

COUNCIL MEETING

DATE February 5, 2021

Virtually Held Via Zoom

LOCATION Meeting Link Sent Via Outlook Invitation

Meeting Schedule

08:30 - 10:05	Closed Session
10:05 - 10:20	Morning Break
10:20 – 11:45	Closed Session (continued)
11:45 – 12:30	Agenda Overflow Buffer
12:30 – 13:00	Lunch Break
13:00 – 15:35	Open Session
15:35 – 15:50	Agenda Overflow Buffer
15:50 – 16:00	Break Before In-Camera Session
16:00 – 17:00	In-Camera Session
17:00	Adjournment

For more information, contact Allison Ross at <u>aross@egbc.ca</u> or 604.430.8035 Ext. 6049



OPEN AGENDA

DATE February 05, 2020

TIME 13:00 – 15:35 (followed by agenda overflow buffer of 15 mins if needed)

LOCATION Virtually Held Via Zoom

Meeting Link sent via Outlook Invitation

13:00 (5 mins)	4. OPEN SESSION CALL TO ORDER Chair: Larry Spence, P.Eng., President MOTION: That Council approve the Open Agenda in its entirety.				
13:05 (5 mins)	4.1 Declaration of Conflict of Interest				
13:10 (10 mins)	4.2 Safety Moment				
13:20 (10 mins)	 OPEN CONSENT AGENDA MOTION: That Council approve all items (5.1 to 5.3) on the Open Consent Agenda. 				
	5.1 November 20, 2020 Open Minutes MOTION: That Council approve the November 20, 2020 Open Meeting minutes as circulated.	November 20, 2020 Open Minutes			
	5.2 Appointments Approval MOTION 1: That Council approve the recommended appointment to the Nomination Committee as applicable. MOTION 2: That Council approve the recommended reappointments to the Discipline Committee as applicable.				
	5.3 Information Reports 5.3.1 CEO & Registrar Report				

Engineers and Geoscientists BC Council | February 5, 2021

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	There are no updates for this report because any potentially applicable items are covered elsewhere in the agenda package.	
	Ann English, P.Eng., FEC, FCSSE, Chief Executive Officer & Registrar	
5.3.2	Financials as at December 31, 2020	Quarterly Financial Update
	Jennifer Cho, CPA, CGA, Chief Financial Officer	Report
	Alicia Tan, CPA, CMA, Associate Director, Finance and Administration	
5.3.3	Update on Professional Placement Pilot Program	Update on Professional
	Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy	Placement Pilot Program
5.3.4	Registration / Admissions Report for Calendar 2020	Registration / Admissions
	Gillian Pichler, P. Eng., Director, Registration	Report
5.3.5	Pan-Canadian Geoscience Competency-Based Assessment Project update	Pan-Canadian Geoscience Competency-
	Jason Ong, Associate Director, Engineering Admissions Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy	Based Assessment Project
5.3.6	Pan-Canadian Engineering Competency-Based Assessment Project update	Pan-Canadian Engineering Competency-
	Don Gamble, Director, Information Systems	Based Assessment
	Gillian Pichler, Director, Registration	Project
5.3.7	Divisions Update	Divisions Activity Report
	Stuart Nash, Manager, Professional Practice Development and Outreach	rtopon
	Lindsay Steele, P. Geo., Associate Director, Professional Practice Standards and Development	
5.3.8	Strategic Plan and KPI Update	KPI Update Report
	Max Logan, Chief of Strategic Operations	тероп
5.3.9	Review of Council Sub-Committees	Review of Council Sub-Committees
	Deesh Olychick, Director of Corporate Governance and Strategy	Report
5.3.10	Engineers Canada Directors' Report	EC Directors' Report
	Jeff Holm, P. Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC representative to Engineers Canada	, sport
	Dr. Mike Wrinch, P. Eng., FEC,FGC (Hon.), Engineers and Geoscientists BC Representative to Engineers Canada	
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5.3.11 Geoscientists Canada Director's Report Carolyn (Lyn) Anglin, P. Geo, Engineers and Geoscientists BC Representative to Geoscientists Canada 5.3.12 Canadian Engineering Qualifications Board Report Dr. Mahmoud Mahmoud, P. Eng., FEC, Chair of the Engineers Canada Qualifications Board Karen Savage, P. Eng., FEC, Engineers and Geoscientists BC representative to the Engineers Canada Qualifications Board 5.3.13 Canadian Engineering Qualifications Board Report There is no update report included in this agenda package as the CEAB has not met since the last meeting of Council. 5.3.14 PNWER Update on Activities Russ Kinghorn, P. Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC representative to PNWER 5.3.15 Engineers and Geoscientists BC Road Map for 2020/2021 Ann English, P. Eng., FEC, FCSSE, Chief Executive Officer and Registrar 5.3.16 Council Attendance Summary Report Ann English, P. Eng., FEC, FCSSE, Chief Executive Officer and Registrar 5.3.16 Council Attendance Summary Report Ann English, P. Eng., FEC, FCSSE, Chief Executive Officer and Registrar 6.0 OPEN REGULAR AGENDA 13:30 6.1 Budget Guidelines for FY2022 MOTION: That Council approve the FY2022 budget guidelines as presented. Executive Sub-Committee Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer 13:40 6.2 Approval of the Territorial Acknowledgement Policy
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10:10 0.2 Approval of the Forntonal Action agoment Follows
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(30 mins) MOTION: That Council approve the Territorial Acknowledgement Policy as presented. Acknowledgement Policy as presented.
Mark Rigolo, P. Eng., Director, Programs and Professional Development
14:10 6.3 Discipline Cases – 2020 Year in Review
(45 mins) For information only.

Engineers and Geoscientists BC Open Agenda

	Efrem Swartz, L.L.B., Director of Legislation, Ethics and Compliance	
14:55	6.4 Professional Governance Act Update	PGA Update
(15 mins)	For information only.	Report
	Max Logan, Chief of Strategic Operations	
15:05	6.5 PGA Communications Strategy Overview	
(30 mins)	For information only.	
	Megan Archibald, Director, Communications and Stakeholder Engagement	
15:35	END OF OPEN SESSION	
15:35 (15 mins)	AGENDA OVERFLOW BUFFER	
15:50 (10 mins)	BREAK BEFORE IN-CAMERA SESSION	
16:00 (60 mins)	IN-CAMERA SESSION	
17:00	ADJOURNMENT	

MINUTES OF THE OPEN SESSION OF THE SECOND MEETING OF THE 2020/2021 COUNCIL of Engineers and Geoscientists BC, <u>held on NOVEMBER 20, 2020 virtually via Zoom.</u>

Present

Council				
	Larry Spence, P.Eng.	President (2020/2021)		
	Carol Park, P.Eng.	Vice President (2020/2021) Immediate Past President (2020/2021)		
	Lianna Mah, P.Eng., FEC			
	Alan Andison, LL.B.	Councillor (2020/2021)		
	Mark Adams, P.Eng.	Councillor (2020/2021)		
	Suky Cheema, CPA, CA	Councillor (2020/2021)		
	Tomer Curiel, P.Eng., FEC	Councillor (2020/2021)		
	Leslie Hildebrandt, LL.B, ICD.D	Councillor (2020/2021)		
	Michelle Mahovlich, P.Eng., P.Geo.	Councillor (2020/2021)		
	Nathan Ozog, P.Eng., FEC	Councillor (2020/2021)		
	Jessica Steeves, P.Eng.	Councillor (2020/2021)		
	Tom Tiedje, P.Eng.	Councillor (2020/2021)		
	Kevin Turner. P.Eng., FEC, FGC (Hon.)	Councillor (2020/2021)		
	Jeremy Vincent, P.Geo.	Councillor (2020/2021)		
	Brent Ward, P.Geo., FGC, FEC (Hon.)	Councillor (2020/2021)		
	David Wells, JD	Councillor (2020/2021)		
Guests				
	Jeff Holm, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada Engineers and Geoscientists BC Director to		
	Garth Kirkham, P.Geo., FGC	Geoscientists Canada Engineers and Geoscientists BC Representative to		
	Karen Savage, P.Eng., FEC	Engineers Canada Qualifications Board		
	Dr. Mahmoud Mahmoud, P.Eng., FEC	Chair, Engineers Canada Qualifications Board Engineers and Geoscientists BC Representative to		
	Julius Pataky, P.Eng.	Engineers Canada Accreditation Board Engineers and Geoscientists BC Representative to		
	Russ Kinghorn, P.Eng., FEC, FGC (Hon.)	PNWER Director, Professional Practice and Development,		
	Jason Jung, AScT	ASTTBC		
	Conor Reynolds, P.Eng.	Chair, Climate Change Advisory Group		
	Sally Rudd	Compass Resource Management		
	Maya Charnell, P.Eng.	Chair – Vancouver Island Branch		
	Martin Lindquist, P.Eng. Caroline Andrewes, P.Eng., FEC, FGC	Chair – Okanagan Branch		
Staff	(Hon.)	President & CEO of ACEC-BC and Past President		
Jiaii	Ann English, P.Eng., FEC, FCSSE	Chief Executive Officer & Registrar		
	Tony Chong, P.Eng.	Chief Regulatory Officer & Deputy Registrar		
	, ,	. , ,		
	Max Logan	Chief of Strategic Operations Chief Financial & Administration Officer		
	Jennifer Cho, CPA, CGA Jesse Romano			
	JESSE KUIIIAIIU	Investigation & Discipline Manager		

Peter Mitchell, P.Eng.

Director – Professional Practice, Standards &

Development

Megan Archibald Director – Communications & Stakeholder

Engagement

Deesh Olychick Director – Corporate Governance & Strategy

Mark Rigolo, P.Eng. Director – Programs & Professional Development

Gillian Pichler, P.Eng. Director - Registration

Don Gamble Director – Information Systems

Alicia Tan, CPA, CMA

Associate Director, Finance and Administration

Kevin O'Connell, CPHR
Associate Director, Human Resources
Lindsay Steele, P.Geo.
Associate Director, Professional Practice
Kelly Dayman, AScT, Eng.L.
Associate Director, Regulation of Firms
Associate Director, Engineering Admissions

Tara Bushman Communications Specialist

Laura Wilson

Legal Counsel, Policy & Regulation of Firms

Executive Assistant to Council and to the Chief

Executive Officer & Registrar

Allison Ross Executive Assistant to the CFAO & CRO

Regrets

Christine Plante, P.Geo.

Councillor (2020/2021)

OPEN SESSION – CALL TO ORDER

Larry Spence, P.Eng., President and Chair, called the meeting to order at 12:15 p.m.

Tony Chong, Chief Regulatory Officer & Deputy Registrar acted as the Parliamentarian. Councillor Suky Cheema, CPA, CA acted as the Membership Engagement Champion and Immediate Past President Lianna Mah, P.Eng., FEC acted as the 30 by 30 Champion for the meeting.

Guests: The Chair advised that Jeff Holm, P.Eng., FEC, FGC (Hon.) Engineers and Geoscientists BC Director to Engineers Canada, Garth Kirkham, P.Geo., FGC, Engineers and Geoscientists BC Director to Geoscientists Canada, Karen Savage, P.Eng., FEC, Engineers and Geoscientists BC Representative to Engineers Canada Qualifications Board and Dr. Mahmoud Mahmoud, P.Eng., FEC, Chair, Engineers Canada Qualifications Board would be joining for the Open Session.

Also in attendance were Russ Kinghorn, P.Eng., FEC, FGC (Hon.) Engineers and Geoscientists BC Representative to PNWER, Julius Pataky, P.Eng., Engineers and Geoscientists BC Representative to the Engineers Canada Accreditation Board, Jason Jung, AScT, Director, Professional Practice and Development, ASTTBC, Caroline Andrewes, P.Eng., FEC, FGC (Hon.), President & CEO of ACEC-BC, as well as Maya Charnell, P.Eng., Chair – Vancouver Island Branch and Martin Lindquist, P.Eng., Chair – Okanagan Branch. Joining the Open Session for Item 6.1 was Conor Reynolds, P.Eng., Chair – Climate Change Advisory Group and Sally Rudd, Compass Resource Management.

CO-21-23 OPEN SESSION CALL TO ORDER

MOTION

It was moved and seconded that Council approve the Open Agenda in its entirety, with the exception of Item 5.8 being removed from the Consent Agenda becoming Item 6.5 of the Regular Agenda.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None declared.

SAFETY MOMENT

Councillor Nathan Ozog, P.Eng., FEC, provided the Safety Moment for the meeting.

CO-21-24 OPEN CONSENT AGENDA

MOTION It was moved and seconded that Council approve all items (5.1 to 5.9) on

the Open Consent Agenda, with the exception of the removal of Item 5.8.

CARRIED

Motions carried by approval of the Consent Agenda:

5.1 <u>Approval of Previous Minutes</u>

MOTION that Council approve the October 19, 2020 Open Meeting minutes as circulated.

5.2 Appointments Approval

MOTION 1: That Council approve the recommended re-appointment to the Board of Examiners as applicable.

MOTION 2: That Council approve the recommended re-appointment to the Geoscience Committee as applicable.

MOTION 3: That Council approve the recommended re-appointments to the Registration Committee as applicable.

MOTION 4: That Council approve the recommended appointments to the Discipline Committee as applicable.

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

MOTION 6: That Council approve the recommended appointments to the Investigation Committee as applicable.

MOTION 7: That Council approve the recommended re-appointments to the Investigation Committee as applicable.

MOTION 8: That Council approve the recommended re-appointments to the Practice Review 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	
	New Appointments and Re-Appointments (over six years)						
John Taylor Wilson	Lay Member	Discipline Committee	Jesse Romano	Effective once PGA in force.	Two-year term.	New	
Michael Racich	Lay Member	Discipline Committee	Jesse Romano	Effective once PGA in force.	Two-year term.	New	
Edward (Ed) Bird, P.Eng.	Member	Discipline Committee	Jesse Romano	February 2, 2021	February 2, 2023	Over six years	

Peter Bobrowsky, P.Geo.	Member	Discipline Committee	Jesse Romano	February 2, 2021	February 2, 2023	Over six years
Roz Nielsen, P.Eng.	Member	Discipline Committee	Jesse Romano	February 2, 2021	February 2, 2023	Over six years
Ronald Yaworsky, P.Eng.	Member	Discipline Committee	Jesse Romano	February 2, 2021	February 2, 2023	Over six years
Scott Duncan	Lay Member	Investigation Committee	Jesse Romano	Effective once PGA in force.	Two-year term.	New
Jakub Vodsedalek	Lay Member	Investigation Committee	Jesse Romano	Effective once PGA in place.	Two-year term.	Amended/New
Shiloh Marie Carlson, P.Eng.	Member	Registration Committee	Gillian Pichler	December 12, 2020	December 11, 2022	Over six years
David Ian Harvey, P.Eng., Struct.Eng., FEC	Member	Registration Committee	Gillian Pichler	December 12, 2020	December 11, 2022	Over six years
Charlotte-Anne Huffman, P.Eng.	Member	Practice Review Committee	Peter Mitchell	December 31, 2020	December 31, 2022	Over six years
Randall Joseph Kovacs, P.Eng.	Member	Practice Review Committee	Peter Mitchell	December 31, 2020	December 31, 2022	Over six years
Antonio Jorge Da Costa Melo, P.Eng.	Member	Practice Review Committee	Peter Mitchell	December 31, 2020	December 31, 2022	Over six years
Kenneth Wayne Newbert, P.Eng.	Member	Practice Review Committee	Peter Mitchell	December 31, 2020	December 31, 2022	Over six years
		Re-appointments	(under six	years)		
Dr. Maria Ewelina Holuszko, P.Eng.	Member	Board of Examiners	Jason Ong	November 22, 2020	November 21, 2022	Returning
Delbert Ferguson, P.Geo., Eng.L	Member	Geoscience Committee	Jason Ong	November 25, 2020	November 24, 2022	Returning
John Haythorne, P.Eng.	Member	Discipline Committee	Jesse Romano	November 24, 2020	November 24, 2022	Returning
Juergen (Jurgen) Franke, P.Eng.	Member	Discipline Committee	Jesse Romano	February 2, 2021	February 2, 2023	Returning
Dan Kunimoto, P.Eng.	Member	Investigation Committee	Jesse Romano	February 2, 2021	February 2, 2023	Returning
Mehrdad (Mark) Roozbahani, P.Eng.	Member	Investigation Committee	Jesse Romano	November 24, 2020	November 24, 2022	Returning

5.3 Financials as at September 30, 2020

MOTION: That Council receive the Engineers and Geoscientists BC financial results as at September 30, 2020.

5.4 <u>Professional Practice Guidelines - Seismic Retrofit (Version 4.0)</u>

MOTION: That Council endorse the Seismic Retrofit Guidelines 2020 and the Seismic Performance Analyzer 1, Version 4.0 for use on low-rise school buildings in British Columbia.

5.5 <u>Professional Practice Guidelines - Professional Engineering Services for Temporary Structures: Formwork, Falsework and Reshore (Version 1.0)</u>

MOTION: That Council approves the *Professional Practice Guidelines – Professional Engineering Services for Temporary Structures: Formwork, Falsework, and Reshore*, Version 1.0 for final legal and editorial review prior to publication.

5.6 <u>AIBC/Engineers and Geoscientists BC Joint Professional Practice</u> <u>Guidelines – Encapsulated Mass Timber Construction up to 12 Storeys</u> (Version 1.0)

MOTION: That Council approves the Joint AIBC/Engineers and Geoscientists BC Guidelines for Encapsulated Mass Timber Construction up to 12 Storeys, Version 1.0 for final legal and editorial review prior to publication.

5.7 <u>Approval of Edits to Credentials Committee Terms of Reference with</u> Respect to Non-Contentious Decisions

MOTION: That Council approve the updated Terms of Reference of the Credentials Committee and that the revisions and associated reasons be conveyed to the Registration and Governance Committees.

