversight is not necessary for the program to work as intended and thought the CRO working with Council through regular channels would be sufficient. Under either option the governance of the corporate regulatory program needs to be incorporated into Engineers & Geoscientist BC's overall governance model.

4.2 Corporate Practice Registration Process and Forms

If the provincial government decides to amend the *Act* to give the Association the authority to regulate organizations, the first step of implementing corporate regulation will be for all organizations that practice professional engineering and geoscience to register with the Association. Common registration requirements of other corporate regulatory programs across Canada with respect to professional engineering and geoscience are that organizations provide the following:

- Declaration by a **Chief Operating Officer (or other designated senior officer)**. Declaration reads: "I [name] occupy the position of [title] in the applicant's organization and in that position have authority and undertake to maintain an organization in which the practice of the professions indicated above **can be conducted** in accordance with requirements described in the *Engineers and Geoscientists Act*, Bylaws, and Code of Ethics."

- Declaration of **Responsible Member(s)** that reads: “I [legal name],[prof. designation], occupy the position of [job title] at [legal name of Organization] declare that I am a professional member or licensee of [Association name] and as such undertake to provide responsible direction and personal supervision to that portion of the applicant’s professional practice performed by the organization unit described below [Describe what aspect(s) of professional practice you are taking responsibility for].
- Identification of the **areas of professional practice** within the organization.
- Identification of the **number of engineering and geoscience professionals employed** by the organization who are licensed to practice in BC (both resident in BC and non-resident) at the time of registration.

Chief Operating Officer and Responsible Member

The Task Force supports the requirement in many other jurisdictions to have a Chief Operating Officer (COO) (or other designated senior officer) declare that they will maintain an organization in which the practice of the professions can be conducted in accordance with requirements of the *Act*, Bylaws, and Code of Ethics. The COO does not have to be a professional engineer or professional geoscientist, but must have legal decision-making authority for the organization.

The Task Force supports the concept of a Responsible Member who must be a professional engineer or professional geoscientist to:

- support the COO in meeting the requirements of corporate regulation;
- provide responsible direction and personal supervision to the organization’s professional practice; and
- serve as a point of contact with the Association.

For large or complex organizations, it may be appropriate to have more than one responsible member for different areas of practice.

Identification of the Number of Professionals Employed

Identification of the number of professionals employed by an organization, and who practice in BC (resident or non-resident), is a necessary step to implementing the recommended approach to setting fees that are scaled to the size of an organization’s professional practice in BC. Some Task Force members raised concerns that identifying all professionals employed may be an onerous process for larger organizations and questioned whether this requirement would be sufficiently value-added to justify the effort. One suggestion to address this is to allow organizations with more than 10 professionals that practice in BC to identify the range of professionals that they employ, for instance, 10-20, 21-30, 31-50, 51-100 and then have a fee associated with each range.

4.3 PPMP Template and Guidance

A significant number of organizations practice in both BC and Alberta. Given that the recommended corporate regulatory program for BC is founded on similar principles as the corporate regulatory program administered by APEGA, a PPMP template should be prepared that parallels the existing program in Alberta. Over time, the BC and Alberta Associations should work cooperatively to update such template(s) in tandem.

4.4 Sole Practitioners

The Phase 1 Task Force Recommendations Report stated that the “fundamental issue underlying corporate regulation is that there are two main influences on the quality of professional practice – the influence of the individual practicing professional and the influence of the organization within which that individual carries out their practice”. With this understanding of why regulation of corporate practice is needed, a key question that the Task Force faced was “is there an organizational influence on a sole practitioner’s professional practice and therefore should a sole practitioner be subject to corporate regulation?”

The Phase 1 Report recommended that incorporated sole practitioners be subject to corporate regulation but that “unincorporated sole practitioners (i.e. sole proprietors) who provide consulting professional engineering and geoscience services should not be subject to corporate regulation, as they are regulated as individuals under the existing *Act* and are also subject to EGBC’s Practice Review Program”.

The Task Force made the distinction between incorporated and unincorporated sole practitioners for the following reasons:

- When individual practitioners incorporate, their businesses become separate legal entities from themselves. For example, contracts are signed between a client and the corporation. Becoming a corporation, i.e. becoming a separate legal entity, is a logical ‘line in the sand’ to draw when organizational influence on professional practice begins.
- An incorporated sole practitioner can easily expand to include more professionals, members-in-training or other employees and thus may fluctuate between being an incorporated sole practitioner and being a small corporation. Regulation of all corporations, regardless of how many people are employed, will be simpler and more effective from an enforcement perspective.
- An incorporated sole practitioner has a corporate name and has the optics of being the same as a small company.

In Alberta, partnerships, corporations and other such entities which practice engineering or geoscience require a Permit to Practice. This means that incorporated sole practitioners that provide consulting professional engineering and geoscience services must obtain a Permit to Practice, but unincorporated sole practitioners (i.e. sole proprietors) do not need to obtain a Permit to Practice. APEGA stated that a key reason for this distinction was that an incorporated sole practitioner business is a separate legal entity from the unincorporated sole practitioner. In the Phase 1 jurisdictional review conducted by the Task Force, at least five other Canadian jurisdictions were identified that exclude unincorporated sole practitioners (i.e. sole proprietors) from requiring a certificate of authorization or permit to practice: (Saskatchewan, Manitoba, New Brunswick, NWT, Nunavut). The corporate regulatory programs in Ontario, Yukon and Newfoundland regulate unincorporated sole practitioners. For example, Ontario’s *Professional Engineers Act* states “No person shall offer to the public or engage in the business of providing to the public services that are within the practice of professional engineering except under and in accordance with a certificate of authorization.”

Since April 2017, the following has occurred to justify reconsideration of the Task Force’s Phase 1 recommendation to regulate incorporated sole practitioners but not unincorporated sole practitioners:

- The Director of Legal Services at Engineers and Geoscientists of BC questioned the rationale for treating incorporated and unincorporated sole practitioners differently, stating that sole practitioners incorporate for tax and liability purposes and that the risk to public safety is no different between unincorporated sole practitioners and incorporated sole practitioners.
- APEGA is now moving toward regulating unincorporated as well as incorporated sole practitioners for the following reasons:
 - APEGA has observed that sole practitioners, regardless of their status of incorporated or unincorporated, tend to have a practice that is higher risk to public safety (since sole practitioners tend to practice with relatively little interaction with other professionals in their field, they tend to be less exposed to new information relevant to their practice and have less checking, review or scrutiny of their work); and
 - exempting unincorporated sole practitioner businesses from needing Permits to Practice means there is an incentive for sole practitioners to remain or become unincorporated to avoid corporate regulation.
- The Director of Professional Practice at Engineers and Geoscientists of BC has provided the following information to the Task Force:
 - the experience in BC is that sole practitioners pose a higher risk to public safety for similar reasons as described by APEGA above; and

- the Practice Review program is a tool by which the Association can proactively review the practice of individual professionals, however, the application of this tool to higher risk sole practitioners is hampered because the Association does not currently have the authority to require sole practitioners that provide professional services to identify themselves to the Association.

The issue of how to treat sole practitioners within a corporate regulatory model of engineering and geoscience organizations is challenging in part because there are actually two problems or risks to the public interest that are attempting to be managed:

- (1) the potential for conflict of interest between a business or organization's interests and the requirements of professional practice; and
- (2) the heightened public safety risk of sole practitioners (unincorporated or incorporated) who tend to practice in isolation with little input or review by others in their area of practice.

In making its recommendation on regulatory coverage, the Task Force considered both of these problems and the gaps and issues with the current regulatory framework for addressing these problems. The Task Force has recommended to treat all corporations the same in regard to regulatory requirements and to scale fees in proportion to the number of engineering and geoscience professionals within an organization that are licensed to practice in BC. With respect to unincorporated sole practitioners (i.e. sole proprietors), the Task Force recommends that they be included in the corporate regulatory program, but that additional consultation should be conducted to determine if regulatory requirements and fees for this group should differ from other regulated organizations. The intent of this consultation is to examine the regulatory framework for individual professionals and the proposed corporate regulatory program to determine what changes need to be made to ensure an effective and efficient regulatory framework is in place.

4.5 Procurement of Professional Engineering and Geoscience Services

Throughout the Task Force's review of corporate practice, ACEC-BC has consistently raised the issue of meeting professional requirements for ethics and quality management in an environment where clients seem to be increasingly prioritizing the lowest cost proposal rather than the best qualified proposal. Corporate regulation of organizations providing professional engineering and geoscience services will help to address this issue, but the Task Force thinks broader leadership from the Association on this issue is warranted. Although this issue may be perceived as only a cost competition pricing issue, it directly relates to quality management of how services are provided as well as a number of elements in the Code of Ethics.

In particular, ACEC-BC is interested in solutions that put requirements on the clients that are procuring professional engineering and geoscience services, for instance, qualification-based selection (QBS) processes. In its submission to the Task Force, ACEC-BC states that QBS is the most appropriate method for selecting a design professional as it not only ensures the most qualified professional is selected but it also ensures clarity about scope, thereby enabling that the appropriate technical facilities and resources are maintained, communicated, and available - commensurate with the professional services being provided.

In 2013, APEGA published a guideline for selecting engineering and geoscience consultants that puts forward a qualification based selection process.³ The guideline states:

The primary objective of selecting professional consulting services is to retain the right Consultant to provide the right services for the right reasons for the right budget. To achieve these objectives, Clients need to use a proven selection method. The acquisition of most commodities in industry uses a tendering process, with the objective of identifying the vendor with the lowest price for the commodity. Consulting services are not commodities and their

³ <https://www.apega.ca/assets/PDFs/consultants.pdf>

procurement cannot effectively be obtained in using this manner. Therefore, APEGA recommends Consultant selection based upon qualifications.

This APEGA guideline provides advice to clients. APEGA does not have the authority to regulate clients that procure professional engineering and geoscience services. The guideline states: “Although APEGA supports the notion of fair compensation commensurate with the level of professional services provided, the Consultant and Client are free to reach their own agreements on what ‘fair’ means (including pro bono).”

Leadership from the Association to address this issue could involve the following types of activities:

- development and promotion of a BC guideline for the selection of consulting engineering and geoscience professionals;
- investigation into the extent and nature of issues in BC caused by competitive processes driven mostly by cost rather than qualifications;
- engagement of APEGA and other regulatory associations on effective solutions to this issue; and
- participation with other organizations in seeking legislative and/or procedural changes in procurement systems used in BC.

4.6 Performance Indicators

In its submission to the Task Force, ACEC-BC suggested that the Association establish measurable performance indicators to verify/evaluate the successful implementation of the corporate regulatory program. It suggested that these performance indicators would provide comfort to members that public safety is in fact enhanced by the regulatory program and that this is not regulation just for the sake of regulation.

The Task Force fully supports this suggestion and notes that the OQM program and Practice Review program already have established tracking and reporting of performance indicators related to the number of non-conformances identified through an organizational audit or practice review.

Other corporate performance systems involve reporting by the participating or regulated organizations on a set of indicators. A Task Force member identified the Towards Sustainable Mining program as a particularly effective performance tracking system to encourage responsible mining practices and suggested that the Association could learn from the Mining Association of Canada’s design and implementation of this program.

Other committees, divisions and groups within the Association could also be useful resources for providing input on these performance indicators, such as the Practice Review Committee, Discipline Committee, the 30 by 30 Champion network (supporting women in engineering and science) and the climate change advisory group.

4.7 Communication

In implementing the corporate regulatory program, it is important that the Association continue to communicate effectively with individual members, regulated organizations and stakeholders. Key points for communication could include the following:

- ensure that the intent of corporate regulation is clearly communicated;
- obtain input to assist in refining the program moving forward;
- confirm the continued cost neutrality of the program; and
- convey key performance indicator results.

The responsibility for communication would best rest with the position or body assigned with governance oversight of the regulatory program.

5 BACKGROUND AND CONTEXT

This section provides background on key topics that informed the Task Force's recommendations, including:

- history of the regulation of engineering and geoscience organizations in BC;
- Engineers and Geoscientists BC Organizational Quality Management Program;
- the basic model of corporate regulation implemented in most Canadian jurisdictions; and
- regulatory model for engineering and geoscience organizations implemented in Alberta.

5.1 History of the Regulation of Engineering and Geoscience Organizations in BC

BC and Quebec⁴ are the only jurisdictions in Canada where engineering and geoscience organizations remain unregulated. In BC, other professions that regulate organizations include architecture, land surveying, public accounting, as well as a number of the medical professions. The Law Society of BC has also recently been granted the authority by the Provincial Government to regulate law firms and is currently undertaking a pilot project regarding corporate regulation.

An early consideration of possible corporate regulation of the engineering and geoscience professions in BC arose from the Closkey Commission, which reviewed the roof collapse on April 23, 1988 at Station Square Mall in Burnaby. The Commission made a series of recommendations⁵ including the following two specific recommendations pertaining to the registration of engineering firms:

5. Companies, partnerships, firms and other associations that provide professional engineering services to the public should be required under the Engineers Act to be registered in addition to registration of individual engineers. Such registration should apply to all engineering disciplines.

6. Such companies, partnerships, firms and other associations should face deregistration for unethical, unprofessional or incompetent practice. Such measures should be in addition to disciplinary proceedings taken against individual members.

As a result, Engineers and Geoscientists BC established a Special Review Committee which developed a response to the recommendations in the Closkey Commission Report. The report of the Special Review Committee, published in the *BC Professional Engineer* in June 1991 (Engineers and Geoscientists BC's professional journal), recommended that:

Companies, partnerships, firms and other organizations that provide professional engineering services must be registered under the Engineers and Geoscientists Act and that the Engineers and Geoscientists Act be amended accordingly and that they must face deregistration for incompetence, negligence or unprofessional conduct.

A letter ballot was issued to Engineers and Geoscientists BC members in 1991 and 28% of the membership participated. The results of the letter ballot were:

- 92.8% voted in favour of the following recommendation: "organizations that provide professional engineering services must be registered"; and

⁴ Note that in July 2016, the Ordre des ingénieurs du Québec was placed under trusteeship of the provincial government; accordingly, it is no longer a self-governing body for its 60,000 members.

⁵ *Report of the Commissioner Inquiry, Station Square Development, Burnaby, British Columbia*, Dan J. Closkey, P. Admin., Inquiry Commissioner, August 1988.

- 93.2% supported the recommendation that “organizations that provide professional engineering services must face deregistration for incompetence, negligence, or unprofessional conduct.”

In 1993, Section 10.1 (now Section 14) entitled “Issue of Certificates of Authorization” (CoA) was added to the *Engineers and Geoscientists Act*.

At the time the CoA was proposed, Engineers and Geoscientists BC also proposed an addition to Section 18, Prohibition on Practice. This provision would have made it illegal for companies to practise professional engineering or geoscience unless they held a CoA. The amendment to this section was not included when Section 10.1 was added to the *Act* in 1993 because of a lack of agreement over what type of companies or other legal entities would be required to hold a CoA. Section 14 on Certificates of Authorization still remains in the *Act* and is provided in the text box below for reference.

Engineers and Geoscientists Act, Section 14, Certificates of Authorization

14 (1) *The council must issue a certificate of authorization to a corporation, partnership or other legal entity for the practice of professional engineering or for the practice of professional geoscience if the council is satisfied that the corporation, partnership or other legal entity*

(a) has on its active staff members or licensees who directly supervise and assume responsibility for the practice of professional engineering or for the practice of professional geoscience undertaken by the corporation, partnership or other legal entity, and

(b) has satisfied the requirements of this section and the bylaws of the association.

(2) *An application for a certificate of authorization, on a form provided by the council, must be filed with the registrar, together with the application fee specified by the council, and, to remain valid, the certificate holder must pay all fees specified by the council for certificate holders.*

(3) *If the practice of professional engineering or the practice of professional geoscience is carried on by a certificate holder as permitted under subsection (1), the estimates, specifications, reports, documents or plans prepared and delivered must*

(a) be signed and dated by, and sealed with the stamp of, the member or licensee of the association who is responsible for them and who supervised the preparation of them, and

(b) show in a manner specified by the council the words "APEGBC CERTIFICATE OF AUTHORIZATION", together with the certificate number and expiry date.

(4) *A certificate holder engaged in the practice of professional engineering or in the practice of professional geoscience in its own name as permitted under subsection (1) must keep the association advised of the names of the members or licensees of the association who are on the active staff of the certificate holder and who are directly supervising and assuming responsibility for the practice of professional engineering or for the practice of professional geoscience.*

(5) *The members or licensees named for the purposes of subsection (4) by a certificate holder*

(a) are the authorized representatives of the certificate holder for all purposes under this Act,

(b) are subject to any inquiries under the Act, and

(c) must immediately advise the registrar on relinquishing for any reason this responsibility for the certificate holder.

(6) A certificate of authorization issued to a corporation, partnership or other legal entity is valid for the calendar year for which it was issued provided the certificate holder complies with this Act and the bylaws governing certificate holders.

(7) A corporation, partnership or other legal entity that holds a certificate of authorization must be registered by the registrar as a certificate holder but not as a member or licensee.

(8) Despite subsection (1), the council may refuse to issue or renew a certificate of authorization if the applicant for the certificate of authorization or the certificate holder, as the case may be, or a member or licensee described in subsection (1) (a),

(a) has been convicted in Canada or elsewhere of an offence that, if committed in British Columbia, would be an offence under an enactment of the Province or of Canada and, in the circumstances, renders the person unsuitable for the practice of professional engineering or for the practice of professional geoscience,

(b) has contravened this Act, the bylaws or the code of ethics of the association, or

(c) has demonstrated incompetence, negligence or unprofessional conduct.

In 1996, Engineers and Geoscientists BC engaged in extensive consultations and recommended to the BC government that, at a minimum, corporations, partnerships or other legal entities should be prohibited from practice unless they held a CoA specific to the following fields:

- consulting engineering or consulting geoscience;
- designing and manufacturing custom design engineered products, structures, processes or facilities; and
- engineering and/or geoscience testing and assessment.

In 2002, after discussions with stakeholders, the BC Government stated that it would not implement the Engineers and Geoscientists BC recommendations. Since then, the issue of corporate regulation has periodically been raised by members and organizations that look to Engineers and Geoscientists BC to protect the public.

Engineers and Geoscientists BC occasionally conducts public opinion polls to assess awareness of Engineers and Geoscientists BC, and to determine which activities are viewed as most important. In its most recent poll in 2014, of those surveyed, 81% indicated that an important function of Engineers and Geoscientists BC was to regulate firms to ensure they have qualified professionals and set standards for quality assurance.

After the Mount Polley Dam incident in 2014, renewed questions were raised surrounding the lack of regulation of organizations that practise engineering and geoscience in BC. The BC Ministry of Energy and Mines contacted Engineers and Geoscientists BC to request a summary of issues related to the potential regulation of companies that carry out professional engineering and geoscience. Motivated by this incident, government's request, and Engineers and Geoscientists BC's responsibility to uphold and protect the public interest respecting the practice of professional engineering and geoscience, Council initiated examination of corporate practice and corporate regulation through the Task Force. Government has expressed strong support for Engineers and Geoscientists BC's evaluation of this issue.

5.2 Engineers and Geoscientists BC's Organizational Quality Management Program

In the absence of corporate regulation, Engineers and Geoscientists BC established a voluntary certification program for engineering and geoscience organizations called the Organizational Quality Management (OQM) Program. Specifically, this program was developed in response to recommendations contained in the Professional Renewal Task Force Report published by Engineers and Geoscientists BC in 2009. The relevant

recommendations in this report identified the significant level of influence that organizations employing engineering and geoscience professionals can have on the quality management of the practice of the professions.

OQM is a voluntary program for organizations that employ engineering and geoscience professionals in BC and provide products or services requiring the application of professional engineering or professional geoscience. The purpose of the program is to help organizations improve their quality management practices, reduce risk and support their professional employees. Engineers and Geoscientists BC is the only regulatory association in Canada that offers a *voluntary* quality management program for organizations.

Through the OQM program, organizations agree to implement processes and procedures in seven areas: (1) Engineers and Geoscientists BC practice guidelines, (2) retaining project documentation, (3) checking engineering and geoscience work, (4) independent review of structural designs, (5) use of Engineers and Geoscientists BC seal, (6) direct supervision, and (7) field reviews.

Organizations are then audited on how well they are implementing the quality management processes and procedures. Similar to individual practice reviews, the audits function as a proactive mechanism to identify and address any quality management issues before any harm results. As of July 2016, there have been 44 audits. While the audit results have generally been good, there have been a total of 40 non-conformances with quality management processes and procedures since the OQM program began certifying organizations in 2014. These non-conformances were in the following areas:

- Use of seal issues – 19 non-conformances;
- Lack of knowledge around professional practice guidelines – 9 non-conformances;
- Issues around documenting the checks of engineering and geoscience work – 6 non-conformances;
- Issues around retention of documents – 5 non-conformances; and
- General knowledge of OQM – 1 non-conformance.

Engineers and Geoscientists BC reported to the Task Force that the OQM audit helps organizations identify where quality management practices can be improved, and provides a framework for making those improvements. This, in turn, helps organizations to increase efficiencies and customer satisfaction, reduce risk, and support their professionals in meeting their professional requirements. In addition, auditors frequently receive positive feedback on the audit process from organizations and are regularly asked by organizations to conduct additional audits.

As of April 2018, 285 organizations are OQM certified and an additional 131 organizations are in progress to becoming certified. Organizations of all sizes have received OQM certification—34% are sole practitioners, 29% have 2-5 professionals, 20% have 6-20 professionals, 14% have 21-100 professionals, and 3% have 100+ professionals. The types of organizations participating in the OQM program include consulting engineering firms, provincial government ministries, local municipal governments, aerospace, construction, manufacturing, heavy industry, natural resources, operations, R & D, and utilities. Engineers and Geoscientists BC estimates that about a quarter of organizations practising engineering and geoscience in BC are now in various stages of the OQM process.

The OQM Program in BC is a unique consideration for the issue of regulatory oversight for corporate practice. The program is seen by certified firms, Engineers and Geoscientists BC, and outside parties as highly effective. In March 2016 Engineers Canada approached Engineers and Geoscientists BC to express interest in making OQM a national program that would be offered on a voluntary basis to organizations employing professional engineers. As a result, in July 2016 Engineers Canada and Engineers and Geoscientists BC organized a meeting with staff from two constituent engineering associations and 8 engineering firms located outside of BC. A pilot program is currently underway to evaluate the merits of making OQM a national program. This is a coordinated initiative between Engineers and Geoscientists BC and Engineers Canada with the participation of engineering firms in New Brunswick and Ontario.

It is noted that some firms participate in external certification programs, such as ISO 9000, that also have merit in providing a high standard of quality management.

5.3 The Basic Model

Most Canadian jurisdictions apply a similar model for engineering and geoscience organizations that can be considered the 'basic model' (e.g., SK, MB, YK, NWT & NU, ON, PEI, NL, NB). The requirements to receive a permit/certificate in a basic model are completion of an application form and payment of a fee. A few jurisdictions also require the submission of supporting documents. The basic model provides the following functions:

- **Prohibits the practice of professional engineering and/or geoscience by regulated organizations unless they obtain a permit/certificate.** This provides an entry barrier to the practice of the professions by regulated organizations.
- **Provides for a registry of regulated organizations practising engineering and geoscience in the jurisdiction.** A number of the regulatory associations publish this registry on their websites to allow members of the public to verify whether an organization is registered and has a permit/certificate. This registry also provides a means for the regulatory association to communicate relevant information about the professions.
- **Ensures regulated organizations employ professional engineers, geoscientists, and/or licensees.** Having at least one professional engineer, geoscientist or licensee on staff is a prerequisite to obtaining a permit/certificate and being registered. This system provides some checks to prevent regulated organizations from practising engineering and geoscience without a qualified professional on staff. Some regulatory associations (e.g., Newfoundland) ask for corporate representatives to be identified for each discipline practised by the organization, which provides an additional check that organizations are employing professionals with the appropriate qualifications.
- **Specifies the responsibility of regulated organizations to comply with the Act regulating engineering and geoscience in the jurisdiction, and the Bylaws and Code of Ethics of the regulatory authority.** In theory, this responsibility is supposed to address any conflicts of interest within an organization that would compromise the practice of the profession for achieving another organizational objective. However, this responsibility is typically conveyed to organizations only at a high-level with little guidance around what it means to adequately fulfill this responsibility.
- **Designates corporate representatives that assume some responsibility for supporting corporate practice that complies with the Act, Bylaws and Code of Ethics.** Each jurisdiction requires that corporate representatives be named, but describes the responsibilities of corporate representatives differently. At a minimum, they serve as a key point of contact between the regulatory authority and the organization. They can also take on responsibilities for the personal supervision and responsible direction of a specific portion of the organization's professional practice.
- **Provides the regulatory association the authority to investigate regulated organizations in the event of an incident or complaint and the authority to require the production of relevant documents to inform the investigation.** While other legal mechanisms exist that can be used to investigate organizations implicated in a major incident, these mechanisms are not undertaken from the perspective of the engineering and geoscience professions' duty to protect the public and the documents in these investigations are not always available to regulators (e.g. sometimes a settlement is reached and the documents are confidential).

The basic model can be described as a reactive approach to public protection. It provides a disciplinary system in the event of a public incident or complaint regarding violations of the Act, Bylaws and Code of Ethics. The disciplinary system provides a deterrent to poor practice but does not actively encourage good practice.

5.4 Regulatory Model for Engineering and Geoscience Organizations in Alberta

The only corporate regulatory model in Canada for engineering and geoscience organizations that goes beyond the basic model described above is in Alberta.

For regulated organizations to obtain a Permit to Practice from the Association of Professional Engineers and Geoscientists of Alberta (APEGA), they must develop and submit a Professional Practice Management Plan

(PPMP).⁶ A PPMP is a written description of corporate policies, procedures and systems used to ensure that appropriate standards of professional practice are maintained. APEGA requires a Professional Practice Management Plan to address the following five elements:

(1) **Management, Organization, and Responsibilities** - ensuring that it is conducive to professional practice.

(2) **Ethical standards** – ensuring that the professional practice of the organization is defined, communicated, and implemented in accordance with the Code of Ethics and that due diligence is fulfilled.

(3) **Professional and Technical Resources** - ensuring that the work is carried out by appropriately qualified professionals and that appropriate technical facilities and resources are maintained, communicated, and available - commensurate with the professional services being provided. This would include items such as establishing clear lines of professional responsibility, assignment of appropriately skilled staff, and continuing competence of professionals.

(4) **Quality Control** - ensuring that the permit holder has adequate supervision and controls of all the professional work to ensure that it is done competently and with due diligence. It may include: definition of project scope and objectives, use of codes and standards, checking work for accuracy, independent reviews, conformance with current acceptable professional practices, coordination of multidisciplinary teams, and possible presence of a formal quality management plan.

(5) **Professional Documents and Records** - ensuring that appropriate and sufficient records are produced, maintained, and available as required.

