

COUNCIL MEETING

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| DATE | June 15, 2018 |
| LOCATION | Dan Lambert Boardroom, 2 nd Floor (Large Room, Upstairs) Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street, Burnaby, BC |

Meeting Schedule

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| 08:30 – 08:45 | Closed Session |
| 08:45 – 09:50 | Open Session |
| 09:50 – 10:05 | Morning Break |
| 10:05 – 11:45 | Open Session (continued) |
| 11:45 – 12:30 | Lunch Break |
| 12:30 – 15:10 | Open Session (continued) |
| 15:10 – 15:25 | Break Before In-Camera Session |
| 15:25 – 15:55 | In-Camera Session |
| 15:55 | Adjournment |

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

OPEN AGENDA

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| DATE | June 15, 2018 |
| TIME | 08:45 – 15:10 |
| LOCATION | Dan Lambert Boardroom, 2 nd Floor (Large Room, Upstairs) Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street, Burnaby, BC |

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| 08:45 | 3. OPEN SESSION CALL TO ORDER <i>Chair: Caroline Andrewes, P.Eng., CPA, CMA, President</i> | |
| 08:45 (5 min) | 3.1 Declaration of Conflict of Interest | |
| 08:50 (5 min) | 3.2 Safety Moment | |
| 08:55 (15 min) | 4. OPEN CONSENT AGENDA MOTION: That Council approve all items (4.1 to 4.10) on the Open Consent Agenda. | |
| | 4.1 April 27, 2018 Open Minutes MOTION: That Council approve the April 27, 2018 Open Meeting minutes as circulated. | April 27, 2018 Open Minutes |
| | 4.2 Appointments Approval MOTION 1: That Council approve the recommended re-appointment to the Canadian Engineering Accreditation Board, as applicable. MOTION 2: That Council approve the recommended appointments to the Board of Examiners, as applicable. | |

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| | <p>MOTION 3: That Council approve the recommended appointments and re-appointments to the Discipline Committee, as applicable.</p> <p>MOTION 4: That Council approve the recommended appointments to serve as Scrutineers for the 2018/19 Council Election, as applicable.</p> <p>MOTION 5: That Council approve the recommended appointments to the Standing Awards Committee, as applicable.</p> <p>MOTION 6: That Council approve the recommended appointment to the Geoscience Committee, as applicable.</p> <p>MOTION 7: That Council approve the recommended appointment to the Investigation Committee, as applicable.</p> | |
| | <p>4.3 Fraser Valley Regional District/ Engineers and Geoscientists BC Geo-Hazard Assurance Statement & Guide</p> <p>MOTION: That Council approves the Fraser Valley Regional District/Engineers and Geoscientists BC Guide to Geo-Hazard Assurance Statement for Development Approvals, and Geo-Hazard Assurance Statement for Development Approvals pending final editorial and legal review prior to publication.</p> <p><i>Peter Mitchell, P.Eng., Director of Professional Practice, Standards and Development</i></p> | Fraser Valley Regional District/ Engineers and Geoscientists BC Geo-Hazard Assurance Statement & Guide |
| | <p>4.4 Letters of Assurance in the BC Building Code</p> <p>MOTION: That Council approve the 2018 BC Building Code Letters of Assurance.</p> <p><i>Peter Mitchell, P.Eng., Director of Professional Practice, Standards and Development</i></p> | Revisions to the BC Building Code Letters of Assurance |
| | <p>4.5 Memorandum of Understanding Between Engineers and Geoscientists BC and the International Building Performance Simulation Association - BC Chapter (IBPSA-BC)</p> <p>MOTION: That Council approve the MOU between Engineers and Geoscientists BC and the International Building Performance Simulation Association - BC Chapter.</p> <p><i>Peter Mitchell, P.Eng., Director of Professional Practice, Standards and Development</i></p> | MOU Between Engineers and Geoscientists BC and International Building Performance Simulation Association's BC Chapter |
| | 4.6 Governance Committee | |
| | <p>4.6.1 Professional Development Policy</p> <p>MOTION: That Council approve the proposed policy on the Professional Development of Council, as recommended by the Governance Committee.</p> <p><i>Governance Committee</i></p> | Professional Development Policy |

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| | <p>4.6.2 Privacy Policy</p> <p>MOTION: That Council approve the updated Privacy Policy as recommended by the Governance Committee.</p> <p><i>Governance Committee</i></p> | Privacy Policy |
| | <p>4.6.3 Update to the Discipline Committee Terms of Reference</p> <p>MOTION: Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Discipline Committee Terms of Reference.</p> <p><i>Governance Committee</i></p> | Discipline Committee TOR |
| | <p>4.6.4 Update to the Investigation Committee Terms of Reference</p> <p>MOTION: Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Investigation Committee Terms of Reference.</p> <p><i>Governance Committee</i></p> | Investigation Committee TOR |
| | <p>4.6.5 Update to the Editorial Committee Terms of Reference</p> <p>MOTION: That Council approve the proposed revisions to the Editorial Committee Terms of Reference.</p> <p><i>Governance Committee</i></p> | Editorial Committee TOR |
| | <p>4.7 Election Material Update</p> <p>MOTION: No motion required.</p> <p><i>Deesh Olychick, Director, Member Services</i></p> | Election Material |
| | <p>4.8 Piloting of Policies on the Assessment of Canadian Environment Experience</p> <p>MOTION: That the Policy on the Assessment of Canadian Environment Experience using Canadian Environment Experience Competencies and the Policy on the Application of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience Requirement be approved by Council for piloting through to March 2019.</p> <p><i>Registration Committee</i></p> <p><i>Gillian Pichler, P.Eng., Director, Registration on behalf of Acting Chair, Glenn Pellegrin, P.Eng., FEC</i></p> | Piloting Registration Policies on the Assessment of Canadian Environment Experience Competencies and the Working in Canada Seminar |
| | <p>4.9 Update on the Enhanced Member-in-Training Program</p> <p>MOTION: That Council receive the annual update on the Enhanced Member-in-Training Program.</p> <p><i>Jason Ong, Manager, Examinations, Geoscience Registration & MIT Program</i></p> | Update on Enhanced Member-in-Training Program |
| | <p>4.10 Information Reports</p> | |

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| | <p>4.10.1 CEO & Registrar Report</p> <p><i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p> | CEO Report |
| | <p>4.10.2 Engineers Canada Directors' Report</p> <p><i>Russ Kinghorn, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i></p> <p><i>Jeff Holm, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i></p> | EC Directors' Report |
| | <p>4.10.3 Canadian Engineering Qualifications Board Report</p> <p><i>Dr. Mahmoud Mahmoud, P.Eng., FEC, Canadian Engineering Qualifications Board Appointee</i></p> | CEQB Report |
| | <p>4.10.4 Engineers and Geoscientists BC Road Map for 2017-2018</p> <p><i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p> | Road Map |
| | <p>4.10.5 Committee Attendance Summary</p> <p><i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p> | Committee Attendance Summary |
| 09:10 | <p>5.0 OPEN REGULAR AGENDA</p> <p>MOTION: That Council approve the Open Regular Agenda (with any additions from the Consent Agenda).</p> | |
| 09:10 (10 min) | <p>5.1 Canadian Engineering Accreditation Board Update</p> <p><i>Julius Pataky, P.Eng., Canadian Engineering Accreditation Board Appointee</i></p> | Verbal Update |
| 09:20 (10 min) | <p>5.2 Geoscientists Canada Director's Update</p> <p><i>Garth Kirkham, P.Geo., FGC, Engineers and Geoscientists BC Director to Geoscientists Canada</i></p> | Verbal Update |
| 09:30 (10 min) | <p>5.3 Building Renewal Task Force Terms of Reference</p> <p>MOTION: That Council approve the Building Renewal Task Force Terms of Reference as presented.</p> <p><i>Governance Committee</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> | Building Renewal Task Force TOR |
| 09:40 (10 min) | <p>5.4 30 x 30 Champion Group Terms of Reference</p> <p>MOTION: That Council approve the Terms of Reference for the 30 x 30 Champion Group.</p> <p><i>Governance Committee</i></p> <p><i>Deesh Olychick, Director, Member Services on behalf of Susan MacDougall, P.Eng., Council BC 30 By 30 Champion</i></p> | 30 x 30 Champion Group TOR |

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| 09:50 (15 min) | MORNING BREAK | |
| 10:05 (30 min) | <p>5.5 AGM Motions – Options for Approval of Special Rules and Other Issues</p> <p>MOTION 1: That the proposed AGM Special Rule be put to a general vote of the entire Engineers and Geoscientists BC membership concurrent with the 2019 Election.</p> <p>MOTION 2: That the proposed Timeline and Process (Attachment A) for member motions received 30 days ahead of the AGM be approved.</p> <p>MOTION 3: That the proposed Guidelines (Attachment B) for the evaluation of member approved AGM motions be approved.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p> | AGM Motions |
| 10:35 (15 min) | <p>5.6 Revisions to Policy & Guidelines on Appointments</p> <p>MOTION: That Council approve the proposed revisions to the policy and guidelines on Engineers and Geoscientists BC appointments, as recommended by the Governance Committee.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p> | Proposed Revisions to Policy and Guidelines on Appointments |
| 10:50 (30 min) | <p>5.7 Compensation Policy for the Discipline Committee</p> <p>MOTION: That Council replace the current policy regarding payment of honoraria to the Discipline Committee with the revised version of the policy as presented.</p> <p><i>Efrem Swartz, LLB, Director of Legislation, Ethics, and Compliance</i></p> | Proposed Updated Policy Re: Compensation for Discipline Committee Inquiry Panel Members |
| 11:20 (25 min) | <p>5.8 Nomination & Election Review Task Force Recommendations</p> <p>MOTION: TBD.</p> <p><i>Nomination & Election Review Task Force</i></p> <p><i>Deesh Olychick, Director, Member Services</i></p> | Nomination and Election Review Task Force Recommendations |
| 11:45 (45 min) | BREAK FOR LUNCH | |