- 5.8 This item was pulled from the Consent Agenda and moved to the Regular Agenda to become Item 6.5.
- 5.9 The following information reports were received by Council:
 - CEO & Registrar Report
 - Update on the Guide to the Code of Ethics
 - Quality Management Standards Summary
 - Engineers Canada Directors' Report
 - Canadian Engineering Qualifications Board Report
 - Canadian Engineering Accreditation Board Report
 - PNWER Update on Activities Report
 - Engineers and Geoscientists BC Road Map for 2020/2021
 - Council Sub-Committee Attendance Report

CO-21-25 CLIMATE CHANGE ACTION PLAN

MOTION

It was moved and seconded that Council: a) approves the draft Climate Change Action Plan, pending editorial and legal reviews; b) directs staff and advisory groups to initiate implementation of the Climate Change Action Plan within the current budget for climate change initiatives (\$50,000 for 2020/2021 fiscal year); and c) directs staff to work with the Climate Change Advisory Group and Senior Leadership Team to identify additional budget and resource needs in the 2021/2022 and 2022/2023 fiscal years for incorporation in the annual budget process.

CARRIED

CO-21-26 OVERVIEW OF RETURN TO WORK PROGRAM

MOTION

It was moved and seconded that Council approve expenditures related to staff working from home due to Covid-19 in the amount of \$64,000 to be taken from the FY 2020/21 projected surplus.

CARRIED

CO-21-27 POLICY ON TRANSPARENCY OF COUNCIL MEETINGS

MOTION

It was moved and seconded that Council approve the revised policy on Transparency of Engineers and Geoscientists BC Council Meetings.

CARRIED

CO-21-28 PROFESSIONAL GOVERNANCE ACT UPDATE

Max Logan, Chief of Strategic Operations spoke to this item and provided Council with an update on the current status of work performed by staff on specific components of implementing the provisions under the Professional Governance Act.

There was no motion associated with this item.

CO-21-29 <u>COWICHAN VALLEY REGIONAL DISTRICT – GEOHAZARD ASSURANCE</u>

<u>STATEMENT – FOR DEVELOPMENT APPROVALS AND BUILDING PERMITS</u>

(Version 2.0)

MOTION It was moved and seconded that Council endorses the Cowichan Valley

Regional District – Geohazard Assurance Statement – For Development Approvals and Building Permits - Version 2.0. pending final legal and

editorial review prior to publication.

CARRIED

END OF OPEN SESSION

The meeting ended at 2:15 p.m.



ITEM 5.3.2

DATE	January 21, 2021
REPORT TO	Council Committee for Information
	Jennifer Cho, CPA, CGA
FROM	Chief Financial and Administration Officer
FROM	Alicia Tan, CPA, CMA
	Associate Director, Finance and Administration
SUBJECT	Financial Results as at December 31, 2020
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in governance.

Purpose	For Council to review the second quarter financial results as at December 31, 2020
Motion	That Council receive the Engineers and Geoscientists British Columbia financial results as at
	December 31, 2020.

BACKGROUND

As approved by Council at the September 12, 2014 meeting, quarterly financial reports will be made to the Executive Committee for review. The same information package will be provided to the Audit Sub-Committee forinformation. The timing of the Executive Sub-Committee and Council meetings did not match up to whenDecember financial results were available for review, thus both the Executive and Audit Sub-Committees have not had a chance to review December 31, 2020 financial results. As a result, a more detailed financial results summary is provided to Council for review.

The financial results as at September 30th, 2020 was presented and received by Executive Sub-Committee at the November 10th, 2020 Executive Sub-Committee Meeting.

DISCUSSION

Q2 FY2021 Actuals vs. Budget

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

		Α	В	C*
		YTD - Actual	YTD - Budget	YTD Var - actual vs budget
	Summary			
1	Revenue	9,042	8,358	684
2	Salaries and Benefits	4,561	4,984	423
3	Expenditures	3,187	3,174	(13)
4=(1-2-3)	Surplus (Deficit) Before Grants, External Projects, RoF	1,295	200	1,094
5	Surplus (Deficit) from Grants	25	81	(56)
6=(4+5)	Surplus (Deficit) Before Regulation of Firms (RoF)	1,320	281	1,039
7	Surplus (Deficit) from RoF	(367)	(757)	390
8=(6+7)	Surplus (Deficit)	953	(475)	1,428

Positive figures add the surplus and negative figures reduce surplus.

YEAR-TO-DATE FINANCIAL RESULTS BEFORE REGULATION OF FIRMS (ROF)

The financial result as at end of December 31, 2020 before RoF ended with a year-to-date surplus of \$1,320K (A6) compared to a budgeted surplus for the same period of \$281K (B6).

A. REGISTRANT FEES & OTHER REVENUES

Year-to-date total revenue is \$684K (cell C1) higher than budget, primarily due to:

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

B. EXPENDITURES

Year-to-date total operating expenditure is \$410K (cell C2 and C3) below budget primarily due to:

- lower salaries and benefits expenses due to vacancies and higher enforced vacation taken,
- lower spending in building operation and maintenance costs as staff work from home, and

offset by higher legal expenses due to higher volume and complexities of cases.

A more detailed variance report is outlined in ATTACHMENT A.

RECOMMENDATION AND MOTION

That Council receive the Engineers and Geoscientists British Columbia financial results as at December 31, 2020.

ATTACHMENT A - December 31, 2020 Income Statement (in '000's)

		Α	В	C*	D
		YTD Actual	YTD Budget	Variance	Comments
	REVENUE				
1	Annual Registration Fees	7,207	7,053	154	Due to higher than expected intake volume
2	Application, registration and certification fees	756	540	216	Higher than expected registration/application volume
3	Professional and academic examinations	225	132	94	Due to online exams being offered as a alternative
4	Annual conference	160	91	69	Higher than expected annual conference revenue
5	Advertising and other	238	238	0	
6	Professional Development Revenue	385	229	156	Higher than expected uptake of virtual offerings
7	TOTAL REVENUE	9,042	8,358	684	
	SALARIES AND EXPENSES				
	Salaries and Employee				Due to vacancies and enforced
8	Benefits Office general, contract	4,561	4,984	423	vacation taken
9	services, and amortization	1670	1782	112	Timing of actual expense vs budget
10	Legal	817	457	(360)	Due to increased volume and complexity of LEC disciplinary cases
10	Premises and operating	017	737	(300)	Saving in building operation costs
11	costs	135	265	129	due to work from home
12	Printing, publication and distribution costs	229	254	25	Timing of actual expense vs budget
					Less meeting, events and travelling
13	Other	335	415	80	due to COVID-19
14	Total Salaries and Expenses before Grants and RoF	7,748	8,158	410	
45	Surplus before Grants and				
15= (7-14)	External Projects and ROF	1,295	200	1,094	
	Surplus (Deficit) from Grants and External				
16	Projects	25	81	(56)	Timing of grant progress
17= (15+16)	Surplus (Deficit) before RoF	1,320	281	1,039	
()		,		,,,,,,	
18	Surplus (Deficit) from RoF	(367)	(757)	390	Timing of project expense vs budget

19= (17+18) Total Surplus (Deficit) 953 (475) 1,428

Positive figures add the surplus and negative figures reduce surplus.



OPEN SESSION

ITEM 5.3.3

DATE	January 21, 2021	
REPORT TO	Council for Information	
FROM	Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy	
SUBJECT	Update on Professional Placement Pilot Program	
LINKAGE TO STRATEGIC PLA	Goal 3, Outcome 2: The supply of skilled engineering and geoscience professionals meets the needs of BC's labour demand; Goal 1, Strategy 2: 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; and Goal 3, Strategy 2: Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants	
Purpose	To update Council on the re-initiation of activities for the subject	
Motion	No motion required, for information only	

BACKGROUND

The most recent report to Council on this project was to its September 11, 2020 meeting. This report is an update since September 2020 on the Professional Placement Pilot Project.

The Professional Placement Pilot Project aims to improve access to relevant employment for underemployed or unemployed internationally trained professionals (ITPs) to obtain the necessary practical Canadian experience for professional licensure in the engineering profession – a priority occupation that has been identified as a high demand occupation in various labour market studies and reports¹.

Engineers and Geoscientists BC was entering the Pilot Monitoring phase and preparing its next deliverable scheduled for the end of April 2020 when the COVID-19 pandemic caused universal

¹ Engineers and Geoscientists BC – Study Highlights BC Labour Market Information Needs: https://www.egbc.ca/News/Articles/Study-Highlights-BC-Labour-Market-Information-Need

disruption in March 2020. The project team monitored the situation and decided to delay the project.

A revised project timeline and deliverable schedule was agreed upon between Engineers and Geoscientists BC and the Ministry of Municipal Affairs (formerly the Ministry of Jobs, Economic Development and Competitiveness) in the Fall of 2020.

UPDATE

Engineers and Geoscientists BC is restarting the project activities where it left off last April 2020. During this time, the project team will be re-initiating and continuing the identification and recruitment of potential P.Eng. candidates and employers.

As there has been a pause in activity for the Professional Placement Pilot Project since April 2020, the project team plans to conduct a communication initiative to renew in the pilot. Initiatives include proposals to include articles in Engineers and Geoscientists BC's eNews and Innovation publications.

An online portal for participating candidates and employers is in development to support and facilitate the recruitment process. After a successful recruitment match is made, the project team will support the participating employer and candidate during the work term to ensure the employer provides the necessary opportunities for the candidate to meet the Canadian Environment Competencies.

It is expected that meetings with participating employers and candidates will be conducted via teleconference. Previously, on-site meetings were a listed activity, however with the ongoing pandemic and to ensure the health of safety of employees, only teleconference meetings will be held.

ATTACHMENT A - Professional Placement Pilot Program - Remaining Deliverable Schedule

Professional Placement Pilot Program - Remaining Deliverable Schedule

	Activities	Original Due Dates	Revised Due Dates
a)	Pilot Monitoring	April 30, 2020	January 31, 2021
b)	Continue identification and recruitment of participating	August 31, 2020	April 30, 2021
c)	 P.Eng. candidates and employers On-site or teleconference meetings with participating employers and hired candidates Offer ongoing support for participants regarding pilot and competencies Quarterly updates to Project Advisory Committee on status and efficacy Monitor progress directly with participating candidates and employers during work terms Collect and address feedback from P.Eng. candidates and employers Conduct survey with candidates and employers 	January 29, 2021	August 31, 2021
d)	 Pilot Evaluation Conduct final survey for participating candidates and employers Analyse pilot performance and feedback from candidates and employers on pilot program Evaluate metrics on successful job matches and determine outcomes Develop recommendation report based on pilot evaluation activities and outcomes, including potential revisions to process based on pilot findings Develop business plan to integrate job matching tool and process with Engineers and Geoscientists BC site (i.e., improvement to EGBC Careers Site) – dependent on item D. Provide report to Project Advisory Committee 	March 31, 2021	January 31, 2022



OPEN SESSION

ITEM 5.3.4

DATE	January 21, 2021	
REPORT TO	Council for Information	
FROM	Gillian Pichler, P.Eng., Director, Registration	
SUBJECT	Registration Admissions Report to Council for Calendar2020	
LINKAGE TO	Goal 3: Promote and Protect the Professions of Engineering and	
STRATEGIC	Geoscience: Strategy 2. Assess and improve admission processes and tools	
PLAN	to facilitate a robust and timely assessment of applicants.	
Purpose	To report on the admissions and membership statistics and performance for the 2020 Calendar Year	
Motion	lo motion required, for information only	

BACKGROUND

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

A continued vote of thanks is due to all Registration volunteers who continue to support the process despite personal and work challenges related to the pandemic and to my colleagues on the Registration staff team who have put in an extraordinary effort to support the implementation of innovative process changes and maintain timely processing of applications and customer service despite reduced department strength and pandemic challenges.

DISCUSSION

Changes of Note from the September 2020 Registration Admissions Report

1) Department Restructuring

In September 2020 a department restructuring was initiated to lay the foundation for a

succession plan and strengthening of departmental capacity and resiliency, including the need to meet KPIs and balance workloads to deal with continued high application volumes. The restructuring resulted in three open full-time positions for which we are currently recruiting, reassignment of some duties and two promotions.

Michelle Cheng was appointed as Manager, Examinations, Geoscience, Registration Integrity and Policy, taking over the majority of the role that had been previously held and was being bridged by Jason Ong, Associate Director, Engineering Admissions; and Christine Lee, Senior Registration Coordinator for Academic Assessment was appointed as Academic Assessment Administrator, with responsibility for assessment of the increasing number of internationally-trained to Canadian applicants (page 3 of Appendix A to this report).

2) Pandemic-Related Changes to Volumes and Process

a) Application Volume Increase in First 6 Months of FY21

A month-over-month comparison of Calendar 2020 vs Calendar 2019 application volumes is available on page 3 of Appendix A to this report. It shows a recovery in application volumes for the first 6 months of FY21, reflecting a 4.3% increase vs the same period in 2019. The marked decrease earlier in the year at the beginning of the pandemic versus the same period in 2019 resulted in an overall 5.4 % decrease in application volumes for Calendar 2020 vs Calendar 2019.

b) Membership Growth Less than Forecasted

Membership as of December 31, 2020 showed an increase of 2% over Calendar 2019. In the January 2020 report to Council we were predicting a net membership growth of 4.5%. After removals for non-payment of 2021 fees in early February of this year, we will have a better estimate of net membership/registrant growth for the calendar year.

c) BC Academic/Technical and Struct.Eng. Examinations Go Virtual

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

This resulted in implementation by Registration staff with the support of Information Services, of the first session of online, virtually proctored technical examinations in November/December with 159 examinations attempted across 20 subjects by BC candidates. In November, we were also able to offer an online version of the BC Codes and Practices examination for Designated Structural Engineer qualification.

PEO had to cancel its December 2020 session due to pandemic restrictions, resulting in no academic examination availability for most jurisdictions in Canada and an increasing backlog of examination candidates unable to progress in their applications.

Geoscience examinations will be offered online in BC at a February session and engineering examinations offered online again in May 2021 with approximately double the number topics that were offered in December. PEO and APEGA had asked to meet with EGBC to discuss how examinations can be offered online across Canada in future. A preliminary meeting with APEGA has resulted in a request that Engineers and Geoscientists BC consider partnering with them to offer online academic examinations to APEGA candidates at the May 2021 session.

3) Process KPIs and Council Targets

Performance against Council targets - for time from receipt of a completed application to the first milestone decision, was maintained for the Accredited Employer Member in Training Program and increased slightly for applicants applying from other provinces/territories; however performance continued to decline for most engineer and geoscientist applicant categories. The decline resulted from the reduction of one expedited processing pathway due to shortage of staff, which will be somewhat mitigated by contracting these reviews to assessors in early 2021; the temporary reduction in staff due to department restructuring and the lack of availability of some volunteer assessors whose time was compromised by the pandemic.

4) Accredited Employer Member-in-Training Program

The Program made permanent by Council in April 2018 expanded to 26 employers and over 264 EITs. Since the September 2020 report, one additional employer – Greenlight Innovations – has signed up and the current total of participating employers is 26. Expedited review of applicants from employers participating in the program averaged 27 days versus 55 days across all EITs applying for professional engineer registration. In the past six months an additional 27 EITs have received their professional engineer registration by participating in the program. Staff continues to reach out to employers, several of which have indicated interest in joining the program.

5) Pan-Canadian Competency Based Assessment (CBA) Project

Engineering

A detailed report is included in the Information Reports in the Open Session Agenda. In brief, all Canadian regulators but APEGA (with NAPEG and Engineers Yukon), Engineers Nova Scotia, OIQ and Professional Engineers Ontario have now signed an agreement to join the pan-Canadian (BC) system. APEGA and OIQ have their own platforms that employ a modified Engineers and Geoscientists BC competency framework.

Canadian Environment Experience and Competencies

On November 30, enhancements to the Pan-Canadian (BC) Engineering Competency-Based Assessment system were launched. The enhancements incorporate requirements, guidance and assessor reporting options for the 8 Canadian Environment competencies which are an alternative to the requirement for one year of Canadian Environment experience. All six

participating regulators plus OIQ which has adopted the competencies in its system, will use the required Canadian Environment Competencies to evaluate all applicants for professional engineering registration or licence. Geoscientists Canada is also considering adopting similar competencies for the pan-Canadian Geoscience Competency-Based Assessment system. On October 1, 2020 a group presentation on this initiative was made by representatives of Engineers and Geoscientists BC, Geoscientists Canada, APEGS, EPEI and OIQ at the 2020 Annual Conference of the Canadian Network of Agencies for Regulation ("CNAR").

Geoscience

A detailed report is included in the Information Reports in the Open Session Agenda. In brief, the pan-Canadian Geoscience Competency-Based Assessment system was launched on the BC platform on November 1, 2020 after a successful pan-Canadian pilot.

Registration staff have also recently developed online training for staff at participating regulatory bodies with respect to administration of the competency-based assessment systems for engineering and geoscience

APPENDIX A – Statistics and Analysis



OPEN SESSION

ITEM 5.3.5

DATE	January 21, 2021	
REPORT TO	Council for Information	
	Jason Ong, Associate Director, Engineering Admissions	
FROM	Michelle Cheng, Manager, Examinations, Geoscience, Registration Integrity and Policy	
SUBJECT	Pan-Canadian Geoscience Competency-Based Assessment Project Update	
	Goal 3; Strategy 2: Assess and improve admission processes and tools to	
LINKAGE TO	facilitate robust and timely assessment of applicants; and	
STRATEGIC PLAI	Goal 2, Strategy 4. Participate in initiatives that improve national harmonization	
	of regulatory processes.	
Purpose	To provide an update to Council regarding the implementation of Competency-	
	Based Assessment for the experience evaluation of Professional Geoscientist	
	(P.Geo.) applications.	
Motion	No motion required, for information only	

BACKGROUND

At the September 11, 2020 Council meeting, an update was provided regarding additional time needed to launch online Competency-Based Assessment (CBA) for geoscience applications. The implementation date of September 1, 2020 was pushed to November 1, 2020. This was due to the compressed timeline from receiving the acceptance testing feedback from Geoscientists Canada's Pan-Canadian testing group and the remaining development work required.

Geoscientists Canada has entered into a formal agreement with Engineers & Geoscientists BC to develop Geoscience CBA as part of the existing online system currently used by the Engineering profession. Following the completion of the Geoscience CBA Pilot in November 2019, Council passed the following motions at their May 1, 2020 meeting:

1. That Geoscientists Canada's 29 Work Experience Competencies be adopted for use on the Engineers and Geoscientists BC Competency-Based Assessment System as a tool for the registration of Professional Geoscientist (P.Geo.) applicants.