Aside from prescribing that the Plan must cover these five elements, APEGA does not prescribe the content for the plan. It is the responsibility of the regulated organization to develop a Professional Practice Management Plan that is appropriate to their industry and practice discipline.

In its practice guideline for PPMP's, APEGA describes the rationale for these plans as follows:

If the public is to have confidence in the quality of the services of professional engineers and geoscientists, there needs to be a structured process in place for managing professional practice. As the regulator of the professions of engineering or geoscience, one of APEGA's roles is to maintain appropriate standards of professional practice with a view to protection of the public. The requirement for PPMPs is one means of fulfilling that role.

APEGA recognizes that PPMPs vary considerably in complexity and degree of detail depending on the size and nature of the professional organization. APEGA states that the PPMP should be sufficiently inclusive, explicit, and readable to allow for:

- Management and staff to understand the priority which management places on quality practice management activities, the established quality policies and procedures, and their respective quality-related roles and responsibilities.
- An assessment of the suitability and effectiveness of the organization's professional practice management system to enable management to determine if the professional practice management system meets the needs of the organization.

In early 2018, APEGA and Engineers and Geoscientists BC met to exchange information on directions for corporate regulation and recognized that both Associations had an interest in a corporate regulatory model that addresses three pillars: ethics, quality management and professional development. APEGA was also interested

⁶ Link to APEGA guideline on PPMPs: <https://www.apega.ca/assets/PDFs/professional-practice-management-plans.pdf>

in learning more about the OQM program and in particular the use of audits in the OQM program to promote understanding and compliance with program requirements. At this meeting, it was also recognized that consistent corporate regulation as it applies to engineering and geoscience practice across provincial borders may offer significant benefits to a variety of stakeholders (i.e. the public, provincial governments, regulators, corporations, and members). APEGA is currently reviewing its corporate regulatory practices and Engineers and Geoscientists BC is currently developing a framework for corporate regulation. As a result, there is a unique opportunity to explore synergies between the two associations with regards to corporate regulation. The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS) is also currently talking with APEGA about its program and exploring opportunities for alignment.

APPENDIX A - Terms of Reference for Advisory Task Force on Corporate Practice



TERMS OF REFERENCE

1. Name:

Advisory Task Force on Corporate Practice

2. Type/Reporting Relationship:

2.1 Task Force

2.2 Reporting Relationship:

The Task Force is appointed by Council and reports to Council.

3. Purpose:

Through consultation with members and stakeholders, to examine the issue of regulating companies, organizations, and sole practitioners that provide professional engineering and geoscience services, to deliver recommendations to Council on whether Engineers and Geoscientists BC should pursue regulatory authority in this area, and to propose business model that would support this regulatory framework.

4. Authorities of the Committee/Task Force:

The Task Force is authorized to provide advice, guidance, and recommendations to Engineers and Geoscientists BC Council. Recommendations to Council will be based on a majority vote of all Task Force members.

5. Function/Deliverables:

5.1 Implement the following collaborative, three-phased approach to evaluate the regulation of engineering and geoscience organizations employing professional engineers, professional geoscientists, and licensees including sole proprietorships:

5.1.1 Phase 1 – Strategic Consultation and Recommendation

- Guide consultation and consider member and stakeholder feedback in order to develop an informed opinion on whether Engineers and Geoscientists BC should pursue regulatory authority for corporate practice.
- Document options identified through the consultation process that could inform a potential approach to corporate practice oversight.
- Upon completion of Phase 1, provide a recommendation to Council on whether to pursue regulatory authority for corporate practice. Council may consider the recommendation and determine how to proceed.

5.1.2 Phase 2 – Recommend a Model for Corporate Practice Oversight

- Propose a corporate regulatory model which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.

- Consider changes of legislative elements (Act, regulations, bylaws, etc.) which may be required to implement the business model.
 - Guide consultation with stakeholders on matters deemed appropriate by the Task Force.
 - Further develop options for corporate practice oversight.
 - Consider regulatory measures that would not be detrimental to OQM but compliment and support it.
 - Keep relevant Engineers and Geoscientists BC volunteer groups informed.
 - Define the types of entities that should be subject to Engineers and Geoscientists BC regulatory oversight.
 - Ensure that the proposed corporate regulatory model is scalable to accommodate the size and nature of organizations, and be administratively efficient.
 - Review and comment on the current authority in the Act to regulate corporate practice.
 - Obtain a legal review of the preliminary regulatory model, and a suggested legislative framework to support the proposed model.
 - Make a recommendation to Council on the proposed regulatory model, including legislative framework.
- 5.1.3 Phase 3 (Subject to Council Approval of Phase 2) – Develop a Business Plan
- Identify resource requirements to implement the regulatory model approved by Council.
 - Develop a business plan with timelines.

6. Resources:

6.1 Funding for the work of the Task Force will be allocated by Council upon receipt of a request from the Task Force.

7. Membership:

7.1 A maximum of 19 members, with representation invited from the following groups/sectors:

- ACEC-BC
- Non-ACEC-BC consulting firm
- OQM-certified organization
- Investigation or Discipline committee
- Professional Practice Committee
- Council member sitting as a government appointee (Council representative)
- Manufacturing industry
- Hi-tech industry
- Mining industry
- Construction industry
- Municipal government
- Provincial government
- Federal government
- Sole practitioner
- Small organization with less than five Engineers and Geoscientists BC professionals
- A major consumer of engineering or geoscience services

7.2 If Engineers and Geoscientists BC members are not available as representatives from the sectors above, non-members may be appointed.

7.3 Failure to obtain a Task Force member from any of the sectors above does not invalidate the Task Force activity.

7.4 At least two members of the Task Force must be current members of Council.

7.5 In the event that a Task Force member is absent for three consecutive meetings, or resigns from the Task Force, the Task Force Chair may propose a replacement Task Force member to Council for consideration.

8. Term of Office:

8.1 The terms of office are until December 2018 or later as directed by Council.

9. Selection of Officers:

9.1 The Chair is appointed by Council.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

12.1 The Task Force 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. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

12.2 The Task Force Chair may communicate with Task Force members by e-mail as appropriate.

12.3 The Task Force Chair may use e-mail to propose and call for a consent resolution. The Task Force Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Task Force 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 Task Force. 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 Task Force. (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 should be ratified at the subsequent Task Force meeting and recorded in the minutes of that meeting.

12.4 Information circulated and discussed at meetings is non-confidential unless communicated otherwise.

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

14.1 The Task Force Chair shall periodically report to Council on the progress of the Task Force.

14.2 The Task Force shall review its Terms of Reference on commencement of each phase and shall recommend any changes to the Terms of Reference (through the Governance Committee).

15. Staff Support:

Director, Professional Practice, Standards and Development with participation of the Director, Communications and Stakeholder Engagement.

Approved by Council: October 15, 2015 (CO-15-94)

Revised and Approved by Council: June 17, 2016 (CO-16-58)

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

APPENDIX B - Submission from ACEC-BC, April 2018



**ACEC-BC's Submission to EGBC's
Advisory Task Force on Corporate Practice
Stage Two**

April 2018

Background

In the fall of 2015, a task force was appointed by Engineers and Geoscientists BC's (EGBC) Council to evaluate and recommend if EGBC should pursue corporate regulation of engineering and geoscience practice by corporate entities. Over the course of 14 months, the evaluation included the review and assessment of corporate practice, regulation, and strategic consultation with members and stakeholders.

The Advisory Task Force on Corporate Practice presented its recommendations to Council in May 2017. The Phase 1 recommendations report can be viewed here: https://www.egbc.ca/getmedia/03f85a9f-c5c6-40fe-a7f0-1ebddd675cfe/RecommendationsReportonCorporate-Practice_20170528.pdf.aspx.

The task force recommended that the association seek the authority to regulate practice by corporate entities, and that the corporate regulatory model be developed to demonstrate positive impacts to protect the public interest and the environment and provide benefit to the regulated organizations and the professionals that they employ. In addition, it was recommended the corporate regulatory model be scaled according to the size and nature of the organization and be administered efficiently.

The following types of organizations were recommended for regulation:

- consulting firms providing professional engineering or geoscience services (including incorporated sole practitioners);
- engineering and geoscience testing and assessment companies;
- private sector organizations that carry out the “practice of professional engineering or geoscience” for internal or external purposes; and
- public sector organizations that carry out the “practice of professional engineering or geoscience” for internal or external purposes.

Council accepted the task force's recommendations and directed it to proceed with Phase 2 of the initiative, with the objective of recommending a model for corporate regulation.

The task force is considering a number of key questions as part of its Phase 2 work.

- What types of information and documentation should be provided by regulated organizations during the initial registration process?
- Should an audit process be included in the model to promote compliance and understanding of the regulatory requirements?

- How might the association's Organizational Quality Management Program best be integrated into a corporate regulation model?
- How could the regulatory program help support ethical business practices in BC (procurement contracts, conflict of interest, etc.)?
- Would a regulated organization be required to meet a minimum standard in order to practice professional engineering or geoscience?

The Association of Consulting Engineering Companies of BC is keenly interested in the topic of corporate regulation. As ACEC-BC represents 85 of BC's consulting engineering companies that provide engineering and other technology-based intellectual services to the public and private sectors, any change in the regulatory environment will impact our membership.

In its submission to the Task Force in Phase one, ACEC-BC made the following recommendations:

1. That all entities that employ professional engineers and geoscientists who directly affect public safety and the environment through their professional activities must be regulated by EGBC.

This would hold such entities that undertake in-house engineering and geoscience services, which would include private and public sector resource companies, utilities, government funded engineering or geoscience entities, developers and contractors. It would allow EGBC to investigate organizations, including owner and client groups if required.

2. That all entities who meet the following criteria must engage in best practices that protect public interests and support the professional integrity of engineers and geoscientists alike;
 1. Have in-house professional engineers and geoscientists as a requirement of employment to plan and execute the activities of the entity;
 2. Carry out activities that affect safety of the public and the environment; and
 3. Procure the services of professional engineers and geoscientists.

Best practices include but are not limited to the mandatory use of Qualification Based Selection in competitive selection processes and use of accepted standard contracts such as CCDC documents, MMCD or ACEC documents.

This recommendation would hold client entities responsible for accepting engineering proposals which are inadequately low in price and scope, as well as applying pressure for unwise

shortcuts. Moreover, it would allow EGBC to actively investigate organizations, including owner and client groups if required.

Guiding Considerations for Corporate Regulatory Model

The ability of Engineers and Geoscientists of BC to regulate corporate entities as well as individuals is contentious within the consulting community. There are some who would view this extension as an unwarranted intrusion into company business practices while serving the public interest to little or no benefit. It will be important, therefore, for EGBC to ensure that the intent and ramifications of corporate regulation are clearly outlined, and that there are assurances in place that corporate regulation is transparent, equitable and effective without adding unnecessary costs or complexity.

Consistent with Other Jurisdictions

As noted many times, BC is the only self-regulated jurisdiction that does not have corporate regulation. The Province of Quebec regulates the engineering community and does not have corporate regulation. It is therefore important that the proposed corporate regulation model for BC is also consistent with existing models across Canada to avoid unnecessary complexities for firms already operating in other jurisdictions.

As outlined in the Corporate Practice Discussion Paper of the First phase of the Task Force, there is a range of options for the type of corporate regulatory models applied in other jurisdictions, ranging from minimum to maximum coverages. The range of corporate regulatory coverage can be characterized as follows:

- **Minimum coverage:** The minimum level of corporate regulatory coverage, which requires consulting organizations that provide engineering and geoscience services to the public to obtain a certificate/permit and excluding sole practitioners from needing a license. All jurisdictions in Canada that regulate engineering and geoscience organizations have at least this level of minimum coverage.
- **Maximum coverage:** The maximum level of regulatory coverage is requiring all organizations that practice engineering and geoscience to obtain a certificate/permit, including sole practitioners. Note that there's a clear distinction between organizations that practice engineering/geoscience and organizations that have P.Eng/P.Geo on staff. Regulating all organizations that practice engineering and geoscience would include consulting organizations (including sole practitioners), businesses that practice for internal consumption purposes only (organizations that consume engineering and/or geoscience services internally for the production of a product—e.g., engineered product companies, resource companies), and public sector organizations (e.g., provincial crown corporations, public utilities, municipal governments and provincial agencies). The rationale for regulating all organizations that practice engineering/geoscience is that any

practice of engineering/geoscience has implications for public protection and should be in compliance with the Act, Bylaws, and Code of Ethics.

Members of ACEC-BC do work across Canada and around the world. Many employees of ACEC-BC are registered in multiple jurisdictions. A proliferation of different standards and obligations would be confusing and inefficient.

Adoption of Maximum Coverage

Given ACEC-BC's previous submission, we are supportive of a Maximum Coverage model for BC. This would be more consistent with the Alberta model and would support ACEC-BC's recommendation that all entities that employ professional engineers and geoscientists who directly affect public safety and the environment through their professional activities must be regulated by EGBC.

ACEC-BC recommends that the maximum coverage model includes regulation for both incorporated and unincorporated sole practitioners who are providing engineering services. Both entities may include more than one employee and therefore should qualify for corporate regulation.

Authority to Investigate

As outlined above the range of regulatory coverage can vary. One benefit of corporate regulation is that it would allow for EGBC to undertake responsible investigation where required. Currently, EGBC can only investigate the actions of licensed individuals. One benefit of implementing maximum coverage is that it would allow for broader investigations, beyond the individual and consulting firms.

Sanctions

The discussion of what sanctions, if any, should be available to EGBC that could be levied against a corporation deemed to have fallen afoul of appropriate conduct is of interest to ACEC-BC member firms. The average member of ACEC-BC employs over 100 individuals, one third of which are professional engineers or geoscientists. Other firms that practice engineering and geoscience, such as municipalities or other organizations, employ considerably more. It is unlikely that the public interest would be served by prohibiting these entities from operating in the event of a transgression. Therefore ACEC-BC strongly recommends that EGBC not be given the authority to withhold or revoke a licence to operate from an entity unless they no longer employ a Professional Engineer or Geoscientist.

There are alternative sanctions that could be considered to better serve the public interest. Examples include:

1. Increased supervision whereby the entity would be subject to frequent audits by EGBC to ensure compliance as well as fines to cover the additional EGBC costs for such supervision.

2. Enforced supervision whereby any engineering or geoscientist work would need to be reviewed and signed off by an independent third party engineer or geoscientist as well as fines to address the additional EGBC costs for such oversight.

Any regulation should incorporate a stepped process of disciplinary notifications to public notifications.

Legislation

In order to ensure clarity and consistency, the obligation to regulate companies that practice engineering and geoscience beyond consulting firms should be embedded in legislation through amendments to the Engineers and Geoscientists Act.

Requirements for Regulation

A desired outcome of Corporate Regulation is an enhanced service to the public, through steps to improve quality of services and professional conduct of engineering entities.

Consideration could be given to requiring Corporate Registrants to be “OQM Certified” by EGBC or alternatively being required to follow a **Professional Practice Management Plan (PPMP)**, similar to APEGA. A PPMP may include a written description of a permit holder’s corporate policies, procedures and systems used to ensure that appropriate standards of professional practice are maintained.

It should be noted that the Guideline for Professional Practice Management Plans issued by APEGA states “that the professional practice of the organization is defined, communicated, and implemented in accordance with the **Code of Ethics** and that due diligence is fulfilled.” It further states that a PPMP will ensure

“that the work is carried out by appropriately qualified professionals and that appropriate technical facilities and resources are maintained, communicated, and available - commensurate with the professional services being provided. This would include items such as establishing clear lines of professional responsibility, assignment of appropriately skilled staff, and continuing competence of professionals.”

ACEC-BC notes that under the Code of Ethics which establishes the general principles and specific duties that govern how Engineers and Geoscientists BC members and licensees must conduct themselves, it is required that they “**uphold the principle of appropriate and adequate compensation for the performance of engineering and geoscience work.**”

Where a competitive procurement process is used, ACEC-BC suggests that Qualification Based Selection is the most appropriate method for selecting a design professional as it not only ensures the most qualified professional is selected but it also ensures clarity about scope, thereby enabling “appropriate

technical facilities and resources are maintained, communicated, and available - commensurate with the professional services being provided.”

Implementation

ACEC-BC suggests that EGBC ensure there are measureable performance indicators to verify/evaluate the successful implementation of any regulations. This will provide members some form of comfort with respect to the regulatory program, that public safety is in fact enhanced by the regulations and that this is not regulations just for the sake of regulations.

ACEC-BC also suggests that EGBC should actively engage stakeholder and the general business community to explain and promote the new regulatory requirements once they are implemented, as this would enhance and improve the brand of engineers. Possible venues would include UBCM, Greater Vancouver Board of Trade, and similar organizations.

ACEC-BC also strongly recommends that an advisory council be created by EGBC to specifically monitor and provide guidance and recommendations to EGBC and that all actions regarding the new requirements must be vetted and approved by this council. The council would be comprised of stakeholders, including a strong representation from ACEC-BC.

Summary

1. It will be important, therefore, for EGBC to ensure that the intent and ramifications of corporate regulation are clearly outlined, and that there are assurances in place that corporate regulation is transparent, equitable and effective without adding unnecessary costs or complexity
2. It is important that the proposed corporate regulation model for BC is also consistent with existing models across Canada to avoid unnecessary complexities for firms already operating in other jurisdictions.
3. Given ACEC-BC's previous submission, we are supportive of a Maximum Coverage model for BC, and further recommends that the model includes regulation for both incorporated and unincorporated sole practitioners who are providing engineering services.
4. One benefit of corporate regulation is that it would allow for EGBC to undertake responsible investigation where required.
5. ACEC-BC strongly recommends that EGBC not be given the authority to withhold or revoke a licence to operate from an entity unless they no longer employ a Professional Engineer or Geoscientist.
6. Any regulation should incorporate a stepped process of disciplinary notifications to public notifications.
7. The obligation to regulate companies that practice engineering and geoscience beyond consulting firms should be embedded in legislation through amendments to the Engineers and Geoscientists Act.

8. Consideration could be given to requiring Corporate Registrants to be “OQM Certified” by EGBC or alternatively being required to follow a Professional Practice Management Plan (PPMP), similar to APEGA.
9. Where a competitive procurement process is used, ACEC-BC suggests that Qualification Based Selection is the most appropriate method for selecting a design professional as it not only ensures the most qualified professional is selected but it also ensures clarity about scope, thereby enabling “appropriate technical facilities and resources are maintained, communicated, and available - commensurate with the professional services being provided.”
10. ACEC-BC suggests that EGBC ensure there are measurable performance indicators to verify/evaluate the successful implementation of any regulations.
11. ACEC-BC also suggests that EGBC should actively engage stakeholder and the general business community to explain and promote the new regulatory requirements once they are implemented, as this would enhance and improve the brand of engineers
12. ACEC-BC also strongly recommends that an advisory council be created by EGBC to specifically monitor and provide guidance and recommendations to EGBC and that all actions regarding the new requirements must be vetted and approved by this council.



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

APPENDICES

Item 5.7.3	Appendix A
Item 5.7.4	Appendix A Appendix B
Item 6.1	Appendix A
Item 6.8	Appendix A



From the office of the President / Du cabinet du président

October 22, 2018

Michael Aitken
 President, National Society of Professional Engineers
 1420 King Street
 Alexandria, Virginia
 USA 22314

Dear President Aitken:

It was a pleasure to meet you at your NSPE annual meeting in July. Given the similarities between our organizations, and the similar challenges and opportunities regarding regulation and the mobility of qualified professionals, I value the opportunity to continue working together.

We recently became aware of your September 24, 2018 letter to Ambassador Lighthizer regarding foreign trade barriers to US exports. In this letter, you express concern regarding the mobility of professional engineers and the recognition of their qualifications by engineering regulators in Canada.

We are pleased to see that the NSPE values full mobility of qualified professionals between our two countries. This is a goal shared by Canadian engineering regulators, and we would welcome an opportunity to work towards this shared goal with you.

Your letter raises concern regarding the Canadian environment work experience requirement for licensure, and raises it as a barrier to licensure for American professional engineers. I would like to take this opportunity to clarify this requirement and its application by Canadian engineering regulators.

First, and most importantly, this requirement is applied to new applicants for engineering licensure. These types of applicants receive a high level of scrutiny since the regulator needs to ensure that they can independently and competently practise engineering and protect the public interest. Factors such as holding an accredited degree or having participated in a mentorship or engineer-in-training program may decrease the risk, but a high level of scrutiny is always applied.

On the other hand, when reviewing an application from an American PE, the engineering regulators typically recognize that a competent authority has already applied this high degree of scrutiny. As a result, 7 out of twelve of the Canadian engineering regulators accept PEs as qualified for licensure and perform only a limited review of their application before granting a licence. Those who do not accept that a PE is equivalent to a P.Eng. typically check specific

requirements (e.g. proof of French language skills (in Quebec only), review of references, and/or completion of our National Professional Practice Examination which tests knowledge of local codes, standards and legislation).

Turning to new applicants for licensure, while licensure requirements vary by province/territory, every engineering regulator has five basic requirements for licensure: education, experience, character, language, and passing the National Professional Practice Examination. The experience requirement includes a requirement for one year of experience **in a Canadian environment** – not “in Canada”. This requirement is intended to ensure that applicants for licensure can demonstrate not just that they understand local codes and standards, but also that they can successfully do business in the Canadian culture.

The Canadian environment requirement can be met in a variety of ways:

- By working in Canada
- By working under the supervision of a Canadian P.Eng. outside of Canada
- By working outside of Canada for a company headquartered in Canada
- By working in an environment similar to the Canadian one (this is often the case for experience from similar countries like the US, Australia, etc.)

In addition, some regulators are involved in a pilot project to allow demonstration of certain competencies and/or completion of a “working in Canada” seminar as an alternate means of meeting this requirement.

Finally, there are two mobility agreements in place between Texas and Engineers Canada and between Nevada and Engineers Canada (the later based on the mobility registers of the International Engineering Alliance). To varying degrees, they have proved successful at providing mobility between our two countries and allowing P.Eng’s access to licensure in the US. We would be happy to see additional agreements established with other states, or at the national level, to enhance the recognition of qualified engineers.

Please don’t hesitate to contact me if you have any questions about these issues. We value our relationship with NSPE and hope to be able to continue to work together on mobility between our two countries.

Best regards,



Annette Bergeron, MBA, FEC, P.Eng.
President, Engineers Canada

September 24, 2018

Ambassador Robert E. Lighthizer
Office of the United States Trade Representative
600 17th St., NW
Washington, DC 20006

RE: Docket Number USTR-2018-0029, Comments Regarding Foreign Trade Barriers to U.S. Exports for 2019 Reporting

Dear Ambassador Lighthizer,

This letter is in reference to the August 24, 2018 Federal Register notice from the Office of the United States Trade Representative regarding the National Trade Estimate Report on Foreign Trade Barriers (83 FR 42966).

On behalf of the more than 31,000 members of the National Society of Professional Engineers (NSPE), I want to draw your attention to an unusual discrepancy in professional engineering licensure requirements between the United States and Canada.

Like the United States, Canada allows individual jurisdictions to develop their own requirements for applying for and obtaining a professional engineering license. Unlike most of the United States, however, Canadian provinces have work requirements that can only be fulfilled in Canada.

Each of the twelve Canadian provinces includes a requirement for at least one (1) year of engineering work to be completed in Canada before an engineer licensed in another country can apply to become a Professional Engineer. This discriminatory licensing requirement restricts participation of many Professional Engineers licensed in the United States. They are prohibited from practicing as licensed engineers in Canada, despite having amassed extensive engineering experience and proficiency outside of Canada.

The only exceptions to this requirement are in British Columbia, which recognizes *Engineers Canada's* mutual recognition agreements (MRA) with Hong Kong, Ireland and Australia¹, and in Saskatchewan, which recognizes the MRA with the state of Texas.² Currently, Canada has MRA's with only two states – Texas and Nevada.³ Professional Engineers from other states face unreasonable restrictions on their ability to become licensed in Canadian provinces and territories.

¹ <https://www.egbc.ca/Registered-in-Australia-Hong-Kong-or-Ireland>

² <https://www.apegs.ca/Portal/Pages/international-mobility-united-states> (Option 2 - Temporary License)

³ <https://engineerscanada.ca/become-an-engineer/international-mobility-of-engineers/mutual-recognition-agreements>

As the United States Trade Representative continues its negotiations with Canada, in efforts to reach a mutually beneficial trade agreement, the NSPE respectfully asks you to consider including Professional Engineering licensure reciprocity in your discussions. We believe the Arizona statute provides instructive model language for an MRA between Canada and the United States. It states that Professional Engineering applicants must provide evidence of work experience “attained under the direct supervision of a professional who is satisfactory to the board and registered in this state, another state or a foreign country in the profession in which the applicant is seeking registration.”⁴

As the United States and Canada continue to enjoy a mutually beneficial economic relationship, NSPE and its members believe Professional Engineers can and should be a productive part of that relationship. A Mutually Recognized Agreement between the two nations would ensure that both are able to enjoy the benefits of shared technical knowledge and expertise, while continuing to protect the public health, safety and welfare.

Sincerely,

A handwritten signature in black ink that reads "Michael Aitken". The signature is written in a cursive, flowing style.