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| <p>12:30 (25 min)</p> | <p>5.9 Recommendations and Next Steps: Corporate Practice</p> <p>MOTION 1: That Council approve Recommendations 1-7 in the Advisory Task Force on Corporate Practice Phase 2 Report to Council – Recommended Model for the Regulation of Engineering and Geoscience Organizations.</p> <p>MOTION 2: That Council direct staff to publish the Advisory Task Force on Corporate Practice Phase 2 Report to Council– Recommended Model for the Regulation of Engineering and Geoscience Organizations.</p> <p>MOTION 3: That a business plan be developed which is consistent with the regulatory model identified in Recommendations 1-7 in the Phase 2 Report of the Advisory Task Force on Corporate Practice – Recommended Model for the Regulation of Engineering and Geoscience Organizations.</p> <p>MOTION 4: That Council inform the provincial government of their response to the Phase 2 recommendations made by the Advisory Task Force on Corporate Practice.</p> <p>MOTION 5: That Council directs staff to work with the Advisory Task Force on Corporate Practice to review its Terms of Reference as the first step in proceeding with Phase 3.</p> <p><i>Mike Currie, P.Eng., FEC, Chair of the Advisory Task Force on Corporate Practice</i></p> | <p>Recommendations and Next Steps: A Corporate Practice Regulatory Model</p> |
| <p>12:55 (25 min)</p> | <p>5.10 Fee Increase Strategy</p> <p>MOTION: That Council direct staff to update the future Budget Guidelines so that budgets (and resulting fee increases) will be based on the following:</p> <ul style="list-style-type: none"> • the cost of living increase, plus • any necessary replenishments to meet reserve levels specified by Council, plus • any funding necessary for approved special initiatives or new programs. <p><i>Executive Committee</i></p> | <p>Future Membership Fee Increase Structure</p> |
| <p>13:20 (25 min)</p> | <p>5.11 AGM Motion #5 – Establishing a Task Force to Review the Recommendations Contained Within the Truth and Reconciliation Committee Report</p> <p>MOTION 1: That Council approves the report prepared by Nalaine Morin entitled “Truth and Reconciliation – Options for Inclusion Recommendation Report”.</p> <p>MOTION 2: That Council refer the report “Truth and Reconciliation – Options for Inclusion Recommendation Report” to the Professional Practice Committee so they can develop an action plan for Council’s consideration which identifies budgetary and other resources required to implement the recommendations in the report.</p> <p><i>Peter Mitchell, P.Eng., Director Professional Practice, Standards and Development</i></p> | <p>Engineers and Geoscientists BC’s Response to the Truth and Reconciliation Report – Calls to Action</p> |

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| <p>13:45 (10 min)</p> | <p>5.12 AGM Motion # 9 – Recognition of Deceased Members at AGM</p> <p>MOTION: That Council approve recognizing deceased members at AGMs by observing a moment of silence, scrolling through the list of names on the screen and producing a printed In Memoriam booklet.</p> <p><i>Deesh Olychick, Director, Member Services</i></p> | <p>Recognition of Deceased Members at AGM</p> |
| <p>13:55 (15 min)</p> | <p>5.13 Risk Management Update</p> <p>MOTION: That Council to approve the FY2018/19 Risk Register and Risk Management Plan as presented.</p> <p>Audit Committee</p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> | <p>Risk Register & Risk Management Plan Review</p> |
| <p>14:10 (60 min)</p> | <p>5.14 Life Membership or Licensure and Associated Non-Practicing Bylaw Changes for Approval</p> <p>MOTION 1: That staff be directed to implement the option selected by Council for recognition of service for acting as President: Option ____.</p> <p>MOTION 2: That staff be directed to examine a milestone-based program for volunteer recognition and bring forward a proposal for implementation for Council’s consideration in November 2018.</p> <p>MOTION 3: That Bylaws 10(c.2) Honorary Life Membership and 10(d) Honorary Membership be repealed and replaced with the wording set out in Appendix A.</p> <p>MOTION 4: That the proposed final bylaw wording set out in Appendix A for the September 2018 bylaw ballot be approved.</p> <p>MOTION 5: That the proposed Guideline & FAQ For Non-Practising Status be approved.</p> <p>MOTION 6: That the non-practising member/licensee fee for 2019 be set at 75% of the full member annual fee; and that this fee be reconsidered for 2020, taking into account the results of the bylaw vote and uptake of non-practising status.</p> <p>MOTION 7: That any material revenue deficit due to significant changes to forecasted member uptake of non-practising membership be taken from the General Operating Fund.</p> <p>MOTION 8: That the removal of a limit on consecutive years that a member can be on reduced fees be approved.</p> <p>MOTION 9: That the reduced fee schedule for 2019 set out in Appendix C be approved.</p> | <p>Life Membership or Licensure and Associated Non-Practicing Bylaw Changes</p> |

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| <p>14:10 (60 min)</p> | <p>5.14 Life Membership or Licensure and Associated Non-Practicing Bylaw Changes for Approval (<i>continued</i>)</p> <p>MOTION 10: That the revised Return to Practice Policy set out in Appendix D be approved.</p> <p>MOTION 11: That the Resumption of Practice application fee be set at \$50 plus GST (1/6 of the full fee) for members who have been on non-practising status for six months or less, \$100 plus GST (1/3 of the full fee) for members who have been on non-practising status for six to eighteen months and \$300 for all other members resuming practice rights.</p> <p><i>Megan Archibald, Director of Communications and Stakeholder Engagement</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p> <p><i>Gillian Pichler, P.Eng., Director, Registration</i></p> <p><i>Efrem Swartz, LLB, Director of Legislation, Ethics, and Compliance</i></p> | |
| <p>15:10 (15 min)</p> | <p>END OF OPEN SESSION AND BREAK BEFORE IN-CAMERA SESSION</p> | |
| <p>15:25 (30 min)</p> | <p>IN-CAMERA SESSION</p> | |

**MINUTES OF THE OPEN SESSION OF THE SECOND MEETING OF THE 2017/2018 COUNCIL of
Engineers and Geoscientists BC, held on APRIL 27, 2018 in the DAN LAMBERT BOARDROOM,
ENGINEERS AND GEOSCIENTISTS BC OFFICES, BURNABY, BC**

Present

Council

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| Caroline Andrewes, P.Eng., CPA, CMA | President (Chair) |
| Kathy Tarnai-Lokhorst, P.Eng., FEC | Vice President |
| Bob Stewart, P.Eng. | Immediate Past President |
| John Turner, P.Ag. (ret.) | Councillor |
| Suky Cheema, CPA, CA | Councillor |
| Larry Spence, P.Eng. | Councillor |
| Ross Rettie, P.Eng., FEC | Councillor |
| Brock Nanson, P.Eng. | Councillor |
| Susan MacDougall, P.Eng. | Councillor |
| Dr. Nimal Rajapakse, P.Eng. | Councillor |
| Jeremy Vincent, P.Geo. | Councillor |
| Doug Barry, P.Eng. | Councillor |
| Tim Watson, P.Eng. | Councillor |
| Dr. Catherine Hickson, P.Geo., FGC | Councillor |
| Lianna Mah, P.Eng., FEC | Councillor |
| David Wells, JD | Councillor |
| Ken Laloge, CPA, CA, TEP | Councillor |

Guests

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| Russ Kinghorn, P.Eng., FEC, FGC (Hon.) | Engineers and Geoscientists BC Director to Engineers Canada |
| Jeff Holm, P.Eng., FEC, FGC (Hon.) | Engineers and Geoscientists BC Director to Engineers Canada |
| Paul Blanchard, P.Eng., FEC, FGC (Hon.) | Canadian Engineering Qualifications Board Past Chair |
| Julius Pataky, P.Eng. | Canadian Engineering Accreditation Board Appointee |
| Paul Sawyer, CTech | ASTTBC Representative (Council Director) |
| Michael Humphreys, Senior Scrutiny Officer | Professional Standards Authority (observer) |
| Sabina Russel, P.Eng. | Standing Awards Committee |
| John Watson, P.Eng., FEC, FGC (Hon.) | Chair of the Registration Fairness Panel |

Staff

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| Ann English, P.Eng. | Chief Executive Officer & Registrar |
| Tony Chong, P.Eng. | Chief Regulatory Officer & Deputy Registrar |
| Jennifer Cho, CPA, CGA | Chief Financial and Administration Officer |
| Max Logan | Chief of Strategic Operations |
| Gillian Pichler, P.Eng. | Director - Registration |
| Efrem Swartz, LLB | Director - Legislation, Ethics & Compliance |
| Peter Mitchell, P.Eng. | Director – Professional Practice, Standards & Development |
| Megan Archibald | Director – Communications & Stakeholder Engagement |
| Deesh Olychick | Director – Member Services |
| Tracy Richards | Acting Executive Assistant to Council and to the Chief Executive Officer & Registrar |
| Amber Hart | Executive Administrative Assistant |

Regrets

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| Kathy Tarnai-Lokhorst, P.Eng., FEC | Vice President |
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OPEN SESSION – CALL TO ORDER

Caroline Andrewes, President and Chair, called the meeting to order at 08:53 am. Tony Chong, Chief Regulatory Officer and Deputy Registrar, acted as the Parliamentarian, Councillor Lianna Mah acted as the Membership Engagement Champion, and Councillor Susan MacDougall acted as the 30 by 30 Champion.

Guests: The Chair advised that Russ Kinghorn, P.Eng., FEC, FGC (Hon.), of Engineers Canada, Jeff Holm, P.Eng., FEC, FGC (Hon.), of Engineers Canada, Paul Blanchard, P.Eng., FEC, FGC (Hon.), Past Chair of the Canadian Engineering Qualifications Board, Julius Pataky, P.Eng. our appointee to the Canadian Engineering Accreditation Board and Michael Humphries, Senior Scrutiny Officer with the Professional Standards Authority would be joining for the Open Session. Paul Sawyer, CTech, Council Director would also be joining the meeting as an ASTTBC Representative and John Watson, P.Eng., FEC, FGC (Hon.) will be attending for item 6.4 as well as Sabina Russel, P.Eng. for item 6.7. Garth Kirkham, P.Geo., FGC, FEC (Hon.) sent his regrets.

4.1 Declaration of Conflict of Interest

Councillors Bob Stewart and Ross Rettie declared that they would be deemed to be in conflict of interest regarding item 6.8 on the agenda since they are Life Honorary and Life Members (respectively). President Andrewes advised that they are welcome to stay in the room during the discussions but not to participate in discussions or vote under item 6.8 on the agenda.

4.2 Safety Moment

President Andrewes provided a safety briefing advising Council of the Engineers and Geoscientists BC office emergency protocols and location of the emergency exits. Councillor Doug Barry provided the Safety Moment for the meeting focusing on Safety Culture Transformation.

CO-18-33 OPEN CONSENT AGENDA

MOTION It was moved and seconded that Council approve the Open Consent Agenda.

CARRIED

Motions carried by approval of the Consent Agenda:

- 5.1 **MOTION** that Council approve the February 9, 2018 Open Meeting minutes as circulated.
- 5.2 **MOTION 1** that Council approve the recommended appointment to the Engineers Canada Qualifications Board, subject to approval by the Executive Committee, as applicable.

MOTION 2 that Council approve the recommended re-appointments to the Editorial Board, as applicable.

MOTION 3 that Council approve the recommended re-appointments to the CPD Committee, as applicable.

MOTION 4 that Council approve the recommended re-appointments to the Nomination & Election Review Task Force, as applicable.

MOTION 5 that Council approve the recommended re-appointment to the Standing Awards Committee, as applicable.