2. That the transition plan be approved subject to staff adjusting key implementation dates as necessary.

UPDATE

Geoscience CBA was successfully launched on November 1, 2020. Engineers and Geoscientists BC's Geoscientists-in-Training (GITs), as well as applicants for the professional geoscientist (P.Geo.) designation, can access the system. As outlined in the *Transition Policy for the Adoption of Geoscience Competency-Based Assessment for Professional Geoscientist (P.Geo.) Applicants*, existing applicants for the P.Geo. are still able to complete their applications under the previous experience submission format until January 1, 2022.

In order to prepare for the increased number of geoscience applicants on the CBA system, training of experience assessors among the association's Geoscience Committee and Geoscience Experience Review Panel was initiated at the end of 2020. A self-paced, online training module for assessors was developed and has been distributed. Training webinars are also planned for the first quarter of 2021. Targeted recruitment of volunteer assessors in several key practice areas has also been initiated.

Several Canadian associations who have partnered to utilize Engineers and Geoscientists BC's online competency system are in the process of launching it for their own geoscience applicants. These associations include:

- Association of Professional Engineers & Geoscientists of Saskatchewan
- Engineers Geoscientists Manitoba

The following associations have committed to adopt the system and are currently initiating internal staff testing of geoscience CBA:

- Engineers Geoscientists New Brunswick
- Professional Engineers & Geoscientists Newfoundland & Labrador

Through Geoscientists Canada, several other Canadian geoscience associations have indicated interest in signing on to utilize the system. Engineers and Geoscientists BC's Registration and Information Systems teams will continue to help facilitate potential service partnerships.

ATTACHMENT A – Geoscientists Canada's 29 Work Experience Competencies and Workplace Examples

ATTACHMENT B – (Amended) Transition Policy for the Adoption of Geoscience Competency-Based Assessment for Professional Geoscientist (P.Geo.) Applicants



COMPETENCY CATEGORY	COMPETENCIES (29)	GEOSCIENCE INDICATORS (guidance on example content that will demonstrate the competency)
1. 1. Professionalism (7 competencies)	1.1 Comply with relevant legislation, regulations, and statutory reporting requirements	Apply for licenses and permits Undertake stakeholder consultations Complete and file reports and notifications
	1.2 Practice within the bounds of personal expertise and limitations	Undertake self-assessment to identify personal limits Seek advice from professionals with more appropriate expertise Refer client to other professionals
	1.3 Increase relevant knowledge, skills and level of performance over time	 Attend conferences, workshops or courses related to area of practice Undertake focused research or learning to address knowledge gaps Obtain relevant specialty training or certification
	1.4 Maintain constructive working relationships	Undertake and apply diversity training Provide and accept constructive feedback Contribute to workplace conflict resolution
	1.5 Apply ethical principles	 Communicate consequences of disregarding professional advice Respond to unethical behaviour of others Identify and address conflict of interest
	Respond to obligations and responsibilities to the public, to the natural environment, to clients and to employers	 Undertake work activities in a manner that minimizes environmental impact Make decisions consistent with client or employer needs that protect the safety, health and welfare of the public Provide accessible and appropriate information to minimize public concerns
	1.7 Contribute to health and safety in the workplace	 Proactively address workplace health and safety Identify unsafe practices or hazardous situations Contribute to development of site-specific health and safety requirements
2. 2. Scientific Method (5 competencies)	2.1 Apply scientific principles	 Use mathematical and statistical principles to analyze data Use principles of chemistry and physics to interpret data Formulate, test and evaluate hypothesis
	2.2 Effectively utilize scientifc literature	Undertake a literature search Critically analyze and incorporate published research Identify and acknowledge relevant sources
	2.3 Identify uncertainty and ambiguity in data, and limits to knowledge	Identify bias in data collection Evaluate margin of error on results Display uncertainty in analytical results or interpretation
	2.4 Apply principles of quality assurance and quality control (QA / QC)	Follow established protocols in data collection or analysis Review project outcomes relative to quality standards Establish QA / QC standards

	COMPETENCY CATEGORY		COMPETENCIES (29)	GEOSCIENCE INDICATORS (guidance on example content that will demonstrate the competency)
		2.5	Undertake relevant investigation and due diligence	Research complete background information Review similar situations to identify known hazards and risks Consider potential unanticipated outcomes
3.	3. Area of Geoscience Practice (7 competencies)	3.1	Plan investigations based upon purpose of study, incorporating existing site-specific information and appropriate approaches	1. geological mapping 2. geophysical survey 3. baseline monitoring 4. geohazard assessment 5. drilling program 6. sampling program 7. environmental site assessment 8. research project
		3.2	Acquire, process and analyze data using appropriate methodologies	Use effective devices and instruments to acquire data Apply locational tools and principles to georeference data Analyze and process data using 3-D modelling software
		3.3	Incorporate relevant data from other sources	Integrate historical and current data Include local or regional information Identify analogs
		3.4	Interpret and evaluate data to construct models consistent with purpose of investigation	 Prepare and interpret logs, sections or maps Prepare and interpret spreadsheets, charts or diagrams Apply geoscience principles to generate models
		3.5	Critically evaluate models	Address uncertainty and bias Compare and contrast analogous models Evaluate validity of model relative to objectives
		3.6	Formulate conclusions and recommendations	Define drilling targets Assess site suitability and determine mitigation measures Assess feasibility based on resource estimation Provide alternative solutions and make recommendations
		3.7	Adapt methodologies to address unfamiliar situations	Modify mapping or sampling methodologies in unfamiliar terrain or geological settings Adapt approach based on stakeholder values Integrate additional knowledge & skills to address unfamiliar situations Develop new techniques
4.	4. Complementary (10 competencies)	4.1	Deliver and comprehend oral communication	Participate in a consultation or working group Deliver a geoscience lecture or presentation Describe a geoscience model to a client, peer or supervisor
		4.2	Deliver and comprehend written communication	Prepare and respond to business correspondence Write a project or funding proposal Interpret and synthesize written information
		4.3	Communicate technical information effectively to a variety of audiences	 Create or adapt a presentation for technical and non-technical audiences Create or modify written material for technical and non-technical audiences Deliver a geoscience presentation to students

COMPETENCY CATEGORY	COMPETENCIES (29)	GEOSCIENCE INDICATORS (guidance on example content that will demonstrate the competency)
	4.4 Manage activities	Plan or coordinate geoscience field work Plan or coordinate data collection or analysis Organize a conference, workshop or meeting
	4.5 Use time management skills	Prioritize activities to meet deadlines Use scheduling tools Adapt schedule to changing situations
	4.6 Provide direction to others	Provide instructions to students Advise team members or co-workers Supervise the work of others
	4.7 Contribute to budgetary management	Evaluate quotes Estimate costs Control expenditures
	4.8 Apply basic principles of risk management	Mitigate risk associated with field work Coordinate activities to manage risk Communicate business risks associated with geoscience interpretations
	4.9 Contribute to secure data management	Use data security software Protect confidential information or materials Develop or follow organizational data management protocols
	4.10 Maintain comprehensive professional records	File and archive comprehensive and clear field observations Label, store and catalogue samples Prepare and retain business and administrative records



POLICY

CONFIDENTIAL

POLICY	Transition Policy for the Adoption of Geoscience Competency-Based Assessment for the Experience Evaluation of Professional Geoscientist (P.Geo.) Applicants
NUMBER OF POLICY	
DATE OF POLICY	February 13, 2020 (Revised September 11, 2020)
APPROVED BY	Council

PURPOSE

This policy is to set out a transition timeline and to define the conditions under which applicants for the Professional Geoscientist (P.Geo.) designation will be evaluated using the *29 Work Experience Competencies* developed by Geoscientists Canada and used in conjunction with the association's Competency-Based Assessment System.

This policy compliments the requirements to report and evaluate qualifying experience for registration in accordance with the:

- Policy on Satisfactory Geoscience Experience Requirement
- Policy on Geoscience Experience in a Canadian Environment
- Policy on Exemption from Examinations via Looking-to-Exempt (LTE) Route

APPLICATION AND SCOPE

The following individuals are required to report qualifying experience for registration in accordance with Geoscientists Canada's 29 Work Experience Competencies using Engineers and Geoscientists BC's online Competency-Based reporting and assessment system:

- 1. All applicants for Professional Geoscientist (P.Geo.) registration or license whose application is received on or after November 1, 2020; and
- 2. Applicants eligible to apply under the Geoscientists Canada's full professional mobility agreement with the Institute of Geologists of Ireland.

TRANSITION REQUIREMENTS FOR APPLICANT COHORTS

	Applicant or GIT Scenario	Effective Date	Process Options
A	All new applicants for the P.Geo. designation (including existing GITs)	November 1, 2020	Must report experience using CBA System
В	Existing P.Geo applicants who formally applied for membership prior to November 1, 2020	January 1, 2022	Will be allowed to complete application via current (traditional) experience reporting method using Geoscience Work Experience Template and Reference Forms until effective date
С	Existing P.Geo. applicants who have been assigned additional experience	January 1, 2022	Must complete application via current (traditional experience reporting method using Geoscience Work Experience Template and Reference Forms until effective date
D	Applicants applying under an international mutual recognition agreement (MRA) with the Institute of Geologists of Ireland on or after November 1, 2020	On or after November 1, 2020	Must report experience using CBA System

EXEMPTIONS

The following applicants are <u>exempt</u> from the requirements of the transition policy:

 Applicants currently registered or licensed in good standing as professional geoscientists in another jurisdiction in Canada.

STAKEHOLDER COMMUNICATIONS PLAN

All current geoscience applicants and Geoscientists-in-Training will be emailed and advised of the new requirements and transition plan. Applicant, Validator and Assessor training will be updated for implementation prior to November 1, 2020. Registration Webinars will be offered accordingly and the Registration webpages on the association website will be updated.

CROSS REFERENCE

Guidelines for Developing and Implementing Registration Policy

APEGBC Satisfactory Geoscience Experience Guideline

Geoscientists Canada Competency Profile for Professional Geoscientists at Entry to Practice

29 Work Experience Competencies and Workplace Examples

REVIEW DATES

May 1, 2020 (Council)

September 11, 2020 (Council)



OPEN SESSION

ITEM 5.3.6

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Don Gamble, Director, Information Systems
PROW	Gillian Pichler, Director, Registration
SUBJECT	Update on Pan-Canadian Project for Competency-Based Assessment of
SUBJECT	Engineering Experience
	Goal 3, Strategy 2: Assess and improve admission processes and tools to
LINKAGE TO	facilitate robust and timely assessment of applicants; and
STRATEGIC PLAN	Goal 2, Strategy 4. Participate in initiatives that improve national
	harmonization of regulatory processes.

Purpose	To update Council on the subject project
Motion	No motion required, for information only

BACKGROUND

The most recent stand-alone report to Council on this project was to its September 11, 2020 meeting. This report is an update on progress since September 2020 on the Pan-Canadian Competency-Based Assessment of Engineering Experience (the 'BC System') project, which is funded by Engineers Canada and whose purpose is to make the BC System available to all interested Canadian regulators. The project was scheduled to run from April 2018 through June 2020 but has be extended to December 2020 due to the addition of an additional deliverable for assessment of Canadian Environment competencies in lieu of the requirement for one year of experience in a Canadian Environment.

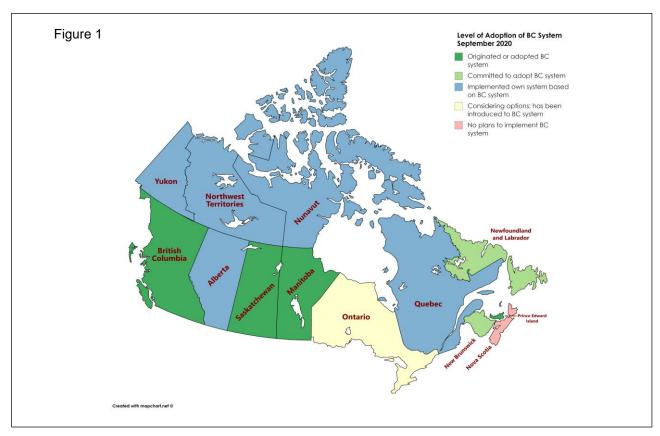
The Pan-Canadian Competency-Based Assessment User Group, supported by Engineers Canada consisting of representatives of most Canadian Engineering regulators, plus Geoscientists Canada has continued to meet bi-weekly to receive project updates and to discuss modifications and enhancements to the assessment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

Separate reports on the implementation of the Geoscience Experience Competency system and the implementation of the Canadian Environment Competencies in the BC System are in the February 5, 2021 Council agenda.

UPDATE

Since September 11, 2020, key deliverables have been completed and implemented; and, two regulators (PEGNL and ENB) who had committed to adopting the system have since signed implementation agreements with Engineers and Geoscientists BC and have begun internal pilots of the system by their staff. Engineers and Geoscientists BC has implemented all scheduled Deliverables for the program, will implement French translations when available from Engineers Canada and will continue to support participating regulators in implementing competency-based assessment in their jurisdictions.

Currently six of the ten engineering regulators in Canada who evaluate engineering experience have either adopted or committed to adopt the BC System. Of the remaining four regulators, two have developed their own platforms for competency frameworks and processes that borrow from the BC framework and system (APEGA whose system is also accessed by Engineers Yukon and NAPEG applicants; and l'Ordre des ingénieurs du Québec); one (Engineers Nova Scotia) is currently not intending to convert to competency-based assessment and another (Professional Engineers Ontario) is still considering its options related to competency-based assessment. Figure 1 gives an overview of the adoption levels of engineering regulators across Canada:



Engineers and Geoscientists BC Council |February 5, 2021

Tables 1 and 2 on pages 3 through 6 provide Regulator Adoption Details and Project Progress Updates since the report to the September 11, 2020 Council meeting. Table 2 also includes a description of future project deliverables that are optional for regulators or require input from Engineers Canada to complete.

Table 1: Regulator Adoption (Italics denote an update)

Regulatory Body	Status Status
Engineers and Geoscientists BC	 Originator and Owner of Engineering Competency-Based Assessment System, implemented for BC applicants in 2012
	 Service Provider to other jurisdictions of its proprietary Internet-based competency-based assessment software and associated framework (competency questions (situation, action, outcome, rating responses), reviewer's feedback, and validation and assessment mechanisms) that provides a uniform platform for competency assessments
Association of Professional Engineers and Geoscientists of	 Adopted BC's Competency-based assessment framework with minor modifications in 2018, using software procured from another provider.
Alberta (APEGA)	 Does Assessments for Engineers Yukon and Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)
	 Contributes to the work of the Pan-Canadian Competency-Based Assessment User Steering Group and offers perspectives and support on new initiatives
	 Held in-depth consultations with Engineers and Geoscientists BC in August 2019 when reconsidering its current platform and whether to move to the pan-Canadian platform, but confirmed in February 2020 that it has decided to stay with its own APEGA system.
Association of Professional Engineers and Geoscientists of	 Signed agreement with BC and implemented pan-Canadian system in January 2019 after piloting in 2017/18.
Saskatchewan (APEGS)	Chairs the Pan-Canadian Competency-Based Assessment User Steering Group
Engineers PEI	 Signed agreement with BC and implemented pan-Canadian system in January 2019 after piloting in 2017/18.
	 Participates in the Pan-Canadian Competency-Based Assessment User Steering Group
	Chief liaison for the project with Chief Executive Offers Group of Engineers Canada
Engineers Geoscientists Manitoba	 Participates in the Pan-Canadian Competency-Based Assessment User Steering Group
	 Signed an implementation agreement with Engineers and Geoscientists BC in January 2020 and is working with IS and Registration to prepare for adoption in early 2021.
Engineers and Geoscientists New Brunswick	 Contributes to the work of the Pan-Canadian Competency-Based Assessment User Steering Group
(Update)	 In October 2019, APEGNB Council passed a motion to confirm its participation in the Pan-Canadian competency-based assessment tool project.
	 Signed an implementation agreement with Engineers and Geoscientists BC in December 2020 and is working with IS and Registration to pilot it internally with their staff.
Engineers Nova Scotia	Is monitoring progress of the project
	 Likely will not adopt the system as it has expressed concern that the system will not support its mentor/assessor structure.
	 Participates in the Pan-Canadian Competency-Based Assessment User Steering Group as time permits
	 Adopted the "The "Working in Canada Seminar" provided through Engineers and Geoscientists British Columbia (EGBC)" as an option for fulfillment of the Canadian Environment experience requirement.

Regulatory Body	Status
Ordre des ingénieurs du Québec (OIQ)	 Modeled its competency assessment framework and system on the BC system, modifying it to align with its regulations.
	 Implemented the framework on a different platform on April 1, 2019
	 Participates in the Pan-Canadian Competency-Based Assessment User Steering Group
Professional Engineers Ontario (PEO)	 Demo of system was made to has been made to its Experience Requirements Committee (August 2018)
	 Participates in the Pan-Canadian Competency-Based Assessment User Steering Group
	Conference call held on August 2, 2019 re: PEO technical requirements.
	 Implementation Plan approved by PEO Council in September 2019 in response to Right Touch Regulation Review committed to "identifiy and implements changes to simplify, accelerate and limit subjectivity in the licensing process within the constraints and capabilities of existing technology and regulations." These changes included consideration of, "Prior Learning Assessment Reviews (PLARs) or competency-based assessments, both of which are commonly used across Canada to facilitate for inter-provincial and intercontinental mobility."
Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)	 Has contributed to the development of indicators for a field of engineering practice Participates in the Pan-Canadian Competency-Based Assessment User Steering Group as time permits
(Update)	Confirmed in October 2019 that it plans to implement the BC System
	 Signed an implementation agreement with Engineers and Geoscientists BC in December 2020 and is working with IS and Registration to pilot it internally with their staff.