Michael Aitken, PE, F.NSPE
President

⁴ ARS §32-122.01 <https://law.justia.com/codes/arizona/2005/title32/00122-01.html>

56th Meeting of Board of Directors

Saturday, 3 November 2018

8:30 AM – 4:30 PM

One King West Hotel & Residence
Fourteen Hundred Executive Centre
1 King Street West, Toronto, ON M5H 1A1

AGENDA & MEETING DOCUMENTS



GEOSCIENTISTS CANADA®
GÉOSCIENTIFIQUES

56th Meeting of Geoscientists Canada Board of Directors
Venue: Fourteen Hundred Executive Centre
One King West Hotel & Residence
1 King Street West, Toronto, ON M5H 1A1
Saturday 3 November 2018; 8:30 AM to 4:30 PM

Agenda		
<i>7:30 AM Breakfast</i>		
8:30 AM		
1.	Call to Order	Chair
1.1.	Health and Safety Moment	
1.2.	Notice of Meeting	
2.	Welcome Introductions and President's Opening Remarks	Chair
2.1.	Recognition of visitors/observers	
2.2.	Meeting Objectives	
3.	Approval of Agenda <i>Motion that the agenda of the 56th Meeting of the Geoscientists Canada Board of Directors be approved and that the President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.</i>	Chair
4.	Approval of Minutes Minutes - 11 September, 2018 55th Board of Directors' Meeting <i>Motion that the minutes of the Geoscientists Canada 55th Board of Directors Meeting held on 11 Sep, 2018, be approved.</i>	Chair
5.	Review of Action Items	Chair
6.	President, Executive, CEO and Other Reports	
6.1.	President's Report	Chair
6.2.	Executive Committee Report	Chair
6.3.	CEO's Report	A. Waldie
6.4.	Report on Friday meeting of Executive Committee with Directors	Chair
6.5.	Report on CEO Group meeting	D. Carter
7.	Treasurer's Reports	
7.1.	Financial Report to September 30, 2018	G. Lodha
7.2.	2019 Budget <i>Motion to approve the 2019 budget as presented.</i>	G. Lodha
<i>10:00 AM-10:15 AM Coffee Break</i>		
8.	2019 Work Plan and Implementation Table	
8.1.	2019 Work Plan <i>Motion that the Geoscientists Canada 2019 Work Plan be approved.</i>	A. Waldie

8.2.	Implementation Table Renewal Process	A. Waldie
9.	Canadian Geoscience Standards Council	
9.1.	CGSC Report <i>Motion to approve the revised Geoscience Knowledge and Experience Requirements for Professional Registration in Canada as presented.</i>	B. Broster
9.2.	AST Phase II –Status Update	K. Johnson
10.	Professional Reliance Report Update from Engineers and Geoscientists BC	A. English
<i>12:00 PM to 1:00 PM Lunch</i>		
11.	Other Geoscientists Canada Committees/Task Forces	
11.1.	Awards <ul style="list-style-type: none"> • National Awards Strategy <i>Motion to direct the Awards Committee to execute the strategy as presented.</i>	J. O'Keefe
11.2.	Audit	G. Kirkham
11.3.	Governance	J. Parks
11.4.	Nomination	J. O'Keefe
11.5.	Securities	G. Kirkham
11.6.	Professional Practice Committee	Chair
11.7.	Other Committees and Task Forces <ul style="list-style-type: none"> • Canada European Trade Agreement (CETA) (Joint External Committee) (M. Priddle – Rep) • United Nations Framework Classification (Joint External Committee) (H. Falck – Rep) • Task Group on Global Geoscience Professionalism (Joint External Committee) (A. Waldie – Rep) 	Chair
11.8.	Committee and Task Force List - review and rationalization	Chair
12.	Geoscientists Canada 25th Anniversary Celebration Discussion	A. Waldie
<i>(2:45 PM to 3:00 PM Coffee Break)</i>		
13.	Directors' Reports	
13.1	Alberta	C. Yeo
13.2	British Columbia	G. Kirkham
13.3	Manitoba	G. Lodha
13.4	New Brunswick	M. Parkhill
13.5	Newfoundland & Labrador	J. O'Keefe
13.6	Northwest Territories & Nunavut	Y. Kinakin
13.7	Nova Scotia	J. Parks
13.8	Ontario	M. Priddle
13.9	Saskatchewan	K. Ansdell



13.10	Matters arising	Chair
14.	Greetings from Visitors and Observers	Chair
14.1.	Greetings/Comments from Visitors and Observers	
15.	Other Business	Chair
16.	Future Meeting Dates	Chair
	• January Meeting Location and Timing Discussion	
17.	In Camera Session	Chair
17.1.	Motions and Actions arising from In Camera	Chair
18.	Adjournment	Chair

Future Board Meetings:

57th Board Meeting – Saturday-Sunday 26-27 January, 2019, TBD

58th Board Meeting (Conference Call) – Wednesday 10 April, 2019 (Tentative)

59th Board Meeting and 22nd Annual General Meeting of Members – Saturday 15 June 2019 Toronto (Program 14-15 June)

60th Board Meeting (Conference Call)– Thursday 12 September, 2019 (Tentative)

61st Board Meeting – Saturday 2 November, 2019 – Toronto, ON (Program 1-2 Nov)



1. CALL TO ORDER

BACKGROUND:

This is the 56th Meeting of Geoscientists Canada Board of Directors.

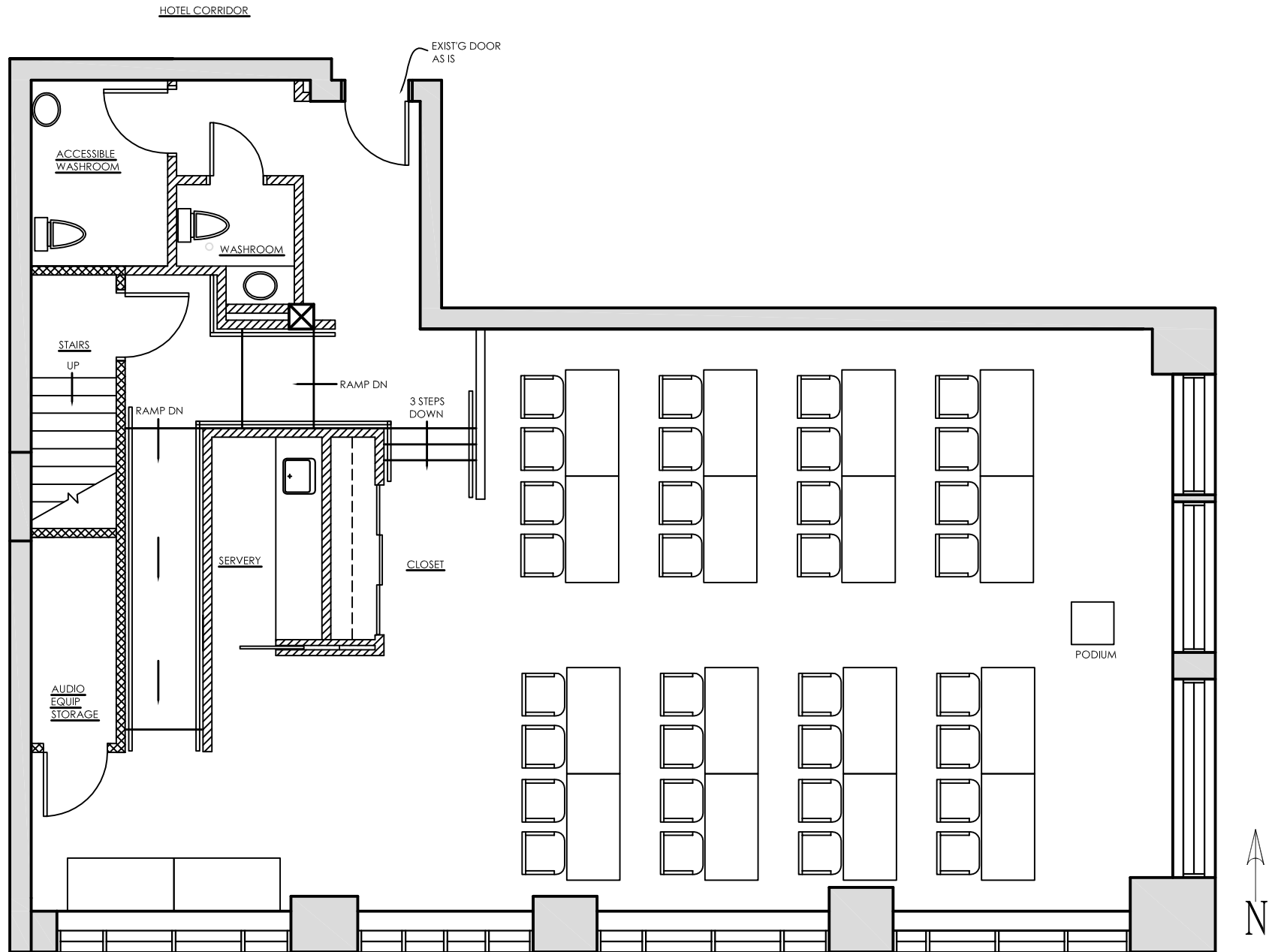
- 1.1 Health and Safety Moment
- 1.2 Notice of Meeting

- Building floor plan, with exits
- Notice of Meeting

The President will call the meeting to order.

DISCUSSIONS:

ACTIONS:



CLASSROOM CONFIGURATION

NOTICE OF MEETINGS

Date: September 12, 2018

To: Geoscientists Canada Board of Directors;
Constituent Association CEOs
Canadian and International Observers

From: Andrea Waldie, P. Geo., FGC
CEO and Secretary Geoscientists Canada

Subject: NOTICE OF MEETING
56th Meeting of Geoscientists Canada Board Directors
November 3, 2018

Geoscientists Canada will hold its fall 2018, Board of Directors' Meeting as follows:

MEETING VENUE: [One King West Hotel & Residence](#)
1 King Street West, Toronto, ON M5H 1A1

BOARD OF DIRECTORS' MEETING: **8:30 AM – 4:30 PM**
Saturday, November 3, 2018

In conjunction with the formal Board meeting on Saturday, November 3, there are other associated smaller working meetings and gatherings.

On Friday, November 2, Mark Priddle, President of Geoscientists Canada, has arranged that the Executive Committee and the Directors meet together informally for a working session, 2PM to 5PM. The CEO Group will also be meeting separately on Friday 2 November from 2PM to 5PM.

On Saturday, November 3, following the Board meeting, a Geoscientists Canada group dinner has been arranged; all meeting participants are kindly invited.

All participants are asked to complete and submit the [online Registration Form by 28th September, 2018](#). The guest rooms have been arranged for Thursday, November 1 - Saturday, November 3, 2018. The Hotel has confirmed a special, non-commissionable rate for our group (\$199.00+taxes). You are NOT required to book your hotel room, but will be responsible for the payment of your accommodation and incidental charges upon checkout.

AGENDA and REPORTS: The agenda and supporting documents will be posted for participants nearer the meetings. With respect to *Agenda Items* that you wish to have included for discussion by the Board and *Reports of Directors, Reports of Committees* and *Task Forces*, and any *prepared motions*, please ensure that all such material is submitted to the Geoscientists Canada office, in electronic format, **by 17th October, 2018**.

The meeting material will be available in electronic format only. Electronic binders will be posted for download from the Geoscientists Canada extranet, ahead of the event.

Yours sincerely,

Andrea Waldie, P. Geo.
CEO and Secretary of Geoscientists Canada
Phone: 604-412-4888
awaldie@geoscientistscanada.ca

[Online Registration Form](#)



2. WELCOME, INTRODUCTIONS and PRESIDENT'S OPENING REMARKS

BACKGROUND:

Attendees of the fall Geoscientists Canada Board of Directors meeting generally include, in addition to the Directors, some of the CA CEOs/Executive Directors and Presidents. Other observers may also present.

The President will welcome all attendees and give all participants an opportunity to briefly identify and introduce themselves.

- 2.1 Recognition of visitors/observers
- 2.2 Meeting Objectives

- Contact Directory
- Participant List
- Acronym Guide

NOTE – All Directors are reminded to review the Contact Directory and verify that their contact information and particulars are complete and correct. Corrections or changes should be provided to R. Kumar, Recording Secretary, before the end of the meeting or e-mailed to rkumar@geoscientistscanada.ca

An attendance list will circulate the room during the meeting so that all present can sign to record their presence.

DISCUSSION:

ACTIONS:

MOTION:

Motion #___

Moved by: _____ Seconded by: _____ Decision: _____



GEOLOGICISTS CANADA BOARD OF DIRECTORS
CONTACT DIRECTORY 2018-19

<p><u>President</u> <u>Director-Ontario</u> Mark Priddle, P. Geo McIntosh Perry 115 Walgreen Road, R R 3, Carp, ON K0A 1L0</p> <p>Tel:(613) 836-2184 m.priddle@mcintoshperry.com</p>	<p><u>President-elect</u> <u>Director-Nova Scotia</u> Jeff Parks, P.Geo. GHD 45 Akerley Blvd, Dartmouth, NS B3B 1J7</p> <p>Tel : (902) 468-1248 jeff.parks@ghd.com</p>
<p><u>Past President</u> <u>Director- Newfoundland & Labrador</u> Jeff O'Keefe, P.Geo. Director of Resource Management and Chief Conservation Officer Canada Newfoundland and Labrador Offshore Petroleum Board St John's Newfoundland and Labrador, A1C 6H6</p> <p>Tel : (709) 778-1406 JOkeefe@cnlopb.nl.ca</p>	<p><u>Treasurer</u> <u>Director-Manitoba</u> Ganpat Lodha, P.Geo. 158 Newcombe Cr. Winnipeg, MB R2J 3T6</p> <p>Tel: (204) 256-9885 lodhag@shaw.ca</p>
<p><u>Director-British Columbia</u> Garth Kirkham, P.Geo. Principal Geoscientist Kirkham Geosystems Ltd. 6331 Palace Place Burnaby, BC V5E 1Z6</p> <p>Tel: (604) 529-1070; gdkirkham@shaw.ca</p>	<p><u>Director-New Brunswick</u> Michael Parkhill, P.Geo. Quaternary Geologist New Brunswick Department of Energy and Resource Development - Geological Surveys Branch P.O. Box 50 Bathurst, NB E2A 3Z1, Canada 2574 Route 180 South Tetagouche, NB E2A 7B8 Tel: (506)- 547-2070 Michael.Parkhill@gnb.ca</p>
<p><u>Director- Northwest Territories and Nunavut</u> Yuri Kinakan, P.Geo. Superintendent Diavik Diamond Mines PO Box 2498 Suite 300-5201 – 50th Avenue Yellowknife, NT X1A 2P8</p> <p>Tel: (867) 669-6500 yuri.Kinakin@riotinto.com</p>	<p><u>Director-Alberta</u> Colin Yeo, P.Geo. 452 Scimitar Bay NW, Calgary, Alberta T3L 1S7</p> <p>Tel : 403-819-3733 colin.yeo@shaw.ca</p>
<p><u>Director-Saskatchewan</u> Kevin Ansdell, P.Geo. Professor Dept. of Geological Sciences Univ. of Saskatchewan 114 Science Place, Saskatoon, SK S7N 5E2</p> <p>Tel: 306-966-5698 kevin.ansdell@usask.ca</p>	



Staff	
<p><u>Chief Executive Officer</u> Andrea Waldie, P.Ge. Geoscientists Canada 200 – 4010 Regent Street Burnaby, BC V5C 6N2</p> <p>Tel: 604-412-4888 Cell: 416-885-7593 awaldie@geoscientistscanada.ca</p>	<p><u>Executive Assistant to CEO</u> Rakesh Kumar Geoscientists Canada 200 – 4010 Regent Street Burnaby, BC V5C 6N2</p> <p>Tel: (604) 412-4868 Cell: 604-379-2577 rkumar@geoscientistscanada.ca</p>

**56th Meeting of Geoscientists Canada Board of Directors
Venue: Fourteen Hundred Executive Centre
One King West Hotel & Residence
1 King Street West, Toronto, ON M5H 1A1
Saturday 3 November 2018; 8:30 AM to 4:30 PM**

List of Participants

Board of Directors

Mark Priddle - President-Elect Geoscientists Canada/ Director - Ontario
Jeff Parks- President-Elect Geoscientists Canada / Director-Nova Scotia
Jeff O'Keefe – Past President - Geoscientists Canada/Director- Newfoundland & Labrador
Ganpat Lodha - Treasurers/ Director-Manitoba
Colin Yeo - Alberta
Garth Kirkham-British Columbia
Kevin Ansdell - Saskatchewan
Michael Parkhill - New Brunswick
Yuri Kinakin - North West Territories & Nunavut

CEO Group-Geoscience

Ann English- CEO/R-EGBC
Andrew McLeod-CEO-APEGNB
David Carter-ED/R-APGNS
Bob McDonald-ED/R-APEGS
Roger Woeller – Interim CEO-APGO
Linda Golding-ED/R-NAPEG

Regrets:

Geoff Emberley- CEO/R-PEGNL
Grant Koropatnick-CEO/R-APEGM
Jay Nagendran – Registrar/CEO-APEGA

Geoscientists Canada

Andrea Waldie-CEO
Bruce Broster-Chair, CGSC
Keith Johnson-AST PH-II Project Manager
Rakesh Kumar-Executive Assistant to CEO

Observer

Jeff Killeen – PDAC

Geoscientists Canada - Table of Commonly-used Acronyms (Updated Oct 2018)

AAPG	American Association of Petroleum Geologists
AAH	Association of Applied Geochemists
AGI	American Geosciences Institute
AGU	American Geophysical Union
AIG	Australian Institute of Geoscientists
AIPG	American Institute of Professional Geologists
AME BC	Association of Mineral Exploration – British Columbia
AMF	Autorité des marchés financiers
APEGA	Association of Professional Engineers and Geoscientists of Alberta
APEGBC	Engineers and Geoscientists British Columbia
APEGM	Engineers Geoscientists Manitoba
APEGNB	Engineers and Geoscientists of New Brunswick
APEGS	Association of Professional Engineers and Geoscientists of Saskatchewan
APGNS	Geoscientists Nova Scotia
APGO	Association of Professional Geoscientists of Ontario
ASBOG	National Association of State Boards of Geology
ASC	Alberta Securities Commission
AST	Admission Support Tool (Project)
AusIMM	Australasian Institute of Mining and Metallurgy
BCSC	British Columbia Securities Commission
CANQUA	Canadian Quaternary Association
CCCESD	Canadian Council of Chairs of Earth Science Departments
CEAB	Canadian Engineering Accreditation Board
CEQB	Canadian Engineering Qualifications Board
CETA	The Canada-European Union (EU) Comprehensive Economic and Trade Agreement
CFES	Canadian Federation of Earth Sciences
CFG	Canadian Geological Foundation
CGEN	Canadian Geoscience Education Network
CGS	Canadian Geotechnical Society
CGSC	Canadian Geoscience Standards Council
CGU	Canadian Geophysical Union
CIC	Citizenship and Immigration Canada
CIM	Canadian Institute of Mining and Metallurgy
CNG	Consiglio Nazionale dei Geologi (Italy)
CNAR	Canadian Network of Agencies for Regulation
CP	Competent Person
CRIRSCO	Committee for Mineral Reserves International Reporting Standards
CSA	Canadian Securities Administrator
CSEG	Canadian Society of Exploration Geophysicists
CSPG	Canadian Society of Petroleum Geologists
CSPS	Canadian Science Policy Conference
CSUR	Canadian Society for Unconventional Resources
CWLS	Canadian Well Logging Society

EFG	European Federation of Geologists
EtP	Entry to Practice
ESDC	Employment and Social Development Canada (Formerly HRSDC)
FCRO	Foreign Credentials Referral Office
FCRP	Foreign Credentials Recognition Program
FLMM	Forum of Labour Market Ministers
FQR (WG)	Foreign Qualifications Recognition (Working Group)
G4S	Geoscience for Society
GAC	Geological Association of Canada
GIT	Geoscientists-in-Training (MIT-Members-in-Training) EIT (Engineers-in-Training)
GKE	Geoscience Knowledge and Experience Requirements for Professional Registration in Canada
GSA	Geological Society of America
GSC	Geological Survey of Canada
GSL	Geological Society of London – UK (also referred as Geol Soc)
GSSA	Geological Society of South Africa
IAH - CNS	International Association of Hydrologists – Canadian National Chapter
IAMG	International Association for Mathematical Geology
IAPG	International Association of Promoting Geoethics
ICOG	Ilustre Colegio Oficial de Geólogos (Spain)
IGC	International Geological Congress
IGI	Institute of Geologists of Ireland
INTRAW	International Observatory for Raw Materials
IPGC	International Professional Geology Conference
IUGG	International Union of Geodesy and Geophysics
IUGS	The International Union of Geological Sciences
JORC	Australasian Joint Ore Reserves Committee
KEGS	Canadian Exploration Geophysical Society
MAC	Mining Association of Canada
MAC	Mineralogical Association of Canada
NSERC	National Sciences and Engineering Resources Council of Canada
NRC	National Research Council of Canada
OGQ	Ordre des Géologues du Québec
OSC	Ontario Securities Commission
PAGSE	Partnership Group for Science and Engineering
PDAC	Prospectors and Developers Association of Canada
PEGNL	Association of Professional Engineers and Geoscientists of Newfoundland
PIC	Performance Indicator Consultants
PPC	Professional Practice Committee
QP	Qualified Person
RFG	Resources for Future Generations
SACNASP	South African Council for Natural Scientific Professions
SAIMM	South African Institution of Mining and Metallurgy
SEG	Society of Exploration Geophysicists

SGA	Society for Geology Applied to Mineral Deposits
SME	Subject Matter Expert
TG-GGP	Task Group on Global Geoscience Professionalism
UNFC	United Nations Framework Classification
USGS	United States Geological Survey
WEC	Work Experience Competency



3. APPROVAL OF AGENDA

BACKGROUND:

The President will review the meeting agenda, ask for any additional items of business and propose that the agenda be adopted.

- Agenda of the 56th meeting of Geoscientists Canada Board of Directors

DISCUSSION:

ACTIONS:

MOTION :

Motion #___ that the agenda of the 56th Meeting of the Geoscientists Canada Board of Directors be approved and that the President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: _____ Seconded by: _____ Decision: _____



4. APPROVAL OF MINUTES

BACKGROUND:

Unapproved minutes of the previous meeting of Geoscientists Canada Board of Directors, will be introduced for approval

4.1 Minutes - 11th September , 2018 55th Board of Directors' Meeting

- Unapproved Minutes from 55th Board of Directors' Meeting on 11th September , 2018

NOTE: The Geoscientists Canada minutes book is available on the extranet should there be any need to refer to any previous deliberations and decisions of the Board.

DISCUSSION:

ACTIONS:

MOTION:

Motion #__ that the minutes of the Geoscientists Canada 55th Board of Directors Meeting on 11th September, 2018, be approved.

Moved by: _____ Seconded by: _____ Decision: _____



55th Board of Directors meeting (Conference Call)
Tuesday 11 September 2018; 9:00 AM to 11:00 AM (Pacific Time)
Where: GoToMeeting : <https://global.gotomeeting.com/join/506645493>
Canada (Toll Free): 1 888 299 1889 Access Code: 506-645-493

	Minutes	Unapproved
PRESENT		
Chair	Mark Priddle, P.Geo.	President, Geoscientists Canada Director - Ontario
Executive	Jeff Parks, P.Geo.	President Elect - Geoscientists Canada Director – Nova Scotia
	Ganpat Lodha, P.Geo.	Treasurer-Geoscientists Canada Director – Manitoba
	Jeff O’Keefe, P.Geo. <i>(joined 9:20AM)</i>	Past-President Geoscientists Canada Director-Newfoundland & Labrador
	Andrea Waldie, P.Geo.	CEO - Geoscientists Canada
Directors	Colin Yeo, P.Geo. Garth Kirkham, P.Geo. Jeff Parks, P.Geo. Kevin Ansdell, P.Geo. Michael Parkhill, P.Geo. Yuri Kinakin, P.Geo.	Director- Alberta Director - British Columbia Director - Nova Scotia Director - Saskatchewan Director - New Brunswick Director - NWT & Nunavut Director
CEO Group	David Carter, P.Geo. Andrew McLeod Heidi Yang	Executive Director/Registrar – APGNS CEO-APEGNB Representative of CEO -APEGA
Staff	Rakesh Kumar	Executive Assistant to CEO-Geoscientists Canada

1. Call to order

President Priddle, Chair, called the 55th Meeting of Geoscientists Canada Board of Directors (BoD) to order at 9:01AM PDT. Chair reminded all to review meeting documents in advance of the meeting.

2. Review of meeting objectives

- Approval of Minutes of the 54th Board of Directors June 9 Meeting
- Review and recommendation of any revisions to the draft 2019 budget
- Approval of the revised Terms of Reference for Fellow Geoscientists Canada
- Appointment of members to the Professional Practice Committee
- Discussion and input on Implementation Table prior to call for input from the CAs



3. Approval of Agenda

Motion#1 that the agenda of the 55th Meeting of the Geoscientists Canada Board of Directors be approved as amended and that the President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: G. Lodha Seconded by: J. Parks Decision: Carried

Additional Item under: Other Business:
Mobility Survey discussion – C. Yeo

4. Approval of Minutes of the 54th Board of Directors Meeting June 9

Motion#2 that the minutes of the Geoscientists Canada 54th Board of Directors Meeting on 9 June, 2018, be approved as amended.

Moved by: C. Yeo Seconded by: K. Ansdell Decision: Carried

Correction in items – 11, 17 and 21.1 were noted.

Action items reviewed and reported 3 out of 4 are completed.

5. President's Update

- Had meetings with Andrea Waldie while in Toronto for other business
- Attended AIPG annual conference meeting 8-10 Sep 2018 in Colorado, USA– good discussions on licensure requirements to practice; education opportunities and how AIPG generates revenue
- Call with OGQ ED and he is open for discussion
- Communication with Geological Society of London
- Geoscientists Canada 2019 AGM will be in Toronto
- APGO is searching for a new CEO
- Thanked all for working hard on the Terms of Reference and other items

6. CEO's Update

- a. Geoscientists Canada's response letter to the Canadian Minerals and Metals Plan is available on the Extranet. Andrea Waldie introduced the Canadian Minerals and Metals Plan document "What We Heard" which will be put on the Extranet for Directors' information. CEO is following up with the Minister. Andrea Waldie noted to all that if they are speaking to any Federal minister on matters concerning Geoscientists Canada, please let the CEO know, as Geoscientists Canada must report lobbying activity.
(Jeff O'Keefe joined the meeting)
- b. Compilation of Summary CPD Table – Engineers Canada shared their Canada-wide Summary CPD table and Geoscientists Canada will now seek the information from the three Geo only CAs, including OGQ. The resulting table will be shared with with CAs and internationally. Geoscientists Canada will also receive information concerning CPD practices around the world. This sharing of information should help to inform all about CPD practices around the world.



- c. G4S Update – 2250 copies distributed. Universities have asked for more copies. Excellent feedback from various organizations. Have a very good digital presence.

7. 2019 Budget discussion

Andrea Waldie referred to her Memo in the binder with notes. Shared full budget for clearer understanding of the financial condition of the organization. Board had no issues with the draft 2019 budget going forward.

8. AST PH-II Update

- Subject Matter Experts (SMEs) Toronto Meeting was held July 9-10, 2018
 - Definitions were developed; Work Experience Competencies were pulled out of the overall Entry to Practice Competency Profile; work was started on the performance indicators
 - SMEs meeting #2 took place in Vancouver, September 7-8, 2018
- AST II Working Group Meeting (teleconference) July 30, 2018
 - Reviewed SME work to date; satisfied with outcomes
 - Next meeting of working group is September 26, 2018
- Had a productive meeting on 6 Sep with Engineers and Geoscientists of BC staff discussing online competencies platform meeting; Keith Johnson, David Cane were also present at this meeting
- CA draft Work Experience Competencies and Workplace Examples (formerly Performance Indicators) webinars are scheduled for Oct. 1, 2, 4, and 5 2018
- Work Experience Competencies/Workplace Examples Workshop will be held Oct. 26, 2018- Initial assessment rubric discussion will take place
- CGSC review, revisions, and, hopefully, approval of Work Experience Competencies/ Examples will take place Oct. 27-28 2018
- AST PH-II financial audit is taking place on Thursday, 13 Sep 2018

9. Canadian Mineral and Metals Plan GC Response letter

Discussed earlier.

10. Committees and Task Forces

- i) Audit Committee – No report
- ii) Awards Committee – Fellow of Geoscientists Canada (FGC) Terms of Reference (ToR) reviewed by Governance
- iii) Governance Committee – J. Parks reported that Governance committee reviewed the FGC ToR, which are presented to the Board for approval. Discussion ensued.

Motion# 3 Fellow of Geoscientists Canada updated ToR be approved as presented.