MOTION 6 that Council approve the recommended appointment 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 |
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| New Appointments and Re-Appointments (over six years) | | | | | | |
| Karen Savage, P.Eng., FEC. 120355 | Member | Engineers Canada Qualifications Board | Ann English | June 1, 2018 | May 31, 2021 | New |
| Dr. Julien Fagnan, P.Eng., 125375 | Member | Practice Review Committee | Peter Mitchell | April 1, 2018 | April 1, 2020 | New |
| Re-appointments (under six years) | | | | | | |
| Houman Ghalibafian, P.Eng. 130296 | Member | Editorial Board | Megan Archibald | April 15, 2018 | April 14, 2020 | Returning |
| Allison Westin, GIT 174132 | Member | Editorial Board | Megan Archibald | April 15, 2018 | April 14, 2020 | Returning |
| Dennis McJunkin P.Eng., FEC, FGC (Hon) 114813 | Member | CPD Committee | Deesh Olychick | April 27, 2018 | April 27, 2019 | Returning |
| Anja Lanz, EIT 145447 | Member | CPD Committee | Deesh Olychick | April 27, 2018 | April 27, 2020 | Returning |
| David Wells, JD 199695 | Chair | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Doug Barry, .Eng. 108054 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Ed Casas, P.Eng. 126152 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Tomer Curiel, P.Eng. 148466 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Margaret Li, P.Eng., FEC, FGC (Hon) 118920 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Timothy Smith, P.Geo., Eng. L, FGC 121876 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Mike Waberski, BCLS 155253 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |
| Michael Wrinch, P.Eng., FEC, FGC (Hon) 137628 | Member | Nomination & Election Review Task Force | Deesh Olychick | April 28, 2018 | June 29, 2018 | Returning |

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| Sabina Russell, P.Eng. 125748 | Chair | Standing Awards Committee | Megan Archibald | April 27, 2018 | April 27, 2019 | Returning |
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- 5.3 **MOTION** that Council approve the Council Policy on the Development of Professional Practice Guidelines.
- 5.4 **MOTION** that Council approve the proposed revisions to the Executive Committee's Terms of Reference.
- 5.5 **MOTION** that Council approve the updates to the Geoscience Committee Terms of Reference.
- 5.6 **MOTION** that Council approve the revised Terms of Reference for the Advisory Task Force on Corporate Practice.
- 5.7 **MOTION** that subject to prior approval of the Registration Committee, the Accredited Employer Member-in-Training Program pilot be ended and that the program be implemented on an ongoing basis.
- 5.8 **MOTION** that Council approve that the 'low risk' profiles and recommended tools be used in a pilot process by staff in the Registration Department to determine if they are effective in reducing the processing time of Eng. L. applications.
- 5.9 **MOTION** that Council establish the 30 By 30 Champion Group and direct the Terms of Reference for the group to be reviewed by the Governance Committee.
- 5.10 **MOTION** that the following informational reports were received by Council:
- CEO & Registrar Report
 - Engineers Canada Directors' Report
 - Geoscientists Canada Director's Report
 - Canadian Engineering Accreditation Board Report
 - National Engineering and Geoscience Month Report
 - Investigation & Discipline Committee Report
 - Enforcement Report
 - Financial Results as at March 31, 2018 (Q3) Report
 - Engineers and Geoscientists BC Road Map for 2017-2018
 - Committee Attendance Summary

CO-18-34 OPEN REGULAR AGENDA

MOTION It was moved and seconded that Council approve the Open Regular Agenda.

CARRIED.

CO-18-35 ENGINEERS AND GEOSCIENTISTS BC 2019 DRAFT BUDGET

MOTION 1 It was moved and seconded that Council approve a \$35 annual member fee increase effective January 1, 2019.

CARRIED.

MOTION 2 It was moved and seconded that Council approve the FY 2019 Engineers & Geoscientists British Columbia operating and capital budget.

CARRIED.

MOTION 3 It was moved and seconded that Council receive FY2020 proforma budget with the possibility of an associated fee increase in the range of up to \$35 as presented.

CARRIED.

CO-18-36 AGM MOTION #8 - DIVERSITY AWARD RECOMENDATION

MOTION It was moved and seconded that Council approve the development of an initiative to promote and profile organizations that support diversity and promote recruitment and advancement of women in engineering and geoscience with the goal of providing learning opportunities for other organizations by promoting and publicizing best practices in recruitment, retention, and inclusion, which will work in concert with the association's action plan for diversity and 30 By 30 initiatives.

CARRIED.

CO-18-37 REGISTRATION FAIRNESS PANEL ANNUAL REPORT

John Watson, P.Eng., FEC, FGC (Hon.) presented on the Fairness Panel Annual Report and addressed Council's questions. There was no motion.

CO-18-38 PROCESS FOR AGM MOTIONS

MOTION It was moved and seconded that Council approve the following six recommended actions:

- i) For the 2018 AGM, follow the rules of order as approved by the assembly at the 2017 AGM allowing members' motions to be submitted up to 10:00 am on the day of the AGM.
- ii) At the 2018 AGM, ask the assembly to approve the requirement to submit members' AGM motions at least 30 days in advance as a Special Rule of Order for all AGMs going forward pursuant to Bylaw 2(i) of the Association commencing with the 2020 AGM.

iii) That staff develop and implement a more robust communications strategy to persuade members that the proposed changes would provide them with the necessary information ahead of the AGM so that they can make informed decisions on such motions.

iv) The Association continues its efforts to encourage members to provide as much information as possible in support of their AGM motions. This may include the provision of forms and/or templates prompting the member to provide essential information such as relevancy to the Association's mandate/current strategic plan, potential resource implications, urgency, etc...

v) Develop a transparent set of criteria against which a member-approved AGM motion will be assessed to assist Council in deciding the appropriate action(s) to take in response to the motion.

vi) Develop a comprehensive but user-friendly information package which will be easily accessible to members wishing to submit AGM motions. This package will include the information outlined in motions 4 and 5 above as well as the entire process for submitting motions and how they will be dealt with after the AGM.

CARRIED.

CO-18-39 RECORDING NEGATIVE VOTES AT COUNCIL MEETINGS

MOTION It was moved and seconded that Council formally approve the Governance Committee's January 2017 recommendation not to record in the Council minutes how each individual councilor had voted at a Council meeting.

CARRIED.

CO-18-40 ELECTION MATERIAL

MOTION 1 It was moved and seconded that Council delegate the decision for incorporating the Q&A for Council elections as an ongoing component of the election material and if included, the selection of questions to a standing sub-committee of Council consisting of the four government appointees and the President.

CARRIED.

MOTION 2 It was moved and seconded that Council delegate the decision for incorporating short videos as a pilot for the 2018 election for the positions of President and Vice President and if included, approval of the guidelines for the videos to a sub-committee of Council consisting of the four government appointees and the President.

CARRIED.

CO-18-41 LIFE MEMBERSHIP OR LICENSURE AND ASSOCIATED NON-PRACTICING
BYLAW CHANGES

** Councillors Bob Stewart and Ross Rettie abstained from discussing and voting on this item due to perceived conflicts of interest.*

MOTION 1 It was moved and seconded that the proposed restricted titles:

- i. Professional Engineer (Non-Practising or retired) or P.Eng. (Non-Practising or retired);
- ii. Professional Geoscientist (Non-Practising or retired) or P.Geo. (Non-Practising or retired);
- iii. Limited Licensee (Non-Practising or retired) or Eng.L. (Non-Practising or retired); and
- iv. Limited Licensee (Non-Practising or retired) or Geo.L. (Non-Practising or retired),

be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure.

CARRIED.

MOTION 2 It was moved and seconded that the proposed requirement to annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure; and that staff be directed to develop a user-friendly online and companion paper solution for reporting this requirement.

CARRIED.

MOTION 3 It was moved and seconded that staff be directed to prepare a guideline consistent with the Act and Bylaws for the approval of Council that sets out the rights and responsibilities of members who hold non-practising or retired status.

CARRIED.

MOTION 4 It was moved and seconded that staff be directed to bring a proposal to Council's June 15, 2018 meeting to repeal bylaws Bylaw 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.

CARRIED.

MOTION 5 It was moved and seconded that the current award structure that includes the President's Awards, the Engineers and Geoscientists Canada's Fellowships and the Council service awards be deemed to be sufficient for recognizing members' and non-members' contributions to the professions.

DEFEATED.

MOTION 6 It was moved and seconded that staff be directed to bring a proposed reduced fee schedule to Council in June with revenue projections for bylaw pass and fail scenarios and a proposal for an amount from the General Operating Fund that may be needed to offset possible resulting revenue losses for the 2019 fee year.

CARRIED.

MOTION 7 It was moved and seconded that the proposed bylaws be presented for voting in two pairs with one vote for each pair as follows:

- i) 10 (c) Non-Practising membership or retired and 10(c.1) Life Membership or Licensure; and
- ii) 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.

CARRIED.

CO-18-42 ADVERTISING CAMPAIGN IMPLEMENTATION REPORT

It was unanimously agreed upon by all that this item be deferred to the June 15, 2018 Council meeting.

END OF OPEN SESSION

The Open Session ended at 4:39 pm.



OPEN SESSION

ITEM 4.3

| | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Peter Mitchell, P.Eng., Director, Professional Practice, Standards & Development |
| SUBJECT | Fraser Valley Regional District/Engineers and Geoscientists BC -Guide to Geo-Hazard Assurance Statement for Development Approvals -Geo-Hazard Assurance Statement for Development Approvals |
| LINKAGE TO STRATEGIC PLAN | Establish, maintain and enforce qualifications and professional standards |

| | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | For Council's review and decision. |
| Motion | That Council approves the Fraser Valley Regional District/Engineers and Geoscientists BC - Guide to Geo-Hazard Assurance Statement for Development Approvals, and - Geo-Hazard Assurance Statement for Development Approvals Pending final editorial and legal review prior to publication. |

BACKGROUND

The Fraser Valley Regional District (FVRD) and Engineers and Geoscientists BC developed this joint guide and assurance statement in order to address issues arising from hazard assessments being carried out on properties where more than one natural hazard (e.g. flood, landslide, rockfall) was present. Both FVRD and the association had become aware of instances where an assessment of one hazard on a site had been done and then another assessment was completed on another hazard on the same site. However because the two assessments were not coordinated the recommendations in the respective reports conflicted with each other.

DISCUSSION

In 2016, the FVRD approached Engineers and Geoscientists BC in order to introduce a harmonized Geo-Hazard Assurance Statement and Guide to the Geo-Hazard Assurance Statement to create a more efficient process for geo-hazard assurance and development approvals in the FVRD. The assurance

statement merges and streamlines the expectations of both organizations into one process which benefits the FVRD, the Engineers and Geoscientists BC Professionals, and the client.

A document was drafted by Mike Currie, P.Eng., FEC, with input from Engineers and Geoscientists BC staff as well as professional engineers employed by the FVRD, and was then implemented in 3 phases. In Phase 1, which took place January 2017 to June 2017, 4 Engineers and Geoscientists BC members used the draft document as part of a pilot program and provided substantial feedback based on which the document was revised. A draft of the document was then presented at the annual conference of the Planning Institute of BC for their input. Positive feedback and suggestions were received. Phase 2 took place from June 2017 to December 2017, and involved 10 geo-hazard assessments being done using the revised document. The Operational Phase began in January 2018 with the document being further tested in the FVRD area. The attached version reflects all the revisions made to date based on the extensive consultation process carried out.

The Geo-Hazard Guide and Assurance Statement provides clear expectations and allows FVRD to review and issue permits based on the assurance statement. In addition, the new program provides:

- Clear and consistent expectations for Engineers and Geoscientists BC professionals.
- Streamlined paperwork – FVRD and Engineers and Geoscientists BC requirements are merged into one document.
- Reduced need for back and forth communication, additional site visits, etc.
- Ensured collaboration with other technical reports (e.g., Riparian Area Assessments)
- Improved review and approval times.