Table 2: Project Progress Updates and Future Work

Activities reported to June 21, 2019 Council Meeting		
Date	Activity	
March 5, 2019	 Training for new admin interface given to APEGS, EPEI and Engineers Canada 	
March 6, 2019	 Project Deliverable 2 – Part 1 (SaaS CBA with an Internet-accessible staff admin interface that recognizes jurisdictions and allows regulators manage their own assessments via web admin screens) goes live. 	
April 8 – 9, 2019	 Presentation of new admin interface capability to Pan-Canadian Competency- Based Assessment User Steering Group and National Admissions Officials Group face-to-face-meetings in Ottawa 	
April 24, 2019	 Demo/training of Project Deliverable 2 – Part 2 (SaaS CBA with an Internet- accessible staff admin interface that recognizes jurisdictions and allows regulators manage their own assessors and staff via web admin screens) to APEGS, EPEI and Engineers Canada. Deliverable goes live. 	
April 25, 2019	 Work continues on Deliverable 3 SaaS CBA with an LMS, for the delivery of multijurisdictional competency assessment training Training material is made multi-jurisdictional Training materials look-n-feel is made non-BC specific LMS is brought online as part of SaaS CBA 	
May 2, 2019	 Demo of system and system admin to staff at Engineers and Geoscientists Manitoba. 	
May 22, 2019	 Pan-Canadian Competency-Based Assessment User Steering Group considers business process for integration of mandatory Canadian competencies into system. (estimated implementation date January 2020); and changes to indicator for Competency 6.4 to make it more inclusive for multi-jurisdictional use. Sets up project to manage this change, including stakeholder consultation. 	
June 5, 2019	 Pan-Canadian Competency-Based Assessment User Steering Group considers set of technical indicators for Building Enclosure Engineering developed by Engineers and Geoscientists BC 	

Activities reported to the November 22, 2019 Council Meeting				
Date	Activity			
August 2, 2019	Conference call with PEO and detailed follow up with PEO's Director, Information Technology on the technical capability of the system.			
August 15, 2019	Deliverable 4 Completed: SaaS CBA with a registration and authentication system			
cont'd next page	that recognizes a user's jurisdiction. CBA registration and authentication are			
	separated from BC's systems. Applicants provided a cleaner registration and			
August 15, 2019	authentication process. The completion of this Deliverable optionally allows both			
cont'd from previous page	Engineers and Geoscientists BC and other jurisdictions to authenticate their users using a process called Federated Login. Federated Login is more secure as the user			
cont a nom provious page	is automatically redirected to authenticate their password on their association's			
	website prior to being granted access to SaaS CBA. This process increases the			
	security of SaaS CBA. Engineers and Geoscientists BC is now utilizing Federated			
	Login with SaaS CBA for its members effectively completing this deliverable. The			
	functionality of Federated Login will then be available to all jurisdictions that wish to			
September 10, 2019	support this higher security level. Deliverable 8 Implemented: Learning Management System (LMS) goes live. The LMS			
September 10, 2019	system will let us provide Applicant and Assessor training as well as position us to			
	support the Canadian Competencies (CC) training modules when we address the CBA			
	enhancements for CC next year.			
September 19, 2019	Face-to-face meeting of Pan-Canadian Competency-Based Assessment User Steering			
	Group in St. John's NL results in:			
	 Agreement to Pilot Inter-Rater Reliability testing for competency assessors in June 2020 			
	 Creation of a guidance document on indicators for success metrics for the Pan- Canadian System 			
	 Agreement to develop a draft regulator transition policy for applicants moving from 			
0.11.1.0010	time-based to competency-based reporting of Canadian Environment competencies			
October 1, 2019	Webinar to demonstrate the BC System to PEGNL staff and EGNB Council and staff			
November 6, 2019	 Demo and walkthrough of Deliverable 8 – Learning Management System with Pan- Canadian Competency-Based Assessment User Steering Group. 			
	vities reported to the September 11, 2020 Council Meeting			
Date	Activity			
January 21, 2020	Engineers Geoscientists Manitoba signs the SaaS CBA Operational Agreement			
February 3, 2020	APEGA and Engineers and Geoscientists BC meet to discuss APEGA's vision with respect to CBA; APEGA advises that it will remain with an in-house platform.			
February 21 2020	Engineers Canada and Engineers and Geoscientists BC sign Addendum #1 of the			
	Agreement to Enhance Engineers and Geoscientists BC's Competency-Based Assessment Tool (CBA) To Support Multiple Jurisdictional Usage - to add an			
	additional deliverable: Implementing system changes to facilitate the evaluation			
	of eight mandatory Canadian Competencies that can be fulfilled (with separate			
	guidance, scoring and supporting online educational courses) in lieu of a year of			
	experience in a Canadian Environment.			
February 24, 2020	Engineers Canada and Engineers and Geoscientists BC sign an Addendum to the agreement to enable Geoscience Competencies			
March 6, 2020	Deliverable 5 completed: SaaS CBA with screens to collect educational			
	information and APIs to obtain this from a regulator's system. Collection of			
	educational information from either the applicant or the regulator's systems. Educational information is included in the information used for assessment.			
January to August 2020	Interrater Reliability Pilot Progresses with sample applicants developed for			
January to Magadi 2020	assessment by all participating jurisdictions			
June 9, 2020	Deliverables 9 and 10 to manage Canadian Environment Competencies and			
	deliver the Working in Canada Seminar on the LMS system started. Work is			
	nearing completion. Estimated go live date: October/November 2020 to allow for			
August 26, 2020	preparation of communications and transition plans by participating jurisdictions.			
August 26, 2020	Demo and presentation to Pan-Canadian Competency-Based Assessment User Steering Group re: Canadian Environment Competencies and Working in Canada			
	LMS integration into CBA system and implementation update			
	· O system of the system all agence			

Ac	tivities from August 25, 2020 to January 20, 2021				
Date	Activity				
October 1, 2020	A group presentation on the Canadian Environment Competencies as an alternative to time-based Canadian experience initiative was made by representatives of Engineers and Geoscientists BC, Geoscientists Canada, APEGS, EPEI and OIQ at the 2020 Annual Conference of the Canadian Network of Agencies for Regulation ("CNAR").				
November 30, 2020	Deliverables 9 and 10 Implemented:				
	Deliverable 9: Enhancements to SaaS CBA implemented to manage a subset of the existing competency questions as Canadian Environment Competencies, this includes:				
	 Competencies visually identified as a Canadian Environment Competencies, 				
	 Updated indicators and/or supporting text to provide applicants, reviewers and assessors with additional guidance on the completion of Canadian Environment Competencies, 				
	 A new separate scoring rubric for Canadian Environment Competencies in addition to the existing rubric, 				
	 Enhanced reports, dashboards and pdfs (as required) to allow effective usage of the Canadian Environment Competencies 				
	Deliverable 10: Learning Management System enabled to assign units of the Working in Canadian Seminar to an applicant and track the applicant's completion status. Reports enhanced to include the units assigned and the completion status of the assigned unit. All units are delivered in English only and include:				
	 Unit 1: The Regulation and Practice of Engineering in Canada 				
	 Unit 2: Codes, Standards and Regulations 				
	Unit 3: Culture and Communication				
	Unit 4: Collaboration and Peer Review				
December 2020	Engineers & Geoscientists New Brunswick and Professional Engineers& Geoscientists Newfoundland & Labrador sign the SaaS CBA Operational Agreement.				
	An online training module was developed for staff at participating regulatory bodies with respect to administration of the competency-based assessment systems for engineering and geoscience.				
	erables 6 and 7 (Optional Adoption and Future work)				
Deliverable 6	This deliverable establishes a pattern to exchange information securely between SaaS CBA and a CA's backend systems. Utilization of these APIs is completely optional. Interfaces to enquire on the status of an assessment and its contents. Interfaces to exchange information about the applicant. TBD				
Deliverable 7	While all deliverables will attempt to take into consideration that the CBA screens will need to be multi-lingual, only this deliverable will ensure that the screens have French content and that this content is displayed appropriately. The ability to select the language used within CBA. The ability to associate a language selection with an assessment. All non-question components of SaaS CBA configured with English and French. All assessment questions available in both English and French.				
	Engineers Canada is currently translating the system content into French.				



ITEM 5.3.7

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Stuart Nash, Manager, Professional Practice Development and Outreach Lindsay Steele, P.Geo., Associate Director, Professional Practice
SUBJECT	Division Activity Report (July 2020 – January 2021)
LINKAGE TO STRATEGIC PLAN	Members and Organizations practice to high professional and ethical standards.

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

BACKGROUND

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

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

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

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

DIVISION SUMMARY

- Divisions provided feedback on two guidelines and one practice advisory
- Divisions held 8 successful events related to their specific areas of interest, including webinars and annual general meetings.
- Divisions played a key role in developing topics and soliciting speakers for four professional development streams at the 2020 Annual Conference.

DIVISION CONSULTATION AND REVIEW CONTRIBUTIONS

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

- The practice advisory on Professional Roles and Responsibilities for the Life Cycle of Forest Roads
- Version 1 of the Professional Practice Guidelines Retaining Wall Design
- Version 1 of the Professional Practice Guidelines Local Government Asset Management

NOTABLE EVENTS AND INITIATIVES

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

Energy Efficiency and Renewable Energy Division:

- Organized four Professional Development Seminars for the Energy Efficiency and Renewable Energy stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Hosted their division Annual General Meeting virtually, including presentations about renewable natural gas the City of Richmond's energy efficiency initiatives.

Engineers and Geoscientists in the Resource Sector:

- Awarded bursaries to two students at UBC Vancouver for their essays "Aggradation,
 Flooding, Thresholds: A Review of Avulsion Dynamics on Alluvial Fans" and "Fire Salvage:
 An Opportunity for Adaptive Management".
- Hosted two webinars on New Load Limits for BC Forest Road Bridges (November 2020) and Bear Safety (January 2021).
- Organized four Professional Development Seminars for the Engineers and Geoscientists in the Resource Sector stream at the 2020 Engineers and Geoscientists BC Annual Conference

- Hosted their division Annual General Meeting virtually during the 2020 Engineers and Geoscientists BC Annual Conference
- Facilitated feedback from Division members on the practice advisory for Professional Roles and Responsibilities for the Life Cycle of Forest Roads
- Facilitated feedback from Division members on the Professional Practice Guidelines Retaining Wall Design

Environmental Professionals Division:

- Organized four Professional Development Seminars for the Environmental Engineering and Geoscience stream at the 2020 Engineers and Geoscientists BC Annual Conference
- Hosted their division Annual General Meeting virtually, including guest speakers from Metro Vancouver on their Climate 2050 strategy
- Hosted one webinar on "Getting to Know ISO 14001: Environmental Management Systems"

Municipal Engineers Division:

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

Women in Engineering and Geoscience Division: (July 2020 - Present):

- Hosted the Women in Engineering and Geoscience Division Annual General Meeting virtually on September 16, 2020.
- Hosted regularly scheduled monthly executive committee meetings from October 7, 2020 and November 24, 2020.
- Updated the division's Strategic Work Plan in November 2020, with expected distribution of the finalized plan in early 2021.
- Continued sponsorship of Science Fair Foundation BC through donation of funds to be awarded to a female prize winner of their planned 2021 regional BC virtual science fair that will allow students to continue their exploration and creativity in science and technology.

- In commemoration of the 31st anniversary of l'ecole Polytechnique De Montreal, the division donated \$500 in December 2020 to the YWCA foundation. The YWCA is dedicated to achieving women's equality and advocates for stopping violence against women.
- Continued release of monthly newsletter; keeping division members informed and engaged in division activities, networking and learning opportunities.



ITEM 5.3.8

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Max Logan, Chief of Strategic Operations
SUBJECT	Mid-year Report on Strategic Plan and Key Progress Indicators
LINKAGE TO STRATEGIC PLAN	We support effective governance
Purpose To	o provide Council with a mid-year progress update on implementing the Strategic

Purpose	To provide Council with a mid-year progress update on implementing the Strategic Plan.
Motion	No motion required, for information only.

BACKGROUND

Key Progress Indicators (KPIs) are a tool that Council can use to assess whether the strategic plan is being achieved. Reports on these indicators are provided to Council semi-annually, in September and January/February.

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

Given that the partial year does not provide sufficient data to inform meaningful statistics and measures, the mid-year update is generally more concise and involves a qualitative assessment by staff.

DISCUSSION

There are nine KPI's established to measure progress against the strategic plan. The implementation of the PGA continues to be the primary focus for the organization; particularly on the Regulation of Firms program. Work has advanced across all Key Performance Indicators and all Key Performance Indicators are on track. We will continue to monitor the impact of COVID-19

on the organization, in particular on application processing timelines. With 3 FTE positions to be filled plus continued volunteer availability affected by COVID-19, assessment times are trending slower than has been the recent norm. Council-approved contract reviewer funding should allow more timely assessment of Low Risk applicants through the end of FY21. While application timelines have slowed, they remain below the baseline times and the KPI therefore remains on track.

LEC continues to demonstrate steady improvement in the timely management of complaints against members and enforcement against unauthorized practice and/or use of title. The addition of the Investigator, Unauthorized Practice has assisted LEC to close 66 unauthorized practice / misuse of title files, while opening 43 new files, reducing the backlog. The number of new investigation files remains stable; in the first 6 months of fiscal 2021, 23 new investigation files were opened and 18 were closed. The PGA will require the organization to open more proactive files, and LEC is preparing to recruit to assist in the management of new files.

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

<u>In support of goal 1</u> – To uphold and protect the public interest through the regulation of the professions:

- High-level of engagement with the OSPG on implementation of the PGA continues, particularly on areas such as practice rights, regulation of firms, duty to report and standards of good regulation.
- Work on bylaws, including the regulation of firms, is substantively complete. The bylaw package will be formally approved once the PGA is in force (targeted for February 5, 2021)
- All projects to support PGA implementation are either completed or on track.
- Comprehensive communications plan launched to inform registrants of new obligations under the PGA

In support of goal 2 – Establish, maintain and enforce qualifications and professional standards:

- The Regulation of Firms program is on track to begin July 2, 2021, with a number of advisory and steering groups formed to support implementation and hiring underway for auditor/ trainers.
- The Regulation of Firms Permit to Practice Manual and the guides on the eight new standards related to quality management practices in engineering and geoscience have been drafted.
- Practice advisers continue to be a valuable resource, responding to over 1,000 practice related queries; five new professional practice guidelines published.
- First-ever Climate Change Action Plan approved; implementation underway.

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

 Implemented our first session of online technical examinations with 159 examinations attempted across 20 subjects.

- Work continued on the 100-point 30 by 30 Action Plan, including the initiation of a project to collect more comprehensive diversity data on our registrants in order to tailor our programs to better meet the needs of our registrant base.
- In support of the organization's commitment to Equity, Diversity and Inclusiveness, Council
 approved several updates to be incorporated into organizational policies and procedures for
 committee appointments; in support of updates to our Human Rights and Diversity
 Guidelines, held a roundtable to hear from organizations that represent and advocate for
 diverse groups
- The percentage of new registrants who are female for the calendar year 2020 was 20%. This is an increase of 2% from 2019.

RECOMMENDATIONS

Staff will continue to use the strategic plan as the basis for prioritizing organizational activities and will continue to monitor and report on progress.

MOTION

No motion.

ATTACHMENT A – Mid-Year KPI Status Update

KEY PROGRESS INDICATOR (KPI) STATUS 2020/2021

GOALS AND OUTCOMES	STRATEGIES	KEY PROGRESS INDICATORS ACTIVITES AND ACCOMPLISHMENTS	KPI STATUS
GOAL 1: To uphold and protect the public interest through the regulation of the professions. OUTCOMES:	Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.	Member and public surveys indicate improved awareness of and alignment with Engineers and Geoscientists BC's responsibilities. Issued follow-up survey to registrants on the impacts of COVID-19 on professional practice, their organizations, and their industries. Results will be used to inform outreach with government, as well as highlight potential impact to various sectors and the organization. Launched comprehensive communication campaign to inform registrants on upcoming PGA changes which included a video, direct email, special Innovation insert, and industry promotion.	
 Engineers and Geoscientists BC's role as a regulator is broadly understood. Stakeholders embrace efforts to enhance professional standards. The <i>Act</i> is modernized to reflect the evolution of the professions and 	Identify and implement practices, programs, policies, bylaws, and <i>Act</i> amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objectives.	 Redesigned website to better reflect responsibilities under the PGA – including a new space for firms and top-menu navigation for continuing education. The <i>Professional Governance Act</i> is implemented in a manner consistent with the organization's mission to serve the public interest as a progressive regulator that supports and promotes the engineering and geoscience professions. Significant engagement with the Office of the Superintendent of Professional Governance continues, particularly on practice rights, standards of good regulation, regulation of firms and duty to report. Bylaw package developed, including regulation of firms. Bylaws reviewed by Council and OSPG and on track to be formally approved once the PGA is in force 	
the regulatory mandate of the association.		 (February 5, 2021). All projects to support the implementation of the PGA are either completed or on track. Advanced policy work to support ongoing discussions with the OSPG on practice rights for engineering technologists. 	

GOALS AND OUTCOMES	STRATEGIES	KEY PROGRESS INDICATORS ACTIVITIES AND ACCOMPLISHMENTS	KPI STATUS
GOAL 2: To establish, maintain, and enforce qualifications and professional standards. OUTCOMES: 1. Members and organizations practice to high professional ethical standards. 2. Engineers and Geoscientists BC standards are broadly utilized by all stakeholders. 3. All engineering and geoscience in BC is practiced by professionals licensed by Engineers and Geoscientists BC.	Enhance members' awareness and use of professional practice resources. Deliver timely, outcomesfocused complaints and enforcement processes.	1. Availability and awareness of practice resources increases. 1. First-ever Climate Change Action Plan approved by Council; implementation underway. 2. Professional development sessions continue to be offered, with 42 delivered online in the YTD, including launch of the Certified Professional Program in partnership with AIBC and our first-ever virtual conference, comprising 40 professional development sessions and 3 keynote speakers. 3. In 2020 we offered 11 professional development sessions on issues in Equity, Diversity and Inclusion, including the Anti-Racism Webinar Series which comprised five sessions. 4. Developed 2 new practice advisories, FAQs and 3 Innovation articles on practice issues. 5. Surpassed target of 100 digital certificates, on track to reach 1,000 by the end of the fiscal year. 6. Published 5 new professional practice guidelines and revised 3 existing guidelines. 7. On track to complete all 120 practice reviews under existing program, in time for implementation of new audit and practice review program. 8. Responded to over 1,000 practice related queries from registrants and public. 1. Demonstrate that improvements have been achieved for the timely management of complaints against members and enforcement against unauthorized practice and/or use of title. 1. In the first 6 months of fiscal 2021, 23 new investigation files were opened and 18 were closed resulting in a roughly stable number of total investigation files. 1. In comparison to last year, the number of files at the initial intake stage is reduced and the number of files at wein intial intake stage is reduced and the number of files at wein intake stage is reduced and the number of place at the investigation phase are finished or nearing completion. 1. The number of files being opened and closed by the Discipline Committee is managing its volume. 1. The average amount of time spent on files from open to close has improved from fiscal 2017 to fiscal 2019 by 16%. 2. A new staff person, the Investigator, Unauthorized Pra	
	Develop a system for corporate regulation that demonstrates enhanced public protection.	 3. Progress is made on the development and implementation of a corporate regulation program. The Regulation of Firms program on track to begin on July 2, 2021. Hired the first of four Regulation of Firms Auditor/Trainers Website updated to provide detail on requirements for Regulation of Firms. Guides on the 8 new standards related to quality management practices in engineering and geoscience have been developed. Regulation of Firms Permit to Practice Manual has been drafted. Over 50 firms added to OQM certified list in YTD, indicative of interest in preparation for RoF program 15 online training modules in development to support start of training in March. Work underway, in collaboration with the OSPG, to deliver information sessions to the 6 government registrants that will require a permit to practice as a regulated firm. 	