Moved by: J. Parks Seconded by: J. O'Keefe Decision: Carried

- iv) Nomination Committee - No report
- v) Securities Committee – No report
- vi) Professional Practice Committee – Discussed later in the meeting.



- vii) Canadian Geoscience Standards Council - CEO reported on behalf of Bruce Broster that the GKE is under review by the working group and will be reviewed in Oct by Council and then later brought forward to the Board for approval.
- viii) CETA – Mark Priddle reported that EFG is looking forward to viewing the CPD table compiled by Geoscientists Canada.
- ix) UNFC – CEO shared Hendrik Falck’s brief report, in which he mentioned that it is important for Geoscientists Canada, as the unified organization for registration of professional geoscientists in Canada to be a part of the efforts of the working group. Hendrik’s report will be available on the Extranet for further information.

Garth Kirkham informed that he is the new Canadian representative of Committee for Mineral Reserves International Reporting Standards (CRIRSCO).

11. Professional Practice Committee (PPC) – Nominees confirmation

Andrea Waldie introduced the names of five CA nominees put forward to Board for approval. Colin Yeo volunteered to be the required Board member on the PPC.

Motion#4 to approve the slate of five CA nominations and Colin Yeo as the Board representative, and activate the PPC.

Moved by: J. Parks Seconded: J. O’Keefe Decisions: Carried.

Motion#5 to stand down the Professional Practice Task Force.

Moved by: J. Parks Seconded: J. O’Keefe Decisions: Carried.

12. Implementation table

Andrea Waldie shared the implementation table with a suggested updating process:

- The current plan (updated to current date) with current action items will be supplied to the CAs, along with a brief explanation of the current plan and the revision process.
- A simplified plan form, with only the Four Objectives, and the Current Initiatives, will also be supplied to the CAs. The CAs will be able to add new initiatives, that fit within the stated objectives, to the form.
- Geoscientists Canada will compile all the information received from the CAs into a single table.
- The compiled table will be sent out to the CAs to rank the initiatives.
- The resulting ranked initiatives will be brought to the board for approval.

Action#1 Andrea Waldie to finalize the implementation table and send to CAs to add any new initiatives.

13. Review of In Camera document/policy

The In Camera document was reviewed

Motion#6 to approve the In Camera policy.

Moved by: J. Parks Seconded: C. Yeo Decisions: Carried.

14. Memorandum of Agreement with the International Association for Promoting Geoethics (IAPG)

Andrea Waldie reported that she was approached by J. Boon of the Canadian Chapter of the International Association for Promoting Geoethics (IAPG) re the promotion of Geoethics. It is a increase Geoscientists Canada's visibility, and the visibility of the CAs, internationally at no cost. We will be able to contribute in various ways, and to indicate globally that in Canada, professional geoscientists are held to legislated codes of ethics. It will also help to promote internationally that geoscience is a regulated profession in Canada. A draft Memorandum of Agreement, reviewed by the CEO, was shared with the Board for their consideration. Discussion ensued.

Action#2 Andrea Waldie to talk to Engineers and Geoscientists of BC to request that the Memorandum of Agreement be reviewed by their in-house lawyer and then take the resulting document to Executive for decision.

Board unanimously supported the concept and advised CEO to proceed with the decision of the Executive Committee.

15. Global Mentoring Program

During the Resources for Future Generations conference, an impromptu discussion took place between the European Federation of Geologists, the Australian Institute of Geoscientists, the American Institute of Professional Geologists, and Geoscientists Canada concerning the development of a Global Mentoring program. Any program put forward would be to the most rigorous standard. It would be an opportunity for young Canadian geoscientists and it brings attention and international awareness to professional geoscience in Canada. It will not be a binding on CAs and participation will be purely on a voluntary basis. It was suggested to keep the discussion live with other organization.

Discussion ensued.

16. Geoscientists Canada 25th Anniversary Celebration in two years

Andrea Waldie led the discussion on Geoscientists Canada 25th Anniversary that is in two years. It was suggested that planning for this needs to be added to the 2020 budget. It was deferred to the November Board meeting for further discussions.

17. CA AGMs attendance

Engineers Geoscientists Manitoba – Winnipeg, MB, October 18, 2018 – Ganpat Lodha will be attending on behalf of Geoscientists Canada.

Engineers and Geoscientists of BC – Vancouver, October 18-20, 2018 – Garth Kirkham will be attend on behalf of Geoscientists Canada.

Mark Priddle and Andrea Waldie will work on the message and pass it on to both.

18. Other business

Mobility Survey – Colin Yeo raised that Geoscientists Canada surveys all the CAs annually and gathers mobility data, but there is no full analysis completed and reported. He suggested foregoing the Mobility Survey moving forward as this data is not used by CAs.

Action#3 Andrea Waldie to get in touch with Oliver Bonham and find out how the mobility data is used.

PAGSE – It was unanimously decided not to renew the PAGSE membership.

Professional Reliance Review – Garth Kirkham brought to the Board’s attention the BC Government led Professional Reliance Review of Engineers and Geoscientists of BC with the goal of examining the current legislation governing qualified professionals in the natural resource sector, and the role the professional associations play in upholding the public interest. On June 28, the BC Ministry of Environment and Climate Change released its final report on the review of professional reliance in the natural resource sector. The report’s recommendations suggest some significant changes are coming to the governance of regulators like Engineers and Geoscientists BC.

It was suggested to have detailed discussion on this with more information at the November meeting.

19. Next Meetings –

- 56th Board Meeting – Saturday 3 November, 2018 – Toronto, ON (Program 2-3 Nov)
- 57th Board Meeting – Saturday-Sunday 26-27 January, 2019, TBD
- 58th Board Meeting (Conference Call) – Wednesday 10 April, 2019 (Tentative)
- 59th Board Meeting and 22nd Annual General Meeting of Members – Saturday 15 June 2019 Toronto (Program 14-15 June)
- 60th Board Meeting (Conference Call)– Thursday 12 September, 2019 (Tentative)
- 61st Board Meeting – Saturday 2 November, 2019 – Toronto, ON (Program 1-2 Nov)

20. Adjournment

C. Yeo moved to adjourn.

The meeting was adjourned at 11:27 am PDT.

List of Motion and Actions

Motion#1 that the agenda of the 55th Meeting of the Geoscientists Canada Board of Directors be approved as amended and that the President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: G. Lodha Seconded by: J. Parks Decision: Carried

Motion#2 that the minutes of the Geoscientists Canada 54th Board of Directors Meeting on 9 June, 2018, be approved as amended.

Moved by: C. Yeo Seconded by: K. Ansdell Decision: Carried

Motion# 3 Fellow of Geoscientists Canada updated ToR be approved as presented.

Moved by: J. Parks Seconded by: J. O'Keefe Decision: Carried

Motion#4 to approve the slate of five CA nominations and Colin Yeo as the Board representative, and activate the PPC.

Moved by: J. Parks Seconded: J. O'Keefe Decisions: Carried.

Motion#5 to stand down the Professional Practice Task Force.

Moved by: J. Parks Seconded: J. O'Keefe Decisions: Carried.

Motion#6 to approve the In Camera policy.

Moved by: J. Parks Seconded: C. Yeo Decisions: Carried.

Action#1 Andrea Waldie to finalize the implementation table and send to CAs to add any new initiatives.

Action#2 Andrea Waldie to talk to Engineers and Geoscientists of BC to request that the Memorandum of Agreement be reviewed by their in-house lawyer and then take the resulting document to Executive for decision.

Action#3 Andrea Waldie to get in touch with Oliver Bonham and find out how the mobility data is used.



5. REVIEW OF ACTION ITEMS

BACKGROUND:

Action items arising out of the 55th meeting, and any incomplete Actions Items carried forward from previous meetings of the Board will be reviewed and reported upon.

Those incomplete Action Items, that the Board agrees should remain on the list, will be recorded again into the minutes, together with the names of the responsible individual(s) and an expected time frame for completion of the Action(s).

DISCUSSION:

ACTIONS:

MOTION :

Motion #___

Moved by: _____ Seconded by: _____ Decision: _____



6. PRESIDENT, EXECUTIVE, CEO AND OTHER REPORTS

BACKGROUND:

The President will report on the activities of the President and will summarize business conducted by the Executive Committee since the last Board meeting. Copies of the minutes of intervening Executive Committee meetings are provided for the record.

The CEO will report on operations at Geoscientists Canada since the September meeting.

The President Elect will report on the meeting of the Executive Committee with Directors, held the day previous.

It is not normally expected that items that arise as part of these reports will be dealt with immediately, as most will likely be items that will be covered in greater depth as part of the day's agenda to follow.

Any new items of business raised in this section will, at the discretion of the chair, be either added to the agenda under Other Business or dealt with right away.

- 6.1 President's Report
- 6.2 Executive Committee Report
- 6.3 CEO's Report
- 6.4 Report on Friday Meeting of Executive Committee with Directors
- 6.5 Report on CEO Group meeting

- Minutes of Executive Committee Meetings since August, 2018
- Signed Memorandum of Understanding International Association for the Promotion of Geoethics (IAPG)-Geoscientists Canada

DISCUSSION:

ACTIONS:

MOTION :

Motion # _____

Moved by: _____ Seconded by: _____ Decision: _____



Executive Committee Meeting
Wednesday, August 1 2018 8:00 AM PST - webhosted

Minutes

Approved

Present

Members

Mark Priddle	President
Jeff O'Keefe	Past President
Ganpat Lodha	Treasurer
Andrea Waldie	CEO

Regrets

Member	Jeff Parks	President Elect
Staff	Rakesh Kumar	Executive Assistant to CEO

1. Call to order

Chair, Mark Priddle called the meeting of the Executive Committee to order 8:45 AM PST.

2. Approval of agenda

Motion #1 that the agenda be approved and the President authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: G. Lodha Seconded by: J. O'Keefe Decision: Carried.

3. Approval minutes (25 June, 2018)

Motion #2 that the minutes of the Executive Meeting held on 25 June 2018, be approved.

Moved by: G. Lodha Seconded by: J. O'Keefe Decision: Carried.

4. Review Motions and Outstanding Action Items - Executive Meetings and BoD/AGM 9 June)

List of Motions – June 25, 2018

Motion #1 that the agenda be approved and President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Motion #2 that the minutes of the Executive Meeting held on 9 May 2018, be approved.

Motion #3 that Hendrik Falck, Past President Geoscientists Canada, be appointed as a representative to UNFC to participate/attend meetings and report by memo to Geoscientists Canada on the matters discussed.

Motion #4 to adjourn.

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It was decided that for future meetings, there would be no need to review the motions of the previous meeting. All action items that may come out of a motion will be recorded as an action item during the meeting and will form part of the list of action items reviewed at future meetings. Once an action item is marked as Done during a meeting, it will not be included as part of the minutes of next meeting. Only outstanding action items will be included in the minutes of the next meeting.

List of Action Items from May 9, 2018

Action #2 (20180509) Andrea Waldie to compile a list of CPD requirements across CAs.

List of Action Items from June 25, 2018

Action #1 (20180625) Andrea Waldie and Jeff Parks to draft the FGC qualification criteria wording before seeking input from the Governance Committee.

Done

Action #2 (20180625) Jeff O'Keefe to share letter with Andrea Waldie before sending to CAs the week of June 25.

Done

Action #3 (20180625) Andrea Waldie to share recommendation letter with the Executive before sending it to Ministry.

Done

Action #4 (20180625) Andrea Waldie to create an implementation table updating process document.

Action #5 (20180625) Andrea Waldie to send a letter to Directors seeking volunteers from CAs for Professional Practice Committee.

Done

Action #6 (20180625) Jeff O'Keefe to provide recommendations on a communication plan on requesting nominations for the national awards documented in the document circulated at the June Board meeting.

Action#7 (20180625) Andrea Waldie to draft a letter re Yukon and share it with Mark Priddle before sending it to Yukon.

Action #8 (20180625) Andrea Waldie and Mark Priddle to find out if there are any conflicts with CA meetings before finalizing 2019 AGM date.

Done

Action #9 (20180625) Andrea Waldie to prepare a list of suggested criteria for consideration when selecting Board members, the criteria to change year-to-year depending on the diversity of the Board.

List of Action Items from Board of Directors Meeting June 9, 2018

Action#1(20180609 BoD) Andrea Waldie to draft a letter (responding to Canadian Minerals and Metals Plan Discussion Paper), with assistance from Board, and share it with CAs for their feedback.

Done

Action#2 (20180609 BoD) CEO to pull together a document in relation to the Implementation Table to provide greater clarity, and discuss it with the Directors before finalizing the document. The Implementation Table clarifying document will then be provided to CAs for feedback through Directors.

Action# 3 (20180609 BoD) Jeff Parks and Andrea Waldie to send communication to the CAs to recommend nominees for this (the Professional Practice) committee.

Done

Action#4 (20180609 BoD) Awards Committee to develop a communication and actionable plan with regards to the National Awards Geoscientists Canada Coordination initiative.

List of Action Items (Actionable Motions) from Annual General Meeting June 9, 2018

Motion #4 (20180609 AGM) that Geoscientists Canada communicate to Engineers Yukon that Geoscientists Canada can provide support in the event that they plan to register geoscientists.

Motion #5 (20180609 AGM) that the board of Geoscientists Canada develop communication focused on professional registration in the academic community.

5. President's Update

The President has been involved in maintaining Geoscientists Canada administration items and has held a meeting with Ordre des géologues du Québec (OGQ) executive director, Claude David. He plans to have future discussions Mr. David.

6. CEO Updates

The CEO provided a brief update on the following items:

- Geoscience and Canada Booklet (G4S) – All English printed copies have now gone out, with the exception of 10 copies to go to various government ministers. The French version of the booklet has been printed. Copies have gone to OGQ and other French speaking provinces. Both English and French have been posted to Geoscientists Canada website. The booklet has received excellent feedback through various media. The CEO continues to follow-up on committed donations not yet received.
- Request for further information concerning FGC nominees has gone to the CAs. Responses are due by August 10, 2018.

National Association of Pharmacy Regulatory Authorities (NAPRA) – Letter Request (Doc 2)

A request was received through the Canadian Network of Agencies for Regulation (CNAR), from NAPRA re support for intervener status concerning two Supreme Court Cases. NAPRA believes the cases have bearing on the standard of review, leading to greater judicial involvement in decisions made by administrative decision makers such as the regulatory bodies. Discussion ensued.

It was decided that at this time, without a clear understanding of the direction that NAPRA is taking, and due to the time constraints provided, not to participate.

Global Mentoring Program (Doc 3)

The European Federation of Geologists (EFG), the Australian Institute of Geoscientists (AIG), the American Institute of Professional Geoscientists (AIPG), and the CEO of Geoscientists Canada have discussed potential for a Global Mentoring Program. The concept was discussed among executive.

Action #1 (20180801) Andrea Waldie to indicate the interest of Geoscientists Canada to EFG, AIG, and AIPG in assisting in the development of a global mentoring program.

International Association for Promoting Geoethics (IAPG) (Doc 4)

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This group is extremely active in promoting geoethics, having members in 124 countries on five continents. Geoethics, by the IAPG definition, consists of research and reflection on the values which underpin appropriate behaviours and practices, wherever human activities interact with the Earth system. Geoethics deals with the ethical, social and cultural implications of geoscience education, research and practice, and with the social role and responsibility of geoscientists in conducting their activities. IAPG promotes geoethics through the international collaboration with Associations and Institutions.

Discussion regarding pursuing a MoU with the IAPG ensued.

Action #2 (20180801) Andrea Waldie to contact IAPG and discuss the content of a potential MoU.

International Association on Geodiversity (Doc 5)

The group and their focus on mitigating barriers that have traditionally excluded students and geoscience professionals due to a temporary or permanent disability was presented for the information of executive. The undertakings of this group will be monitored by the CEO.

7. Committees

Audit – No report.

Awards – No report.

Governance – Work on the FGC Terms of Reference is underway and on schedule. Work on the Policy for In Camera Sessions for the Board is also underway and on schedule.

Nomination – No report.

Securities – No report. To note: July 2018 updated QP short course loaded onto Extranet. APGO plans to present the short course in the near future.

Professional Practice – A call for nominees to populate the committee has gone out to all CAs.

CGSC – The AST II working group of the CGSC met on July 30 to review the progress of the ASTII project and to plan upcoming work. The GKE Aesthetics group will meet August 2nd to review new images for the updated GKE.

CETA & UNFC – No report.

8. AST II Update

The first Subject Matter Expert (SME) group face to face meeting was held July 9 and 10 in Toronto. The initial draft list of Work Experience Competencies was developed. Several assumptions and definitions were also developed. Discussions were held by the SMEs on performance indicators and their development.

The AST II Working Group met on July 30 to discuss project progress and developments. Project manager (PM) Keith Johnson, Performance Indicators Consultant (PIC) David Cane, and Andrea Waldie were also in attendance. Developments coming out of the SME meeting were reviewed. The Working Group was satisfied with the developments to date.

The required quarterly report for the project was filed with Employment and Social Development Canada (ESDC). An update teleconference meeting was held with ESDC representative Molly Grey on July 25, with Keith Johnson and Andrea Waldie in attendance.

The project is moving ahead on time and currently under budget. However, it is expected that as the project progresses, the budget will be met as expected.

9. Draft Budget for 2019

The draft budget was presented and a review ensued. Suggested revisions were made and noted.

Action #3 (20180801) Andrea Waldie to revise the 2019 budget as suggested and noted during the meeting.

10. Other Business

No other business. Jeff O'Keefe noted that he plans to attend the strategic planning session at PEGNL.

11. Next meeting

September 19, 2018 9:00 AM PST

12. Adjournment

Motion #3 to adjourn.

Moved by: G. Lodha.

The meeting was adjourned at 10:05 AM PST.

List of Motions

Motion #1 that the agenda be approved and the President authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: G. Lodha Seconded by: J. O'Keefe Decision: Carried.

Motion #2 that the minutes of the Executive Meeting held on 25 June 2018, be approved.

Moved by: G. Lodha Seconded by: J. O'Keefe Decision: Carried.

Motion #3 to adjourn.

Moved by: G. Lodha.

List of Action Items

Action #1 (20180801) Andrea Waldie to indicate the interest of Geoscientists Canada to EFG, AIG, and AIPG in assisting in the development of a global mentoring program.

Action #2 (20180801) Andrea Waldie to contact IAPG and discuss the content of a potential MoU.

Action #3 (20180801) Andrea Waldie to revise the 2019 budget as suggested and noted during the meeting.

List of Action Items from May 9, 2018

Action #2 (20180509) Andrea Waldie to compile a list of CPD requirement across CAs.

List of Action Items from June 25, 2018

Action #4 (20180625) Andrea Waldie to create an implementation table updating process document.

Action #6 (20180625) Jeff O'Keefe to provide recommendations on a communication plan on requesting nominations for the national awards documented in the document circulated at the June Board meeting.

Action#7 (20180625) Andrea Waldie to draft a letter re Yukon and share it with Mark Priddle before sending it to Yukon.

Action #9 (20180625) Andrea Waldie to prepare a list of suggested criteria for consideration when selecting Board members, the criteria to change year-to-year depending on the diversity of the Board.

List of Action Items from Board of Directors Meeting June 9, 2018

Action#4 (20180609 BoD) Awards Committee to develop a communication and actionable plan with regards to the National Awards Geoscientists Canada Coordination initiative.

List of Action Items (Actionable Motions) from Annual General Meeting June 9, 2018

Motion #4 (20180609 AGM) that Geoscientists Canada communicate to Engineers Yukon that Geoscientists Canada can provide support in the event that they plan to register geoscientists.

Motion #5 (20180609 AGM) that the board of Geoscientists Canada develop communication focused on professional registration in the academic community.



Executive Committee Meeting
Wednesday, September 19 2018 9:00 AM PST - webhosted

	Minutes	Approved
Present		
Members		
	Mark Priddle	President
	Jeff Parks	President Elect
	Jeff O'Keefe	Past President
	Ganpat Lodha	Treasurer (joined at 9:38 AM PST)
	Andrea Waldie	CEO
Staff	Rakesh Kumar	Executive Assistant to CEO

1. Call to order

Chair, Mark Priddle called the meeting of the Executive Committee to order 9:15 AM PST.

2. Approval of agenda

Motion #1 that the agenda be approved and the President be authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: J. Parks Seconded by: J. O'Keefe Decision: Carried.

3. Approval minutes of 1 August 2018 Executive Meeting

Motion #2 that the minutes of the Executive Meeting held on 1 August 2018, be approved.

Moved by: J. O'Keefe Seconded by: J. Parks Decision: Carried.

4. Review of Action Items

- 1 August 2018 Executive Meeting
- 11 September 2018 Board Meeting

Action Items List from August 1, 2018 Minutes

List of Action Items

Action #1 (20180801) Andrea Waldie to indicate the interest of Geoscientists Canada to EFG, AIG, and AIPG in assisting in the development of a global mentoring program.

Done

Action #2 (20180801) Andrea Waldie to contact IAPG and discuss the content of a potential MoU. **Done**

Action #3 (20180801) Andrea Waldie to revise the 2019 budget as suggested and noted during the meeting. **Done**

List of Action Items from May 9, 2018

Action #2 (20180509) Andrea Waldie to compile a list of CPD requirement across CAs. (In progress)

List of Action Items from June 25, 2018

Action #4 (20180625) Andrea Waldie to create an implementation table updating process document. **Done**

Action #6 (20180625) Jeff O'Keefe to provide recommendations on a communication plan on requesting nominations for the national awards documented in the document circulated at the June Board meeting. (In progress)

Action#7 (20180625) Andrea Waldie to draft a letter re Yukon and share it with Mark Priddle before sending it to Yukon. **Done**

Action #9 (20180625) Andrea Waldie to prepare a list of suggested criteria for consideration when selecting Board members, the criteria to change year-to-year depending on the diversity of the Board. (In Progress)

List of Action Items from Board of Directors Meeting June 9, 2018

Action#4 (20180609 BoD) Awards Committee to develop a communication and actionable plan with regards to the National Awards Geoscientists Canada Coordination initiative. (In Progress)

List of Action Items (Actionable Motions) from Annual General Meeting June 9, 2018

Motion #4 (20180609 AGM) that Geoscientists Canada communicate to Engineers Yukon that Geoscientists Canada can provide support in the event that they plan to register geoscientists. **Done**

Motion #5 (20180609 AGM) that the board of Geoscientists Canada develop communication focused on professional registration in the academic community.

List of Action Items from Board of Directors Meeting 11 September 2018

Action#1. Andrea Waldie to prepare implementation table initiatives input document and send it to CAs. (TBD)

Action#2. Andrea Waldie to seek review of the draft MoU with IAPG by Engineers and Geoscientists of BC in-house lawyer. **Done**

Action#3. Andrea Waldie to get in touch with Oliver Bonham about the use of Mobility Survey data. **Done**

Action#4. Andrea Waldie to convey the PPC appointments to CAs and the appointees.

5. President's Update

The President attended the AIPG conference 8-10 Sep 2018 in Colorado, USA. An individual approached Mark Priddle about obtaining a copy of our QP Short course. It noted that the QP Short Course was developed on behalf of Geoscientists Canada and our members, and that before sharing the course outside of its intended use, that it should be determined if there should be a cost involved.

6. CEO Updates

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The CEO provided a brief update on the following items:

- Andrea Waldie was in Burnaby office from 6 to 13 September.
- Attended AST II SMEs meeting on 7 Sep in Vancouver
- Federal Labour Minister Office called to convey that the Minister would like to have a Press Conference to announce the AST PH-II project on Tuesday 18 Sep, while the Minister is in Vancouver. However, due to short notice, scheduling conflict, and no appropriate person in the BC office to greet the Minister, the Minister's office graciously agreed to schedule it some other day in future.
- AST II update – "Work Experience Competencies and Workplace Examples", the document is ready for the Working Group which is meeting on 26 September and the Webinars are scheduled on 1, 2, 4 and 5 October. The draft feedback form is ready and one response from each CA will be sought after the final webinar. A Workshop is scheduled on 26 October 2018 in Toronto where three representatives are invited from each CA. "Work Experience Competencies and Workplace Examples" will be discussed at this workshop which will be reviewed by Canadian Geoscience Standards Council on 27 October to approve it in principle on that day. The resulting document will be shared with the Board in November for approval in principle.
- CEO received an invitation from Engineers Canada to join their working group on Pan Canadian Platform for work experience competencies.
- Mobility Survey – The survey was discussed with O. Bonham and he pointed out that on occasion CAs have asked for information that they are tracking which they not able to track from other CAs; Geoscientists Canada is able to provide this data. This information is also used when Geoscientists Canada is applying for government grants. It is much easier to have this data collected every year then attempt to retrieve retroactively if it is needed. It is a good idea to write a memo to Board explaining why we are collecting it and use of it.
- The Andrew's Text Book "Canadian Professional Engineering and Geoscience: Practice and Ethics" publisher wishes to revise the text to make it more useful to geoscientists. Hendrik Falck is already part of this review and the CEO Geoscientists Canada shall be getting an invite soon to be part of this review.
- MoU with IAPG – After receiving the legal opinion and making suggested changes, the draft MoU with track changes was shared with Executive for approval to move forward.

Motion#3 to approve that the draft MoU to be sent to IAPG for review.

Moved by: J. Parks Seconded by: G. Lodha Decision: Carried.

- Trademark approvals and next steps – Geoscientists Canada received the approval for our certification marks of "P.Geo" and "Professional Geoscientist". The government will be posting it for public comment/objections. Geoscientists Canada need to file any corrections to the application before 5 Oct. It was pointed out that a correction is needed in the P.Geo document; website to read www.geoscientistscanada.ca instead of www.geoscience.ca.

Action#1 Andrea Waldie to check with lawyer as to how complicated it would be if change(s) were to be made to the Defined Standard (item-4) of the document, specifically the wording of the knowledge requirements.

- Financial statements-There were no concerns.
- It was noted that Oliver Bonham is receiving the inaugural Hon Fellowship Award from the Institute of Geologists of Ireland. This news will be shared with CAs.

It was advised to include explanatory note for budget when it is presented to Board for approval in November.

7. Committees

Audit – No report.
Awards – No report.
Governance – No report
Nomination – No report.
Securities – No report.
Professional Practice – No report.
CGSC – GKE revisions are underway.
CETA & UNFC – No report.

Director's Manual has been updated with new Professional Practice Committee ToR and in camera Policy which shall be posted soon on the Extranet.

8. Agenda Items for Board Meeting – Nov 3, 2018 II Update

Potential agenda items were reviewed. Agenda items will be finalized after the next Executive meeting.

International Participation – Where, how, and the cost of Geoscientists Canada participation internationally is to be documented. Add this item for discussion at the November meeting.

Action #2 Andrea Waldie to list all Geoscientists Canada's international activities and the costs (time and money) to Geoscientists Canada.

9. Other Business

No other business.

10. Next meeting

Wednesday 17 October, 2018; 8:00 AM PST

Mark Priddle is on vacation from 5 Oct to 25 Oct, 2018. Jeff Parks will Chair the 17 Oct Executive meeting.