The Geo-Hazard Guide and Assurance Statement was awarded the 2018 Excellence in Risk Management Award from the Municipal Insurance Association of British Columbia.

Motions in favour of the final draft of the Geo-Hazard Guide and Assurance Statement were obtained from the Consulting Practice Committee and the Professional Practice Committee. The FVRD has identified that other municipalities in the lower mainland have expressed interest in adopting the approach taken by FVRD and Engineers and Geoscientists BC.

RECOMMENDATIONS

That Council approves the Fraser Valley Regional District/Engineers and Geoscientists BC Guide to Geo-Hazard Assurance Statement for Development Approvals and Geo-Hazard Assurance Statement for Development Approvals, for final editorial and legal review prior to publication.

MOTION

That Council approves the Fraser Valley Regional District/Engineers and Geoscientists BC

- Guide to Geo-Hazard Assurance Statement for Development Approvals, and

- Geo-Hazard Assurance Statement for Development Approvals

For final editorial and legal review prior to publication.

APPENDIX A – Fraser Valley Regional District/Engineers and Geoscientists BC Guide to Geo-Hazard Assurance Statement for Development Approvals and Geo-Hazard Assurance Statement for Development Approvals

OPEN SESSION

ITEM 4.4

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 29, 2018 |
| REPORT TO | Council for Decision |
| FROM | Peter Mitchell, P.Eng., Director, Professional Practice |
| SUBJECT | Revisions to the BC Building Code Letters of Assurance |
| LINKAGE TO STRATEGIC PLAN | Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders. |

| | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | For Council's review and decision to endorse the revisions to the BC Building Code Letters of Assurance pending final legal and editorial review. |
| Motion | Council endorses the revisions to the BC Building Code Letters of Assurance, pending final legal and editorial review. |

BACKGROUND

Letters of Assurance are legal accountability documents that are required under the British Columbia Building Code (BCBC) 2012, intended to clearly identify the responsibilities of key players in a construction project. Uniform, mandatory Letters of Assurance have been included as Schedules in the BCBC since December 1992.

The BCBC 2012 requires Letters of Assurance in specific instances to document the parties responsible for design and field review of construction, and to obtain their professional assurances that the work substantially complies with the requirements of the BCBC 2012, except for construction safety aspects, and that the requisite field reviews have been completed. Construction safety is the responsibility of the Constructor.

DISCUSSION

On April 7, 2017 the Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing, and Deputy Premier, released Ministerial Order M158 that amended the BCBC, effective immediately. The changes were to introduce the BC Energy Step Code, a voluntary compliance path within the BCBC. The changes included revisions to the Letters of

Assurance, specifically to Schedule B and Schedule C-A. Engineers and Geoscientists BC identified some issues with the changes in these schedules and brought them to the attention of the Building Safety and Standards Branch (BSSB). The BSSB was supportive of Engineers and Geoscientists BC and the Architectural Institute of BC (AIBC) releasing a member/licensee advisory which included instructions on how to use the schedules until a time when they can be amended by a future ministerial order addressing the issues raised by Engineers and Geoscientists BC and AIBC. The member/licensee advisory was released on May 24, 2017.

On June 9, 2017 the BSSB proposed amendments to the schedules in order to address the concerns raised by Engineers and Geoscientists BC and AIBC, and issued them to the association for review and endorsement. The association took these proposed amendments to the Building Codes Committee, the Building Enclosure Committee and the Consulting Practice Committee for comments and suggestions. The discussion with the various committees resulted in some edits to the BSSB amendments to the schedules. Engineers and Geoscientists BC coordinated their feedback on the proposed amendments with AIBC. The documents were then presented to the Professional Practice Committee who passed a motion that Council endorse the revisions to the Letters of Assurance, which Council did on September 8, 2017.

BSSB posted the revised Schedule B and Schedule C-A on their website on January 31, 2018 and Engineers and Geoscientists BC and AIBC released another member/licensee advisory on the revised schedules to inform members/licensees about the changes. Unfortunately, BSSB failed to incorporate some of the comments provided which were of an editorial nature, as well as one specific change recommended by AIBC and Engineers and Geoscientists BC specific to the phrase “testing and/or confirmation.” The attached document now includes the recommended wording “testing, confirmation or both” which was also supported by Engineers and Geoscientists BC legal counsel. Engineers and Geoscientists BC consulted with the Building Codes Committee and the Consulting Practice Committee, and the Professional Practice Committee passed the following motion on May 24, 2018:

“The Professional Practice Committee recommends that the Council endorses the revisions to the BC Building Code Letters of Assurance, pending final legal and editorial review.”

RECOMMENDATIONS

That Council endorses the revisions to the BC Building Code Letters of Assurance, pending final legal and editorial review.

MOTION

Council endorses the revisions to the BC Building Code Letters of Assurance, pending final legal and editorial review.

ATTACHMENT A – BCBC Schedule A
ATTACHMENT B – BCBC Schedule C-A
ATTACHMENT C – BCBC Schedule B
ATTACHMENT D – BCBC Schedule C-B

BRITISH COLUMBIA BUILDING CODE ~~2012~~2018 – DRAFT

SCHEDULE A

Forming Part of Sentence 2.2.7.2.(1), Division C of the
British Columbia Building CodeBuilding Permit No. ~~umber~~
(for authority having jurisdiction's use)

(Note – changes are in red)

CONFIRMATION OF COMMITMENT BY OWNER
AND COORDINATING REGISTERED PROFESSIONAL

- Notes: (i) This letter must be submitted before issuance of a *building* permit.
(ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of the Province of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

Re: Design and *Field Review* of Construction
by a *Coordinating Registered Professional*To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Name of Project (Print)

Address of Project (Print)

(Professional's Seal and Signature)

Date

The undersigned has retained _____ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record* required¹ for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that the design will substantially comply with the ~~British Columbia~~ Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the ~~British Columbia~~ Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

"*field reviews*" are defined in the British Columbia Building Code to mean those reviews of the work

- (a) at a project site of a development to which a *building* permit relates, and
(b) where applicable, at fabrication locations where *building* components are fabricated for use at the project site

that a *registered professional of record* in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the *registered professional of record* for which the *building* permit is issued.

The owner and the *coordinating registered professional* have read Subsection 2.2.7., Division C of the British Columbia Building Code. The owner and the *coordinating registered professional* each acknowledge their responsibility to notify the addressee of this letter of the date the *coordinating registered professional* ceases to be retained by the owner before the date the *coordinating registered professional* ceases to be retained or, if that is not possible, then as soon as possible. The *coordinating registered professional* acknowledges the responsibility to notify the addressee of this letter of the date a *registered professional of record* ceases to be retained before the date the *registered professional of record* ceases to be retained or, if that is not possible, then as soon as possible.

¹It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

Schedule A - Continued

Building Permit Number
(for authority having jurisdiction's use)

Project Address

The owner and the *coordinating registered professional* understand that where the *coordinating registered professional* or a *registered professional of record* ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new *coordinating registered professional* or *registered professional of record*, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule A or in the form set out in Schedule B, as the case may be, is filed with the authority having jurisdiction.

The undersigned *coordinating registered professional* certifies that he or she is a *registered professional* as defined in the British Columbia Building Code, and agrees to coordinate the design work and *field reviews* of the *registered professionals of record* required for the project as outlined in the attached Schedules B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3. in Appendix A of Division C.)

Coordinating Registered Professional**Owner**

Coordinating Registered Professional's Name (Print)

Owner's Name (Print)

Address (Print)

Address (Print)

Address (Print) (continued)

Address (Print) (continued)

Phone Number:

Name of Agent or Signing Officer if Applicable (Print)

Date

(Professional's Seal and Signature)

Owner's or Owner's appointed agent's Signature. (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

Date

(If the *Coordinating Registered Professional* is a member of a firm, complete the following.)

I am a member of the firm _____ and I sign this letter on behalf of the firm. (Print name of firm)

This letter must be signed by the owner or the owner's appointed agent and by the *coordinating registered professional*. An agent's letter of appointment must be attached. If the owner is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

BRITISH COLUMBIA BUILDING CODE ~~2012~~2018 – DRAFT

SCHEDULE C-A

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building CodeBuilding Permit ~~Number~~_____
(for authority having jurisdiction's use)

(Note – changes are in red)

ASSURANCE OF COORDINATION OF
PROFESSIONAL FIELD REVIEW

- Notes: (i) This letter must be submitted after completion of the project but before the *occupancy* permit is issued, or a final inspection is made, by the *authority having jurisdiction*.
- (ii) This letter is endorsed by: Architectural Institute of B-C, Association of Professional Engineers and Geoscientists of the Province of B-C, Building Officials' Association of B-C, and Union of B-C Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print) _____

Re: _____

Name of Project (Print) _____

Address of Project (Print) _____

~~Legal Description of Project (Print)~~ _____(The *coordinating registered professional* shall complete the following:)

Name (Print) _____

Address (Print) _____

~~Address (Print) (continued)~~ _____Phone ~~Number~~_____

Date _____

(Professional's Seal and Signature)

I hereby give assurance that

- (a) I have fulfilled my obligations for coordination of *field reviews* of the *registered professionals of record* required for the project as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL."
- (b) I have coordinated the functional testing of the fire protection and life safety systems to ascertain that they substantially comply in all material respects with
- (i) the applicable requirements of the *British Columbia* Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (c) I have coordinated the *field reviews* to ascertain that the project substantially complies in all material respects with
- (i) the applicable requirements of Part 10, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (d) I am a *registered professional* as defined in the British Columbia Building Code.

(If the *registered professional* is a member of a firm, complete the following:)I am a member of the firm _____
and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *coordinating registered professional*, who is also a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

BRITISH COLUMBIA BUILDING CODE ~~2012~~2018 – DRAFT

SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

(Note – changes are in red)

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

- Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each *registered professional of record*.
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re: _____

Name of Project (Print)

Address of Project (Print)

The undersigned hereby gives assurance that the design of the
(Initial those of the items listed below that apply to this *registered professional of record*. All the disciplines will not necessarily be employed on every project.)

_____ **ARCHITECTURAL**
_____ **STRUCTURAL**
_____ **MECHANICAL**
_____ **PLUMBING**
_____ **FIRE SUPPRESSION SYSTEMS**
_____ **ELECTRICAL**
_____ **GEOTECHNICAL — temporary**
_____ **GEOTECHNICAL — permanent**

(Professional's Seal and Signature)

Date

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the *building* permit as outlined below substantially comply with the British Columbia Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

CRP's Initials

Schedule B - Continued

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

The undersigned also undertakes to notify the *authority having jurisdiction* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

I certify that I am a *registered professional* as defined in the British Columbia Building Code.

Registered Professional of Record's Name (Print)

Address (Print)

Address (Print) (continued)

Phone ~~Number~~:

(Professional's Seal and Signature)

Date

(If the *Registered Professional of Record* is a member of a firm, complete the following.)