GOALS AND OUTCOMES	STRATEGIES	KEY PROGRESS INDICATORS ACTIVITIES AND ACCOMPLISHMENTS	KPI STATUS
	Participate in initiatives that improve national harmonization of regulatory processes.	4. Pan-Canadian programs that address evolving issues in admissions and professional practice standards are advanced.	
		 Monthly meetings with APEGA to discuss the regulation of firms program continue. On-going meetings with Engineers Canada's Practice Official's Group regarding Engineers Canada's initiative to standardizing the approach to the regulation of engineering firms in the 13 engineering jurisdictions across Canada Launched enhancements to the Pan-Canadian Competency-Based Assessment system to incorporate requirements, guidance and assessor reporting options for the 8 Canadian Environment competencies which are an alternative to the requirement for one year of Canadian Environment experience. 	
		 Three additional regulators (APEGM, APEGNB and PEGNL) signed agreements to join the engineering Pan-Canadian Competency-Based Assessment (CBA) Project Developed online training for staff at participating regulatory bodies for the administration of the competency-based assessment systems for engineering and geoscience 	
		 Launched the Geoscience CBA System in November with first applicant completing their assessment. 	

GOALS AND OUTCOMES	STRATEGIES	KEY PROGRESS INDICATORS ACTIVITES AND ACCOMPLISHMENTS	KPI STATUS
GOAL 3: To promote and protect the professions of engineering and geoscience (subject to Goals 1 and 2). OUTCOMES: 1. Membership is diverse and inclusive.	Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.	 Application processing times are reduced. Application volumes increased by 4.3% from June to December vs the same period in 2019; with the first 6 months of 2020 compensating for the 2019 decline Department reorganization with 3 FTE positions to be filled plus continued volunteer resource availability affected by COVID-19 have resulted slower than normal assessment times, similar to those for Fiscal 2020. Council-approved contract reviewer funding should allow more timely assessment of Low Risk applicants through the end of FY21 Added one additional employer, representing 35 EITs to the Accredited Employer Member-in-Training Program. EGBC implemented its first session of online technical examinations in November/December with 159 examinations attempted across 20 subjects. Geoscience examinations on track to be offered at a February session and engineering examinations to be offered again in May 2021 with approximately double the number topics that were offered in December. Working with PEO and APEGA to discuss how examinations can be offered online across Canada in future. 	
 The supply of skilled engineering and geoscience professionals meets the needs of BC's labour demand. Stakeholder trust in the professions is maintained. Member satisfaction is improved. 	Implement processes that support Engineers Canada's 30 by 30 program for improving the percentage of women in the professions.	 Work continued on the 100-point 30 by 30 Action Plan, including the initiation of a project to collect more comprehensive diversity data on our registrants in order to tailor our programs to better meet the needs of our registrant base. Council approved several EDI updates to be incorporated into organizational policies and procedures for committee appointments. Held a roundtable to hear from organizations that represent and advocate for diverse groups to support updates to the Human Rights and Diversity Guideline. The percentage of new registrants who are female for the calendar year 2020 was 20%. This is an increase of 2% from 2019 calendar year. 	
is improved.	Implement the new brand and increase awareness of the high standards that engineers and geoscientists in BC must meet.	3. Public awareness and brand recognition grows (no formal KPI specified) • Concluded our 100 th year anniversary campaign with a STEM Leaders of the Future campaign that highlighted ways students are imagining solutions to today's big issues. • We continued to reflect our regulatory role in public messaging, including around high-profile discipline cases such as Mount Polley	



ITEM 5.3.9

DATE	January 21, 2021
REPORT TO	Council for Decision
FROM	Deesh Olychick, Director, Corporate Governance & Strategy
SUBJECT	Review of Council Sub-Committees
LINKAGE TO STRATEGIC PLAN	We support effective governance

Purpose	To consider whether to defer Council's review of the Council Sub-committees
Motion	That Council defer the review of the Council sub-committees until 2022.

BACKGROUND

The *Professional Governance Act* (PGA) has introduced a number of governance-related changes for Engineers and Geoscientists BC: a new merit-based nomination process, a transition to a smaller Council (17 to 12) and a prohibition on councilors serving on statutory committees.

To assess the impact of these changes, Watson Advisors was retained in the Spring of 2020 to review the organization's committee structure. The full report, including the recommended changes was reviewed by Council in September 2020, with most of the recommendations being approved and implemented last fall.

One of the outstanding recommendations was to dissolve the Executive Sub-Committee; this recommendation was deferred by Council to be discussed at a future Council forum. Executive Committees are becoming less common in practice and with the transition to a smaller Council, the Watson report recommended that the Executive Sub-Committee be dissolved and its responsibilities in HR and Finance be reallocated to the Governance and Audit Sub-Committees. An excerpt from the Watson Report referencing the rationale for this recommendation is provided in Appendix A.

Upon discussion of this recommendation, it was determined that further analysis would be required to determine the extent to which this practice has been implemented by similar organizations and

the implications of expanding the mandates of the other sub-committees. In addition, further consultation with Council members would be necessary.

Council decided that this item would be reviewed by Council at a Council forum within the next 12 months. This item is currently scheduled for the April Council Forum.

DISCUSSION

The primary purpose of Council sub-committees is to support the work of Council. However, they also serve as a valued resource and sounding board for senior management. In particular, sub-committee meetings occurring between regular Council meetings provide a venue for discussion and guidance to management on a more frequent basis.

As the organization will soon begin its transition to a new CEO, Council is being asked to consider whether this decision should be deferred until a new CEO is onboarded.

During the onboarding of a new CEO, particularly in the first six to nine months of the new CEO's tenure, more frequent engagement between Council and the CEO will be necessary to support the transition, with more frequent touchpoints than allowed for by the regular Council meetings. This is a function that the Executive Sub-Committee may be well suited to provide and reducing these touchpoints may not be ideal during the early on-boarding process.

In addition, a new CEO will bring a new perspective to management-Board interactions and may have specific ideas on potential changes to these interactions. Council may wish to provide the new CEO with an opportunity to consider the current process and make recommendations before any final decisions are made.

Delaying this decision would mean that for the 2021/22 Council year, the sub-committees of Council would remain unchanged; the delay could also better position Council to assess the impact of a smaller Council size in relation to its sub-committees.

RECOMMENDATION

It is recommended that the review of the Council Sub-Committees be deferred until 2022. If this item is deferred, it is expected that this topic would be re-scheduled for February or April 2022.

MOTION

That Council defer the review of the Council sub-committees until 2022.

APPENDIX A – Excerpt from Watson Report



ITEM 5.3.10

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	BC Directors to Engineers Canada
SUBJECT	Engineers Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions

Purpose	General Update
Motion	No motion required, for information only

BACKGROUND

Engineers Canada (EC) is the national federation owned by the 12 Canadian engineering regulators. EGBC currently appoints 2 directors to the 23-person national Board. Engineers Canada annual budget is approximately \$15.5M which is generated primarily by contributions from affinity programs and regulator assessments.

1. National membership report

In November, the <u>2020 National Membership Report</u> was released. This annual report gathers information on the provincial and territorial engineering regulators' membership, providing information about the growth and composition of the engineering profession in Canada. This year's report presents data from the 2019 calendar year, indicating continued growth of the profession.

2. Four Seasons of Reconciliation

Board, regulator CEOs, and regulator presidents were invited to participate in a virtual training summit on Indigenous engagement and histories through the <u>4 Seasons of Reconciliation</u>

<u>Education</u>. Within the first month of registration, the course was over 50 per cent full. The training is open until January 31.

3. Engineers Canada Board

On December 7 and 8, 2020, the Engineers Canada Board, HR Committee, and Strategic Plan Task Force each met. During the Board meeting, the Board approved Engineers Canada's 2021 budget and agreed to recommend to the Members that the 2023 per capita assessment fee remain at \$10.21 per registrant. The Board also made decisions to approve: the CEAB and CEQB leadership and work plans for 2021; policy amendments; the Board's 2021 consultation plan; content for the governance effectiveness survey and the chair assessment survey; and amendments to the 2020 CEO objectives.

4. 2022-2024 Strategic planning

Consultations with regulators and Engineering Deans Canada were completed this fall. Following this, the Strategic Plan Task Force met to review and approve the report on the consultation feedback, as well as the final draft of the 2022-2024 strategic plan. The plan will be presented to the Board in February 2021, to be recommended to the Members for approval in May 2021.

5. Accreditation Board

- 5.1. The CEO Group and representatives of Engineering Deans Canada met for a thematic discussion on the link between the two groups, and between the graduates of accredited programs and applicants for engineering licensure. The group explored the potential reasons behind low licensure rates of graduates and areas that could be explored to address this issue.
- 5.2. The CEAB completed a <u>consultation on the Engineering Design Task Force recommendations</u> and launched a <u>consultation on proposed changes to clauses 8 and 9 of the *Interpretive* statement on licensure expectations and requirements. This consultation closes on Jan. 29.</u>
- 5.3. A CEAB visiting team conducted their first virtual visit to one new program. This visit was to take place the weekend of March 14, 2020 but was postponed when COVID-19 restrictions were put in place. The team is using the draft approach to CEAB virtual visits as a guide.
- 5.4. As part of our 2021 review by Washington Accord signatories, Engineering Deans Canada sought permission from the chair of the Washington Accord to observe the review and to monitor visits of the CEAB. The Washington Accord chair responded noting that the request was outside of normal expectations and that they wished to ensure that there is no compromise to the integrity of the review process. The chair also noted that they would welcome the insights and collaboration of Engineering Deans Canada in assisting Engineers Canada and in helping to advance the Accord's goal of advancing outcomes-based education. Engineers Canada reached out to the chair to clarify expectations and understanding of the scope of a Washington Accord review, and to understand their goals in exploring collaborations between educators and accreditation bodies.
- 5.5. Engineers Canada staff and the CEAB's Task Force to Respond to the Engineers Canada 30 by 30 Initiative attended a two-part workshop hosted by the Association of Accrediting Agencies of Canada on "Equity, Diversity and Inclusion (EDI) in an Accreditation Context."
- 5.6. The CEAB Executive Committee continued to discuss Engineering Deans Canada's proposed amendments to CEAB's policy on transfer credits from international student exchanges.

- 5.7. The CEAB's Working Group on Student Learning Experiences continued work on their report to highlight changes that have occurred during the COVID-19 period, and how those changes are supported, or challenged, by the criteria. The report will serve as a tool for future visits, and a starting point for future investigations and improvements.
- 5.8. In addition, members of the accreditation team attended the World Engineering Education Forum and the Global Engineering Deans Council (WEEF/GEDC) Virtual Conference, where the theme was "Disruptive engineering education amidst global challenges."
- 5.9. Engineers Canada staff and CEAB volunteers attended the fall meeting of Engineering Deans Canada. Our contributions included:
 - 5.9.1. Consultation on Engineers Canada's 2022-2024 strategic plan
 - 5.9.2.An update on CEAB work on the concerns of Engineering Deans Canada presented in September
 - 5.9.3.Consultation on the CEAB's <u>Engineering Design Task Force Report</u> recommendations
 - 5.9.4. Discussion about National Engineering Month and opportunities for collaboration
- 5.10.In November, Accreditation Matters was launched. This monthly newsletter of accreditation at Engineers Canada is the next evolution of the AIP Update, which was originally developed to keep stakeholders informed on the Accreditation Improvement Program. A key pillar of that program has been to improve stakeholder communication and consultation. <u>Readers can</u> <u>subscribe to Accreditation Matters through our website.</u>
- 5.11. Engineers Canada staff and CEAB volunteers participated in the <u>Graduate Attribute and Continual Improvement Process (GACIP) Summit+.</u> Bob Dony, CEAB Chair, shared information on the 2020/2021 visit cycle, CEAB's response to the COVID-19 pandemic, and other updates relevant to the audience.
- 5.12. The CEAB issued a notice of their February 6-7, 2021 meeting. CEAB business will be discussed on February 6. On February 7, the CEAB will host a meet-and-greet between visiting team chairs and program officials for the 2021/2022 visit cycle.

6. Qualifications Board

- 6.1. The CEQB's Executive Committee held a hybrid meeting with some members in-person in Ottawa, and others remotely to meet the new CEQB manager, Ryan Melsom, and to discuss CEQB work for 2020 and 2021.
- 6.2. The CEQB survey "Developing a professional Guideline for gender inclusive practices in engineering workplaces" closed with 700 responses, representing a diverse group from across Canada working in a variety of engineering environments. The CEQB Task Force on Workplace Gender Equity met to discuss survey results and provide guidance on development of the general direction.
- 6.3. A monthly CEQB update was launched to improve visibility of committee work among CEQB members and to foster collaboration. Conducting volunteer work during COVID-19 has had its challenges, and this is one step to ensure continued effectiveness of the CEQB and its committees.

6.4. The CEQB Syllabus Committee met to review revisions to the software and computer engineering syllabi and to discuss the committee's work for 2021. The CEQB secretariat has begun preparations for the committee's revision of the 2004
Agricultural/biosystems/bioresource/food engineering syllabus and the 2010 Metallurgical engineering syllabus beginning in January 2021. The committee also agreed to begin review of the 2011 Complementary studies syllabus in mid-to-late 2021, which will continue into 2022.

7. Regulatory research

We released our first regulatory research newsletter to the CEOs of the engineering regulators. This monitoring and reporting newsletter will be issued twice yearly and covers current events, trends, programs, and developments in regulation. The content from this newsletter was subsequently published in Engineering Matters.

8. International Institutions and Degrees Database

Work on the new IIDD is progressing on budget and ahead of schedule. Functionality was presented to the steering committee and the tools were well-received. The steering committee has begun user acceptance testing, which is expected to conclude in January 2021.

9. National Membership Database

Vendor selection for the development of a new National Membership Database (NMDB) continued with the release of an RFP. The tool is being updated to enhance security, incorporate improvements requested by the National Admissions Officials Group, and to move to cloud infrastructure. The procurement phase is expected to wrap up in Q1 of 2021.

10. National Practice Officials Group

The National Practice Officials Group met virtually for their annual meeting. The group shared information about recent happenings in their jurisdictions. They received updates from Engineers Canada on the work of the CEQB, the regulatory research portfolio (in particular, the issue of non-practicing status), and the Indigenous awareness training. They heard about APEGA's experience with implementing Notarius' digital seal and EGBC's work on a new continuing education program. They discussed engineering entrepreneurship as it relates to businesses seeking corporate registration without a licensed engineer on staff. Finally, they held an information session with the Canadian Securities Administrators and discussed the problem of exaggerated reports of the size or integrity of mineral deposits by engineers and geoscientists and what actions can be taken.

11. National Discipline & Enforcement Officials

The National Discipline and Enforcement Officials Group met virtually for their annual meeting. The group exchanged updates from their jurisdictions, received an update from the CEQB, and heard about best practices for remote investigations and virtual hearings. They discussed challenges and practices that have impacted all of them, including entrepreneurship and emerging disciplines, and,

like the National Practice Officials Group, received a presentation from the Canadian Securities Administrators about engineering practice in mineral disclosure reports.

12. National Financial Officer Group

In early November the National Financial Officer Group (NFOG) held its inaugural meeting.

Jennifer Cho, the Chief Financial Officer at EGBC, was nominated as Chair for a two-year term. The purpose of the NFOG is to provide an opportunity for the senior staff officers of all the regulators to exchange information on issues, advance initiatives of common interest, and share promising practices. At the first meeting a review of the Terms of Reference was completed, followed by a roundtable discussion of current common issues facing regulators, most notably the financial impact COVID-19 will have on membership renewals in 2021.

13. Legal services

The CEO Group considered whether Engineers Canada should make an application for leave to intervene in a case proceeding to the Supreme Court of Canada in the matter of Grant Thornton LLP v. The Province of New Brunswick. The appeal, proceeding in March 2021, will have broad implications for professional service providers, including engineers, particularly respecting the degree of knowledge necessary to trigger the start of the limitation period in a claim for professional negligence. Ultimately, it was decided that, since the appeal will impact the rights and interests of individuals but will not touch upon the public interest (which is the concern of our Members, the regulators), Engineers Canada will not pursue this matter.

14. Government relations

Engineers Canada met with MP Marilyn Gladu, new Chair of the House of Commons Standing Committee on the Status of Women, to discuss our involvement and ways in which Engineers Canada can help support the work of the committee. The invitation to meet was initiated by the congratulations letter sent by Engineers Canada when she was appointed to this role. The letter included our key policy priorities, and an offer to meet. Gladu is the first woman engineer to be elected to Parliament.

