

MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING of the 2024/2025 Board of Engineers and Geoscientists BC, held on April 25, 2025 at the Engineers & Geoscientists BC office (Dan Lambert Boardroom) and virtually via TEAMS.

Present

Board		
Mark Porter, P.Eng., StructEng.		Chair (2024/2025)
Karen Ling, P.Eng.		Vice Chair (2024/2025)
Michelle Mahovlich, P.Eng., P.Geo.		Immediate Past Chair (2024/2025)
Bill Chan, CPA, CGA, MBA, ICD.D		Board Member (2024/2025)
Veronica Knott, P.Eng.		Board Member (2024/2025)
Cathy McIntyre, MBA, C.Dir		Board Member (2024/2025)
TJ Schmaltz, JD, FCPHR, SHRM-SCP, ICD.D		Board Member (2024/2025)
Matthew Salmon, P.Eng.		Board Member (2024/2025)
Malcolm Shield, P.Eng.		Board Member (2024/2025)
Colette Trudeau, M.A.		Board Member (2024/2025)
Jens Weber, P.Eng.		Board Member (2024/2025)
Regrets		
Gordon Zhou, P.Eng.		Board Member (2024/2025)
Guests		
Antigone Dixon-Warren, P.Geo., PMP, FGC		Engineers and Geoscientists BC's representative to the Geoscientists Canada Board
Dr. Sathish Gopalakrishnan, P.Eng.		Incoming Engineers and Geoscientists BC's representative to the Canadian Engineering Accreditation Board
Gordon McDonald, P.Eng.		Chair, Audit & Practice Review Committee
Leslie Woo		Deputy Registrar, Associate General Counsel, ASTTBC
Staff		
Jennifer Cho, CPA, CGA, FEC (Hon.), FGC (Hon.)		Chief Financial and Administration Officer
Alison Dantas, MA, CEC, C.Dir		Chief Operating Officer
Kate Henry		Associate Director, Finance
Tanya Hupka		Executive Assistant to CEO
Will Morrison		Manager, Governance & Policy
Stuart Nash, P.Eng.		Manager, Individual Audits & Practice Review
Deesh Olychick		Director, Corporate Governance & Strategy
David Pavan, R. Ph.		Chief Regulatory Officer & Registrar
Tracy Richards		Board Governance Specialist
Heidi Yang, P.Eng., FEC, FGC (Hon.)		Chief Executive Officer

OPEN SESSION – CALL TO ORDER

Mark Porter, P.Eng., StructEng., Board Chair called the Open Session to order at 01:05 p.m.

The Chair began the session by acknowledging the ancestral, traditional and unceded territories of the Coast Salish people and the Musqueam, Squamish and Tsleil-waututh Nations on whose territory the meeting was held. He informed all attendees that we share this Acknowledgment as a way of demonstrating our ongoing good intention on our journey towards Truth and Reconciliation and reminded all how important it is to continually educate ourselves about Indigenous Peoples, the Canadian Government, and the full history of these lands and waters.

Several guests joined the meeting as observers including Antigone Dixon-Warren, P.Geo., PMP, FGC, Engineers and Geoscientists BC's representative to the Geoscientists Canada Board, Dr. Sathish Gopalakrishnan, P.Eng., Engineers and Geoscientists BC's incoming representative to the CEAB, Gordon McDonald, P.Eng., Chair of the Audit and Practice Review Committee and Leslie Woo, Deputy Registrar, Associate General Counsel, ASTTBC.

CO-25-51 OPEN AGENDA

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

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None declared.

SAFETY MOMENT

Vice Chair Karen Ling, P.Eng., provided the Safety Moment for the meeting.

CO-25-52 OPEN CONSENT AGENDA

MOTION **It was moved that the Board approve all Items (6.1 – 6.3) on the Open Consent Agenda.**

CARRIED

Motions carried by approval of the Consent Agenda:

6.1 February 21, 2025 Open Minutes

MOTION: That the Board approve the February 21, 2025 Open Meeting minutes as circulated.

6.2 Professional Practice Guidelines - Engineering Services for Temporary Structures: Covered Walkways, Version 1.0

MOTION: That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:

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

6.3 Professional Practice Guidelines - Landslide Mapping, Version 1.0

MOTION: That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Landslide Mapping to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:

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

CO-25-53 GUIDANCE FOR MEMBER REPRESENTATIVE AT ENGINEERS CANADA
2025 ANNUAL MEETING OF MEMBERS

The Chair began by welcoming CEO Heidi Yang to discuss an item for approval at the Engineers Canada Annual Meeting in May.

Mrs. Yang spoke to the reasoning behind the increase to the Engineers Canada 2027 per capital assessment fee and informed the Board that they would need to instruct their Member representative (the Engineers and Geoscientists BC Board Chair or designate) to vote on their behalf.

The following motion was then put forward for consideration:

MOTION It was moved that the Board instruct its Member representative (i.e.. the Engineers and Geoscientists BC Board Chair or their designate) to vote to approve the proposed 2027 Per Capita Assessment Fee be increased from \$10 to \$11 per registrant at Engineers Canada’s Annual Meeting of Members in May 2025.

CARRIED

CO-25-54 DELEGATION OF FINANCIAL AUTHORITY POLICY

Kate Henry, Associate Director of Finance, delivered a presentation on the Delegation of Financial Authority Policy which was put forward to the Board for approval.

Mrs. Henry explained that in support of continuous improvement, the organization is strengthening its financial governance and internal controls and as part of this process, there are several financial policies that will be reviewed and updated over the coming years. One of the first financial policies selected for this review was the Delegation of Signing Authority Policy. This policy was last updated in 2016 and as a result, required a complete overhaul to reflect the organization’s growth, complexity and maturity. Mrs. Henry presented the principal elements of the policy to the Board and subsequently invited questions and comments from the members.

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

It was moved that:

MOTION The Board approve the Delegation of Financial Authority Policy to replace policy CO-16-58.

MOTION The Board direct staff to consider the need for an upper limit for budgeted transactions for CEO Approval Authority and bring back a recommendation to the FAR Sub-Committee in 12 months.

CARRIED

CO-25-55 FY2025 Q2 FINANCIAL RESULTS

Jennifer Cho, CPA, CGA, FEC (Hon.), FGC (Hon.) Chief Financial and Administration Officer shared a high-level presentation with the Board on the organization's Q2 financial results. There was no motion associated with this item.

CO-25-56 CEO REPORT (OPEN)

Heidi Yang, P.Eng., FEC, FGC (Hon.), briefed the Board on the contents of the CEO Report which highlighted some of the activities of the organization related to policy work, implementation of the Strategic Plan and ongoing regulatory duties since the February 21, 2025 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions.

CO-25-57 ANNUAL UPDATE FROM AUDIT AND PRACTICE REVIEW COMMITTEE

Gordon McDonald, P.Eng., Chair of the Audit and Practice Review Committee (the "Committee") and Stuart Nash, P.Eng., Manager, Individual Audits and Practice Reviews delivered a presentation outlining the work of the Committee over the last year. The presentation provided an overview of Committee's responsibilities and delivered updates on the following programs: the Continuing Education Program, the Permit to Practice Program, the Firm Compliance Audit Program, the Individual Compliance Audit Program and the Firm & Individual Practice Review Programs. This was for information only.

END OF OPEN SESSION

The meeting ended at 02:35 p.m.