2 November 2018 – Executive will meet before meeting the Board.

11. Termination of Meeting

Motion #4 to adjourn.

Moved by: J. Parks.

The meeting was adjourned at 10:09 AM PST.

List of Motions

Motion #1 that the agenda be approved and the President authorized to revise the order of business as necessary to accommodate the needs of the meeting.

Moved by: J. Parks Seconded by: J. O'Keefe Decision: Carried.

Motion #2 that the minutes of the Executive Meeting held on 25 June 2018, be approved.

Moved by: J. O'Keefe Seconded by: J. Parks Decision: Carried.

Motion#3 to approve that the draft MoU to be sent to IAPG for review.

Moved by: J. Parks Seconded by: G. Lodha Decision: Carried.

Motion #4 to adjourn.

Moved by: J. Parks.

List of Actions

Action#1 Andrea Waldie to check with lawyer as to how complicated it would be if change(s) were to be made to the Defined Standard (item-4) of the document, specifically the wording of the knowledge requirements.

Action #2 Andrea Waldie to list all Geoscientists Canada's international activities and the costs (time and money) to Geoscientists Canada.



MEMORANDUM OF UNDERSTANDING (MoU)

International Association for Promoting Geoethics (IAPG)

and

Geoscientists Canada/Géoscientifiques Canada (GC)

1. Aim

The aim of the memorandum of understanding (MoU) is to develop a co-ordinated approach, where appropriate, for promoting initiatives and events discussing the ethical, social, and cultural implications of geoscience, and favouring high ethical standards in the research and practice of geoscience in order to better serve society.

2. Parties

- (A) **IAPG** is a multidisciplinary, scientific association for widening the debate on problems of Ethics applied to the Geosciences, with a worldwide membership providing a global network of more than 2000 members in 124 countries on 5 continents. The IAPG is legally recognized as a non-profit scientific association, has its Head Office c/o the Istituto Nazionale di Geofisica e Vulcanologia in Rome (Italy), and its network can count on 30 national sections. The IAPG is an affiliated organization of the International Union of Geological Sciences (IUGS), an International Associate Organization of the American Geosciences Institute (AGI), an Associate Society of the Geological Society of America (GSA), an Associate Society of the Geological Society of London (GSL), an Associate Organisation of the Geoscience Information in Africa - Network (GIRAF), a member organisation of the International Council for Philosophy and Human Sciences (ICPHS). Moreover, the IAPG has agreements of collaboration with numerous geosciences organizations (American Geophysical Union – AGU, Geological Society of America – GSA, EuroGeoSurveys - EGS, European Federation of Geologists - EFG, International Association for Engineering Geology and the Environment - IAEG, International Association of Hydrogeologists - IAH, International Geoscience Education Organisation - IGEO, African Association of Women in Geosciences - AAWG, Initiative on Forensic Geology - IUGS-IFG, etc.
- (B) **GC** is the national organization of the 9 provincial and territorial regulatory bodies that govern Canada's professional geoscientists and geoscientists-in-training. Geoscientists Canada co-ordinates development of high national standards of admissions, competency, practice and mobility to ensure that Canada is served by a skilled, versatile,



reputable and accountable geoscience profession.

3. Terms

The MoU expresses a mutual desire to cooperate on a range of themes in the field of ethics in geoscience. It helps to assure a continued IAPG-GC cooperation and coordination on issues of common interests, in particular, the following:

- promotion of principles of ethics, research integrity, and professional ethical deontology in geoscience activities among their networks;
- definition of ethical issues, with accompanying case-studies, where appropriate, affecting the geoscience community and organizations;
- co-organization of scientific events to disseminate concepts of ethics in geoscience, among both the professional and research communities, with particular attention to young geoscientists;
- production of relevant publications and communications.

Both organizations will establish a liaison to ensure good information flow and cooperation.

IAPG shall, as appropriate:

- 1) promote GC's initiatives and events on themes of common interest through its webpages and publications;
- 2) collaborate with GC on issues related to ethical and social implications of geoscience;
- 3) foster collaboration in projects where themes of ethics, research integrity and professional ethical deontology in geoscience are involved;
- 4) involve GC in IAPG's publications and in scientific meetings/congresses on ethics in geoscience organized by the IAPG.

GC shall, as appropriate:

- 1) promote IAPG's initiatives and events on themes of common interest through its webpage and publications;
- 2) collaborate with IAPG on issues related to ethical and social implications of geoscience;
- 3) foster collaboration in projects where themes of ethics, research integrity and professional ethical deontology in geoscience are involved;
- 4) involve IAPG in GC's publications and in GC's meetings and activities concerning themes related to ethics in geoscience research and practice.

This MoU will expire after 5 years from signature date unless otherwise extended. It may be dissolved by either organization at any time with 30 days notice.

The parties to this MoU do not intend to create contractual relations by their execution of the



MoU, and this MoU is solely intended as a general outline of the intention of the parties and not an agreement with legal, binding, or enforceable effect.

This MoU was signed on 22 September 2018.

Signed:

Silvia Peppoloni
(IAPG Secretary General)

Mark Priddle
(President, Geoscientists Canada)



7. TREASURER'S REPORTS

BACKGROUND:

The Treasurer will present the interim financial report covering operations up until September 30.

- 7.1 Financial Report to September 30, 2018
- 7.2 2019 Budget

- Financial Report to September 30, 2018
- Memo to Directors – 2019 Draft Budget Notes
- 2019 Full Year Draft Budget
- 2019 Profit & Loss Draft Budget by Class

DISCUSSION:

ACTIONS:

MOTION :

Motion #__ to approve the 2019 budget as presented.

Moved by: _____ Seconded by: _____ Decision: _____

4:54 PM

Geoscientists Canada/Géoscientifiques Canada

Balance Sheet

As of September 30, 2018

10/09/18

Accrual Basis

	Sep 30, 18
ASSETS	
Current Assets	
Chequing/Savings	
1000 · General Bank Account	331,993.58
1001 · Money market Account	111,210.43
1002 · TD Term Deposit	16,500.00
1010 · BMO Account	
1011 · BMO Term Deposits Account	192,090.00
1010 · BMO Account - Other	9,904.00
Total 1010 · BMO Account	<u>201,994.00</u>
Total Chequing/Savings	661,698.01
Accounts Receivable	
1200 · Accounts Receivable	2,655.90
Total Accounts Receivable	<u>2,655.90</u>
Other Current Assets	
1220 · Accrued Interest	4,156.88
1300 · Prepaid Expenses	13,347.25
1400 · GST/HST Receivable	29,542.42
Total Other Current Assets	<u>47,046.55</u>
Total Current Assets	711,400.46
Fixed Assets	
1500 · Fixed Assets	
1520 · Computer & Equipment	5,519.42
1525 · Acc. Amort - Computer & Equip	-2,041.23
Total 1500 · Fixed Assets	<u>3,478.19</u>
Total Fixed Assets	<u>3,478.19</u>
TOTAL ASSETS	<u>714,878.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	19,056.32
Total Accounts Payable	<u>19,056.32</u>
Other Current Liabilities	
2050 · Due To/Form APEGBC	7,083.64
2200 · GST/HST Payable	20,817.38
Total Other Current Liabilities	<u>27,901.02</u>
Total Current Liabilities	<u>46,957.34</u>
Total Liabilities	46,957.34
Equity	
3900 · Unrestricted Balance	510,404.13
Net Income	157,517.18
Total Equity	<u>667,921.31</u>
TOTAL LIABILITIES & EQUITY	<u>714,878.65</u>

4:42 PM

10/09/18

Geoscientists Canada/Géoscientifiques Canada
A/R Aging Summary
 As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
APGNS	0.00	0.00	0.00	0.00	1,561.18	1,561.18
Kate	0.00	0.00	0.00	0.00	515.54	515.54
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,076.72</u>	<u>2,076.72</u>

4:42 PM

Geoscientists Canada/Géoscientifiques Canada

Item 7.1

10/09/18

A/P Aging Summary

As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Catalysis Consulting	14,125.00	0.00	0.00	0.00	0.00	14,125.00
Keith Johnson	4,931.32	0.00	0.00	0.00	0.00	4,931.32
TOTAL	<u>19,056.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,056.32</u>

4:53 PM

Geoscientists Canada/Géoscientifiques Canada
Profit & Loss Budget Performance
September 2018

10/09/18

Accrual Basis

	Sep 18	Budget	% of Budget	Jan - Sep 18	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
5010 · Assessments	0.00	0.00	0.0%	416,347.68	408,000.00	102.0%	408,000.00
Total Income	0.00	0.00	0.0%	416,347.68	408,000.00	102.0%	408,000.00
Gross Profit	0.00	0.00	0.0%	416,347.68	408,000.00	102.0%	408,000.00
Expense							
9090 - Staffing	20,654.57	17,186.00	120.2%	254,309.30	190,061.00	133.8%	241,619.00
9000 · Office/Facilities/Maintenance	0.00	0.00	0.0%	20.00	500.00	4.0%	500.00
9010 · Office Equipment	79.91	50.00	159.8%	1,261.24	3,410.00	37.0%	3,560.00
9020 · Office Supplies&Services	65.94	1,570.00	4.2%	14,135.39	25,530.00	55.4%	26,540.00
9030 · Communications	380.77	940.00	40.5%	3,921.88	7,694.00	51.0%	9,614.00
9040 · Logistics	13,980.02	30,520.00	45.8%	124,939.95	179,355.00	69.7%	271,916.00
9050 · Banking Charges	250.72	50.00	501.4%	1,186.65	450.00	263.7%	600.00
9060 · Insurance	826.50	0.00	100.0%	7,718.90	3,600.00	214.4%	10,500.00
9070 · Membership & Subscription	693.83	750.00	92.5%	7,623.00	8,710.00	87.5%	9,710.00
9080 · Professional Fees	17,048.00	4,364.00	390.7%	111,932.10	100,066.00	111.9%	174,758.00
Total Expense	53,980.26	55,430.00	97.4%	527,048.41	519,376.00	101.5%	749,317.00
Net Ordinary Income	-53,980.26	-55,430.00	97.4%	-110,700.73	-111,376.00	99.4%	-341,317.00
Other Income/Expense							
Other Income							
5030 · Other Income	226.84	39,371.00	0.6%	268,217.91	234,747.00	114.3%	286,317.00
Total Other Income	226.84	39,371.00	0.6%	268,217.91	234,747.00	114.3%	286,317.00
Net Other Income	226.84	39,371.00	0.6%	268,217.91	234,747.00	114.3%	286,317.00
Net Income	-53,753.42	-16,059.00	334.7%	157,517.18	123,371.00	127.7%	-55,000.00



DATE: August 30, 2018

MEMO TO: Board of Directors

Copy:

FROM: Andrea Waldie/Ganpat Lodha

RE: 2019 Draft Budget

These notes are to be reviewed with the documents:

- 2019 Full Year Budget Draft
- 2019 Profit & Loss Draft Budget by Class
- Year over Year Budget Table - 2019 Budget Planning

The *2019 Full Year Budget Draft* document incorporates regular administrations as well as expenditures for Tasks and Desired Outcomes, as shown on page 4, for 2019. In order to keep the projected deficit to a minimum, adjustments have been made for the 2019 year.

Reduction/Increase of Expenditures from 2018 budget	Line Item/Cost Centre	Notes
\$4,500 reduction	9091 – Permanent Staff Salaries/ 11010 G&A	\$12,060 of line item 9091 Permanent Staff Salaries, and \$1,296 of line item 9092 Employee Benefits, will be funded through AST PII during the 2019 budget year, as the project ends in January 2020. It should be noted that the \$13,356 covered under AST II will become part of Geoscientists Canada's ongoing budget expenses from the 2020 budget year onward.
\$3,000 reduction	9093, Employee Training & CPD/ 11010 G&A	Reduced from \$3,000 to \$500. This has been done to reduce the projected deficit for the 2019 budget year, but is not considered beneficial to Geoscientists Canada in the long term.
\$1,080 reduction	9032, Telecommunication	I believe this may be a vestige of an older budgeting system, so budget has been reduced for this line item.
\$19,000 reduction	9040, Logistics, line items 9041, 9042, 9043, 9044, and 9045/ 10040 CGSC	This reduction for the CGSC Cost Centre for the 2019 budget year is due to CGSC's required participation in the AST II project. The AST II project then covers the CGSC's logistics for 2019. However, it



		should be noted that the \$19,000 will need to become part of Geoscientists Canada's budget for 2020 onward as the AST II project ends in January 2020, but the CGSC will still need to hold meetings.
\$5,000 income reduction	5033 – Other Income – Provincial Travel Costs/ 10040 CGSC	Since a good portion of the CGSC travel costs will be covered by ESDC grant for AST II, the income usually recovered from the CAs for CGSC logistics also needs to be reduced. Income was reduced by \$5,000.
\$2,000 reduction	9073, Convention and Conferences/ 10030 Executive	\$1,000 taken from Cost Centre 10030, Executive, and \$1,000 from Cost Centre 13010, Geoscience Community. This will mean that Geoscientists Canada will have a reduced presence at conventions and conferences. This applies to both Executive and the CEO, or any other Geoscientists Canada director who may have utilized 13010 to attend a convention or conference on Geoscientists Canada's behalf.
\$2,000 reduction	9074, Donations/13010 Geoscience Community	This has been taken from Cost Centre 13010, Geoscience Community. This severely curtails Geoscientists Canada's ability to support any initiatives deemed worthy of support.
\$1,500 reduction	9043, 9044 Meals Ent. & Offsite Facility Rental/ 10010 AGM	The moving of funds between 10010 and 10020 (as noted below) to more accurately reflect the costs of the AGM/Board meeting in June
\$7,000 increase	9043, 9044 Meals Ent. & Offsite Facility Rental/ 10020 Board	An increase to more accurately reflect the costs of the June Board meeting over the past several years.

It should be noted that the staff salary and benefits and the logistics costs for the CGSC removed from the 2019 budget due to AST II will need to go back in to the 2020 budget; an amount of approximately \$32,500.

The projected deficit for the 2019 budget is \$19,291.



The following are changes and assumptions as compared to 2018. Below the *Changes and Assumptions* is an outline of *Identified Tasks and Desired Outcomes* that will be the focus of our efforts in 2019:

Changes and Assumptions:

- The annual fee of \$15,000 per annum, as per the new agreement with Engineers and Geoscientists BC for Corporate Services will apply. As noted earlier, this fee will be reviewed annually by EGBC and may be revised with discussion with Geoscientists Canada. The support of EGBC is very much appreciated.;
- Projected assessment revenue in 2019 has been increased slightly from the actual assessment amounts received in 2018. The resources sector continues to hold relatively steady and license surrenders appear to not be outstripping new licenses;
- Also as for 2018, it is expected there will continue to be no assessment revenue from Quebec. However, it is believed that progress is being made in this area and perhaps by 2020, we will be able to welcome Quebec back to Geoscientists Canada;
- Operating activity costs are usually increased, where applicable, using the current BC CPI. of 2.1 %. But since there is a new CEO and full-time Assistant to the CEO very recently put in place, I have left out inflationary increases as they mainly impact ongoing staffing and associated costs. However, this increase must be considered in 2020 as there will have been no increase for either salary in 2018 or 2019.
- In some areas, projected expenditure has been reduced to better reflect past year actuals (e.g. falling postage and telecommunications costs); or because of non-recurring items.
- Expenditures for the June AGM/Board meeting have been increased slightly to reflect the expenses trend of the last several years.
- Travel costs have been added to G&A to cover the cost of three visits to Vancouver by the CEO over the course of the 2019 year to conduct organization business such as the annual audit, face to face board meeting preparations, and annual general meeting preparations, as well as general corporate business that must be conducted in BC.
- Publication design and printing costs have been included for the updating and reprinting of the GKE.
- A reprint cost for the Geoscientists and Canada booklet has also been added. However, it is anticipated that Geoscientists Canada will be able to recover the cost of the reprint through the Canadian Geological Foundation. This anticipated cost recovery is reflected in the Grants and Donations line item.
- All other activity planned in 2018 will be covered by assessments and other recoveries, including the ESDC AST II grant, – a **deficit** of **\$19,291** is currently projected in the draft budget.
- Cost overruns for planned work, leading to a deficit, would be absorbed by drawing from Geoscientists Canada's reserve fund. This cannot be an ongoing assumption for future years. An increase in fees in 2020, or other sources of revenue, must be considered. The return of Quebec would also help to alleviate the issue.
- Any new additional work that is not budgeted will be brought to the Board for discussion and approval as a possible full budget amendment.



2019 Identified Tasks and Desired Outcomes:

- National effort in 2019 will continue to focus on 2 broad desired outcomes – one group that is “solution focused”, the other “awareness/advocacy focused”;
- **Solutions Focused** - (directed at - Admissions Consistency and Inter-reliability and Consistent AIT transfer handling):
 - The AST II project is included in the 2019 budget and is funded by a grant from ESDC. The project is scheduled to be completed by the end of January 2020;
- **Awareness/advocacy focused:** (directed at - Fostering Professional Reliance and Advocating that all programs are GKE compliant):
 - Outreach will continue to be directed at students and young graduates through the GIT Program student information booklet and continued national-level uptake of the updated QP short course for students. There is the potential for an international mentoring program as well (currently being discussed with the European Federation of Geologists, the American Institute of Professional Geologists, and the Australian Institute of Geoscientists);
 - The Geoscience and Canada – Understanding our Earth: The vital role of Canada’s Geoscientists, a joint national project with CFES, will continue to be distributed widely through electronic means and hardcopy; and;
 - Continuing engagements with such groups as the Canadian Securities Administrators, the Council of Chairs of Earth Science Departments, industry groups, provincial and federal government bodies, and international organizations.

As you are aware, the Implementation Table, through which we identify our desired outcomes, is under review this year. Revisions to the Table could affect the 2019 Tasks and Desired Outcomes, requiring changes to this suggested budget.

Costs for all the above activities have been built into this budget as expenditure - in the CGSC cost centre (for the Solution Focused work), and in the Geoscience Community, Public Awareness and G4S cost centres (for the Advocacy Focused work).

Andrea

12:24 PM

Geoscientists Canada/Géoscientifiques Canada

Full Year Budget - expanded

January through Dec 2019 view

08/28/18

Accrual Basis

	Jan - Dec 19	Budget
Ordinary Income/Expense		
Income		
5010 · Assessments		
5012 · Full Dues Member Assessments	0.00	300,000.00
5013 · Partial Dues Member Assessments	0.00	0.00
5014 · Geoscientist-in-training Assess	0.00	75,000.00
5016 · Other Member Assessments	0.00	35,000.00
Total 5010 · Assessments	<u>0.00</u>	<u>410,000.00</u>
Total Income	<u>0.00</u>	<u>410,000.00</u>
Gross Profit	0.00	410,000.00
Expense		
9090 - Staffing		
9091 · Permanent Staff Salaries	0.00	220,248.00
9092 · Employee Benefits	0.00	44,834.00
9093 · Employee Training & CPD	0.00	500.00
Total 9090 - Staffing	<u>0.00</u>	<u>265,582.00</u>
9000 · Office/Facilities/Maintenance		
9004 · Uncapitalized Furnishing	0.00	500.00
Total 9000 · Office/Facilities/Maintenance	<u>0.00</u>	<u>500.00</u>
9010 · Office Equipment		
9011 · Fax - Photocopier	0.00	200.00
9012 · Postage Meter	0.00	360.00
9013 · Computer Hardware	0.00	200.00
9016 · Office Equipment Amortization	0.00	1,500.00
Total 9010 · Office Equipment	<u>0.00</u>	<u>2,260.00</u>
9020 · Office Supplies&Services		
9021 · Stationery and Supplies	0.00	1,100.00
9022 · Printing	0.00	13,100.00
9023 · Photocopying	0.00	1,240.00
9024 · Software and Program Licence	0.00	800.00
9025 · Gifts, Plaques and Awards	0.00	1,500.00
9026 · Graphic Design and Text Editing	0.00	2,500.00
Total 9020 · Office Supplies&Services	<u>0.00</u>	<u>20,240.00</u>
9030 · Communications		
9031 · Postage/Courier/Delivery	0.00	1,800.00
9032 · Telecommunication	0.00	1,200.00
9033 · Tele & Videoconferencing	0.00	2,280.00
9034 · Website	0.00	2,080.00
Total 9030 · Communications	<u>0.00</u>	<u>7,360.00</u>
9040 · Logistics		
9041 · Travel	0.00	85,040.00
9042 · Accommodation	0.00	43,800.00
9043 · Meals, Entertainment & Catering	0.00	45,487.00
9044 · Offsite Facility Rentals	0.00	13,000.00
9045 · Incidentals	0.00	2,600.00
9047 · Audio Visual	0.00	7,350.00
Total 9040 · Logistics	<u>0.00</u>	<u>197,277.00</u>
9050 · Banking Charges		
9051 · Bank Service Charges	0.00	1,100.00
Total 9050 · Banking Charges	<u>0.00</u>	<u>1,100.00</u>
9060 · Insurance		
9061 · Office	0.00	3,600.00
9062 · Officers and Directors	0.00	4,500.00
9063 · Insurance - Other	0.00	2,700.00
Total 9060 · Insurance	<u>0.00</u>	<u>10,800.00</u>

12:24 PM

Geoscientists Canada/Géoscientifiques Canada

Full Year Budget - expanded

January through Dec 2019 view

08/28/18

Accrual Basis

	<u>Jan - Dec 19</u>	<u>Budget</u>
9070 · Membership & Subscription		
9071 · Corporate Memberships	0.00	1,850.00
9072 · Subscriptions	0.00	360.00
9073 · Conventions & Conferences	0.00	3,600.00
9074 · Donations	0.00	3,000.00
Total 9070 · Membership & Subscription	<u>0.00</u>	<u>8,810.00</u>
9080 · Professional Fees		
9081 · Legal Fees	0.00	7,200.00
9084 · Professional Fees - Other	0.00	247,868.00
9085 · Translation Fees	0.00	18,600.00
9087 · Corporate Support Services	0.00	15,000.00
Total 9080 · Professional Fees	<u>0.00</u>	<u>288,668.00</u>
Total Expense	<u>0.00</u>	<u>802,597.00</u>
Net Ordinary Income	0.00	-392,597.00
Other Income/Expense		
Other Income		
5030 · Other Income		
5032 · Interest & Investment	0.00	2,200.00
5033 · Provincial Travel Expense	0.00	20,000.00
5034 · Other Expenses Recovered	0.00	8,080.00
5036 · Grants and Donations	0.00	343,026.00
Total 5030 · Other Income	<u>0.00</u>	<u>373,306.00</u>
Total Other Income	<u>0.00</u>	<u>373,306.00</u>
Net Other Income	<u>0.00</u>	<u>373,306.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>-19,291.00</u></u>

Geoscientists Canada/Géoscientifiques Canada

9:18 AM

08/30/18

Accrual Basis

Full Year Budget by Cost Centre

January through Dec 2019 view

	10010 - AGM		10020 - Board of Directors		10030 - Executive		10040 - CGSB		10050 - Committees/T.Forces		11010 - G&A		12010 - Assess/Interest/Other		12020 - Interprovincial		12030 - Other Professions		12040 - International		13010 - Geoscience Community		13020 - Public Awareness		14075 - AST PII		14080 - G4S		TOTAL	
	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget	Jan - Dec 19	Budget
Ordinary Income/Expense																														
Income																														
5010 - Assessments																														
5012 - Full Dues Member Assessments	0.00		0.00		0.00		0.00		0.00		0.00		0.00		300,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	300,000.00
5013 - Partial Dues Member Assessments	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00
5014 - Geoscientist-in-training Assesses	0.00		0.00		0.00		0.00		0.00		0.00		0.00		75,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	75,000.00
5016 - Other Member Assessments	0.00		0.00		0.00		0.00		0.00		0.00		0.00		35,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	35,000.00
Total 5010 - Assessments	0.00		0.00		0.00		0.00		0.00		0.00		0.00		410,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	410,000.00
Total Income	0.00		0.00		0.00		0.00		0.00		0.00		0.00		410,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	410,000.00
Gross Profit	0.00		0.00		0.00		0.00		0.00		0.00		0.00		410,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	410,000.00
Expense																														
9090 - Staffing																														
9091 - Permanent Staff Salaries	0.00		0.00		0.00		0.00		0.00		208,188.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		12,060.00		0.00	220,248.00
9092 - Employee Benefits	0.00		0.00		0.00		0.00		0.00		43,338.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,296.00		0.00	44,634.00
9093 - Employee Training & CPD	0.00		0.00		0.00		0.00		0.00		500.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	500.00
Total 9090 - Staffing	0.00		0.00		0.00		0.00		0.00		252,226.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		13,356.00		0.00	265,582.00
9000 - Office/Facilities/Maintenance																														
9004 - Uncapitalized Furnishing	0.00		0.00		0.00		0.00		0.00		500.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	500.00
Total 9000 - Office/Facilities/Maintenance	0.00		0.00		0.00		0.00		0.00		500.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	500.00
9010 - Office Equipment																														
9011 - Fax - Photocopier	0.00		0.00		0.00		0.00		0.00		200.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	200.00
9012 - Postage Meter	0.00		0.00		0.00		0.00		0.00		360.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	360.00
9013 - Computer Hardware	0.00		0.00		0.00		0.00		0.00		200.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	200.00
9016 - Office Equipment Amortization	0.00		0.00		0.00		0.00		0.00		1,500.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1,500.00
Total 9010 - Office Equipment	0.00		0.00		0.00		0.00		0.00		2,260.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	2,260.00
9020 - Office Supplies&Services																														
9021 - Stationery and Supplies	0.00	200.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1,100.00
9022 - Printing	0.00		0.00		0.00		0.00		0.00		600.00		500.00		0.00		1,000.00		0.00		0.00		2,000.00		1,000.00		0.00		8,000.00	13,100.00
9023 - Photocopying	0.00		0.00		0.00		0.00		0.00		240.00		0.00		0.00		0.00		0.00		0.00		2,000.00		1,000.00		0.00		0.00	1,240.00
9024 - Software and Program Licence	0.00		0.00		0.00		0.00		0.00		800.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	800.00
9025 - Gifts, Plaques and Awards	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00		1,000.00		0.00		0.00		0.00		0.00		0.00		0.00	1,500.00
9026 - Graphic Design and Text Editing	0.00		0.00		0.00		0.00		0.00		0.00		500.00		0.00		1,000.00		0.00		0.00		0.00		1,000.00		0.00		0.00	2,500.00
Total 9020 - Office Supplies&Services	0.00	700.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	3,240.00		0.00		0.00		2,000.00		0.00		0.00		2,000.00		3,000.00		0.00		8,000.00	20,240.00
9030 - Communications																														
9031 - Postage/Courier/Delivery	0.00		0.00		0.00		600.00		0.00		0.00		1,200.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1,800.00
9032 - Telecommunication	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,200.00		0.00	1,200.00
9033 - Tele & Videoconferencing	0.00		0.00		0.00		600.00		0.00		0.00		1,080.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	2,280.00
9034 - Website	0.00		0.00		0.00		0.00		0.00		0.00		2,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	2,080.00
Total 9030 - Communications	0.00		0.00		0.00		1,200.00		0.00		0.00		4,280.00		0.00		0.00		0.00		80.00		0.00		3,000.00		0.00		0.00	7,360.00
9040 - Logistics																														
9041 - Travel	0.00	1,500.00	0.00	30,000.00	0.00	3,000.00	0.00	6,000.00	0.00	0.00	0.00	3,900.00	0.00	0.00	0.00	4,000.00	0.00	1,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00		29,640.00	0.00	0.00	85,040.00	
9042 - Accommodation	0.00	2,000.00	0.00	12,000.00	0.00	1,500.00	0.00	1,000.00	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	2,000.00	0.00	500.00	0.00	1,000.00	0.00	1,500.00	0.00	0.00		17,900.00	0.00	0.00	43,800.00	
9043 - Meals, Entertainment & Catering	0.00	4,500.00	0.00	10,500.00	0.00	1,500.00	0.00	1,000.00	0.00	0.00	0.00	2,325.00	0.00	0.00	0.00	2,000.00	0.00	500.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	22,162.00	0.00	0.00	45,487.00	
9044 - Offsite Facility Rentals	0.00	2,000.00	0.00	6,500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00	
9045 - Incidentals	0.00	800.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00	0.00	500.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600.00	
9047 - Audio Visual	0.00	350.00	0.00	6,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,350.00	
Total 9040 - Logistics	0.00	11,150.00	0.00	65,000.00	0.00	6,000.00	0.00	10,000.00	0.00	0.00	0.00	10,725.00	0.00	0.00	0.00	8,250.00	0.00	2,250.00	0.00	5,500.00	0.00	4,800.00	0.00	0.00		73,602.00	0.00	0.00	197,277.00	
9050 - Banking Charges																														
9051 - Bank Service Charges	0.00		0.00		0.00		0.00		0.00		0.00		1,100.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1,100.00
Total 9050 - Banking Charges	0.00		0.00		0.00		0.00		0.00		0.00		1,100.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1,100.00
9060 - Insurance																														
9061 - Office	0.00		0.00																											