- 14.1. Following consultation with regulators, Engineers Canada made the following submissions to government:
 - 14.1.1. To Environment and Climate Change Canada on <u>amendments to the Wastewater</u> Systems Effluent Regulations.
 - 14.1.2. To the Treasury Board Secretariat of Canada <u>regarding concerns about federal</u> <u>departments and agencies not making engineering licensure a requirement</u> when advertising engineering positions within the public service, specifically in the EN-ENG (engineering) sub-category.
 - 14.1.3. To the House of Commons Standing Committee on the Status of Women on the <u>Impacts of the COVID-19 Pandemic on Women</u>

- 14.2. Deputy Prime Minister and Finance Minister, Chrystia Freeland, delivered the Fall Economic Statement, which outlined some of the next steps towards achieving the priorities outlined in the government's September Speech from the Throne. The document highlighted key sectors viewed as critical to Canada's economic recovery as a prelude to Budget 2021. The federal government announced that they are predicting a deficit of \$381B for the 2020 fiscal year, while announcing their plan to spend an additional \$100B to kick start the post-pandemic economy.
- 14.3. Engineers Canada participated in PEO's Government Relations Biannual Conference.

 President Boudreau shared greetings from Engineers Canada during the Welcome and
 Orientation session and presented on Engineers Canada's key policy priorities and the
 recommendations we have made to the federal government.
- 14.4. Engineers Canada also attended the quarterly Federal Industry Real Property Advisory Council meeting to discuss the continuing impacts of COVID-19 on federal projects led by Public Services and Procurement Canada.

15. Affinity programs

- 15.1. Engineers Canada participated in the Canada Life (formerly Great-West Life) Client Advisory Council virtual meeting. The agenda included how Canada Life is: navigating and adapting to the COVID-19 environment and supporting clients and customers; advancing equity, diversity and inclusion; advancing products and services to help clients attract and retain talent; advancing the focused approach of the group customer; implementing a no lay-off policy during COVID-19; giving back to communities; and evolving the Canada Life brand.
- 15.2. The Affinity Advisory Committee met to discuss the National Employee Group Benefits Program (NEGBP) and potential communications approaches with regulators for 2021.
- 15.3. Engineers Canada participated in semi-annual supplier reporting meetings with:
- 15.4. Canada Life and our independent advisor Aon. Canada Life reported on program participation, marketing initiatives and results, and fund performance, while Aon spoke to the state of the investment market in relation to COVID-19 and the recent US elections.
- 15.5. Manulife and our independent advisor Aon. The agenda included the Term Life and Major Accident Program, Sickness and Accident Program, Professional Retiree Health & Dental Plan, financial performance of the programs, competitive summary, participation report, results of spring 2020 marketing efforts, and 2021 marketing plans.
- 15.6. TD Insurance and our independent advisor RSM. The agenda included a quarterly performance review, regional overviews, rating updates, competitive summary, financial performance of the program, results of 2020 marketing efforts, and 2021 marketing plans.
- 15.7. Engineers Canada hosted a webinar for regulators on cyber insurance.

16. Equity, diversity, and inclusion

16.1.1. Engineers Canada released the <u>30 by 30 K-12 Outreach Guide</u> to assist engineering outreach programs address gender stereotypes, promote the engineering profession, and

- embed equity and inclusion throughout their work. The guide provides a set of rubrics with which K-12 engineering outreach programs can evaluate their strengths and weaknesses in promoting inclusive practices for everyone regardless of their gender, sexual orientation, race, class, or visible/invisible disability.
- 16.1.2. The 30 by 30 Post-Secondary Working Group met and received a guest presentation from a University of Ottawa research team focusing on Le génie au service des femmes: Rethinking the Faces and Spaces of Engineering. The researchers shared their research scope and methodology, as well as some of their key findings on engineering culture and early insights from their primary research.
- 16.1.3. The 30 by 30 Industry Working Group met virtually to discuss: tackling changing workplace culture; Concordia University's Women in Engineering Career Launch Experience; and DiscoverE's Persist webinar series.
- 16.1.4. President Jean Boudreau presented at the Canadian Coalition of Women in Engineering, Science, Trades and Technology (CCWESTT) on Engineers Canada's work and introduced Dr. Gina Cody, the keynote speaker at the 2020 Virtual Speaker event.
- 16.1.5. On behalf of Engineers Canada and as part of our work on SP3, President Jean Boudreau accepted the challenge thrown to us by OIQ President and Engineers Canada Board Director, Kathy Baig, to join the <u>#EnsembleInc</u> movement, an initiative to increase diversity, equity and inclusion in the business community, which includes many engineering companies and other organizations who employ engineers.
- 16.1.6. Engineers Canada presented an update on 30 by 30 at the Association of Professional Engineers and Geoscientists of New Brunswick's (APEGNB) Diversity and Inclusion Committee meeting. The update included: an overview of the National Membership Report data as well as New Brunswick-specific data in the report, and Engineers Canada's current research projects on women in engineering.
- 16.1.7. Engineers Canada participated in Engineers Geoscientists Manitoba's 2030 Coalition Discussions #1 and #2. The discussions focused on the gendered impact of the pandemic on Manitoba's engineering and geoscience workplaces.
- 16.1.8. Engineers Canada attended the virtual Engendering Success in STEM (ESS) Consortium Annual Meeting. Engineers Canada is a member of the ESS research consortium, which has a focus on identifying the key interventions that most effectively target the largest obstacles at each step along the continuum from early education to early career for girls and women in engineering.
- 16.1.9. Engineers Canada has reaffirmed its participation as a thought leader in DiscoverE's Persist Series (previously the Global Marathon), now a monthly speaker series with a mission to build a global community that celebrates and provides support for long-term success of women in engineering and technology.
- 16.1.10. The Decolonizing and Indigenizing Engineering Education Network (DIEEN) met, featuring a presentation on <u>Collaborative Indigenous Learning Bundles</u> developed at Carleton University.

16.1.11. The Indigenous Advisory Committee met to discuss our work on promoting Indigenous awareness in engineering, truth and reconciliation in engineering education, and Engineers Canada's research projects with Big River Analytics.

17. Outreach

- 17.1. Engineers Canada and the Canadian Federation of Engineering Students (CFES) launched our joint Mentorship Program. The program offers two forms of mentorship: one-on-one mentorship; and group mentorship. Currently the program pairs 15 CFES student leaders with seven Engineers Canada staff to identify and move forward areas of common focus and support student leadership development.
- 17.2. The Digital Engagement Working Group met to discuss next steps in the development of digital engagement initiatives.
- 17.3. Engineers Canada participated in the Canadian Federation of Engineering Students (CFES) annual Conference on Diversity in Engineering (CDE). President Boudreau provided a keynote about Engineers Canada's work. CDE session topics include: Allyship in Action; Intersectionality; Varied Perspectives and Understanding in Engineering; and Supporting Diversity through Technological Stewardship.

18. Awards and scholarships

Nominations are open for both the <u>awards</u> and <u>scholarships</u> programs. This is the first year under revised programs approved by the Board, including launch of the new Engineers Canada Leadership Scholarship for undergraduate students. The deadline for award nominations is January 15, 2021, and the deadline for scholarship nominations is March 31, 2021.

Engineers Canada Directors from EGBC,
Jeff Holm, PEng, FEC and Dr. Michael Wrinch, PEng, FEC



ITEM 5.3.11

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Director to Geoscientists Canada
SUBJECT	Geoscientists Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

BACKGROUND

The 67th meeting of Geoscientists Canada's Board of Directors was held Friday January 22, 2021 by GoToMeeting.

A copy of the Agenda is attached.

DISCUSSION

An update on the Canadian Geoscience Standards Council activities was provided by Brent Ward, Chair of the CGSC. Development of Canadian Environment Experience Competencies will be a focus of the Council for 2021.

President Michael Parkhill noted in his report that he had attended several conferences and meetings as GC representative since the last Board meeting. He also noted the discussions underway in New Brunswick on technologists seeking practice rights. All agreed that a strong statement about the need for a single regulator is appropriate.

A draft **Geoscience Technologists Statement**: "Principles for development of a regulatory regime for granting geoscience technologists independent practice rights", has been prepared and will be distributed to CA's for input.

GC has applied to Heritage Canada for a **Community Support**, **Multiculturalism**, **and Anti-Racism Initiatives Program Community Capacity Building** grant to develop an EDI resource webpage.

The draft year-end financials indicate a budget surplus, primarily due to restrictions on travel during the covid pandemic.

The list of nominees for Fellows of Geoscientists Canada was approved.

A draft statement on **Geoscientists Canada commitment to Equity, Diversity, and Inclusion** is in preparation.

A Position Statement on the Licensing of Practicing Geoscientists was approved.

A draft **Geoscientists Canada Geoscience Practice Ethics Statement** was approved, in principle. An accompanying guidance document will now be developed by the Professional Practice Committee.

A draft Memorandum of Understanding between the United Nations Economic Commission for Europe (UNECE) and Geoscientists Canada (GC) was approved for submittal to the UNECE for their review and input.

The **Geoscientists Canada 25th Anniversary AGM** will be held virtually in June 2021. Dates will be finalized soon.

The 68th Board Meeting is scheduled for Thursday, 15 April, 2021 as a virtual meeting.

Respectfully submitted,

C.D. ('Lyn) Anglin, P.Geo, Ph.D. Director, Geoscientists Canada

ATTACHMENT A - Agenda of the 67th meeting of Geoscientists Canada's Board of Directors



67th Meeting of Geoscientists Canada Board of Directors Venue: GoToMeeting

https://global.gotomeeting.com/join/888281597

You can also dial in using your phone.

Canada (Toll Free): 1 888 299 1889; Canada: +1 (647) 497-9373

Access Code: 888-281-597

Friday 22 January 2021; 8:00 AM to 1:30 PM PST

Chair: Michael Parkhill, President

	Agenda	
8:00 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.	Meeting Format, Expectations and Objectives	
3.	Approval of Agenda Motion that the agenda of the 67th 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.	Chair
4.	Approval of Minutes Minutes – 6 November, 2020 66 th Board of Directors' Meeting Motion that the minutes of the Geoscientists Canada 66 th Board of Directors Meeting held on 6 November 2020, be approved.	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 • Geoscience Technologists Statement draft	Chair
6.3.	CEO's Report	A. Waldie
7.	Treasurer's Report	
7.1.	Financial Report to December 31, 2020 / Un-finalized year- end financial position	Y. Kinakin / <i>F</i> Waldie
8.	Implementation Plan Table	
8.1.	Implementation Plan Table – Board planning discussion on ongoing and new actions	A. Waldie
9.	Canadian Geoscience Standards Council	B. Ward



10.	Geoscientists Canada Committees/Task Forces	
10.1.	Audit Committee	C. Anstey- Moore
10.2.	 Awards Committee FGC Candidates Motion that those named on the January 2021 list of Fellow Geoscientists Canada Nominees be elected Fellows of Geoscientists Canada. National Awards CPG Award (Last date for submissions 26 March 	J. Parks
	2021)	
10.3.	Governance Committee	J. Parks
10.4.	Nomination Committee	J. Parks
10.5.	Securities Committee	G. Kirkham
10.6.	EDI and Practising Geoscientist Licensure Statements TF	C. Anstey- Moore
10.7.	Professional Practice Committee	C. Yeo
10.8.	 Other Committees and Task Forces United Nations Framework Classification (Joint External Committee) (H. Falck – Rep) Global Geoscience Professionalism Organisation (A. Waldie – Rep) 	Chair
10.9.	25 th Anniversary Planning TF	A. Waldie
10.10.	Committee and Task Force List - review and rationalization	Chair
11.	Regional Roundup	All Directors
12.	Other Business	Chair
13.	Next & Future Meeting Dates	Chair
14.	Review of Motions and Action Items	Chair
15.	In Camera Session	Chair
16.	Adjournment Motion that the 67th Meeting of the Geoscientists Canada Board of Directors be adjourned.	Chair

Next & Future Board Meetings:

- 68th Board Meeting Thursday, 15 April, 2021 Conference Call
- 69th Board Meeting and 24th AGM Saturday, 5 June, 2021 (Virtual?) (Program 4-5 June)
- 70th Board Meeting Thursday, 16 September, 2021 Conference Call
- 71st Board Meeting Saturday, 6 November, 2021 Toronto, ON (Program 5-6 Nov)



GEOSCIENTISTS CANADA BOARD OF DIRECTORS

CONTACT DIRECTORY 2020-21

COMPANIE DIRECTOR 2020 21				
President	President-elect			
Director-New Brunswick	Director-Saskatchewan			
Michael Parkhill, P.Geo.	Kevin Ansdell, P.Geo.			
Quaternary Geologist	Professor			
New Brunswick Department of Natural				
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Resources and Energy Development- Geological	Univ. of Saskatchewan			
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ITEM 5.3.12

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Representatives to the Engineers Canada Qualifications Board
SUBJECT	Engineers Canada Qualifications Board Update
LINKAGE TO STRATEGIC PLA	To uphold and protect the public interest through the regulation of the professions
Purpose	To provide an update on the Canadian Engineering Qualifications Board's work plan and key initiatives.
Motion	No motion required, for information only.

BACKGROUND

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

DISCUSSION

The 2021 CEQB Work Plan (Appendix A) was approved by the Engineers Canada Board in December 2020, and work is underway to complete the plan's major projects:

- The CEQB has struck a task force to work on a feasibility study on methods for assessing
 the knowledge of non-CEAB applicants for licensure. Our aim is to host a national
 workshop in May or June (format will depend on COVID restrictions).
- The new guideline on indigenous consultation and engagement has been assigned to the CEQB Practice Committee, and the aim is to host a national workshop in September (again, format will depend on COVID restrictions).

- Work continues on a guideline for gender inclusive practices in engineering workplaces.
 Our aim is to have the draft general direction ready for regulator consultation in April.
- Work continues on updates to the Engineers Canada paper on software engineering. Our aim is to distribute a survey on competency areas in 2020 Q2.

Additionally, CEQB work continues on the review and development of syllabi, which are used by regulators to assess education content and test knowledge of applicants without a Canadian Engineering Accreditation Board (CEAB) <u>accredited degree</u> or a degree recognized as substantially equivalent (either through one of Engineers Canada's <u>international agreements</u>, or another mechanism). There are five syllabi at various stages of review/development:

- New Aerospace and aeronautical engineering syllabus
- 2004 Agricultural/biosystems/bioresource/food engineering syllabus
- 2010 Metallurgical engineering syllabus
- 2017 Computer engineering syllabus
- 2019 Software engineering syllabus

Finally, the CEQB Syllabus committee will also begin work on a review of the Complementary Studies syllabus mid-to-late 2021.

RECOMMENDATIONS

None

ATTACHMENT A – 2021 CEQB Work Plan (DRAFT)

CEQB 2021 work plan

As part of the 2019-21 Strategic plan, the Qualifications Board (QB) develops and maintains national guidelines, papers, and examinations syllabi that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada. The purpose of this document is to highlight current 2020 priorities that will be carried forward in 2021 and outline 2021 priorities based on received feedback from officials groups.

A. Carried forward from 2020 priorities

Item	Requested by	Date of request	Anticipated completion
Reviewing the 2016 Engineers	NDEOG	2020	April 2023
Canada paper on software engineering			
Creating a new Public guideline for	Engineers	2019	December 2022
engineers and engineering firms on	Canada Board		
the topic of diversity and inclusion			
Creating a new Public guideline for	Engineers	2019	October 2023
engineers and engineering firms on	Canada Board		
the topic of Indigenous consultation			
and engagement			
Creating a new Aerospace and	NAOG	2019	April 2021
aeronautical engineering syllabus			

B. Additional 2021 priorities based on consultation results

Item	Requested by	Date of request	Anticipated completion
New national feasibility study to	Engineers	2020	October 2023
identify alternative academic	Canada Board		
assessments for non-CEAB applicants	(expanded by		
	NAOG)		

C. Ongoing review of examinations syllabi and associated textbooks

ltem	Anticipated completion
2004 Agricultural/biosystems/bioresource/food engineering syllabus	April 2021
2010 Metallurgical engineering syllabus	April 2021
2017 Computer engineering syllabus	January 2021
2019 Software engineering syllabus	January 2021



ITEM 5.3.14

DATE	January 18, 2021
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Representative to Pacific Northwest Economic Region (PNWER)
SUBJECT	PNWER Representative Update
LINKAGE TO STRATEGIC PL	To uphold and protect the public interest through the regulation of the professions
Purpose	To provide Council with an update on current engagement with the Pacific Northwest Economic Region (PNWER)
Motion	No motion required, for information only.

BACKGROUND (This section is a repeat of the last report to the November Council meeting)

The Pacific North West Economic Region (PNWER – www.pnwer.org) is a statutory public/private non-profit created in 1991 by the states of Alaska, Idaho, Oregon, Montana, Washington, and the Canadian provinces of British Columbia, Alberta, Saskatchewan, and the Yukon and Northwest Territories.

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

In support of this mission, PNWER's governance structure includes an Executive Committee comprised of a President, two First Vice Presidents (one from the US and one from Canada) and two second Vice Presidents (one from each country). Officers must be elected legislators, or an elected governor or premier, from participating jurisdictions.

In addition, the organization is supported by a Delegate Council, consisting of up to four legislators (and four alternates) from each jurisdiction, as well as a Private Sector Council (PSC) led by one American and one Canadian, each of whom is an ex-officio Council Member and comprising private sector members (business, non-elective public sector, NGOs, local governments, non-

profits). The purpose of the PSC is to provide a forum for the private sector to meet and discuss issues of concern and communicate these through the working groups and the Private Sector Council to the PNWER Executive Committee.

To advance its agenda, it has 15 sectoral Working Groups and 5 Program Areas (http://www.pnwer.org/working-groups.html) that meet throughout the year to discuss topics of common interest and advance policy priorities that the member jurisdictions will implement. Most of these continue to be active though a small number are fairly inactive at this time.

Each year, PNWER holds two major events:

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

DISCUSSION

Due to COVID-19, PNWER postponed its Annual Summit from last July to August 2021 and instead, held a series of 15 webinars (recordings of which are at pnwer.org/past-webinars.html are available for anyone to view) Many of the webinars dealt with major issues around PNWER region, including mining, cybersecurity, border security, wildfire management, remote work, construction and food supply, many of which were focused around the implications of the COVID-19 pandemic.