I am a member of the firm _____
and I sign this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

CRP's Initials

Schedule B - Continued

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

ARCHITECTURAL

- 1.1 Fire resisting assemblies
- 1.2 *Fire separations* and their continuity
- 1.3 *Closures*, including tightness and operation
- 1.4 Egress systems, including *access to exit* within *suites* and *floor areas*
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for firefighting access
- 1.10 Access requirements for *persons with disabilities*
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below *grade*
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 1.25 Building envelope, testing, ~~and/or~~ confirmation ~~of or both as per~~ Part 10 requirements

(Professional's Seal and Signature)

Date

STRUCTURAL

- 2.1 Structural capacity of structural components of the *building*, including anchorage and seismic restraint
- 2.2 Structural aspects of *deep foundations*
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post-tensioned concrete design and construction

MECHANICAL

- 3.1 HVAC systems and devices, including high *building* requirements where applicable
- 3.2 *Fire dampers* at required *fire separations*
- 3.3 Continuity of *fire separations* at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings
- 3.8 Mechanical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing, ~~and/or~~ confirmation ~~of or both as per~~ Part 10 requirements

CRP's Initials

Schedule B - Continued

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

PLUMBING

- 4.1 Roof *drainage systems*
- 4.2 Site and foundation *drainage systems*
- 4.3 *Plumbing systems* and devices
- 4.4 Continuity of *fire separations* at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for *plumbing systems*
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8 Review of all applicable shop drawings
- 4.9 Plumbing systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 4.10 Plumbing systems, testing, ~~and/or~~ confirmation ~~of~~ or both as per Part 10 requirements

FIRE SUPPRESSION SYSTEMS

- 5.1 Suppression system classification for type of *occupancy*
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision, ancillary alarm and control devices
- 5.4 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10 For partial systems — confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Freeze protection measures for fire suppression systems
- 5.14 Functional testing of fire suppression systems and devices

ELECTRICAL

- 6.1 Electrical systems and devices, including high building requirements where applicable
- 6.2 Continuity of *fire separations* at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6 Clearances from *buildings* of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings
- 6.9 Electrical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 6.10 Electrical systems, testing, ~~and/or~~ confirmation ~~of~~ or both as per Part 10

GEOTECHNICAL — Temporary

- 7.1 *Excavation*
- 7.2 Shoring
- 7.3 Underpinning
- 7.4 Temporary construction dewatering

GEOTECHNICAL — Permanent

- 8.1 Bearing capacity of the *soil*
- 8.2 Geotechnical aspects of deep *foundations*
- 8.3 Compaction of engineered fill
- 8.4 Structural considerations of *soil*, including slope stability and seismic loading
- 8.5 Backfill
- 8.6 Permanent dewatering
- 8.7 Permanent underpinning

requirements

(Professional's Seal and Signature)

Date

CRP's Initials

BRITISH COLUMBIA BUILDING CODE ~~2012~~ 2018 – DRAFT

SCHEDULE C-B

Forming Part of Subsection 2.2.7, Division C of the
British Columbia Building CodeBuilding Permit ~~Number~~.
(for authority having jurisdiction's use)

(Note – changes are in red)

ASSURANCE OF PROFESSIONAL FIELD REVIEW
AND COMPLIANCE

- Notes: (i) This letter must be submitted after completion of the project but prior to final inspection by the *authority having jurisdiction*. A separate letter must be submitted by each *registered professional of record*.
- (ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of ~~the Province of B.C.~~, Building Officials' Association of B.C., and Union of B.C. Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Discipline (e.g. Architectural, etc.) (Print)

Name of Project (Print)

Address of Project (Print)

(Each *registered professional of record* shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone ~~Number~~.

(Professional's Seal and Signature)

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7, Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and
- (b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with
- (i) the applicable requirements of the ~~British Columbia~~ Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
- (ii) the plans and supporting documents submitted in support of the application for the *building permit*,
- (c) I am a *registered professional of record* as defined in the British Columbia Building Code.

(If the *registered professional of record* is a member of a firm, complete the following:)

I am a member of the firm

and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

CRP's Initials



OPEN SESSION

ITEM 4.5

| | |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Peter Mitchell, P.Eng., Director, Professional Practice, Standards and Development |
| SUBJECT | Memorandum of Understanding Between Engineers and Geoscientists BC and International Building Performance Simulation Association's BC Chapter |
| LINKAGE TO STRATEGIC PLAN | Stakeholders embrace efforts to enhance professional standards. |

| | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To develop a close working relationship with the community of energy modellers in the interests of promoting world-class standards for energy modelling services in buildings that require the engagement of registered professional engineers and/or architects |
| Motion | That the Council endorses the Memorandum of Understanding between Engineers and Geoscientists BC and International Building Performance Simulation Association's BC Chapter |

BACKGROUND

The International Building Performance Simulation Association's BC Chapter (IBPSA-BC) is a non-profit society registered in British Columbia with a dual purpose of improving the education of building energy modellers and industry understanding of the energy modelling profession. It consists of about 100 members out of which 80 members are also members of the association or engineers in training. IBPSA-BC plays an important role in being a resource to the association and other organizations (e.g., the province, various municipalities, and representing the interests of the energy modellers at the BC Energy Step Code Council). The Memorandum of Understanding (MoU) between the association and IBPSA-BC has been developed to forge a cooperative relationship and is in the mutual interest of Engineers and Geoscientists BC and IBPSA-BC.

DISCUSSION

In response to interest and support from BC Hydro, BC Housing and the City of Vancouver, Engineers and Geoscientists BC in collaboration with AIBC has developed Professional Practice

Guidelines – Whole Building Energy Modelling Services. This has been endorsed by Council and is currently undergoing editorial and legal reviews prior to publication. These guidelines establish energy modelling as a field of practice for engineers and architects who provide energy modelling services for a wide variety of applications including code compliance, optimization and forecasting, facilities management and in meeting incentive, certification or rating systems.

With the roll out of the BC Energy Step Code and the speed at which it is being adopted by authorities having jurisdiction in BC, there will be a greater demand for energy modelling services on building projects. The association's energy modelling guidelines are the main means by which engineers and architects can demonstrate conformance with the requirements of the BC Energy Step Code. In addition, the work done by the Energy Step Code Council in establishing the energy performance targets is, to a great extent, informed by the research in the field of energy modelling. Note that as of May 23, 2018, twenty-five communities have provided an intent to reference the BC Energy Step Code, out of which nine communities are already referencing the Step Code within their jurisdictions.

IBPSA-BC has taken an active role in both the development of these professional practice guidelines and the work done by the Energy Step Code Council. The association and IBPSA-BC have mutually benefitted from collaborating to achieve the following:

- Delivery of continuing professional development events for energy modelling professionals
- Representing the interests of professional energy modellers at the technical subcommittee of Energy Step Code Council
- Contributing to the development of building industry resources and efforts to mainstream building energy efficiency through the BC Energy Step Code and its mandatory energy modelling requirements

Recognizing the scope for mutual benefit through continued cooperation, IBPSA-BC has approached the association to enter into an MoU to work on the following:

- Development of continuing education initiatives to the benefit of IBPSA-BC, Engineers and Geoscientists BC and the energy modelling community
- Upon request of the association, assisting with the review of and revision to the Professional Practice Guidelines – Whole Building Energy Modelling Services
- Provision of advice and assistance to Engineers and Geoscientists BC on matters pertaining to building energy modelling
- Increasing the prestige and esteem of professional engineering generally, and energy modelling in particular

The MoU will facilitate cooperation between Engineers and Geoscientists BC and IBPSA-BC in order to provide a unified position on matters pertaining to the practice of energy modelling to various stakeholders. Engineers and Geoscientists BC staff and the IBPSA-BC executive

committee will coordinate regular consultation meetings. These meetings will be attended by the Practice Advisor, Professional Practice, Standards and Development.

The MoU was prepared following the template provided that was signed between Engineers and Geoscientists BC and the Structural Engineers Association of British Columbia. The MoU was presented to the Executive Committee at their May 2018 meeting and the committee passed the following motion “that the Executive Committee endorses the Memorandum of Understanding between Engineers and Geoscientists BC and International Building Performance Simulation Association’s BC Chapter”.

RECOMMENDATIONS

It is recommended that the Council endorses the attached MoU. The MoU would develop a close working relationship with the community of energy modellers in the interest of promoting world-class standards for energy modelling services in buildings that require the engagement of registered professional engineers and/or architects.

MOTION

That the Executive Committee endorses the Memorandum of Understanding between Engineers and Geoscientists BC and International Building Performance Simulation Association’s BC Chapter

ATTACHMENT A – Memorandum of Understanding Between Engineers and Geoscientists BC and International Building Performance Simulation Association Canada- BC Chapter



**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**Engineers and Geoscientists BC and
International Building Performance Simulation
Association Canada- BC Chapter**

Whereas:

- A. The Engineers and Geoscientists BC (business name of Association of Professional Engineers and Geoscientists of British Columbia) is, under the authority of the Engineers and Geoscientists Act, the governing body for the practice of professional engineering and professional geoscience in British Columbia, and as a professional association, Engineers and Geoscientists BC has a fundamental interest and duty to encourage its members to act in the public interest in all professional matters.
- B. The International Building Performance Simulation Association Canada- BC Chapter (IBPSA-BC) is a non-profit society registered in British Columbia with a dual purpose of improving the education of building energy modellers and industry understanding of the energy modelling profession in British Columbia.
- C. All individual members of IBPSA-BC are either registered as an EIT or Professional Engineer or work with building professionals who are engineers and architects.
- D. Both Engineers and Geoscientists BC and IBPSA-BC favour the development of a close working relationship in the interests of promoting world-class standards for energy modelling services in buildings that require the engagement of registered professional architects and/or engineers.
- E. A cooperative relationship is in the mutual interest of Engineers and Geoscientists BC and IBPSA-BC.

Therefore Engineers and Geoscientists BC and IBPSA-BC agree to:

- 1. Cooperate to increase the prestige and esteem of professional engineering generally, and energy modelling in particular.
- 2. Seek grounds on which to cooperate with each other in relations with other professional associations and entities, and the public, to express a unified position on matters pertaining to the practice of energy modelling.
- 3. Maintain an open dialogue on issues of concern and, while identifying any differences that may arise, seek an approach which is compatible with each organization's mandate and obligations.
- 4. Assist each other in consultative and operational matters generally, and in accordance with the following terms:

- .1 Representatives of Engineers and Geoscientists BC and the IBPSA-BC executive committee will attend regular consultation meetings (monthly, or as otherwise agreed). Upon the request of IBPSA-BC, an Engineers and Geoscientist BC representative will attend the IBPSA-BC executive committee's monthly meetings, currently held online.
- .2 IBPSA-BC will respect Engineers and Geoscientists BC's regulatory mandate to establish, maintain and enforce standards for the qualifications and practice of its members.
- .3 Engineers and Geoscientists BC and IBPSA-BC will consult on matters pertaining to building energy modelling, and IBPSA-BC will provide such advice and assistance to Engineers and Geoscientists BC as is necessary for Engineers and Geoscientists BC to fulfil its mandate.
- .4 Engineers and Geoscientists BC and IBPSA-BC will seek opportunities to work together on continuing education initiatives to the benefit of IBPSA-BC, Engineers and Geoscientists BC and the energy modelling community. The specific nature of the joint involvement of Engineers and Geoscientists BC and IBPSA-BC in any given continuing education initiative will be considered by both associations based on the merits of the proposal being presented.
- .5 Upon the request of Engineers and Geoscientists BC, IBPSA-BC will assist with the review of and revision to the Professional Practice Guidelines – Whole Building Energy Modelling Services.