Geoscientists Canada - Year-over-Year Revenues and Expenditures - 2019 Budget Planning

	2019 Proposed Budget	2018 Actual to June 30 2018	2018 Budget Approved	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
Revenues											
Provincial Assessments	410,000	416,347	408,000	408,184	410,327	405,158	427,222	410,611	314,952	296,781	286,979
Interest	2,200	595	2,200	2,645	2,332	1,762	559	296	273	272	80
Provincial Travel reimbursements	20,000	12,273	25,000	15,302	17,892	8,843	13,055	8,779	10,613	11,298	17,508
Federal grant funding		0	0	0	0	57,185	299,223	370,987	92,138	132,672	183,940
Other recoveries	8,080	13,580	16,000	80	2,797	1,762	1,262	2,055	94,296	17,192	33,725
Total	440,280	442,795	451,200	426,211	433,348	473,221	741,321	792,728	512,272	458,215	522,232
Expenditures											
Amortization		0	0		0	0	0	0	318	637	637
Dues, fees and contributions	8,810	6,929	9,710	12,190	4,706	6,219	2,980	1,780	8,506	2,375	1,130
Insurance	10,800	5,292	10,500	9,625	9,470	9,471	7,628	7,576	7,451	7,153	7,033
Interest and bank charges	1,100	760	600	429	333	379	512	530	1,524	343	598
HST Recoverable as Project Cost	0	0	0	0	0	0	0	0	0	6,830	5,325
Office supplies and services	23,000	12,240	30,600	16,206	7,189	7,222	21,754	7,386	24,615	15,676	9,038
Corporate support services fee	15,000	20,000	45,000	45,000	45,000	45,000	37,500	36,780	7,500	0	0
Professional fees	18,800	73,656	20,800	44,380	44,579	64,322	220,823	250,113	61,055	126,523	185,153
Telephone and communications	6,160	2,825	8,514	7,573	7,742	5,558	2,308	13,624	5,237	7,593	4,712
Travel and logistics	123,675	104,812	151,100	101,194	105,398	127,314	200,572	173,297	169,154	112,183	119,104
Staffing	252,226	190,772	229,376	189,410	178,668	177,833	169,801	166,424	166,838	155,337	151,307
Total	459,571	417,286	506,200	426,007	403,085	443,318	663,878	657,510	452,198	434,650	484,037
Excess of Revenue over Expenditure	(19,291)	25,509	(55,000)	204	30,263	29,903	77,443	135,218	60,074	23,565	38,195

AST II

Revenue

Federal Grant funding AST II	343,026	125,005	243,117
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Expenditures

Staffing	13,356	5,565	12,243
Communications	1,200		1,100
Travel and Logistics	73,602	40,525	120,816
Professional Fees	254,868	29,996	108,958

Total Expenditures AST II	343,026	76,086	243,117
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Excess of Revue over Expenditure	0	48,919	0
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8. 2019 WORK PLAN INTRODUCTION and IMPLEMENTATION TABLE

BACKGROUND:

The CEO will provide and outline of the proposed work plan for 2019.

8.1. 2019 Work Plan

8.2. Implementation Table Renewal Process

- Implementation Table Renewal Process

DISCUSSION:

ACTIONS:

MOTION:

Motion#___ that the Geoscientists Canada 2019 Work Plan be approved.

Moved by: _____ Seconded by: _____ Decision: _____

Introduction and Instructions

Welcome to the Geoscientists Canada Implementation Table Renewal. The original Geoscientists Canada Implementation Table was approved in 2015 and is shown on the following tabs “2015 Ranking Table” and “2015 Ranking Order”. The Implementation Table is intended to be a living document, one that is revised and updated every few years to reflect Constituent Association (CA) members’ current issues, undertakings, initiatives, and concerns and identify initiatives that they would like to see Geoscientists Canada address or undertake on behalf of all Geoscientists Canada’s members.

To that end, as a beginning to the Implementation Table Renewal process, Geoscientists Canada asks that your CA:

1. Review the pdf document “Implementation Table as of Sept 11 2018” which was supplied with this Excel file “Implementation Table 2018 Renewal Input Form”. The pdf document provides the current status of Geoscientists Canada’s Implementation Table Initiatives which fall under the four Focus Areas. The focus areas are identified in Geoscientists Canada’s *Statement of Purpose of the Organization* and were confirmed during the 2015 strategic planning process.
2. Review the *2015 Ranking Table* tab/worksheet which identifies the Initiatives under each Focus Area and which was developed through a consultation process with all CAs during 2014 and 2015.
3. Review the *2015 Ranking Order* tab/worksheet which notes the 2015 developed initiatives in priority score order as developed through the CA consultation process in 2014-15.
4. Use the final tab/worksheet in this Excel file, *Enter New Initiatives*, which displays Geoscientists Canada’s Focus Areas, and the current CA ranked Initiatives developed in 2015, to enter suggestions in the New Suggested Initiatives column for new initiatives your CA would like the Geoscientists Canada Board to consider undertaking.

Please carefully consider the current Geoscientists Canada initiatives, undertakings, and accomplishments as shown in the pdf document. If you are satisfied with the current direction and undertakings and have nothing at this time that needs to be added under the New Suggested Initiatives(s) column on the *Enter New Initiatives* tab/worksheet in this Excel file, please leave those input cells blank. However, if you have new initiatives that would be a suitable fit under one of the Geoscientists Canada four Focus Areas, please add those suggestions in the New Suggested Initiative(s) column.

Please do not delete any current initiatives found under the Current Initiatives (from June 2015) column at this time.

Once the responses on suggested new initiatives are received from all CAs, the suggestions for new initiatives will be reviewed by Geoscientists Canada’s Executive, discussed by the Board, and an Initiatives table, incorporating any new initiatives, will then be sent out for ranking by the CAs. During this future ranking consultation, your CA may give a low ranking to any initiatives you would like to see removed from the list. The resulting ranked initiatives will be developed into the Geoscientists Canada Renewed Implementation Table and will be brought to the Geoscientists Canada Board for approval.

Please return this completed “Implementation Table 2018 Renewal Input Form” by **December 3, 2018** to Rakesh Kumar at rkumar@geoscientistscanada.ca.

If you have any questions or need further information, please contact Andrea Waldie at awaldie@geoscientistscanad.ca.

FOR INFORMATION PURPOSES

Geoscientists Canada - Implementation Plan Ranking Table as approved for Implementation - 6 June 2015												
Focus Area	Initiatives	APEGA	APEGBC	APEGM	APEGS	APGNS	APGO*	NAPEG	PEGNL	APEGNB	Total	Priority score
1: Championing in the public interest effective regulation of the geosciences profession in Canada	1A: Advocate the "Professional Reliance Model" be used in all major geoscience activity in Canada	0	4	5	5	5	3.25	5	5	5	37.25	2
	1B: Benchmark Regulatory Practices and Identify Regulatory Excellence	2	4	4	4	5	2.5	4	5	2	32.5	4
	1C: Facilitate the return of OGQ to Geoscientists Canada under reasonable circumstances	4	3	3	2	4	1.5	2	3	0	22.5	11
	1D: Extend Regulation into Yukon and PEI	0	3	3	3	3	2	3	0	0	17	13
2: Aligning regulation of the profession of geoscience Canada-wide	2A: Ensure Consistency of Decision Making for all Registration Outcomes	5	5	5	5	4	3.5	5	3	3	38.5	1
	2B: Advocate that academic programs offered by Canadian universities in the fields of geology, geophysics, and environmental geoscience, all meet GKE requirements	3	5	5	4	2	4	4	5	3	35	3
	2C: Achieve consistent mobility under AIT	3	5	5	4	2	4.25	5	0	4	32.25	5
	2D: Alignment on Use of Examinations	4	3	5	4	4	2.5	4	5	0	31.5	6
	2E: Ensure promising outcomes of Engineering's Canadian Framework for Regulation are replicated for geoscience	2	2	5	4	2	2.5	3	3	4	27.5	8
	2F: Negotiate International Mobility Agreements at Full Professional Level	0	3	2	0	0	2	0	2	0	9	15
3: Enhancing public confidence in the competency and integrity of geoscientists in the practice of their profession	3A: Raise Awareness that P.Geo's are bound by Codes of Ethics	2	2	4	2	4	2.25	5	4	4	29.25	7
	3B: Develop mechanisms to better explain geoscience to the public	2	3	2	2	4	2.5	3	3	3	24.5	9
	3C: Champion CPD requirements across all CAs for all P.Geo's	0	3	4	0	3	1	4	3	0	18	12
4: Providing a voice for the provincial and territorial constituent associations/ordre nationally and internationally	4A: Develop and maintain key external relationships, contacts and messaging	3	3	2	2	3	1.75	3	5	0	22.75	10
	4B: Review Office Location in the context of improved Federal Government relations	3	0		1	2	2.5	1	2	0	11.5	14

*Avg numbers

FOR INFORMATION PURPOSES

Geoscientists Canada - Implementation Plan Initiative - Ranking Order June 2015	
Initiatives	Priority score
2A: Ensure Consistency of Decision Making for all Registration Outcomes	1
1A: Advocate the "Professional Reliance Model" be used in all major geoscience activity in Canada	2
2B: Advocate that academic programs offered by Canadian universities in the fields of geology, geophysics, and environmental geoscience, all meet GKE requirements	3
1B: Benchmark Regulatory Practices and Identify Regulatory Excellence	4
2C: Achieve consistent mobility under AIT	5
2D: Alignment on Use of Examinations	6
3A: Raise Awareness that P.Geo's are bound by Codes of Ethics	7
2E: Ensure promising outcomes of Engineering's Canadian Framework for Regulation are replicated for geoscience	8
3B: Develop mechanisms to better explain geoscience to the public	9
4A: Develop and maintain key external relationships, contacts and messaging	10
1C: Facilitate the return of OGQ to Geoscientists Canada under reasonable circumstances	11
3C: Champion CPD requirements across all CAs for all P.Geo's	12
1D: Extend Regulation into Yukon and PEI	13
4B: Review Office Location in the context of improved Federal Government relations	14
2F: Negotiate International Mobility Agreements at Full Professional Level	15

POTENTIAL NEW INITIATIVES ENTRY FORM

Geoscientists Canada - Implementation Plan 2018 Review		
Association:		
Focus Area	Current Initiatives (from June 2015)	New Suggested Initiative(s)
1: Championing in the public interest effective regulation of the geosciences profession in Canada	1A: Advocate the "Professional Reliance Model" be used in all major geoscience activity in Canada	
	1B: Benchmark Regulatory Practices and Identify Regulatory Excellence	
	1C: Facilitate the return of OGQ to Geoscientists Canada under reasonable circumstances	
	1D: Extend Regulation into Yukon and PEI	
2: Aligning regulation of the profession of geoscience Canada-wide	2A: Ensure Consistency of Decision Making for all Registration Outcomes	
	2B: Advocate that academic programs offered by Canadian universities in the fields of geology, geophysics, and environmental geoscience, all meet GKE requirements	
	2C: Achieve consistent mobility under AIT	
	2D: Alignment on Use of Examinations	
	2E: Ensure promising outcomes of Engineering's Canadian Framework for Regulation are replicated for geoscience	
	2F: Negotiate International Mobility Agreements at Full Professional Level	
3: Enhancing public confidence in the competency and integrity of geoscientists in the practice of their profession	3A: Raise Awareness that P.Geo's are bound by Codes of Ethics	
	3B: Develop mechanisms to better explain geoscience to the public	
	3C: Champion CPD requirements across all CAs for all P.Geo's	
4: Providing a voice for the provincial and territorial constituent associations/ordre nationally and internationally	4A: Develop and maintain key external relationships, contacts and messaging	
	4B: Review Office Location in the context of improved Federal Government relations	



9. CANADIAN GEOSCIENCE STANDARDS COUNCIL

BACKGROUND:

The Canadian Geoscience Standards Council (CGSC) [- formerly Canadian Geoscience Standards Board (CGSB)] is Geoscientists Canada's principal advisory committee.

The CGSC chair will present a report of activities and provide an update on the national review of the Geoscience Knowledge and Experience Requirements (GKE) for Professional Registration in Canada.

AST Phase II

Geoscientists Canada received funding from the Government of Canada's Foreign Credential Recognition Program for its Admission Support Tools phase II (AST II) project that will run from January 2018 through January 2020. Geoscientists Canada will work with its Constituent Associations to develop a competency-based assessment tool for geoscience work experiences to the pilot stage, and will build and launch a national bilingual online self-assessment module to allow internationally-trained geoscientists and others to obtain a preliminary, low-stakes determination on their qualifications relative to Canada's professional entry-to-practice requirements.

The main deliverables of this project are to:

1. Determine the competencies which are achieved through formal education, work experience, or both, through the use of the entry to practice competency profile for geoscientists;
2. Develop a list of indicators for a work experience competencies framework;
3. Develop a competency-based assessment tool for work experience to the pilot stage; and
4. Create a national bilingual online self-assessment module.

The CEO and the AST II Project Manager, Keith Johnson, will provide an overview and update on the project.

9.1 CGSC Report (Should the revised GKE be approved at the October 28th CGSC meeting, the revised GKE will be distributed to directors after October 28th and prior to the November 3rd board meeting).

9.2 AST PH-II – Status Update

DISCUSSION:

ACTIONS:

MOTION:

Motion #__ to approve the revised *Geoscience Knowledge and Experience Requirements for Professional Registration in Canada* as presented.

Moved by: _____ Seconded by: _____ Decision: _____



10. PROFESSIONAL RELIANCE REPORT UPDATE FROM ENGINEERS AND GEOSCIENTISTS OF BC

BACKGROUND:

PROFESSIONAL RELIANCE

The Professional Reliance Review was initiated by the British Columbia government in October 2017 with the goal of examining the current legislation governing qualified professionals in BC in the natural resource sector, and the role their professional associations play in upholding the public interest. Engineers and Geoscientists BC was one of the five professional regulators named in the review's Terms of Reference, along with the regulators of agrology, applied science technology, applied biology, and professional forestry.

On June 28, the BC Ministry of Environment and Climate Change released its [final report](#) on the review of professional reliance in the natural resource sector. The report's recommendations suggest some significant changes are coming to the governance of regulators like Engineers and Geoscientists BC.

CURRENT STATUS

Engineers and Geoscientists BC has been actively working on this issue throughout the summer in order to ensure that any changes to regulatory oversight would enhance, rather than weaken, the public interest.

Source: <https://www.egbc.ca/About/Initiatives-and-Consultations/Professional-Reliance>

Ann English, CEO Engineers and Geoscientists of BC will give an overview of the current status at the meeting.

DISCUSSION:

ACTIONS:

MOTION :

Motion# ____.

Moved by: _____ Seconded by: _____ Decision: _____



11. OTHER GEOSCIENTISTS CANADA COMMITTEES/TASK FORCES

BACKGROUND:

A list of the Geoscientists Canada Committees and Task Forces is attached for reference.

A number of Committees have been active and have important items included in the binder that they will be bringing to the Board that need attention and a decision of the Board.

This item will conclude with a review, led by the President, of the Geoscientists Canada Committees and Task Forces list so that vacancies can be filled, new Committees and Task Forces can be struck, and Committees and Task Forces that may have completed their mandate can be stood down.

- 11.1. Awards
- 11.2. Audit
- 11.3. Governance Committee
- 11.4. Nomination
- 11.5. Securities
- 11.6. Professional Practice Committee
- 11.7. Other Committees and Task Forces
 - Canada European Trade Agreement (CETA) (Joint External Committee) (M. Priddle – Rep)
 - United Nations Framework Classification (Joint External Committee) (H. Falck – Rep)
 - Task Group on Global Geoscience Professionalism (Joint External Committee) (A. Waldie – Rep)
- 11.8. Committee and Task Forces List – review and rationalization
 - Awards Committee National Awards Nominations Strategy
 - Governance Committee Report
 - Geoscientists Canada Committee and Task Force List

DISCUSSION:

ACTIONS:

MOTION:

Motion#: _

Moved:

Seconded:

Decision:

Motion#___ to direct the Awards Committee to execute the strategy as presented.

Moved by: _____ Seconded by: _____ Decision: _____



DATE: October 22, 2018

TO: Board of Directors

FROM: Jeff O'Keefe, P. Geo.
Chair- Awards Committee

RE: For Decision-Awards Committee National
Awards Nomination Strategy

Awards Committee National Awards Nomination Strategy

Introduction

As a national organization, two of the mandates of Geoscientists Canada are to enhance public confidence in the competency and integrity of geoscientists in the practice of their profession, and to provide a voice for the provincial and territorial constituent associations nationally and internationally. One way to fulfill these functions is to promote its decorated professional members to national awards that are widely recognized nationally and internationally, giving visibility and recognition to deserving professional geoscientists. This national and international exposure will in turn give visibility to professional geoscience.

Rational

Geoscientists Canada, being the national voice for geoscience regulators across Canada, should be the conduit for the Constituent Associations (CAs) to put forth candidates for national awards. Geoscientists Canada can be a strong advocate for nominees for national awards, representing all of the CAs and their geoscience members, with the weight of the national voice giving more credibility in the nominee application process.

Geoscientists Canada can also assess potential professional geoscientist nominees to ensure the best candidate is nominated. The Awards Committee will be tasked with reviewing the candidate nominees once a year, and with providing a nominee recommendation to the Board for approval before following through with the application. This process will allow a proper vetting of, as well as consistency with, nominations that put forward each year.

With Geoscientists Canada as the lead nominator, competition between CA candidates will be removed.

Organization

The responsibility of the Awards Committee will be to receive candidate nominees for national awards. The Awards Committee will be responsible for coordinating, reviewing, making recommendations, filing documentation, and advocating on behalf of the nominee during the award application process.

Initial Strategy

The Award Committee's recommendation is to start with an initial nomination for the Order of Canada; one of the highest honors for a Canadian to receive and an award that has a well-established process.

The Award Committee will establish a process for reviewing candidates and gathering necessary documentation. Once a process is established, the Committee will then look at adding other national awards nomination possibilities.

Process of Obtaining Nominees

There are three ways for the Awards Committee to receive candidate nominees:

1. Nominations may come from the Constituent Associations,
2. Nominations may come from CA professional geoscience members, or
3. Nominations may come from Geoscientists Canada.

Eligibility

An eligible candidate will have had a strong professional career with demonstrated outstanding service to the profession.

The candidate must be, or have been, registered as a professional geoscientist in a Constituent Association; must not currently be working illegally as a professional geoscientist; and must not currently be the subject of a complaint or discipline process.

The nominee should be a person in mid-to-late-career with a distinguished career as a professional geoscientist which can be validated by the CA and Geoscientists Canada.

Candidates who have retired, and are no longer practicing, are also eligible.

Current directors and staff of Geoscientists Canada are excluded from being nominated.

Nominations

A letter of support and candidate nomination must be received by the Award Committee. The letter should succinctly summarize the reasons for candidate nomination, stating why the candidate's contribution to geoscience is significant and addressing the following points:

- a) Summary of involvement with or on behalf the Constituent Association;
- b) Academic background (post-secondary only);
- c) Career profile;
- d) A summary of areas of achievement or distinction;
- d) Brief, verifiable career-path summary in chronological order. This should highlight unique or otherwise significant accomplishments, current areas of work/interest, important publications etc.;
- e) Involvement in other technical/professional societies. All acronyms to be identified with first occurrence;

- f) Community involvement, if applicable. Organization names should be accurate;
- g) Any additional information desired; and
- h) Closing statement summarizing reasons why the candidate deserves to be the choice for nominee.

Evaluation Criteria

The Awards committee will set the criteria to choose a nominee from amongst the candidates. The criteria will be placed on the website for the members and constituent associations to review prior to submission of a candidate nominee.

Recommendation

National Awards Candidates Nomination Strategy

Summary

The Award Committee will establish a candidate nomination and review process. This process will be established by working through the nomination process for an established national award, such as the Order of Canada. The Award Committee will identify an ideal candidate for the nomination process development.

Once the process is established and approved by the Board, most likely at the June 2019 meeting, the candidate nomination process for national awards will be communicated to the CAs for future nominations.

The initial ideal candidate will be nominated for the Order of Canada in early 2020.



DATE: 15 October, 2018

TO: Board of Directors

FROM: Jeff Parks, P. Geo
Chair – Governance Committee

RE: **Governance Committee Report
Geoscientists Canada Directors Meeting 3
November 2018**

The Governance Committee currently comprises Jeff Parks (chair), Michael Parkhill, and advisors Paul Rennick, Gary Vivian, Tim Corkery. CEO Andrea Waldie and President Mark Priddle are ex-officio.

The Committee has addressed the following items in the since June 2018:

- 1) Completed the Terms of Reference for the Professional Practice Committee – Accepted by the BOD Sept 2018;
- 2) Completed changes to the FGC awards Terms of Reference - Accepted by the BOD Sept 2018
- 3) Initiated a review of all GC Committee Terms of Reference.

Chairs of all Geoscientists Canada committees, councils, boards and task forces that have terms of reference (TOR) of operation have been asked to review the TOR and report to Governance by 9 November 2018. It is anticipated that any updates to the TORs will be brought forward for BOD approval at the January meeting.

Respectfully submitted,

Jeff Parks, P. Geo., FGC
Chair, Governance Committee

Geoscientists Canada

Boards, Executive, Committees and Task Forces (2018-2019) (Updated September 2018)

Board of Directors	
Mark Priddle (President)	Ontario
Jeff Parks (President Elect)	Nova Scotia
Jeff O'Keefe (Past President)	Newfoundland & Labrador
Ganpat Lodha (Treasurer)	Manitoba
Colin Yeo	Alberta
Garth Kirkham	British Columbia
Jeff Parks	Nova Scotia
Kevin Ansdell	Saskatchewan
Michael Parkhill	New Brunswick
Yuri Kinakin	NWT & Nunavut
Audit Committee	
Garth Kirkham (Chair)	British Columbia
Colin Yeo	Alberta
Yuri Kinakin	NWT & Nunavut

Awards Committee	
Jeff O'Keef (Chair)	NWT & Nunavut
Kevin Ansdell	Saskatchewan
CPG Award Judging Panel (Confidential)	

Executive Committee	
Mark Priddle (President)	Ontario
Jeff Parks (President Elect)	Nova Scotia
Jeff O'Keefe (Past President)	Newfoundland & Labrador
Ganpat Lodha (Treasurer)	Manitoba
Andrea Waldie	CEO

Governance Committee	
Jeff Parks (Chair)	Nova Scotia
Michael Parkhill	New Brunswick
Paul Rennick	New Brunswick
Gary Vivian	NWT & Nunavut
Tim Corkery	Manitoba
Mark Priddle (ex officio)	
Andrea Waldie (ex officio)	
Nomination Committee	
Jeff O'Keef (Chair)	NWT & Nunavut
Andrea Waldie (ex officio)	CEO

CETA Joint Committee	
Hendrik Falck	Geoscientists Canada
Mark Priddle	Geoscientists Canada
Vitor Correia	EFG
Marko Komac	EFG

Securities Committee	
Garth Kirkham (Chair)	British Columbia
Yuri Kinakin	NWT & Nunavut
Deborah McCombe	Ontario
Gary D. Delaney	Saskatchewan
James Moors	British Columbia
Lindsay Steele	APEGBC
David Elliott	Alberta
Andrea Waldie (ex officio)	

Professional Practice Committee	
Colin Yeo	Geoscientists Canada
Ben McKenzie	Alberta
Hendrik Falck	NWT & Nunavut
Roger Woeller	Ontario
Carol MacQuarrie	New Brunswick
Andy Randell	British Columbia
Mark Priddle (ex officio)	Geoscientists Canada
Andrea Waldie (ex officio)	Geoscientists Canada

CGSC	
Bruce Broster (Chair)	New Brunswick
Brent Ward (Vice Chair)	British Columbia
Cliff Stanley	Nova Scotia
Deborah Spratt	Alberta
Carolyn Anstey-Moore	Newfoundland & Labrador
Greg Finn	Ontario
Jim Teller	Manitoba
Janis Dale	Saskatchewan
Malcolm Robb	NWT & Nunavut
Andrea Waldie (ex officio)	

<i>NOTE: Admissions Officials from all CAs as selected by each CA also attend CGSC</i>	
Aftab Khan	APGO
Amit Banerjee	APEGA
David Carter	APGNS
Gillian Pichler/Jason Ong	APEGBC
Kate McLachlan	APEGS
Kate Sisk	APEGNB
Linda Golding/Peter Bengts	NAPEG
Mark Fewer	PEGNL
Sharon Sankar	APEGM

Joint External Committees

United Nations Framework Classification for Resources (UNFC)	
Hendrik Falck	Geoscientists Canada



12. GEOSCIENTISTS CANADA 25TH ANNIVERSARY CELEBRATION IN TWO YEARS

BACKGROUND:

In 2021 Geoscientists Canada will celebrate its 25th anniversary. The CEO will lead a discussion on possible ways to mark the occasion.