PNWER has written to the Biden administration about cross-border issues that are on their radar. The letter can be found at http://www.pnwer.org/blog/recommendations-to-the-new-us-administration. This document is useful to gain a feel for the work that PNWER does. Of potential interest to EGBC is their recommendation:

"PNWER supports the Regulatory Cooperation Council (RCC) process and recognizes the importance it plays in facilitating cooperation between the U.S. and Canada. We encourage continued facilitation of harmonized regulatory standards."

Such a request could encourage others to harmonize with EGBC's Practice Guidelines.

There are plans at PNWER to ramp up its Working Group webinars in May or so.

RECOMMENDATIONS

The EGBC representative to PNWER attended some of the webinars and will continue to do so and report to Council at its next meeting.



ITEM 5.3.15

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Ann English, P. Eng., FEC, FCSSE, Chief Executive Officer & Registrar
SUBJECT	2020/2021 Workplan
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of professions.
	o provide Council with the current status of the actionable items listed on the council Road Map for 2020/2021.

BACKGROUND

Motion

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

No motion required, for information only

Please note that the items on the Work Plan noted below have been carried forward to the April 23, 2021 Council meeting:

- The Guide to Letters of Assurance has been delayed due to author availability related to COVID-19.
- Professional Practice Guidelines: Asset Management has been delayed due to the need to change the guideline template to align with PGA language.
- Professional Practice Guidelines: Alterations of Elevating Devices in Existing Buildings
 has been delayed due to competition with other higher priority documents going through
 the publication process with limited staff resources.

- Approval of Review on the Record Procedure has been delayed because it is yet to be drafted and approved by the Credentials Committee.
- Approval of Rejection of Application for Indictable Offence Policy has been delayed due to the delay in the implementation of the PGA and approval of the final bylaws.

Kindly note the following revision to the Work Plan:

• The February 4, 2021 forum will no longer include a discussion of the strategic plan overview but will be replaced by a discussion on a separate advocacy body. At the September 11, 2020 meeting, Council carried a motion that staff be directed to analyze the costs and benefits of establishing a separate advocacy body in accordance with the motion ratified at the 2019 Annual General Meeting. Staff are planning to report back to Council with a preliminary recommendation by April 2021. Staff will research and evaluate various models (operation, financial, legal considerations) for establishing a separate entity that would offer programing for registrants. Staff also intends to engage with council during the process to ensure that the evaluation is consistent with what Council needs to make a decision at the April meeting.

Please note that the items on the Work Plan noted below have been carried forward indefinitely and will be revisited at a future date:

 February 4 and June 24 Induction Ceremonies: By order and direction of the Provincial Health Officer, all events and social gatherings are currently suspended to significantly reduce COVID 19 transmission related to social interactions and travel.

ATTACHMENT A - Council Road Map (as of February 5, 2021)

	Strategies	November 20, 2020 (Council Meeting)	December 11, 2020 / January 15, 2021 (Tentative Meeting)	February 4, 2021 (Full Day Council Forum)	February 5, 2021 (Council Meeting)	March 26, 2021 (Tentative - Special Meeting of Council)	April 22, 2021 (Full- Day Council Forum)	April 23, 2021 (Council Meeting)	June 24, 2021 (Full Day Stretgic Planning Session # 1)	June 25, 2021 ouncil Meeting)	September 16, 2021 (Full Day Stretgic Planning Session # 2)	September 17, 2021 (Council Meeting)	October 28 - 30, 2021 (AC & AGM)
		Professional Governance Act Update/Decision Making		Separate Advocacy Body Review	Professional Governance Act Update/Policies for Approval		Strategic Plan Overview	Professional Governance Act Update/Policies for Approval	Profess Update	sional Governance Act e/Policies for Approval		Professional Governance Act Update/Policies for Approval	Appointment of Councillors to Council Sub-Committees
	Clarify the association's regulatory role and responsibilities through ongoing communication and	Code of Ethics Guide (Informational Update)		Reserved Practice			Executive Committee/Governance Review	AGM Motion					
	engagement with members and other stakeholders.						Separate Advocacy Body Considerations						
Goal 1 To uphold and protect the public interest through the regulation of the professions.		Advocacy Review Update			Advocacy Review Update		Advocacy Review Update	Fairness Panel Annual Report (up to implementation to the PGA if needed)					
		Bylaw Approvals	Bylaw Approvals		Approval of Review on the Record Procedure (Deferred to April 23, 2021)			Code of Conduct for Council Members	Report of the its Se	e Nominating Committee on election of Nominees			
	Identify and implement practices, programs, policies, bylaws, and <i>Act</i> amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.	Policy on Transparency of Council Meetings			Approval of Rejection of Application for Indictable Offence Policy (Deferred to April 23, 2021)				Proc	ess for Selecting VP			
		Approval of Fees Prior to Incorporation in the Bylaws							Counc	il Appointment Policy			
		Approval of Edits to Credentials Committee Terms of Reference with respect to Non-Contentious Decisions											
Goal 2 Establish, maintain and enforce qualifications and professional standards.		Professional Practice Guidelines - Seismic Retrofit, Version 4.0			Guide to the Letters of Assurance (Deferred to April 23, 2021)			Professional Practice Guidelines - Fire Protection Engineering Services for Building Projects	Profession Seismic Ass	onal Practice Guidelines: essment of Design of Dikes in BC			
professional standards.		Professional Practice Guidelines - Professional			Professional Practice Guidelines: Asset								
	Enhance members' awareness and use of professional practice resources.	Engineering Services for Temporary Structures: Formwork, Falsework and Reshore, Version 1.0			Management (Deferred to April 23, 2021)				Professiona	al Practice Guidelines: Tall oncrete Buildings			
		Climate Change Action Plan Approval AIBC/Engineers and Geoscientists BC Joint			Professional Practice Guidelines: Alterations of Elevating Devices in Existing Buidlings (Deferred to April 23, 2021)				Climate Ch	nange Action Plan Update			
		AIBC/Engineers and Geoscientists BC Joint Professional Practice Guidelines – Encapsulated Mass Timber Construction up to 12 Storeys, Version 1.0							Continuing	Education Program Update			
	Deliver timely, outcomes-focused complaints and	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	
	enforcement processes.				Update on High Profile Discipline Files								
	Develop a system for corporate regulation that demonstrates enhanced public protection.	Regulation of Firms - Items for Information						Regulation of Firms Update				Regulation of Firms Update	
					Update on Pan-Canadian Geoscience Competency Based Assessment Pilot/Policy							Update on Pan-Canadian Engineering Competency Based Assessment Project	
	Participate in initiatives that improve national harmonization of regulatory processes.				Update on Pan-Canadian Engineering Competency Based Assessment Project							Update on Pan-Canadian Geoscience Competency Project	
					Update on Professional Placement Pilot Program								
	Implement the new brand and increase awareness of			Induction Ceremony - Carried forward) . Jg. w								
	the high standards that Engineers and Geoscientists BC must meet.			indefinatley and revisited at a later date due to COVID 19 restrictions	Registration/Admissions Report for				Induction Ceremony				
	Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.				Calendar 2020				Update on Ir	mplementation of Canadian onment Competencies		Registration/Admissions Report for Fiscal 2021	
Goal 3 Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2).									BC Higher E	Education Institution (H.E.I.) Updates			
	Implement processes that support Engineers Canada's 30 by 30 program for improving the number of women in the professions. Clarify the association's regulatory role and				Division Activity Update				30x	30 Initiative Update		Division Activity Update	
Sustaining Operations	Clarify the association's regulatory role and responsbilities through ongoing communication and engagement with members and other stakeholders.	Strategic Operating Plan Update			Budget Guidelines			2022 Budget				KPI Update	Approval of Auditors
g cholalions		Risk Register			Risk Register			Risk Register		Risk Register		Risk Register	, , , , , , , , , , , , , , , , , , ,
		Return to Work Program Overview			KPI Update					•		2021 Audited Financial Statements	
		CEO Search Task Force Update			CEO Search Task Force Update			CEO Search Task Force Update	CEO Sea	arch Task Force Update		Mandatory Registrant Reporting Results	
		Contingency Budget Update			Contingency Budget Update			Contingency Budget Update	Contin	gency Budget Update		Contingency Budget Update	

New Item
Items Advanced



OPEN SESSION

ITEM 5.3.16

DATE	January 21, 2021
REPORT TO	Council for Information
FROM	Ann English, P.Eng., FEC, FCSSE, Chief Executive Officer & Registrar
SUBJECT	Council Attendance Summary (as at January 21, 2021)
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

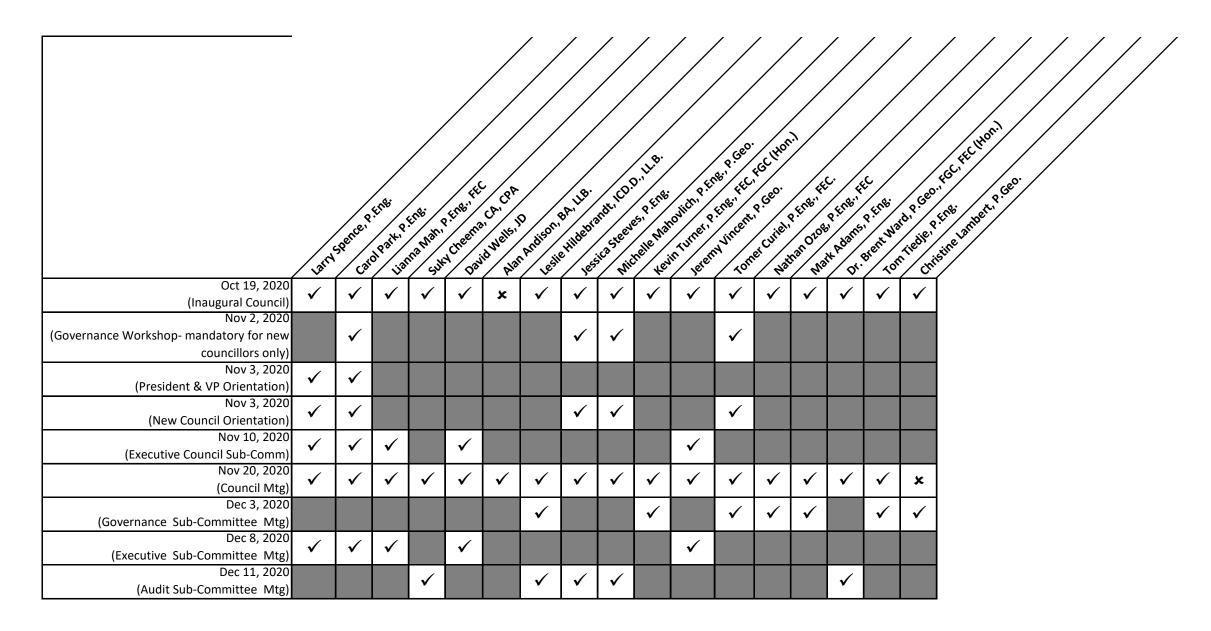
Purpose	To provide updates on the Council attendance summary.
Motion	To motion required, for information only.

BACKGROUND

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

At the end of the Council 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 number of mandatory (and a select few strongly recommended) Council related meetings that the average Councillor is required to attend.

ATTACHMENT A - Council Attendance Summary (as of January 21, 2021)



Attendance Mandatory
(counts towards final tally)
Attendance Strongly Encouraged
(does not count towards final tally)
Attendance for Partial Meeting





OPEN SESSION

ITEM 6.1

DATE	January 21, 2021
REPORT TO	Council for Decision
FROM	Executive Committee Jennifer Cho, CPA, CGA Chief Financial and Administration Officer
SUBJECT	Draft FY2022 Budget Guidelines
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in Governance

Purpose	To have Council review the draft FY2022 budget guidelines.
Motion	That Council approve the FY2022 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 Council recognizes the impact and time required for the transition of PGA on the organization, Council approved that FY2022 would extend its current three-year strategic plan an additional year. Thus, the FY2022 budget guidelines will be an extension of FY2021 budget guidelines to match

strategic plan. At their December 8th meeting, the Executive Committee has reviewed the budget guidelines of Year 5 of a two-year extension to the three-year budget and recommend that Council approve the guidelines as presented. These guidelines will be the basis that the draft FY2022 budget will be created.

DISCUSSION

Outlined below are the draft of the FY2022 fiscal year budget guidelines for your review and approval. The FY2021 budget guidelines were used as a starting point with suggested amendments as red lined below:

- 1. The Sustainable Financial Management Policy (Appendix A) will be the foundation for guiding budget preparation.
- Apply the Engineers & Geoscientists BC Strategic Plan, Council Work Plan (Roadmap), Key Performance Indicators, and Risk Register to budget development.
- Strive for an inflationary fee increase for 2022, will be the result of to cover 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. Additional funding will be considered for initiatives entailed in the Internal Strategic Roadmap.
- 5. Consider potential changes to prior year budget as follows: Opportunities for efficiencies by programs & departments; nondiscretionary budget changes.
- 6. Staffing levels be generally determined by authorized program improvements, growth and membership growth.
- 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.
- 8. Strive for a minimum transfer of \$300K into the property, equipment and systems replacement fund in order to support future building renovation/replacement costs. replenish the fund to build towards a future target of \$1.6M fund balance to support future building maintenance costs.
- 9. Final 2022 budget approval should be sought at the Council meeting in April 2021.

The addition of Risk Register to Guideline 2 is appropriate to ensure that funding to mitigate risks is available. Inflationary increase to fees is included in Guideline 3 to reflect what Council has approved as a guideline to consider at each fiscal year to smooth out fee increases and to keep operations sufficiently resourced.

Additional funding through revenue volume increases or expenditure efficiencies for initiatives will be considered if these initiatives are related to the internal Strategic Roadmap which will ensure major corporate projects progression.

Guideline 9 outlines \$300K transfer to the property, equipment and systems or Building Reserve as more funding will be required in the near future to address renovation needs in the short term to accommodate flexible work from home options and to fund for more longer term needs of a new building. The projection of the current Building Reserve balance for June 30, 2021 will be \$1.6M which is just sufficient to fund for existing building maintenance/repairs for the next 5 years.

RECOMMENDATION

That Council approve the FY2022 budget guidelines as presented.

MOTION

That Council approve the FY2022 budget guidelines as presented.

ATTACHEMENT A – Sustainable Financial Management Policy

Sustainable Financial Management Policy

Principle: The 2022 Budget will be based on the Sustainable Financial Management Policy

Foundations of the Policy:

- 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 selfsustaining 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 6.2

DATE	January 21, 2021
REPORT TO	Council for Decision
FROM	Mark Rigolo, P. Eng., Director, Programs and Professional Development
SUBJECT	Territorial Acknowledgement Policy
LINKAGE TO STRATEGIC PLAN	Fostering diversity and inclusion
•	To approve an official policy on the use of territorial acknowledgements for the organization.

That Council approve the Territorial Acknowledgement Policy as presented.

BACKGROUND

Motion

Providing a territorial acknowledgement for a given First Nation is a deliberate acknowledgement that that Nation has had a relationship since time immemorial with the land we are standing on. It is a sign of respect and recognition, and a small step in promoting awareness to support reconciliation with Indigenous peoples in British Columbia.

Acknowledging territory and First Peoples should take place within the larger context of genuine and ongoing work to create real understanding, and to promote reconciliation with Indigenous Peoples. Territorial acknowledgements should not simply be a pro forma statement made before getting on with the "real business" of the meeting; they must be understood as a vital part of the business.

DISCUSSION

Although the organization has already developed scripts for territorial acknowledgements and territorial acknowledgements are used at various functions in the organization, there is no policy on when they should be used. As a consequence, registrants do not see a consistent application of this respectful recognition and the organization misses an opportunity to raise awareness of the ongoing efforts of Truth and Reconciliation.

A policy has been developed that defines at which organization events the territorial acknowledgements should be used and includes resources on how to determine which Indigenous Peoples should be acknowledged along with a pronunciation guide. This will provide for consistent practice and hopefully further raise awareness among registrants of the ongoing Truth and Reconciliation effort.

RECOMMENDATIONS

It is recommended that the motion to approve this policy be carried.

MOTION

That Council approve the Territorial Acknowledgement Policy as presented.

ATTACHMENT A – Draft copy of the Territorial Acknowledgement Policy



POLICY

CONFIDENTIAL

POLICY	Policy on making territorial acknowledgement statements
DATE OF POLICY	February 5, 2021
APPROVED BY	

POLICY STATEMENT

This policy outlines when a statement of territorial acknowledgement should be made while conducting the business of Engineers and Geoscientists BC.

PURPOSE

Providing a territorial acknowledgement for a given First Nation is a deliberate acknowledgement that that Nation has had a relationship since time immemorial with the land we are standing on. It is a sign of respect and recognition, and a small step in promoting awareness to support reconciliation with Indigenous people s in British Columbia. We are acknowledging the ties the descendants of those first peoples have to the land - its importance to their culture, ceremonies, and traditions.

This policy provides guidance for when such an acknowledgement should be made and also provides an outline of the format and some of the Nations on whose land we conduct business most frequently.

APPLICATION AND SCOPE

The territorial acknowledgement to be used for the organization's events and meetings is a simple acknowledgement of the treaty or traditional land and the people whose history is tied to that land.

A formal territorial acknowledgement will be recited respectfully at the start of the following meetings and events by the leader of the gathering (indicated below in parentheses):

The Annual General Meeting (President or designate)

1

- The Annual Conference (CEO, President or designate)
- Induction Ceremonies (CEO or designate)
- All meetings and gatherings of Council, its subcommittees and the statutory committees carrying out the business of Engineers and Geoscientists BC (President or Committee Chair)
- All Branch AGMs (Branch Chair or designate)
- Any event with government officials present (CEO or designate)
- All live Continuing Education events (PD Coordinator or designate)

While not required, it is encouraged that a formal territorial acknowledgement be recited respectfully at the start of the following meetings and events:

- All Branch meetings and events (Branch Chair or designate)
- All large in-house events all staff meetings, social gatherings (CEO, designate or Master of Ceremonies)

The following script is suggested:

Before going further, I wish to acknowledg	e the ancestral, traditional and unceded
Aboriginal territories of the	(i.e. Coast Salish) Peoples, and in particular,
the	(name of First Nations, ex. the Squamish,
Musqueam, and Tsleil-Waututh First Natio	ns in Vancouver) on whose territory we work (or:
on whose territory we stand).	

2

RESOURCES

Pronunciation for the main regions where we hold events are below.