Engineers and Geoscientists BC is subject to the British Columbia Freedom of Information Act and will act according to this Act to protect personal privacy where required.

This agreement is open-ended and will be reviewed every three years by Engineers and Geoscientists BC and IBPSA-BC or as requested by either party.

Signed at Burnaby, British Columbia this day of , 2018

On behalf of Engineers and Geoscientists BC

On behalf of IBPSA-BC

Caroline Andrewes, P.Eng.

President
Engineers and Geoscientists BC

Susan Hayes, P.Eng.

Co-Chair
IBPSA-BC

Ann English, P.Eng.

Chief Executive Officer
Engineers and Geoscientists BC

Eoghan Hayes, P.Eng.

Co-Chair
IBPSA-BC

OPEN SESSION

ITEM 4.6.1

| | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 23, 2018 |
| REPORT TO | Council for Decision |
| FROM | Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar, on behalf of the Governance Committee |
| SUBJECT | Professional Development for Council Members |
| LINKAGE TO STRATEGIC PLAN | Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects |

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To consider and approve a proposed policy on the Professional Development of Council Members. |
| Motion | That Council approve the proposed policy on the Professional Development of Council, as recommended by the Governance Committee. |

BACKGROUND

One of the stated responsibilities of the Governance Committee in the Terms of Reference is "Development for Council's consideration of orientation and training processes and materials for Council members." When the Committee's work plan for this year was reviewed, it was suggested that this topic be included for discussion at a Governance Committee meeting.

At the February 22, 2018 Governance Committee, staff was asked to prepare a formal policy on the training of Council members for consideration by the Committee.

DISCUSSION

A draft policy on the professional development for Council members has been prepared as requested. The Governance Committee reviewed and discussed this proposed policy on April 25, 2018. The proposed policy as recommended by the Governance Committee is attached as Appendix A to this report.

During a typical year, several professional development opportunities are offered/available to new and continuing members of Council. The list includes:

- Orientation for new and continuing members of Council
- Virtual or In-person workshops on how to conduct effective meetings/Robert Rules of Order
- On-Job-Training by attending Council, various Committee, Forum/Planning, Branch/Division and Taskforce meetings
- The Vice-President attending Engineers Canada Board/AGM meetings
- In-person Coaching by a Registered Parliamentarian for the President and Vice-President prior to the AGM
- Speaking Engagements at various events
- Attendance at other relevant professional development events and courses

There are, of course, a host of other professional development opportunities that can be offered to Council should the need arise. To date, the performance of individual Council members and Council as a whole appears to be generally quite good. It should be noted that given the volunteer nature of being a member of Council, it may be difficult for many to take additional time away from their regular day job. This has been evidenced by the difficulties for some members of Council to attend the Association's organized functions.

The draft policy attached has specified mandatory and optional professional development opportunities for Council members. It has also assigned the responsibility for the planning and facilitation of the professional development of Council members to the CEO & Registrar. Funding for this training will be from the annual approved budget and if additional funds are required, the CEO & Registrar will seek approval from Council.

MOTION

That Council approve the proposed policy on the Professional Development of Council, as recommended by the Governance Committee.

ATTACHMENT A – Policy on the Professional Development of Council Members

Policy on the Professional Development of Council Members

1. The Council for the Engineers and Geoscientists BC consists of individuals who are elected amongst its members and who are appointed by the Provincial Government. In any given year, the knowledge and experience of Council members varies significantly. While the diverse background of Council members contributes positively to decision making, the level of understanding of the organization and particularly, Board Governance, is also quite diverse.
2. Engineers and Geoscientists BC has a responsibility to ensure that members of Council are provided with professional development opportunities so that they can carry out their fiduciary duties. Such professional development opportunities will include formal training as well as on-the-job training by attending Engineering and Geoscientists BC events and speaking engagements.
3. To achieve this objective, the CEO & Registrar will be responsible for the planning and facilitation of the professional development of Council members with input from the Governance Committee and other members of Council.
4. Shortly after the annual Inaugural Council meeting, there shall be a formal orientation or on-boarding training session for new and continuing members of Council. Additionally, there shall be either virtual or in-person training on parliamentary procedures (Robert's Rules of Order). Resources in the form of reference documents either in electronic or hard copies shall be provided to members of Council for their specific use during their tenure on Council.
5. Throughout the year, the CEO & Registrar may apprise the President, the Vice-President and other members of Council of professional development opportunities that would cater to the specific needs of individuals. Such professional development opportunities may include but are not limited to the following:
 - a. Participation in Engineers Canada or Geoscientists Canada events
 - b. Training offered by the Institute of Corporate Directors (ICD)
 - c. Participation in the MacKay Leadership Forums
 - d. Attend meetings, presentations, conferences or business related social functions
 - e. Board Governance Training Sessions offered by organizations other than the ICD
6. The CEO & Registrar has the authority to approve professional development events for Council members provided that such costs are within the remaining balance of the corporate training budget at any given time. Any professional development costs exceeding the remaining balance of the corporate training budget will be referred to Council for approval.



OPEN SESSION

ITEM 4.6.2

| | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 24, 2018 |
| REPORT TO | Council for Decision |
| FROM | Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar, on behalf of the Governance Committee |
| SUBJECT | Proposed Updated Privacy Policy |
| LINKAGE TO STRATEGIC PLAN | Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects |

| | |
|---------|---------------------------------------------------------------------------------------------|
| Purpose | To review a major updated version of the Engineers and Geoscientists BC Privacy Policy. |
| Motion | That Council approve the updated Privacy Policy as recommended by the Governance Committee. |

BACKGROUND

As part of the overall corporate risk mitigation and management initiative, staff has spent some time during the past year pursuing the goal of full compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA). Although this goal involves a great deal of work, several important tasks have been completed to date. For example, the completion of a Personal Information Directory as required by Section 69(6) of FIPPA was achieved. This is the first time that the Engineers and Geoscientists of BC has done this and involved all Departments. Other FIPPA related tasks carried out recently include the management of a number of Freedom of Information (FOI) requests, several of which were very complex and involved complaints to the Office of Information and Privacy Commissioner (of the two complaints that reached resolution this year, both were resolved in the Association's favour). We have learned much from this and our procedures for handling FOI requests are constantly being tweaked from these experiences. A high level privacy and security audit is being conducted by an external auditor and we will soon have a report which will provide us with further direction on what additional tasks will have to be done to achieve FIPPA compliance. We have budgeted and Council has approved funds to carry out a much more in depth privacy and security audit in the next fiscal year. In the meantime, legal counsel has concluded that it is important for the Association to have a more comprehensive and current Privacy Policy.

DISCUSSION

The existing Corporate Privacy Policy was last updated in 2014. This version appears on the list of corporate policies on the Council website and is attached as Appendix A.

The 2014 Privacy Policy needed major revisions to be more compliant with FIPPA and to serve the organization better in terms of addressing many of the identified security risks. Our internal legal staff made major revisions to the 2014 Privacy Policy. These revisions have been reviewed by the external privacy auditor who is a subject matter expert on privacy issues. The proposed changes are substantial and are therefore not conducive to illustrating them in a red-lined version of the 2014 Policy. The new and better Engineers and Geoscientists Privacy Policy has been re-organized and re-written, and is attached as Appendix B. A summary of the major revisions are as follows:

1. The purpose of the policy is clearly stated and not hidden in the Introduction.
2. The various definitions are taken verbatim from FIPPA replacing those that are either missing or are not necessarily consistent with the Act.
3. Provision added to ensure that an individual is appointed to serve as the Association's "Head" for the purposes of FIPPA.
4. Provisions added to authorize the Association's Head to designate and delegate privacy and security responsibilities to appropriately qualified staff (These are not new positions necessarily. At present, these responsibilities are delegated to existing staff as part of the requirements of their roles).
5. Provision added to ensure that a corporate Personal Information Directory is prepared and is made available to the public as required by FIPPA.
6. Provision added to deal with any incident of unauthorized access or disclosure of confidential information and the expected actions as part of the Incident Management Response.
7. Provision added to require the conduct of a privacy impact assessment when existing processes involving the collection, use, and disclosure of personal information are modified significantly or new processes are introduced.
8. Provision added to articulate the responsibilities of each Department Head to provide the necessary training for their staff, contractors and volunteers to ensure that they are continuously educated, appropriately authorized to access and handle confidential information.
9. Specific provision added requiring the Association to create and update security protocols for the protection of confidential information in the Association's possession and control.
10. Removal of detailed procedures and unnecessary information from the 2014 Policy where such information are better stated elsewhere (such as operational procedures).

RECOMMENDATIONS

That Council review the major updates to the Engineers and Geoscientists Privacy Policy as recommended by the Governance Committee (attached as Appendix B).

MOTION

That Council approve the updated Privacy Policy as recommended by the Governance Committee.

APPENDIX A – Existing 2014 Engineers and Geoscientists Privacy Policy

APPENDIX B – Proposed New Engineers and Geoscientists Privacy Policy

OPEN SESSION

ITEM 4.6.3

| | |
|---------------------------|-------------------------------------------------------------------------------------|
| DATE | May 29, 2018 |
| REPORT TO | Council for approval of the revised Discipline Committee Terms of Reference |
| FROM | Efrem Swartz, Director, Legislation, Ethics and Compliance |
| SUBJECT | Discipline Committee Terms of Reference |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions |

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To present the recommended revisions of the Discipline Committee to the Discipline Committee Terms of Reference for approval by Council. |
| Motion | Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Discipline Committee Terms of Reference. |

BACKGROUND

The Discipline Committee Terms of Reference were reviewed by the Governance Committee at their meeting on May 22, 2018. The Governance Committee did not request changes to the Terms of Reference. The Governance Committee approved the Discipline Committee Terms of Reference, and requested that they be referred to Council for approval.

DISCUSSION

The Discipline Committee did not suggest significant changes to the Terms of Reference. Most changes relate to re-wording of sections to ensure they better align with our discipline processes and procedures. The revisions were also made to better define the role of the Chair of the Discipline Committee. The revised Terms of Reference better reflect that the Chair of the Discipline Committee is involved in recruiting new members for the Discipline Committee, signing Notices of Inquiry, and appointing disciplinary panels.

The most significant change made to the Terms of Reference was to create the role of Vice Chair. This role was created to ensure there is another member of the Discipline Committee able to take over the Chair's responsibilities when and if needed and to assist the Chair with management of the Committee. The new role of Vice Chair was created as the Chair of the Discipline Committee

will be stepping down soon, and by creating a Vice Chair position, the current Chair will be able to provide mentorship for the Vice Chair with the expectation the Vice Chair will eventually be moving into the Chair position. The Vice Chair is to be appointed by Council.

MOTION

Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Discipline Committee Terms of Reference.