DISCUSSION:

ACTIONS:

MOTION :

Motion#_____

Moved by: _____ Seconded by: _____ Decision: _____



13. DIRECTORS' REPORTS

BACKGROUND:

It is preferred that reports from Directors be submitted in advance so they can be taken as read. Directors are asked to focus their brief remarks to the Board only on those particular issues that are national in scope and may impact directly on Geoscientists Canada and the regulation and practice of geoscience across Canada.

This section will close with an opportunity for directors to pursue discussion on any matters arising from the reports of directors, it will also allow directors to bring forward for discussion any matters that the CAs would like Geoscientists Canada to consider undertaking.

- 13.1 Alberta
- 13.2 British Columbia
- 13.3 Manitoba
- 13.4 New Brunswick
- 13.5 Newfoundland and Labrador
- 13.6 Northwest Territories and Nunavut
- 13.7 Nova Scotia
- 13.8 Ontario
- 13.9 Saskatchewan
- 13.10 Directors' submitted topics and matters arising from reports

- Directors Reports

DISCUSSION:

ACTIONS:

MOTION:

Motion#_____

Moved by: _____ Seconded by: _____ Decision: _____



Manitoba Report for 56th Geoscientists Canada Board meeting

November 02-03, 2018 (Toronto)

The Engineer Geoscientists Manitoba (EGM) 7th annual Ingenium was held during October 16-19, 2018. This four-day activity included Certificate presentation to new members, recognition Wine & Cheese evening (for FEC, FGC, Honorary/life members & new recipients), Professional Development workshops, the Annual General Body Meeting and the Awards evening. Four new P. Eng. & one existing P.Geo. (Doug Bell) councillors were declared elected at this year's AGM. The other P. Geo councillor continuing from last year is Jason Man. Ms. Ruth Eden, P. Eng., took the oath of the office of President of the association during this AGM. Eight different awards (full description will be available in winter edition of Keystone Professional 2018) were presented at this year's Awards night. The theme of this year's awards night was to celebrate diversity.

The reporting of continuing professional development activity is mandatory in Manitoba effective January, 2015. It has developed an excellent customized on-line (PRO-DEV) program to facilitate documentation of the Continuing Professional Development Activity (CPD) by its members. It also helps the Continuing Competence Compliance Committee of the council to audit members' compliance records as appropriate.

The Clayton H. Riddell Faculty of Environment, Earth & Resources at University of Manitoba normally hosts talks from visiting earth scientists and on graduate student's thesis research. Attendance at the relevant talks allows eligible CPD activity.

Monthly meetings are also held by Manitoba Prospector's Association (MPA) & Manitoba Minerals Association (MMA). These meetings often bring in a technical speaker and also discuss topics of interest to mining industry and individual prospectors. This year the MPA is hosting a one-day "Central Canada Mineral Exploration Convention" on November 22 to replace the cancelled normal two day Mines & Geology Convention which used to be hosted by the Manitoba Government in previous years.

The Member Statistics (as available on September 30, 2018) is tabulated below.

Geoscientists Members	
Practising	228
Retired	20
Life Members	18
Intern (previously GIT)	66
TOTAL (Geoscience)	332
TOTAL (EGM-all Catg.)	8490

The EGM has a total of 8490 members (all categories included). Geoscientists constitute 3.9% of the total membership. However, two P.Geo. councillors represent them in a council of 11 elected councillors. In the geoscience category the female membership represents 22% of all registered geoscience members. In engineering category this ratio is 11%. This year the EGM has launched a substantial two-year marketing program to encourage more women entering into engineering profession. It is hoped that this effort will move EGM closer to 30/30 national goal set up by Engineers Canada. On another front very well, planned preparations are under way to celebrate 100th anniversary of EGM in the year 2020.

**Ganpat S. Lodha, Ph.D, P. Geo, FGC
Manitoba Director – Geoscientists Canada**



Report for 56th Meeting of Geoscientists Canada Board of Directors
November 2-3, Toronto, ON
APEGNB Geoscientists Canada Director: Michael Parkhill, P.Ge.

Recent Events/Meetings

Since the June Geoscientists Canada meeting in St. John's, NL, APEGNB Council has had the Strategic Planning Meeting in St. Andrews on August 9-11, a council meeting on October 26 and will meet again for a council meeting on December 13th.

Highlights

- The Strategic Planning session highlighted the following 4 main initiatives, succession planning at APEGNB office was also discussed in detail.
 - Diversity and Inclusion – key outcome already is APEGNB Council approval to hire a Diversity and Inclusion Co-Ordinator.
 - 2020 Centenary - Preparations are well underway for the 100th anniversary of the registration of Engineers in NB, coming up in April, 2020.
 - Sustainability of the Profession – Task Force by 2019; member survey and plan by 2020.
 - Certificate of Authorities – Task Force by 2019
- The move to compulsory reporting through APEGNB's on line portal will be voluntary to end of 2019 with mandatory full reporting and penalties in 2020. A test run is planned for one of our smaller branches (100 of 5500 potential users).
- As with all CA's we are watching what is happening in BC wrt self-regulation.
- APEGNB has an active Climate Change committee chaired by our incoming council President Serge Dupuis. In addition, a BRACE 3-year project proposal: Climate change adaptation capacity building for New Brunswick engineers is in the works, led by Serge and it is expected that a grant from APEGNB to assist with this project will be approved at the October 26 meeting.
- APEGNB has a new website <https://www.apegnb.com/>, a lot of updated material and the black and white look is sharp.
- The next AGM is February 21-22nd, 2019 at the Delta Fredericton. There are 6 people running for Vice-President this year.

**PEGNL Director's Report to Geoscientists Canada
November 2018**

Issues discussed at PEGNL last five months since June 2018

1. Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL) is proud to announce Darlene Spracklin-Reid, P. Eng. as Chair of PEGNL's Board of Directors from the June AGM in St. John's.
2. The Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL) and the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB), agreed to jointly complete a geoscientist salary survey. Many members, employers, and those considering a career in geosciences have expressed an interest in obtaining current statistics on geoscientist salaries in the Atlantic region. It has been three years since members were asked to participate in the last survey.

The 2018 salary survey was conducted and compiled by ClearPicture Corp. This year 350 members were asked to participate in the survey, with 110 responding for a 31% participation rate. Only the aggregated data has been presented in this report.

Salary by Membership Status: Comparison Between 2015 and 2018

	2018					2015				
	#	Mean	Median	Lower Quartile	Upper Quartile	#	Mean	Median	Lower Quartile	Upper Quartile
Geoscientists-in-Training										
APEGNB	4	\$51,250	\$46,250	\$37,500	\$60,000	2	\$75,000	\$75,000	\$65,000	\$85,000
PEGNL	11	\$69,773	\$75,000	\$65,000	\$80,000	5	\$88,000	\$70,000	\$65,000	\$75,000
Professional Geoscientists										
APEGNB	31	\$84,200	\$85,000	\$46,250	\$95,000	30	\$85,000	\$75,000	\$55,000	\$92,500
PEGNL	64	\$125,282	\$112,500	\$92,500	\$162,500	45	\$123,555	\$110,000	\$85,000	\$150,000

The rest of the survey can be found <http://www.pegnl.ca/newsletter.php>

3. As of August 9, 2018 there were 5097 license holders (down 3.4% from years end 2017) and 616 permit holders (down 0.8% from years end) PEGNL projection for year end 2018 is to achieve approximately 0.0% overall growth compared to 2017 with a possibility of achieving slightly lower in license holders and slightly higher in permit holders.
4. The last general meeting was held on Friday, October 19, 2018. The next meeting of the PEGNL Board of Directors is scheduled to take place on December 7 at the PEGNL office. Next Annual General Meeting will be held in St. John's on June 7, 2019.

Jeff O'Keefe P. Geo

**Association of Professional Engineers and
Geoscientists of Saskatchewan
Director's Report**



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

56th Meeting of Geoscientists Canada Board of Directors

November 3, 2018, Toronto, ON

Kevin Ansdell, P.Geo, FGC, FEC (Hon)

Council meetings

APEGS has held two Council meetings since the Geoscientists Canada AGM. The annual Council and Committee Orientation and Strategic Planning Session meeting was held in Yorkton on June 21st and 22nd, 2018. The other meeting was held in Regina, and included the annual Past President's Meeting on October 5th and a regular Council meeting on October 6th, 2018. The draft budget for 2019 was provided at the latter meeting, and more details on the approved budget will be provided later.

Highlights of Relevance to Geoscientists Canada

The Communications Manager of APEGS, Sheena August, has developed a Strategic Communications Plan for 2019. Her analysis of APEGS' Committees and Boards that are most involved with communications and public relations over the last year reveals that the approach to external "publics" and members is not consistent, and there are a lack of measurable and effective outcomes. A number of approaches to improve communications include "Dream Big" for Engineering and Geoscience Week 2019, a multi-year awareness campaign to the public, designing annual meetings and conferences to appeal to younger APEGS members, improve appropriate social media footprint, website redesign, and review of the *Professional Edge* magazine. The communications strategies will be included in the 2019 budget for applicable committees, and evaluation of outcomes will be conducted throughout 2019.

Mandatory reporting of Continuing Professional Development credits by APEGS Licensed members will start on January 1, 2019, and APEGS is communicating with members and updating the website to operationalize the program. One hour of verifiable ethics training is a new component that will be required, and APEGS staff is offering ethics "lunch and learn" courses to constituent societies and interested groups of geoscientists and engineers. A directory of appropriate online courses that could be taken is being developed, including ethics modules from other CAs, in addition to an in-house one hour course that would meet requirements.

The APEGS database project was to have been completed in 2017, but there have been numerous issues. Minasu, the company charged with its development, is focused on its completion and there will be no additional costs to APEGS. The Database went live for internal staff on October 5th, 2018, although final payment to Minasu will only be made when the financial component is complete. This will, hopefully, allow all members to renew their registration in 2019 via the new on-line portal. There will still be aspects of the Database,

essentially a wish-list to take advantage of new features in AMSoft Cloud that will save staff time going forward, which will be completed in 2019, and will have budget implications.

APEGS has a 30 by 30 Task Group in support of Engineers Canada initiative of 30% of professionals being women by 2030. At present, about 25% of P.Geo's in Saskatchewan are women, which is a larger proportion than women as P.Eng's. The Task Group is being transitioned into a "30by30 Champions Group", to embed activities within Committees, and longer term plans will depend on Engineers Canada decisions in the next few years.

The QP Short Course will be offered on December 3rd in Saskatoon. Space has been booked at the University of Saskatchewan, and will be advertised to students in particular. APEGS will provide support in finding volunteers to run the course, and refreshments.

As of Sept 28, 2018, there were 716 P.Geo, 209 GIT, 11 Geoscience Licensee, and 110 P.Geo. Life Members as Geoscience Members of APEGS (total – 1146) out of a total of 13,600 Members. This is very similar to the total for 2017.

Upcoming events include:

November 5 and 6 – Saskatoon – Fall Professional Development Days

November 21 - Regina – APEGS annual MLA reception

November 29 and 30 – Saskatoon – APEGS Council meeting

December 3 to 5 – Saskatoon – 2018 Saskatchewan Geological Survey Open House



14. GREETINGS FROM VISITORS AND OBSERVERS

BACKGROUND:

Geoscientists Canada has a formalized list for observers to Geoscientists Canada meetings. All entities listed were sent invitations to this meeting.

Time permitting the President will invite visitors and observers to bring greetings and make some brief remarks. All speakers are reminded to keep their remarks within the time limit indicated by the President.

21.1 Greetings/Comments from Visitors and Observers

DISCUSSION:

ACTIONS:

MOTION:

Motion# _____

Moved by: _____ Seconded by: _____ Decision: _____



15. OTHER BUSINESS

BACKGROUND

DISCUSSION:

ACTIONS:

MOTION:

Motion#_____

Moved by: _____ Seconded by: _____ Decision: _____



16. FUTURE MEETING DATES

BACKGROUND:

The following are the dates for upcoming Geoscientists Canada Board of Directors meetings and the next Annual General Meeting of Members:

- 57th Board Meeting – Saturday-Sunday 26-27 January, 2019, TBD
- 58th Board Meeting (Conference Call) – Wednesday 10 April, 2019 (Tentative)
- 59th Board Meeting and 22nd Annual General Meeting of Members – Saturday 15 June 2019 Toronto (Program 14-15 June)
- 60th Board Meeting (Conference Call)– Thursday 12 September, 2019 (Tentative)
- 61st Board Meeting – Saturday 2 November, 2019 – Toronto, ON (Program 1-2 Nov)

DISCUSSION:

ACTIONS:

MOTION:

Motion# _____

Moved by: _____ Seconded by: _____ Decision: _____



17. IN CAMERA SESSION

BACKGROUND:

As decided by the Board, a brief In-Camera session will be held towards the end of each meeting.

All visitors and observers will be asked to leave the room; Directors only will remain.

Only motions passed or actions items arising from the In Camera session will be recorded in the Board meeting minutes.

- 17.1 Motions and Actions Arising from In Camera (To be noted by the Chair and relayed to the Secretary immediately following the In Camera)

DISCUSSION:

ACTIONS:

MOTION:

Motion# _____

Moved by: _____ Seconded by: _____ Decision: _____



18. ADJOURNMENT

MOTION:

Motion #_____ that the 56th Meeting of the Geoscientists Canada Board of Directors be adjourned.

Moved by: _____ Seconded by: _____ Decision: _____



Geoscientists Canada – Post-Meeting Briefing Note

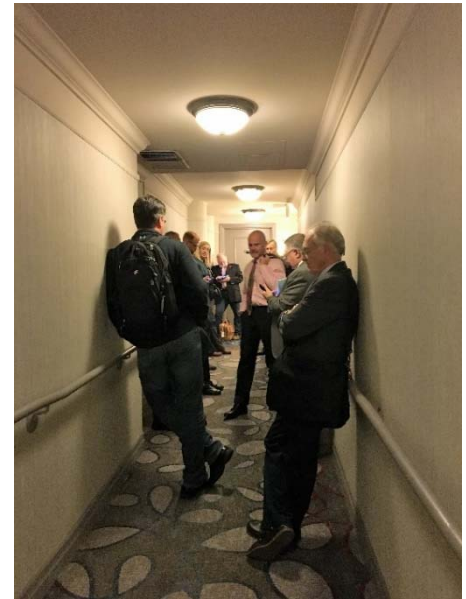
56th Meeting of Geoscientists Canada Board of Directors
 Venue: Fourteen Hundred Executive Centre
 One King West Hotel & Residence
 1 King Street West, Toronto, ON M5H 1A1
 Saturday 3 November 2018; 8:30 AM to 4:30 PM

Briefing Note

- Nine Directors in person at the Board meeting
- Also attending:
 - 6 CEO/Registrars
 - CGSC Chair
 - AST PH-II Project Manager
 - 2 Geoscientists Canada staff
- President Priddle chaired the meeting

Main agenda topics:

- Discussion and Approval 2019 Budget
- Discussion and Approval 2019 Work Plan
- Update on CGSC activity and AST PH-II project
- Approval of GKE revisions
- Engineers and Geoscientists BC Professional Reliance update
- Discussion on National Awards Strategy
- Other Committee and Task Force Activity Updates



All delegates waiting to get back to meeting room after the Fire Alarm.

Carried Board Motions (Abbreviated) and Action Items

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. The agenda of the 56th Meeting of the Geoscientists Canada Board of Directors meeting was approved. 2. The minutes of the Geoscientists Canada 55th Board of Directors Meeting on 11 September 2018 were approved. 3. The Geoscientists Canada 2019 Budget was approved. 4. The Geoscientists Canada 2019 Work Plan was approved. 5. The revised Geoscience Knowledge and | <ol style="list-style-type: none"> 6. Board directed the Awards Committee to execute the national award strategy as presented. 7. Chair of the Canadian Geoscience Standards Council was made an ex-officio of the Board. 8. Meeting adjourned. |
|--|--|

Action Items

Action#1 Mark Priddle and Andrea Waldie to work on an action plan for Geoscientists Canada's 25th anniversary.

Action#2 Mark Priddle, Jeff Parks, and Andrea Waldie to develop a policy for Geoscientists Canada involvement with international organizations and report back to the Board January 2019.

Action#3 Andrea Waldie to contact Engineers Canada to discuss their national insurance program, and Geoscientists Canada potential access to the program, particularly as it pertains to cyber insurance.

Action#4 Andrea Waldie to share O. Bonham's IGI Honorary award news with all CAs.

MEMBER ENGAGEMENT STRATEGY: TACTICS AND MEASUREMENT

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Strategy Overview

The Member Engagement Strategy is a communications and engagement strategy approved by Council in June 2016, and integrated into the 2017 – 2020 Strategic Plan. Its goal is to set out an approach for growing members' understanding and awareness of our regulatory role under the *Engineers and Geoscientists Act (Act)*.

Council asked staff to develop this strategy to address a persistent area of misunderstanding noted in member feedback – that being a misalignment between some members' interpretation of our duty (that the association exists primarily to support and advocate for members) and our mandated duty of public protection outlined by the *Act*.

Baseline

Data from the 2016 Member Satisfaction Survey indicated that approximately **18%** of our members did not feel the association was meeting its mandate. In a follow-up question that asked respondents why they felt this way, the majority (63%) stated it was because the association was not doing enough to support member interests.

Tactics and Tracking

Phase 1: July 2016 – June 2017

Tactics

In Phase 1, we utilized the following tactics:

1. A **comprehensive communications update** to bring prominence to our regulatory role across all of our communications channels and activities. This included:
 - a. Making widespread changes to our language and tone; how we talk to and about members shifted from being value-centric with an emphasis on the benefits of membership, to focusing on our regulatory role, and members' participation in the act of regulation.
 - b. Making high-level architecture updates to our website, which is our most visible public presence, to focus on our regulatory role. (e.g.: enabling front-page access to practice resources, guidelines, and complaints and discipline).
 - c. Changes to how we present information to members. For example, when we create Council presentations to branches, they now provide information about regulatory trends, promote guideline awareness and compliance, and current regulatory challenges. Our student outreach materials (brochure, presentations) were rewritten to promote recruitment/licensing from the perspective of public safety/regulation vs. member benefits, financial value. Our Annual Report is built

on the theme of public protection, and focuses on the delivery of our regulatory role.

2. **Engagement with branch and division executives** across the province to build support and understanding of this issue, seek input, and identify areas of misunderstanding. Then-COO Janet Sinclair and Chief Regulatory Officer Tony Chong visited branch executive groups throughout the province to begin the process of building support and understanding for this issue. Their presentations were meant to inform and raise awareness of the reasons the association exists and the functions it serves and understand member issues, concerns and questions regarding our real and perceived roles.

Tracking

2016-2017: Branch/Division Executive Group Visits

Date	Branch/Division	Attendees
Oct 12, 2016	West Kootenay	8
Nov 1, 2016	Vancouver	20
Nov 2, 2016	Tri-City	10
Nov 15, 2016	Sea to Sky	4
Dec 6, 2016	East Kootenay	7
Dec 7, 2016	Peace River	11
Dec 15, 2016	South Central	10
Jan 9, 2017	Victoria	20
Jan 12, 2017	Central Interior	7
Feb 1, 2017	Burnaby/New West	15
Apr 7, 2017	Division Representatives Meeting	11
Jun 1, 2017	Okanagan	8

Phase 2: Sept 2017 – August 2018

Tactics

In Phase 2, we utilized the following tactics:

1. **Development of resources** for branches, divisions and staff to support ongoing, consistent communication of the association’s role and mandate. This included:
 - a. An internal discussion paper that summarized the issue and was used to develop content for publication across various channels.
 - b. A 3-minute whiteboard video that captures the association’s mandate, role, and responsibilities in an engaging way.
 - c. A presentation entitled “The Balancing Act” to be used by Vice President Kathy-Tarnai-Lokhorst during engagement sessions.

2. A **volunteer feedback session**, in which senior volunteers from across the association’s committees and task forces gathered to discuss the challenge, review “The Balancing Act” presentation, and provide input to key messages and communications developed by staff.
3. **Direct engagement with members at Vice-President visits across the province.** These engagement sessions utilized structured feedback via voting meters, and members provided real-time input about their perceptions and understanding during the presentation.
4. **Issue communicated** via articles and Viewpoints in *Innovation*, and at industry events (e.g.: CLEAR webinar on the issue and strategy presented by Megan Archibald, Director, Communications and Stakeholder Engagement).
5. **Members surveyed** to determine their understanding of, and satisfaction and alignment with the association’s duty and mandate.

Tracking

Volunteer Session

Seeking input on this issue from senior volunteer leaders, and beta testing “The Balancing Act” presentation for branch events.

Date	Location	Attendees	Notes
Feb 22, 2018	Burnaby (Engineers and Geoscientists BC offices)	28	Chairs of Branches, Divisions, and other Volunteer Groups

Vice President Visits

Visits by VP Kathy Tarnai-Lokhorst to branch events across the province to present “The Balancing Act” presentation to local members.

Date	Branch	Attendees	Notes
Jan 25/18	Richmond/Delta	30	Voting meters not used
Feb 22/18	Vancouver Island	28	
May 17/18	South Central	13	
May 24/18	Peace River	25	
May 29/18	Victoria	35	
Jun 20/18	Okanagan	30	
Jun 27/18	Tri Cities (Executive meeting)	13	Voting meters not used

Communication to Members and Others

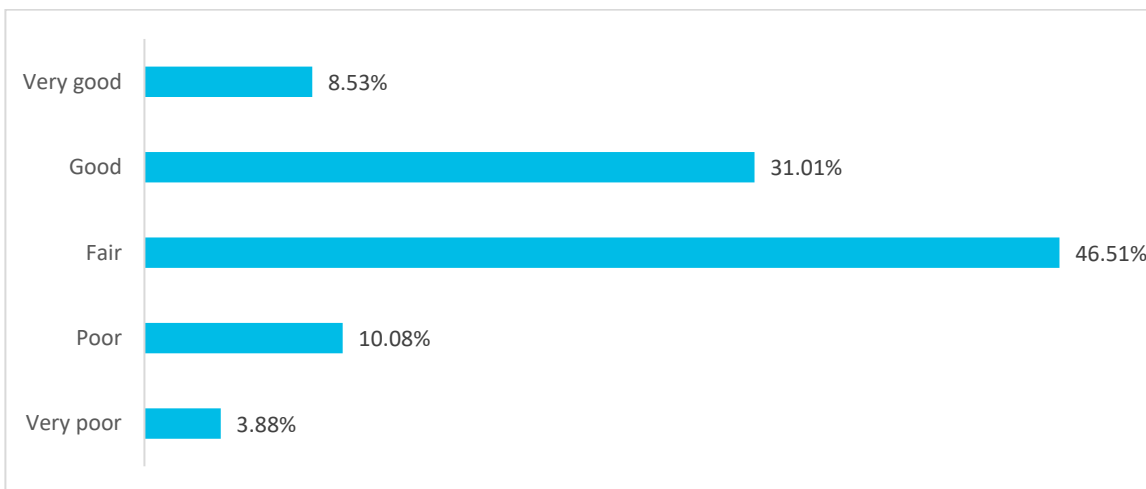
Issue	Article
July/Aug 2016	Viewpoint: Self Regulation Through Good Governance
Nov/Dec 2016	Viewpoint: Charting a Course Through a Changing Regulatory Landscape
Mar/Apr 2017	Viewpoint: Self-Regulation and Maintaining Public Trust
Nov/Dec 2017	Public Wants Safety, Integrity from Regulatory Organizations
Mar/Apr 2018	Connecting with Members to Increase Regulatory Clarity
July 2018	CLEAR (Council on Licensure, Enforcement, and Regulation) Webinar

Measurement

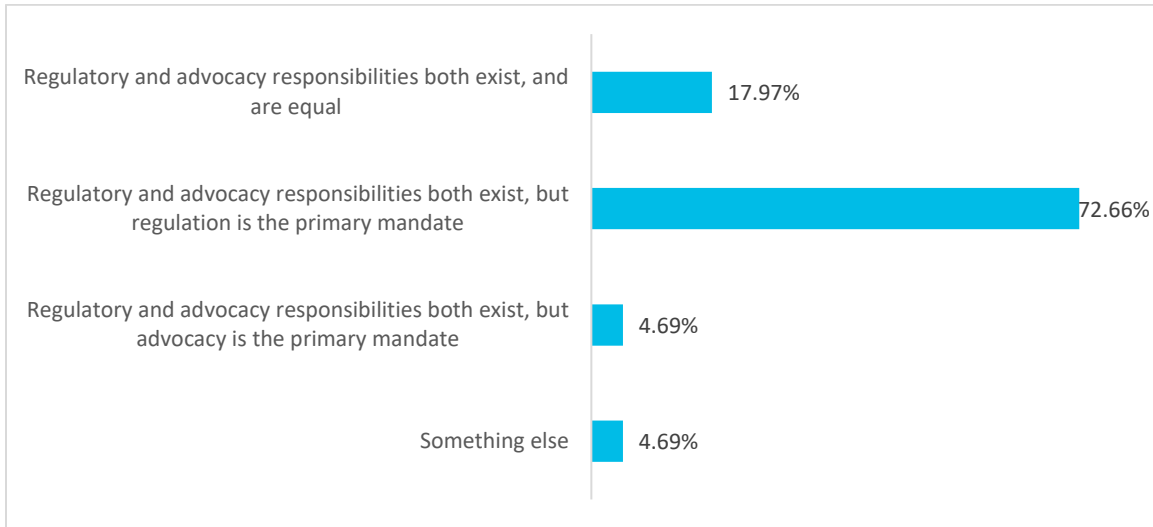
Vice President Visits

The following data was collected during the course of our Vice President Visits to branches. Participants used voting meters during the sessions to provide input on the following questions:

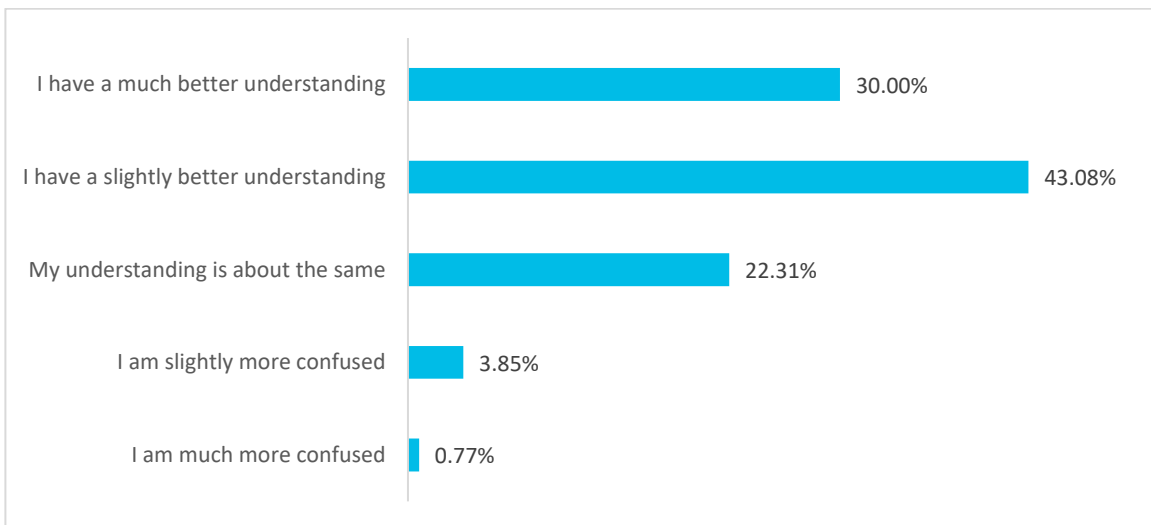
1. How would you rate your understanding of the association's role and mandate?