Area of Province	Nation	Pronounciation
Nelson	The Ktunaxa Nation	ku-nah-ha or Te-nah-ha
Vancouver	Coast Salish peoples and the Musqueam, Squamish and Tsleil-waututh Nations	Slay-wa-tuth (Tsleil-waututh)
Kelowna	Syilx peoples and the Westbank First Nation	Say-ilks
Prince George	Dakelh peoples and the Lheidli T'enneh Nation	Clayt-clay ten-ay
Trail	The Sinixt, the Syilx, the Ktunaxa, and the Secwepemc	Sin-ixt, Say-ilx, Tu-nah-ha, and Sec-wep-emc

A resource for determining the name of First Nations in Canada may be found here:

https://native-land.ca/resources/territory-acknowledgement/

https://www.bcafn.ca/

A pronunciation guide is here: https://www.first-nations.info/pronunciation-guide-nations-british-columbia.html

CROSS REFERENCE

Joseph, R. (2013). First Nation Protocol Thanking the Host First Nation Why You Should. Retrieved from http://www.ictinc.ca/first-nation-protocol-thanking-host-first-nation

Joseph, R., & Joseph, C. (2012). Working Effectively with Aboriginal People. Retrieved from http://www.ictinc.ca/first-nation-protocol-on-traditional-territory

REVIEW DATES

This policy shall be reviewed by Council every two years.



OPEN SESSION

ITEM 6.4

DATE		January 21, 2021
REPORT TO		Council for Information
FROM		Max Logan, Chief of Strategic Operations
SUBJECT		Professional Governance Act Update
LINKAGE TO STRATEGIC PLAN		The Professional Governance Act is implemented in a manner consistent with the organization's mission to serve the public interest as a progressive regulator that supports and promotes the engineering and geoscience professions.
Purpose	To provid	de Council with an update on the implementation of the Professional nce Act
Motion	No motio	on, for information only.

BACKGROUND

In November 2018, the BC Government took its first step in implementing the Professional Reliance Review, by passing the *Professional Governance Act* (PGA). The legislation will 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 (OSPG), which will set consistent governance standards across the five regulators¹. The Architectural Institute of BC will come under the mandate of the PGA in the next 12 months.

Following a delay to implementation as a result of the provincial election in October 2020, the PGA is anticipated to come into force in early February 2021.

¹ The five regulators include Engineers and Geoscientists BC, Association of BC Forest Professionals (ABCFP), Applied Science Technologists and Technicians of BC (ASTTBC), BC Institute of Agrologists (BCIA), College of Applied Biology (CAB).

DISCUSSION

The PGA remains on track from an organizational perspective. Frequent engagement with the OSPG continues, including regular monthly meetings as well as discrete meetings to discuss topics such as practice rights, Duty to Report and Standards of Good Regulation. Within the organization, PGA implementation remains a standing agenda item on the Engineers and Geoscientists BC monthly Leadership Team meeting; implementation is also tracked and monitored in a monthly PGA implementation co-ordination meeting.

Since November, PGA implementation has focused on communicating PGA-mandated changes to registrants. The organization has also completed minor revisions of draft bylaws following review by the OSPG. The bylaw package will be formally approved once the PGA is in force.

There are a number of projects that support the implementation of the PGA. The status of key projects is outlined below. All requirements are either completed or on track. The implementation milestones are reported on bi-monthly through Leadership Team meetings and PGA coordination meetings.

PGA Requirement	Status
Council Transition Plan (17 members to 12)	Complete
Committee Lay Persons Recruitment	Complete
New Annual Renewal Process	Complete
New Online Register	On Track
Registrant Communications Plan	On Track
Guidance Documents (Code of Ethics, CEP)	On Track
Advocacy Program Review	On Track
	(Phase 1 complete)
Development of policies and procedures to support bylaw implementation	On Track
Regulation of Firms policies and procedures	On Track
Development of policies and procedures to support I&D Process	On Track
Development of policies and procedures to support Duty to Report	On Track
Development of policies and procedures to support new Audit and Practice Review programs	On Track
CEP - development of reporting tool	On Track

Outstanding Policy Issues

When the PGA is implemented in February 2021, the most significant outstanding policy item remaining will be potential changes to the regulation of engineering technologists. The OSPG has indicated their intent to maintain the status quo for initial PGA implementation; technologists will retain title rights and their work as engineering technologists must continue to be conducted under the direct supervision of a professional engineer; they will not be able to independently sign-off work that falls under the reserved practice of an Engineers and Geoscientists BC registrant.

Once the PGA is in effect, it is expected that the OSPG will begin discussions on reserved practice for ASTTBC, College of Applied Biology and BC Institute of Agrologists. Given that Engineers and Geoscientists BC, and our registrants, will be directly impacted by any decisions on reserved practice for ASTTBC, the OSPG has committed that Engineers and Geoscientists BC will be directly involved in any discussions on this matter, In addition, the OSPG has agreed to use a facilitator and to approach the question using a common problem statement to ensure a broad and collaborative discussion on ways to provide opportunities to qualified engineering technologists while ensuring maximum protection of the public. These discussions are expected to begin shortly after the PGA is in force.

In addition to practice rights, the matter of Declarations of Competence and Conflict of Interest also remains unresolved and policy discussions are expected between regulators and the OSPG in 2021. At present, the expectation is that these declarations will be integrated with existing annual renewal / declaration requirements and that the additional burden on regulators and registrants will be minimal.

SUMMARY

The organization is on track to meet the requirements of the PGA.



APPENDICES - Open Agenda

Item 5.3.4 Appendix A

Item 5.3.9 Appendix A

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Applications

New Applications*

Application Type	Dec 31, 2018 Total	Dec 31, 2019 Total	Dec 31, 2020 Total	% Increase 2020 vs 2019
First Time Applying in Canada				
Professional Engineer ¹	1189	1296	1360	4.94%
Professional Geoscientist ¹	68	81	106	30.86%
Engineer-in-Training	1790	1957	1,709	-12.67%
Geoscientist-in-Training	144	131	106	-19.08%
Limited Licence	39	75	91	21.33%
Limited Licence Bridge to P.Eng.	1	0	O	
Total First Time Applying in Canada	3231	3540	3,372	-4.75%
National Mobility Transfers (not including reinstatements)				
Professional Engineer	1053	1135	1055	-7.05%
Professional Geoscientist	58	74	60	-18.92%
Engineer-in-Training	178	226	198	-12.39%
Geoscientist-in-Training	12	13	16	23.08%
Limited Licence	19	25	32	28.00%
Total National Mobility Transfers	5049	5557	5,25 9	-5.36%
Other				
Designated Structural Engineer	16	12	2	-83.33%
Total New Applications	4567	5025	4,733	-5.81%
Increase over Prior Year	10.03%	-5.81%		
1 Includes Non Posident License Applie	~ .	pplication growth	4.99%	

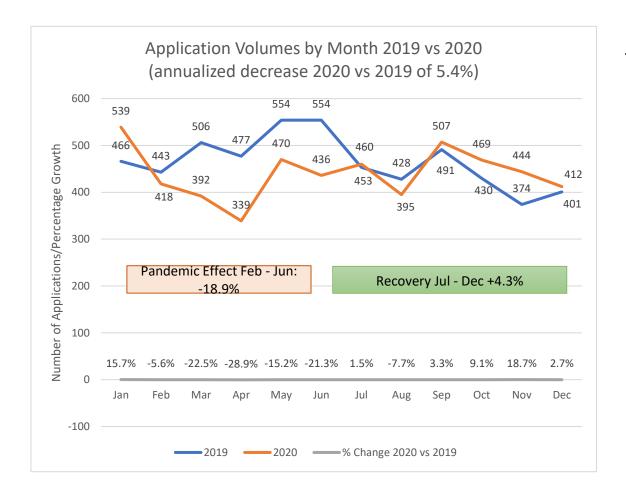
¹ Includes Non-Resident Licence Applicants

Total Applications including Conversions and Reinstatements

Application Type	Dec 31, 2018 Total	Dec 31, 2019 Total	Dec 31, 2020 Total	% Increase 2020 vs 2019
Sub-Total New Applications	4567	5025	4,733	-5.81%
Reinstatements/Return to Practice - all categories	482	532	526	-1.13%
TOTAL	5049	5557	5,259	-5.36%

^{*} Does not include reinstatement/return to practice applications

Pandemic Effect: Month Over Month Analysis FY 20 vs FY 19 for Total Applications Received



First Time in Canada P.Eng. and P.Geo. Applicants: Canadian vs Internationally Trained*

(*Trained = first-degree origin)

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

Application Type	Total	Internationally Trained		Canadiar	Trained
Professional Engineer	1360	707	52.0%	653	48.0%
Professional Geoscientist	106	29	27.4%	77	72.6%

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

Professional Engineer Applicants

		Calendar 2019			Calendar 2020			
Country	Ranking	Applicants	% Total Applicants	Ranking	Applicants	% Total Applicants		
Iran, I.R.	1	124	10.0	1	124	9.2		
India	3	73	5.9	2	118	8.7		
United States	2	108	9.0	3	89	6.6		
China	5	39	3.2	4	41	3.0		
United Kingdom	4	64	5.4	5	34	2.5		

Professional Geoscientist Applicants

I Ranking I Anniicants I		19			Calendar 20	20	
		% Total Applicants	Country	Ranking	Applicants	% Total Applicants	
United States	1	7	10	Iran, IR	1	6	6
United Kingdom	2	4	5	Australia	2	5	5
South Africa	3	3	4	United States	3	5	5
Australia	4	2	3	South Africa	4	3	3
Iraq	5	1	1	Chile	5	1	1
Germany	5	1	1	Colombia	5	1	1
Dom. Republic	5	1	1	Germany	5	1	1
France	5	1	1	India	5	1	1
Saudi Arabia	5	1	1	Ireland	5	1	1
				Italy	5	1	1
				New Zealand	5	1	1
				Philippines	5	1	1
				Romania	5	1	1
				United Kingdom	5	1	1

Accredited Employer Engineer-in-Training Program

Participating Employers (26)	Number of current EIT participants	Number of participating EITs who became P. Eng. through the program	Total
AES Engineering	15	10	25
Aplin and Martin Consultants	22	10	32
Associated Engineering	28	19	47
Binnie	15	18	33
City of Burnaby	3	1	4
City of Kelowna	4	2	6
City of Richmond	7	4	11
COWI North America	8	6	14
Dynamic Attractions	9	7	16
Fast + Epp	11	6	17
Glotman Simpson Consulting Engineers	10	10	20
Golder	5	4	9
Greenlight Innovation	8	0	8
Hemmera	3	3	6
Herold Engineering	12	2	14
Integral Group	5	10	15
JRS Engineering	12	2	14
Klohn Crippen Berger	10	7	17
McElhanney	6	11	17
Ministry of Transportation and Infrastructure	15	14	29
Omicron	6	9	15
RAM Engineering	5	1	6
Reliable Controls	4	2	6
RDH Building Science	16	2	18
Rio Tinto	14	0	14
Solaris Management Consultants Inc.	11	1	12
TOTAL	264	161	425

New Registrants/Licensees - First Licence in Canada

Canadian vs Internationally Trained

Licence Type	Calendar 2020 Total	Internat Traii	-		adian ined
Professional Engineer	860	321	37.3%	539	62.7%
Professional Geoscientist	117	26	22.2%	91	77.8%

Processing Times: Documents Complete to a Decision

Applicant Type	Council Target Average Time (Calendar Days) to a Decision	Calendar 2019 Result*	Calendar 2020 Result*	% Decrease
First Time, P.Eng. – Canadian Trained	Average: 35 days	Average: 41 days	Average: 53 days	(29%)
First-time P.Eng. – Internationally Trained	Average: 40 days	Average: 60 days	Average: 73 days	(22%)
EIT to P.Eng All	Average: 30 days	Average: 42 days	Average: 55 days	(31%)
EIT to P.Eng. – Accredited Employer Program	No target set	Average: 27 days	Average: 27 days	(0%)
First Time, P.Geo. – Canadian Trained	No target set	Average: 63 days	Average 105 days	(67%)
First-time P.Geo. — Internationally Trained	No target set	Average: 67 days	Average 95 days	(42%)
GIT to P.Geo All	No target set	Average: 63 days	Average 109 days	(73%)
Mobility Applicants with confirmed registration or licence in another Canadian jurisdiction Professional Engineers	95% within 3 business days	95% within 4 business days Average: 1.9 days	95% within 4 business days Average: 1.7 days	11%
Professional Geoscientists 95% with business of		95% within 5 business days Average: 2 days	95% within 5 business days Average: 1.7 days	15%

^{*} For first decision made and transmitted to the applicant in the Calendar Year

Membership Growth from December 2016 to December 2020

	Dec. 2016	Dec. 2017	Dec. 2018	Dec. 2019	Dec. 2020	2020 vs 2019	Average 5 year Growth
Professional Members							
Professional Engineer	23,604	24,703	25,456	26,367	26,749	1.45%	3.33%
Professional Geoscientist	1,758	1,844	1,892	1,964	1,984	1.02%	3.21%
Dual Registrant	91	90	94	96	96	0.00%	1.37%
Non-Resident Licence (PEng)	611	633	664	680	694	2.06%	3.40%
Non-Resident Licence (PGeo)	41	40	38	40	39	-2.50%	-1.22%
Provisional Member	4	1	1	0	0		-25.00%
Members-in-Training							
Engineer-in-Training	5,240	5,918	6,537	7261	7580	4.39%	11.16%
Geoscientist-in-Training	349	403	452	490	486	-0.82%	9.81%
Limited Licensees	Limited Licensees						
Limited Licence (EngL)*	158	177	205	239	275	15.06%	18.51%
Limited Licence (GeoL)	9	9	9	10	10	0.00%	2.78%
Total Membership	31,865	33,817	35,348	37,147	37,913	2.06%	4.75%

^{*}Does not include 25 P. Geos who also hold an Eng. L. licence

All Data is prior to removals for non-payment in Feb/March of following year



Engineers and Geoscientists BC Committee Review July 2020

Executive Committee

We understand that given the size of Council, the Executive Committee currently plays a critical role in ensuring Council's important work continues and attends to emergent issues in between Council meetings. EGBC's Executive Committee is composed of the President, Vice President, Immediate Past President, and two Councillors. In today's environment where boards/councils are smaller in size, organizations are moving away from having an executive committee as it can create a sense of a two-tiered directorship – those governors who are "in the know", and those who are not. This dynamic is exacerbated in EGBC's case due to the fact that the Executive Committee has a broad remit and certain decision-making responsibilities. The Executive Committee has authority to act on behalf of Council on administrative matters that require action in between Council meetings and can deal with financial affairs within the delegated authority set by the Council. Furthermore, the Executive Committee can act on behalf of the Council in emergent situations. A recent example of this was demonstrated at its meeting in March 2020 whereby the Executive Committee approved expenditure of \$65,000 to enable EGBC to prepare for and respond to COVID-19.

As governance practices in all sectors evolve, executive committees are becoming less and less common in practice. Executive committees historically existed to act in an emergency situation whenever quick and decisive action was called for or to exercise the board/council's authority in between meetings. Executive committees were more common for larger boards (consisting of 15 or more people). With a push towards smaller boards and the greater use of technology for convening meetings, the need for executive committees is less.

A summary of pros and cons are set out below:

	Cons	Pros			
•	Smaller groups with lots of power can lead to unchecked and exclusive decision making	•	Smaller groups can make decisions more quickly since fewer people need to be consulted		
•	If information is poorly communicated within the Council, the Executive Committee can hold important information while the rest of the Council is uninformed	•	An Executive Committee can act as a quick touch point for the CEO & Registrar		



	Cons	Pros
•	An Executive Committee limits the Council's complete view of EGBC, and ability to act together to make important decisions	 An Executive Committee can act as a decision-making body when the whole Council is not able to convene
•	Can create a sense of a two-tiered hierarchy on the Board	
•	Its financial responsibilities overlap with the Audit Committee resulting in duplication and inefficiencies. Eliminating a committee that does not enable the Council to operate more efficiently or more effectively is money saved	
•	It can be anti-democratic	

While we heard from some participants that the Executive Committee is considered valuable and a useful body to discuss smaller administrative issues, the usefulness of the Executive Committee may diminish over time and may continue to create tensions in the boardroom as the Council reduces in size. As such, we recommend that the Executive Committee is dissolved and its responsibilities in HR and Finance are reallocated to the Governance and Audit Committees.

Governance Committee (to be renamed Governance and HR Committee)

The mandate of the Governance Committee covers the key areas of responsibilities expected by governance committees. In the event the Executive Committee were to be dissolved, we recommend the mandate of the Governance Committee be expanded to also deal with HR matters. Some HR committee responsibilities is normally expected within the remit of a governance committee, particularly for organizations similar in size to EGBC. Following the feedback from Participants we heard that there was capacity for the Governance Committee to take on these additional responsibilities that also remained aligned with the primary mandate of the committee.

Audit Committee (to be renamed Audit and Finance Committee)

The Audit Committee is responsible for overseeing EGBC's financial reporting, accounting systems, risk management and internal controls. The committee is composed of five Councillors consisting of two governmental appointees and three registrant Councillors who are not on the Executive Committee. The Committee's terms of reference stipulate that two members should have expertise in financial affairs and preferable a professional accounting designation. In the event no members fulfil these skills, the committee is permitted to appoint an independent external person to be an advisor to the committee. The remit and skill set required of members

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is typical of an audit committee. The challenges with EGBC's current construct is the overlap in responsibilities and oversight of the Executive Committee.

The responsibilities of the Executive Committee also include oversight of financial matters. This has included directing staff to draft budget scenarios, reviewing financial results and year end financials, reviewing budget guidelines, reviewing the Risk Register and Risk Management Plan, and insurance coverage. These areas all fall under the scope of the Audit Committee.

We understand that the design of the composition of both committees was to ensure and preserve independence between the work of both committees. However, the value of having two committees review the same materials with no cross-pollination is unclear. Additionally, the Executive Committee members are not required to have a background/expertise in financial expertise. As such, the value in having these individuals also review the financial materials is unclear.

It is our view that oversight delegated by the Council for financial and risk accountabilities should remain with the Audit Committee who are best served to undertake this work.

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