ATTACHMENT A – Discipline Committee Terms of Reference (Redlined)

ATTACHMENT B – Discipline Committee Terms of Reference (Clean)



TERMS OF REFERENCE

1. **Name:** Discipline Committee (the “Committee”)
2. **Type / Reporting Relationship**
 - 2.1 Independent Statutory Committee
3. **Purpose:**
 - 3.1 To review files referred for disciplinary inquiries for Consent Order offers; to participate in mediations of disciplinary cases; to conduct disciplinary inquiries into alleged breaches of the *Engineers and Geoscientists Act* (the “Act”), Bylaws and Code of Ethics by members and licensees (as defined in the Act) of ~~APEGBC~~the Association; and to make recommendations to Council on discipline related matters.
4. **Authorities of the Committee:**
 - 4.1 The Committee may establish one or more panels of at least 3 members of the Committee to hear inquiries. On hearing an inquiry, a panel has the power and authority of the Committee.
 - 4.2 Any member of the Committee who participated in the review of the file for preparation of a Consent Order shall not sit on the panel.
 - 4.3 Disciplinary inquiries and cost awards, if any, shall be in accordance with the procedures and authority set out in the Act. The Committee shall also have such other responsibilities as may be directed by Council.
 - 4.4 To exercise the Committee’s responsibilities, powers and duties as set out in the Act and Bylaws.
 - 4.5 To submit statistical quarterly and annual reports to Council.
5. **Function:**
 - 5.1 As set out in the Act.



6. Budget:

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

7. Membership:

- 7.1 At least five (5) members of ~~APEGBCthe Association~~. Council members are not eligible for appointment to the Committee.

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8. Term of Office:

- 8.1 Appointments are two years normally, with a maximum of two reappointments, except where Council deems it appropriate to extend beyond the normal terms per Committee Member Term Length Policy.

9. Selection of Officers:

- 9.1 ~~9.1~~The Chair is appointed by Council. ~~The Chair manages the function of the Committee. The Chair signs Notices of Inquiry once approved by the Investigation Committee. The Chair manages recruitment of new members and gives instructions to staff. The Chair appoints Discipline Hearing and Review Panels.~~

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- 9.2 ~~Council may appoint a Vice Chair. The Vice Chair assists the Chair with the management of the Committee. The Vice Chair also assists with recruitment of new members and gives instructions to staff when the Chair is not available. The Vice Chair will sit as Chair in the Chair's absence.~~

- 9.3 The members may appoint an alternate Chair to act in the Chair ~~or Vice Chair's~~ absence. If at any meeting of the Committee the Chair and alternate Chair cannot attend a portion of the meeting or are not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

10. Quorum:

- 10.1 At least half the members of the Committee.



11. Frequency of Meetings:

- 11.1 Minimum once per year in person, and at the call of the Chair.

12. Conduct of Meetings:

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

13. Minutes:

- 13.1 Minutes are the responsibility of the Director, Legislation, Ethics and Compliance.
- 13.2 Minutes are confidential and distributed only to Committee members.

14. Periodic Reporting and Review of Terms of Reference:

- 14.1 The Committee shall review its Terms of Reference on an annual basis and submit verification of review to the Governance Committee on a bi-annual basis.
- 14.2 The Committee shall submit statistical quarterly and annual reports to Council.



- 14.3 The Committee shall provide a summary report to Council on a periodic basis, review and recommend any changes to the Terms of Reference and set out a workplan with budget implications for the next reporting period.

15. Staff Support:

- 15.1 Staff support is the responsibility of the Director, Legislation, Ethics and Compliance.

Approved by Council: December 2, 1987 (Minute# CO 88-36)
| REVISÉ, APPROUVÉ PAR LE CONSEIL: May 4, 1988 (Minute# CO 88-143-)
REVISÉ, APPROUVÉ PAR LE CONSEIL: October 4, 1990 (Minute # CO 90-230)
REVISÉ, APPROUVÉ PAR LE CONSEIL: February 25, 2005 (Minute # CO 05-17-1)
| REVISÉ, APPROUVÉ PAR LE CONSEIL: June 18, 2010 (Minute # CO-10-106)
REVISÉ, APPROUVÉ PAR LE CONSEIL: November 28, 2014 (Minute # CO-15-19)
| REVISÉ, APPROUVÉ PAR LE CONSEIL: MONTH DAY, YEAR (Minute # CO-XX-XX)



TERMS OF REFERENCE

1. Name: Discipline Committee (the “Committee”)

2. Type / Reporting Relationship

2.1 Independent Statutory Committee

3. Purpose:

3.1 To review files referred for disciplinary inquiries for Consent Order offers; to participate in mediations of disciplinary cases; to conduct disciplinary inquiries into alleged breaches of the *Engineers and Geoscientists Act* (the “Act”), Bylaws and Code of Ethics by members and licensees (as defined in the *Act*) of the Association; and to make recommendations to Council on discipline related matters.

4. Authorities of the Committee:

4.1 The Committee may establish one or more panels of at least 3 members of the Committee to hear inquiries. On hearing an inquiry, a panel has the power and authority of the Committee.

4.2 Any member of the Committee who participated in the review of the file for preparation of a Consent Order shall not sit on the panel.

4.3 Disciplinary inquiries and cost awards, if any, shall be in accordance with the procedures and authority set out in the *Act*. The Committee shall also have such other responsibilities as may be directed by Council.

4.4 To exercise the Committee’s responsibilities, powers and duties as set out in the *Act* and Bylaws.

4.5 To submit statistical quarterly and annual reports to Council.

5. Function:

5.1 As set out in the *Act*.



6. Budget:

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

7. Membership:

- 7.1 At least five (5) members of the Association. Council members are not eligible for appointment to the Committee.

8. Term of Office:

- 8.1 Appointments are two years normally, with a maximum of two reappointments, except where Council deems it appropriate to extend beyond the normal terms per Committee Member Term Length Policy.

9. Selection of Officers:

- 9.1 The Chair is appointed by Council. The Chair manages the function of the Committee. The Chair signs Notices of Inquiry once approved by the Investigation Committee. The Chair manages recruitment of new members and gives instructions to staff. The Chair appoints Discipline Hearing and Review Panels.
- 9.2 Council may appoint a Vice Chair. The Vice Chair assists the Chair with the management of the Committee. The Vice Chair also assists with recruitment of new members and gives instructions to staff when the Chair is not available. The Vice Chair will sit as Chair in the Chair's absence.
- 9.3 The members may appoint an alternate Chair to act in the Chair or Vice Chair's absence. If at any meeting of the Committee the Chair and alternate Chair cannot attend a portion of the meeting or are not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

10. Quorum:

- 10.1 At least half the members of the Committee.

11. Frequency of Meetings:

- 11.1 Minimum once per year in person, and at the call of the Chair.

12. Conduct of Meetings:

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

13. Minutes:

- 13.1 Minutes are the responsibility of the Director, Legislation, Ethics and Compliance.
- 13.2 Minutes are confidential and distributed only to Committee members.

14. Periodic Reporting and Review of Terms of Reference:

- 14.1 The Committee shall review its Terms of Reference on an annual basis and submit verification of review to the Governance Committee on a bi-annual basis.
- 14.2 The Committee shall submit statistical quarterly and annual reports to Council.



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

- 14.3 The Committee shall provide a summary report to Council on a periodic basis, review and recommend any changes to the Terms of Reference and set out a workplan with budget implications for the next reporting period.

15. Staff Support:

- 15.1 Staff support is the responsibility of the Director, Legislation, Ethics and Compliance.

Approved by Council: December 2, 1987 (Minute# CO 88-36)
REVISED, APPROVED BY COUNCIL: May 4, 1988 (Minute# CO 88-143)
REVISED, APPROVED BY COUNCIL: October 4, 1990 (Minute # CO 90-230)
REVISED, APPROVED BY COUNCIL: February 25, 2005 (Minute # CO 05-17-1)
REVISED, APPROVED BY COUNCIL: June 18, 2010 (Minute # CO-10-106)
REVISED, APPROVED BY COUNCIL: November 28, 2014 (Minute # CO-15-19)
REVISED, APPROVED BY COUNCIL: MONTH DAY, YEAR (Minute # CO-XX-XX)

OPEN SESSION

ITEM 4.6.4

| | |
|---------------------------|-------------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for approval of the revised Investigation Committee Terms of Reference |
| FROM | Efrem Swartz, Director, Legislation, Ethics and Compliance |
| SUBJECT | Investigation Committee Terms of Reference |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions |

| | |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To present the recommended revisions of the Investigation Committee to the Investigation Committee Terms of Reference for approval by Council. |
| Motion | Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Investigation Committee Terms of Reference. |

BACKGROUND

The Investigation Committee Terms of Reference were reviewed by the Governance Committee at their meeting on April 25, 2018. The Governance Committee requested that a minor typo be corrected at item 9.2, but did not request any further changes to the Terms of Reference. The Governance Committee approved the Investigation Committee Terms of Reference, and requested that they be referred to Council for approval.

DISCUSSION

The Investigation Committee did not suggest significant changes to the Terms of Reference. Most changes relate to re-wording of sections to ensure they better align with our discipline processes and procedures. The revisions were also made to better define the role of the Chair of the Investigation Committee. The revised Terms of Reference better reflect that the Chair of the Investigation Committee is involved in recruiting new members for the Investigation Committee, giving direction to staff with regards to committee matters, and reviewing file closing letters related to complaint files that were closed by the Investigation Committee.

The most significant change made to the Terms of Reference was to create the role of Vice Chair. This role was created to ensure there is another member of the Investigation Committee able to take over the Chair's responsibilities when and if needed and to assist the Chair with management of the Committee. The new role of Vice Chair was created as the Chair of the Investigation Committee will be stepping down soon, and by creating a Vice Chair position, the current Chair will be able to provide mentorship for the Vice Chair with the expectation the Vice Chair will eventually be moving into the Chair position. The Vice Chair is to be appointed by Council.

MOTION

Having reviewed the revised Terms of Reference, it is hereby resolved that Council approve the revisions to the Investigation Committee Terms of Reference.

ATTACHMENT A – Investigation Committee Terms of Reference (Redlined)

ATTACHMENT B – Investigation Committee Terms of Reference (Clean)



Terms of Reference

1. Name: Investigation Committee (the “Committee”)

2. Type / Reporting Relationship:

2.1 Type: The Committee is an Independent Statutory Committee created by the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c.116, s. 30 (the “Act”).

2.2 Reporting Relationship: The members of the Committee are appointed by Council.

3. Purpose:

3.1 To investigate alleged breaches of the *Act*, Bylaws and Code of Ethics by members and licensees (as defined in the *Act*) of the Association of Professional Engineers and Geoscientists of the Province of British Columbia (the “Association”).

4. Authorities of the Committee:

To investigate alleged breaches of the *Act*, Bylaws and Code of Ethics. To exercise the Committee’s responsibilities, powers and duties as set out in the *Act* and Bylaws. The Committee may, as set out in the *Act*:

- 4.1 dismiss the complaint;
- 4.2 make recommendations to the member, licensee or certificate holder;
- 4.3 refer the matter for review to the Practice Review Committee or Conduct Review Committee established under the Bylaws; or
- 4.4 recommend an inquiry to the Discipline Committee.