2. What is your perception of how the association's mandate is structured? What does "dual mandate" mean to you?



3. How did this presentation impact your overall understanding of the association's role and mandate?



Member Insights Survey

In August 2018, we fielded the Member Insights Survey, which asked members about their perceptions and understanding of, and alignment with, the association's role and mandate. Key questions are recorded here. Full survey results are available separately.

Note: The survey questions and methodology differed from previous iterations in 2016, 2013, and 2010 that had been fielded as the Member Satisfaction Survey.

1. Thinking about Engineers and Geoscientists BC overall: In general, how satisfied are you with the performance of Engineers and Geoscientists BC in fulfilling its mandate?

Satisfied	81%	Strongly satisfied – 43% Somewhat satisfied – 38%
Neither satisfied nor dissatisfied	9%	
Dissatisfied	9%	Somewhat dissatisfied – 7% Strongly dissatisfied – 2%
Don't know	2%	

2. Thinking about Engineers and Geoscientists BC's role in establishing and maintaining academic and experience standards for entry to the professions, do you think the current standards are:

Too weak	17%	Far too weak – 2% A bit too weak – 15%
Just about right	69%	
Too stringent	7%	A bit too stringent – 6% Far too stringent – 1%
Don't know	5%	

3. Thinking about Engineers and Geoscientists BC's role in establishing, maintaining, and enforcing standards of professional and ethical practice, do you think the current standards are:

Too weak	21%	Far too weak – 3% A bit too weak – 18%
Just about right	71%	
Too stringent	5%	A bit too stringent – 4% Far too stringent – 1%
Don't know	4%	

4. Thinking about Engineers and Geoscientists BC's role to protect members' interests, do you think the organization is doing:

Too little	29%	Far too little – 5% A bit too little – 24%
About the right amount	57%	
Too much	3%	A bit too much – 2% Far too much – 1%
Don't know	11%	

5. Thinking about Engineers and Geoscientists BC's role in balancing the public interest and the interests of the members, which of the following statements best represents your view?

The organization should put the public interest first, even in situations when this may not appear to be in the best interest of the members	61%
The organization should put the interests of members first, even in situations when this may not appear to be in the best interest of the public	7%
I don't think the public interest and the interests of the members are ever in conflict	25%
Don't know	7%

6. When Engineers and Geoscientists BC talks about their mandate to protect the public interest, which of the following statements best represents your view?

It seems like a well-intended effort to do what is right.	90%
It seems like an excuse to go against the wishes of the members.	5%
Don't know	5%

DATE	November 8, 2018
REPORT TO	Council for Decision
FROM	Caroline Andrewes, P.Eng., CPA, CMA, Immediate Past President
SUBJECT	Bill 49 – Election Implications
LINKAGE TO STRATEGIC PLAN	We support effective governance

Purpose	To create an advisory group to examine the election implications of Bill 49 and to delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council.
Motion 1	That Council create an advisory group to examine the election implications of Bill 49 and direct it to develop a report of recommendations for consideration by the subcommittee of Council.
Motion 2	That Council approve the recommended appointments to the advisory group to examine the election implications of Bill 49, as applicable.
Motion 3	That Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council consisting of the four public appointees and the Immediate Past President.

BACKGROUND

The *Professional Governance Act* creates new governance standards and processes and has several implications for how Council elections are conducted. The new *Act* contains provisions for the following:

Composition of Council – Future Councils will be comprised of 11 voting members: four government appointed laypersons, five councillors, one vice-president and one president. The immediate past president will also sit on Council in a non-voting capacity.

Term for a Councillor - Councillor terms will be three years. Terms for presidents and vice-presidents will be up to three years.

Term limits – Members of Council will be limited to a maximum of six years in any one position and a maximum of 12 years in total.

Nomination criteria and process - A new merit-based nomination process must be established and only those candidates approved via this process are eligible to stand for election.

While Bill 49 – the *Professional Governance Act* – specifies these new requirements, there are a number of details omitted from the Act, which will be provided through supporting regulations. Government has indicated that these regulations will be developed in early 2019 and will be complete by February or March, meaning that the 2019 election, and all subsequent elections, (and supporting nomination process) will need to adhere to these regulations.

In particular, the regulations will specify:

1. Requirements for a new nomination process including skills and competencies.
2. Transition provisions to determine how the current Council composition will transition to the new composition requirements.

DISCUSSION

Under normal circumstances, the Nominating Committee commences its work in December and publishes its list of candidates in May. While it may be possible to extend the work of the committee beyond May, because the regulations will not be available until at least February, the Committee will still be operating on a compressed timeframe.

In order to maintain the ability to hold the 2019 election at the usual time, it will be necessary to have a new process developed and ready for implementation as soon as the new regulations are released. In addition, in order for the Nominating Committee to initiate its work immediately upon release of the regulations, it will be necessary to determine which positions will be open for election in 2019.

To facilitate this, Engineers and Geoscientists staff will need to provide information and recommendations to government and respond to government proposals on any new nomination process and transition requirements. To complete this work according to the anticipated timeline, it is recommended that Council create an advisory group to examine the election implications of Bill 49, and advise staff accordingly.

To remove the potential for the appearance of any perceived conflict of interest, it is recommended that this advisory group be made up of individuals that will not serve on future Councils because they have previously served as President, are a current public appointee, or are not eligible due to residency/citizenship requirements.

The purpose of the advisory group would be to examine the election implications of Bill 49 and develop recommendations on how to proceed with the 2019 election, transitional requirements, and a new candidate selection process consistent with the anticipated merit-based selection requirements.

The function of the advisory group will be to:

1. Examine and make recommendations on transitional requirements as a result of Bill 49

- a. Which positions are open for election this year?
- b. If there is an election for councillors, which if any councillors will continue?
- c. How should terms be staggered to ensure continuity on Council?

2. Develop a candidate selection process framework

- a. How many candidates to nominate for President & Vice President and Council?
- b. What are the skills and experience requirements for these positions?
- c. How will these skills be assessed?
- d. How can the selection process be strengthened to anticipate merit-based selection principles nominations?

3. Make recommendations on items 1 and 2 above for consideration

It is expected that the work of the advisory group will commence in December and conclude by February.

In addition, consistent with past practice with election-related policy decisions, and to further remove any potential perceived conflict, it is recommended that Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council, consisting of the past president and four public appointees.

RECOMMENDATIONS

It is recommended that Council create an advisory group comprised of the immediate past president, one public appointee to Council and two members with an understanding of Council's function and relevant governance experience. To remove any potential perceived conflict of interest, it is important that the advisory group members not be eligible or interested in running for Council.

To remove any potential perceived conflict, it is further recommended that Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council, consisting of the past president and four public appointees.

MOTIONS

1. That Council create an advisory group to examine the election implications of Bill 49 and direct it to develop a report of recommendations for consideration by the sub-committee of Council.
2. That Council approve the recommended appointments to the advisory group to examine the election implications of Bill 49, as applicable.
3. That Council delegate the decision on how to move forward with the 2019 election, the transitional requirements and the candidate selection process framework to a subcommittee of Council consisting of the four public appointees and the Immediate Past President.



OPEN SESSION

ITEM 6.6

DATE	August 22, 2018
REPORT TO	Council for Decision
FROM	Susan MacDougall, P.Eng, Council 30 by 30 Champion Deesh Olychick, Director, Member Services
SUBJECT	30 by 30 Strategy
LINKAGE TO STRATEGIC PLAN	We foster diversity and inclusivity

Purpose	To receive Council feedback and direction on the strategy and framework for the 30 by 30 Action Plan
Motion	That Council endorse the strategy for the 30 by 30 action plan, direct staff to proceed with consultation, prioritize actions, estimate associated resources and report back to Council in November

BACKGROUND

At the 2017 Annual General Meeting, a motion was carried that asked Council to consider taking the necessary policy and procedural steps to develop a timely plan of action in support of Engineers Canada's 30 by 30 initiative. In response to the member motion, Council passed the following motion at its February 2018 meeting:

That Council direct staff to evaluate the current status of the 30 by 30 target and initiatives, progress since the 2013 Women in Engineering and Geoscience Task Force recommendations, and suggest options for moving ahead to achieve the goal for 2030, within a 6-month period.

PROCESS

Over the past several months, the Council 30 by 30 champion along with staff have engaged in various activities to inform the development of an action plan in support of 30 by 30. Our work plan consists of the following:

1. **Phase 1- Data collection & Organizing** [Jan-Aug 2018]
 - a. 30 by 30 national meeting
 - b. Branch and division engagement
 - c. Building up 30 by 30 network and shared resources
 - d. Other research activities (MBA research project, internal interviews, survey results)

2. **Phase 2- Consultation** [Sep-Oct 2018]
 - a. Council feedback and direction
 - b. 30 by 30 network and Women in Engineering and Geoscience Division feedback
 - c. Member feedback:
 - i. Article in eNews and website
 - ii. Annual Conference & AGM
 - iii. Women in Engineering and Geoscience Division Networking Event
3. **Phase 3- Prioritize Actions** [Nov 2018]
 - a. Identify key actions and estimate associated resources
 - b. Present to Council
4. **Put plan in action** [2019 onwards]

RESEARCH

As part of Phase 1, we collected and reviewed data from various sources. Our research also included interviews with staff supporting various program areas on program improvements that could be made to further support 30 by 30. Some highlights of our research are presented below.

MBA Research Project Report

Earlier this year, Engineers and Geoscientists BC agreed to be a project sponsor for a student who was completing her MBA. The research project focused on the retention of women in the profession of engineering. The research examined current initiatives, membership data, included an extensive literature review, and resulted in, five recommendations for consideration by the association.

The report made the following recommendations for the association to consider in developing its action plan in support of improving the retention of women in the profession of engineering:

1. Create a staff position to focus on diversity
2. Enhance the website and other association materials
3. Implement volunteer training process (for career outreach volunteers)
4. Enhance mentoring program
5. Leverage corporate regulation

Branch and Division Representatives Meeting

On May 10, 2018, Council attended a meeting with branch and division representatives where representatives were asked to share concrete actions the association can take to better support the goal of 30 by 30. The themes emerging from that discussion focused on:

- Sharing of resources and partnerships with other organizations
- Addressing workplace culture (work life balance, parental leave, pay equity, improving on-ramps back to the profession, inclusive policies, tools for employers)
- Opportunities to improve our career outreach (teacher education days, training for career awareness volunteers, partnerships with school districts)
- Changing the perception of engineering (challenge the stereotypes)

Public Opinion Survey

In the recently completed public opinion survey, the following question was included: What is the likelihood of recommending engineering as a career to young women? Responses were: 33%

indicated *Very Likely*, 47% indicated *Somewhat Likely*, 16% indicated *Not Very Likely* and 4% indicated *Not at all Likely*. Top reasons for recommending engineering as a career choice were:

1. It is male-dominated and we need more female engineers
2. It's a good job / career
3. Women can make their own choice / should pick what interests them
4. Many possibilities / broad career path / excellent job prospects/ good future opportunities

Building up the 30 by 30 Network

After the June 2018 Council meeting that formally approved the group's Terms of Reference we have been actively adding interested individuals to the 30 by 30 network for the purposes of networking and resource sharing. This has included both industry professionals representing their company and representatives from institutions within BC.

We will continue to add members as they express interest in learning more about how they and their organizations can support the 30 by 30 goal.

Other Associations

An overview of activities from other associations was provided at the February Council meeting. We have highlighted below some new initiatives since the last meeting.

OSPE

As part of its Breaking Barriers campaign, the Ontario Society of Professional Engineers (OSPE) conducted a workplace culture survey. Members of Engineers and Geoscientists BC were also encouraged to participate in the survey. The survey looked to identify challenges experienced by professionals, which make it difficult for them to advance in their career as well as tools and resources sought to help navigate one's career. For women, the top tools and resources sought were mentoring, networking and career or professional development.

APEGA

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) was recently awarded a three-year, \$350,000 grant from Status of Women Canada. The funding will be used to examine workplace barriers facing female engineering and geoscience professionals such as pay equity, hiring practices, and advancement opportunities with the intention to create Canada-wide workplace culture guidelines.

APEGA is also offering ten grants of up to \$5,000 each for STEM learning in Alberta schools. This creates an opportunity for Alberta teachers to develop and advance STEM-focused programs in their K-12 classrooms.

Engineers Geoscientists Manitoba

Engineers Geoscientists Manitoba has budgeted an initial \$800,000 for the first phase of its "Engineering Changes Lives" campaign, aimed to reach young women and double the number of women entering the profession by 2030. Their research will look to understand the leaks at all points on the career pipeline. The association also launch an in-school advertising campaign to allow for collaboration between middle school students and engineering employers to address the barriers that keep girls from choosing engineering as a career.

WOMEN IN ENGINEERING AND GEOSCIENCE TASK FORCE RECOMMENDATIONS

As part of the research process, we reviewed the recommendations made previously by the Women in Engineering and Geoscience Task Force (2013). A total of 18 recommendations were made and the implementation of the Task Force recommendations have served as the association's action plan in support of 30 by 30.

In reviewing the Task Force recommendations, we believe the Task Force recommendations continue to be relevant and are foundational to our progression to 30 by 30. The Task Force recommendations lay the groundwork to build our new strategy for 30 by 30.

BROADER SUPPORT FOR STEM

The momentum and public support for encouraging girls to pursue STEM fields is at an all-time high. There are many existing well-established programs. This introduces the opportunity to create partnerships at all levels – from government, industry and educators to community groups. As the regulator of engineering and geoscience, this also creates the unique opportunity for us to facilitate and foster these connections.

STRATEGY FOR 30 BY 30

Our goal is to increase the number of newly licensed engineers that are female to 30% by 2030. We will do this by:

- Increasing awareness of and attraction to the professions of engineering and geoscience
- Improving the retention of women in the professions of engineering and geoscience

We aim to encourage and support the recruitment and retention of women in engineering by:

1. Leveraging our strengths

Our strength is our member support programs. By optimizing and leveraging our programs, we will strengthen our support for 30 by 30

We have an active **career outreach** program – By expanding the program, building key partnerships and providing training to volunteers, we can change the perception of engineering and inspire the next generation of professionals

We have a strong **mentoring** program – By enhancing the scope of the program and focusing a stream on diversity, we can create more peer-to-peer support mechanisms and guide members throughout their career

We have a comprehensive **professional development** program – By incorporating more diversity learning opportunities for members and employers, we can support the advancement of members and facilitate dialogue to better understand the issues

We have effective **member communication** vehicles – By creating key messages, profiling role models, highlighting organizational best practices, sharing resources and facilitating dialogue on the barriers that exist for women in the profession, we can be the catalyst for conversation and aim to advance a cultural shift

We have an active **student outreach** program – By working with students and universities, we can support students, work to increase retention at the post-secondary level and further support the transition from student to member in training.

We have engaged **branches and divisions** – By working with our volunteers, we can identify champions, and enhance our efforts by creating networking and professional development opportunities to further support members

2. Building relationships to maximize collective efforts

Our strength is our relationships. By building on our existing relationships and developing new partnerships, we can maximize our collective efforts in support of 30 by 30.

We have over **34,000 members** – Through this connection, we have the ability to engage members as champions for diversity and inclusion

We have relationships with **post-secondary institutions** – Through these relationships and the development of new connections, we can identify leaders and key influencers and work collectively in support of diversity and inclusion

We have relationships with other **regulators across the country and Engineers Canada** – Through these connections, we can share resources, and work collectively by collaborating on programs and initiatives

We have relationships with **organizations and employers** – Through setting an example at the association and supporting the development and sharing of strategies and tools for effective workplaces, we can encourage companies and organizations to improve their corporate diversity

3. Fundamental to our strategy is to support girls and women along the full career pathway focusing on the issues unique to each stage:

K-12 & University: Changing perception of engineering and what engineers do, providing mentorship where possible

EITs and Early Members: Assisting in the development of peer and mentoring relationships that will support throughout her career

Mid and Late Members: Supporting members and companies to look at providing more onramps for members who take leave for family reasons, and engaging leaders, employers, key influences as ambassadors for diversity and inclusion

All members: Facilitating dialogue to better understand the barriers that exist for women in the profession with the goal of advancing cultural shift

For more information on current activities and new potential activities related to each of these stages, refer to Appendix A – A Guide to Action. These activities are the basis from which the tactical plan will be developed to support our strategy.

RECOMMENDATION

Council is being asked to provide feedback on the strategy for the 30 by 30 action plan and endorse the strategy for consultation with members (September – October). Post consultation, staff will work with the Council 30 by 30 champion to prioritize actions, estimate resource requirements, and develop key performance indicators to measure success and track performance.

MOTION

That Council endorse the strategy for the 30 by 30 action plan, direct staff to proceed with consultation, prioritize actions, estimate associated resources and report back to Council in November

APPENDIX A –30 BY 30 – A GUIDE TO ACTION

30 by 30 - A GUIDE TO ACTION



Audience Public

Why this Group is Important

Parents, teachers, career counsellors, coaches, aunts and uncles will be the ones who first explain to kids “what an engineer does” and eventually encourage young men and women to consider engineering when they apply to post-secondary education. It’s important that they be informed in the diverse options as much as the students who will be applying.

What We Heard	<ul style="list-style-type: none"> • Need to enhance public perception of engineering and address stereotypes • Show how engineering is a helping profession • Create more awareness of the diversity of professions within engineering • In previous public opinion survey (2011), the perceived barriers to teens pursuing engineering were: requiring a high aptitude in mathematics, education tuition costs, profession is too academically challenging, lack of awareness, and difficulty to get into educational institutions • 2018 public opinion survey asked the likelihood of recommending engineering as a career choice for young women: 33% indicated <i>Very Likely</i>, 47% indicated <i>Somewhat Likely</i>, 16% indicated <i>Not Very Likely</i> and 4% indicated <i>Not at all Likely</i>
Our Current Activities	<ul style="list-style-type: none"> • National Engineering and Geoscience Month campaign (includes media) • International Women in Engineering Day (full page ad in Vancouver Sun and opinion editorial) • New brand and marketing material showcasing diversity of profession and diversity of disciplines
Potential New Activities	<ul style="list-style-type: none"> • Enhance public perception of engineering and the diversity of disciplines within the profession (through media) • Raise the profile of engineering as a career of choice (media) • Create short videos of women in STEM (heroes) • Target social media campaigns / videos at teenaged girls • Partner with others
Potential Partners	<ul style="list-style-type: none"> • Engineers Canada • Sister Associations • Girl Guides
Potential Metrics	<ul style="list-style-type: none"> • Public Opinion Survey

30 by 30 - A GUIDE TO ACTION



Audience Girls, Parents, Teachers, Counsellors, Public

Why this Group is Important

Our “target” 30 by 30 group for the year 2030 will be starting grade 8 in the fall of 2018, so we need to reach these kids as part of our strategy.

What We Heard	<ul style="list-style-type: none"> • Need more media to support outreach efforts (for when a female presenter is not available) • Need formal training for career awareness volunteers • Need to form partnerships with other organizations • Need to educate teachers, parents and counsellors • Need to work with school districts • How can we adapt and change the curriculum? Can we work with the Ministry of Education? • What more could we do at the high school level? • Increase scholarship opportunities (similar to Nova Scotia program) • Participate in Parent’s Nights at schools
Our Current Activities	<ul style="list-style-type: none"> • Career outreach visits reach 8,000 kids each year with active participation at branch level • Career Awareness resources & tools include a presentation template, video, activity kits, promotional items, and a career brochure for high school students • Hold an Annual Science Games • Sponsor events and provide grants to various science camps • Coordinate participation at various community and special events throughout BC (Around the Dome, GUEST, Ranger Revolution, Science Literacy Week) • New lesson plan development underway linking directly to new BC Curriculum • New tracking tools in development to better assess impact of engagement opportunities
Potential New Activities	<ul style="list-style-type: none"> • Increase the total number of career awareness volunteers (include MIT’s) • Increase the number of female career awareness volunteers • Enhance career awareness resources and tools • Increase high school level engagement • Develop key messages for varying audiences • Introduce a training program for career outreach volunteers • Partner on a Train the Teacher Program (e.g. UBC)
Potential Partners	<ul style="list-style-type: none"> • Universities • Science World • Other groups (camps) • Sister associations • Volunteers • Science Teacher Association • BCTF • Girl Guides • YWCA
Potential Metrics	<ul style="list-style-type: none"> • # of career outreach visits by female presenters (and total #) • # of clicks on career related web pages • New tracking tool for engagement activities

30 by 30 - A GUIDE TO ACTION



Audience Students, Professors, Counsellors, Public

Why this Group is Important

With a noticeable drop between 1st and 4th year in the percentage of women studying engineering, we want to find out why and see if there are ways we can help these young women stay with engineering and find a meaningful career upon graduation.

What We Heard	<ul style="list-style-type: none"> • There is a drop off of female engineering students from 1st year to 4th year • Student survey from Canadian Federation of Engineering Students revealed that female engineering students experienced a higher level of stress than males • Are there opportunities for co-op programs to pair female students with female role models? • Can we develop a career map to show young women the career progression and the different paths to engineering (consulting, industry, your own company)? • Need to better support transition to EIT / how can we work with universities to do this? • Need to better communicate the benefits of becoming a MIT
Our Current Activities	<ul style="list-style-type: none"> • Student Membership category • Host Student Industry Nights • Presentations to University Students • Student Advisory Group
Potential New Activities	<ul style="list-style-type: none"> • Participate in university orientations • Increase support for transition from Student Member to Member in Training • Explore ways to simplify transition process from student to MIT • Explore mentorship opportunities for students with young MIT's • Consider student member volunteer incentives to build up networks • Explore collaboration with career counsellors and universities
Potential Partners	<ul style="list-style-type: none"> • Universities • Industry • Alumni groups
Potential Metrics	<ul style="list-style-type: none"> • # of female students enrolled in engineering (and total #) • Conversion rate of Student membership to EIT • Retention rates from 1st year enrollment and 4th year • # of presentations to students • # of scholarships to female students (and total #)

30 by 30 - A GUIDE TO ACTION



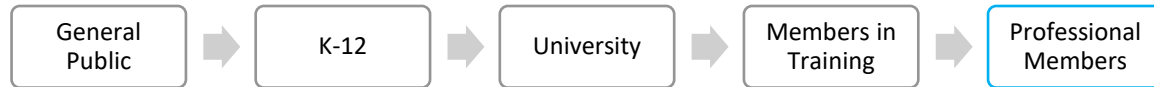
Audience Students, Employers / Industry

Why this Group is Important

Much of our feedback has shown that women thrive in a supportive environment with peer relationships and networks, many of which can be formed during this early stage in their careers.

What We Heard	<ul style="list-style-type: none"> • Develop resources such as “When You’re ready to Apply for Professional Licensure” so that women don’t wait until they are 120% prepared • Create peer meetups (ex. Coffee chats) to establish support groups • Work with other STEM groups to offer discounts for MITs so they can try out a range of groups and find peers that resonate with them • Explore new mentoring relationship formats • Incentivize volunteering to help MITs establish networks (e.g. free division membership)
Our Current Activities	<ul style="list-style-type: none"> • Member in Training Program • Accredited Employer Training Program • Mentoring Program • Professional Development Events • Branch & Division Events • Annual Conference
Potential New Activities	<ul style="list-style-type: none"> • Develop a Women focused stream for the mentoring program • Establish new mentoring formats such as one-to-many or many-to-many • Explore opportunities to work with other STEM groups • Offer more professional development opportunities targeted to MITs • Explore ways branches or divisions can help support peer meetups
Potential Partners	<ul style="list-style-type: none"> • Branches • Divisions • 30 by 30 Champions Group • Women in STEM groups such as: <ul style="list-style-type: none"> ○ WWEST ○ CCW ○ ACEC-BC ○ U40 (local groups) ○ iWIST ○ Women in Mining ○ Geeky girls
Potential Metrics	<ul style="list-style-type: none"> • # of female EITs (and total #) • # of PD events targeted to MIT’s # of female EIT’s enrolled in mentoring program (and total #)

30 by 30 - A GUIDE TO ACTION



Audience Members, Employers / Industry

Why this Group is Important

These women will be the role models, mentors, outreach volunteers and inspiration for those following behind them. They will also face their own challenges whether related to workplace culture, or returning to the profession after a leave of absence and it is important to support them in their chosen career while also setting an example for future generations.

What We Heard	<ul style="list-style-type: none"> • Need to address workplace culture • Create a CEO pledge to support diverse and inclusive work places • Advocate for gender equity in senior leadership and boards • Look into why women make the same as men until the 500 level of experience • Need a better web presence with tools, resources and regular updates • Collaborate with other organizations • Recognize organizations that support diversity • More communication on the importance of diversity • Look at how corporate regulation can be used as a conversation starter • In OSPE’s survey, mentoring, networking and professional development were the top resources sought by women in support of their career • More research on why women leave the profession • Learn from the experience and success of other professions
Our Current Activities	<ul style="list-style-type: none"> • Human Rights & Diversity Guideline • Mentoring Program • Professional Development Events • Branch & Division Events • Annual Conference • Women in Engineering and Geoscience Division • 30 by 30 Champions Group • Engendering Success Research Project (7 year study with UBC and SFU) • Volunteer program
Potential New Activities	<ul style="list-style-type: none"> • Women focused stream for mentoring program and recruit more females • Explore opportunities with WIEG division in providing support to members • Expand professional development offerings related to diversity and inclusiveness • Strengthen communication on the importance of diversity and barriers that exist through frequent articles in association publications • Enhance web presence by sourcing and developing tools and resources for organizations to improve diversity and improve workplace culture • Recognize organizations that support diversity by profiling them in publications • Explore opportunities with OQM (best practices in diversity and inclusion) • Raise the profile of women engineers • Proactive outreach to other organizations for collaborative opportunities • Improve “on ramps” to the profession (fee structure for maternity and parental leaves or extended leaves and return to practice provisions)
Potential Partners	<ul style="list-style-type: none"> • Division • Engineers Canada • Sister associations

30 by 30 - A GUIDE TO ACTION

	<ul style="list-style-type: none">• ACEC-BC• Employers• Women in STEM groups
Potential Metrics	<ul style="list-style-type: none">• # of tools and resources available• # of clicks on diversity section of website• # of articles• # of female mentees• # of female mentors• Retention #'s• # of female members