5. Function:

5.1 The function of the Committee is set out in the *Act*.

6. Budget:

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

7. Membership:

- 7.1 At least five (5) persons, one of whom may be a non-member of the Association. Council members are not eligible for appointment to the Committee. There should be at least one representative from each of the engineering and geoscience professions.

8. Term of Office:

- 8.1 Appointments are two years normally, renewable twice unless otherwise extended by Council.

9. Selection of Officers:

- 9.1 The Chair is appointed by Council. The Chair manages the meetings and the function of the Committee. The Chair manages the recruitment of new members and gives instructions to staff. The Chair reviews file closing letters related to the complaint files that were closed by the Committee.

- 9.2 The members of the Committee may appoint a Vice Chair. The Vice Chair assists the Chair with the management of the Committee. The Vice Chair also assists with the recruitment of new members, gives instructions to staff when the Chair is not available and reviews file closing letters related to complaint files that were closed by the Committee. The Vice Chair will act as Chair in the Chair's absence

- 9.3 The members may appoint an alternate Chair to act in the Chair or Vice Chair's absence. If at any meeting the Chair ~~and or~~ alternate Vice Chair cannot attend a portion of the meeting or are not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

10. Quorum:

- 10.1 At least 50% of the members of the Committee.

11. Frequency of Meetings:

11.1 Normally the Committee meets ten times per year.

12. Conduct of Meetings:

12.1 The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members attending may simultaneously hear each other and participate during the meeting.

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

13. Minutes:

13.1 Minutes are the responsibility of the Director, Legislation, Ethics and Compliance.

13.2 Minutes are confidential and distributed only to members of the Committee.

14. Periodic Reporting and Review of Terms of Reference:

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

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14.2 With the assistance of staff, the Committee shall submit statistical quarterly and annual reports to Council.

14.3 With the assistance of staff, the Committee shall provide a summary report to Council on a periodic basis, review and recommend any changes to the Terms of Reference.

15. Staff Support:

15.1 Staff support is the responsibility of the Director, Legislation, Ethics and Compliance.

Approved by Council: July 6, 1988 (Minute# CO 88-154)
REVISED, APPROVED BY COUNCIL: January 9, 1992 (Minute# CO 93-99)
REVISED, APPROVED BY COUNCIL: January 14, 2005 (Minute# CO 05-12-1)
REVISED, APPROVED BY COUNCIL: May 5, 2006 (Minute # CO 06-42)
REVISED, APPROVED BY COUNCIL: June 18, 2010 (Minute #CO-10-105)
REVISED, APPROVED BY COUNCIL: November 28, 2014 (Minute # CO-15-19)
REVISED, APPROVED BY COUNCIL: Month, Day, Year (Minute # CO-XX-XX)

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Terms of Reference

1. Name: Investigation Committee (the “Committee”)

2. Type / Reporting Relationship:

2.1 Type: The Committee is an Independent Statutory Committee created by the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c.116, s. 30 (the “*Act*”).

2.2 Reporting Relationship: The members of the Committee are appointed by Council.

3. Purpose:

3.1 To investigate alleged breaches of the *Act*, Bylaws and Code of Ethics by members and licensees (as defined in the *Act*) of the Association of Professional Engineers and Geoscientists of the Province of British Columbia (the “*Association*”).

4. Authorities of the Committee:

To investigate alleged breaches of the *Act*, Bylaws and Code of Ethics. To exercise the Committee’s responsibilities, powers and duties as set out in the *Act* and Bylaws. The Committee may, as set out in the *Act*:

- 4.1 dismiss the complaint;
- 4.2 make recommendations to the member, licensee or certificate holder;
- 4.3 refer the matter for review to the Practice Review Committee or Conduct Review Committee established under the Bylaws; or
- 4.4 recommend an inquiry to the Discipline Committee.

5. Function:

5.1 The function of the Committee is set out in the *Act*.

6. Budget:

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

7. Membership:

- 7.1 At least five (5) persons, one of whom may be a non-member of the Association. Council members are not eligible for appointment to the Committee. There should be at least one representative from each of the engineering and geoscience professions.

8. Term of Office:

- 8.1 Appointments are two years normally, renewable twice unless otherwise extended by Council.

9. Selection of Officers:

- 9.1 The Chair is appointed by Council. The Chair manages the meetings and the function of the Committee. The Chair manages the recruitment of new members and gives instructions to staff. The Chair reviews file closing letters related to the complaint files that were closed by the Committee.
- 9.2 The members of the Committee may appoint a Vice Chair. The Vice Chair assists the Chair with the management of the Committee. The Vice Chair also assists with the recruitment of new members, gives instructions to staff when the Chair is not available and reviews file closing letters related to complaint files that were closed by the Committee. The Vice Chair will act as Chair in the Chair's absence
- 9.3 The members may appoint an alternate Chair to act in the Chair or Vice Chair's absence. If at any meeting the Chair or Vice Chair cannot attend a portion of the meeting or are not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

10. Quorum:

- 10.1 At least 50% of the members of the Committee.

11. Frequency of Meetings:

- 11.1 Normally the Committee meets ten times per year.

12. Conduct of Meetings:

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

13. Minutes:

- 13.1 Minutes are the responsibility of the Director, Legislation, Ethics and Compliance.
- 13.2 Minutes are confidential and distributed only to members of the Committee.

14. Periodic Reporting and Review of Terms of Reference:

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

- 14.2 With the assistance of staff, the Committee shall submit statistical quarterly and annual reports to Council.
- 14.3 With the assistance of staff, the Committee shall provide a summary report to Council on a periodic basis, review and recommend any changes to the Terms of Reference.

15. Staff Support:

- 15.1 Staff support is the responsibility of the Director, Legislation, Ethics and Compliance.

Approved by Council: July 6, 1988 (Minute# CO 88-154)
REVISED, APPROVED BY COUNCIL: January 9, 1992 (Minute# CO 93-99)
REVISED, APPROVED BY COUNCIL: January 14, 2005 (Minute# CO 05-12-1)
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REVISED, APPROVED BY COUNCIL: June 18, 2010 (Minute #CO-10-105)
REVISED, APPROVED BY COUNCIL: November 28, 2014 (Minute # CO-15-19)
REVISED, APPROVED BY COUNCIL: Month, Day, Year (Minute # CO-XX-XX)



OPEN SESSION

ITEM 4.6.5

| | |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| DATE | May 24, 2018 |
| REPORT TO | Council for Decision |
| FROM | Melinda Lau, Manager, Communications |
| SUBJECT | Updated Terms of Reference for Editorial Advisory Committee |
| LINKAGE TO STRATEGIC PLAN | Goal 3 - Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2) |

| | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To revise the Terms of Reference of the Editorial Advisory Committee in alignment with standard association governance practices. |
| Motion | That Council approve the updates to the Editorial Advisory Committee Terms of Reference. |

BACKGROUND

Following its review of all Engineers and Geoscientists BC volunteer groups, and consultation with the Editorial Board, the Governance Committee recommended that Editorial Board be renamed the Editorial Advisory Committee to better reflect its place in the association's governance structure.

DISCUSSION

The Committee reviewed its existing Terms of Reference and proposed updates to reflect the recommended name change per its discussions with the Governance Committee, the association's new brand, and the current standard format for the association's Terms of Reference.

On April 25, 2018, the Committee presented the revised Terms of Reference to the Governance Committee for review. Governance committee approved the updated Terms of Reference for forwarding for council approval.

Both the existing and revised versions of the Terms of Reference are attached.

RECOMMENDATIONS

That the revisions to the Terms of Reference be adopted.

MOTION

That Council approve the updates to the Editorial Advisory Committee Terms of Reference.

ATTACHMENT A – Current version of the Terms of Reference for the Editorial Board

ATTACHMENT B – Revised 2018 version of the terms of Reference for the Editorial Advisory Committee



TERMS OF REFERENCE

1. **Name:** Editorial Board
2. **Type/Reporting Relationship:**
 - 2.1 Type:
Advisory Committee
 - 2.2 Reporting Relationship:
Appointed by Council and Reporting to Council.
3. **Purpose:**
To advise on the editorial policy of *Innovation*.
4. **Authorities of the Committee/Task Force/etc.:**
 - 4.1 The Committee's authority is advisory only.
5. **Function/Deliverables:**
 - 5.1 To recommend editorial policy for consideration by Council;
 - 5.2 To propose ways and means of improving the journal within the authorized budget;
 - 5.3 To source ideas and provide recommendations to the Managing Editor for themes and content;
 - 5.4 To review at the written request of the member, submissions to *Innovation* and to make a recommendation to the Managing Editor as to whether the material should be published;
 - 5.5 To consider nominations and select the successful candidate for the Editorial Board Award.
6. **Resources (or could be titled Budget):**
 - 6.1 Except as set out above and as allocated in the association's annual budget, the Editorial Board has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.
7. **Membership:**
 - 7.1 Eight (8) or more members of the association; the Managing Editor is an ex-officio (non-voting) member of the committee.
8. **Term of Office:**

- 8.1 Appointments are for a two-year term with a maximum of two reappointments. Additional terms of appointment may be approved at the discretion of Council.
- 9. **Selection of Officers:**
 - 9.1 The Committee elects the Chair annually.
- 10. **Quorum:**
 - 10.1 Five (5) committee members.
- 11. **Frequency of Meetings:**
 - 11.1 Meetings will be held at the discretion of the Chair in collaboration with the Managing Editor.
- 12. **Conduct of Meetings:**
 - 12.1 The Committee may meet in person and/or by telephone conference, webcast, or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.
 - 12.2 The Committee may also meet by email, or other electronic media where communication may not be simultaneous, provided all members of the Committee have access to the medium chosen and all communication to and from one member is broadcast to all other members of the Committee.
- 13. **Minutes:**
 - 13.1 Minutes are the responsibility of staff support.
 - 13.2 Minutes are confidential and distributed only to Committee members and available to Council when requested.
- 14. **Periodic Reporting and Review of Terms of Reference:**
 - 14.1 The Committee shall review its Terms of Reference on a bi-annual basis and submit verification of review to the Governance Committee on a bi-annual basis.
- 15. **Staff Support:**
 - 15.1 Publications Specialist

Approved by Council: March 4, 1987 (Minute #CO 87-102)

Approved by Council: February 3, 1988 (Minute #CO 88-62)

Approved by Council: September 30, 1998 (Minute #CO 98-127)

Approved by Council: December 15, 2006 (Minute # CO-07-14-5-1)

Approved by Council: September 7, 2007 (Minute # CO-07-76)



TERMS OF REFERENCE

1. NAME

Editorial Advisory Committee

2. TYPE/REPORTING RELATIONSHIP

2.1 Advisory Committee

2.2 Reporting Relationship:

The committee is appointed by Council and reports to Council.

3. Purpose:

To advise on the editorial policy of *Innovation*.

4. Authorities of the Committee/Task Force/etc:

4.1 The committee's authority is advisory only.

5. Function/Deliverables:

- 5.1 To recommend editorial policy for consideration by Council;
- 5.2 To propose ways and means of improving the journal within the authorized budget;
- 5.3 To source ideas and provide recommendations to the Managing Editor for themes and content;
- 5.4 To review at the written request of the member, submissions to *Innovation* and to make a recommendation to the Managing Editor as to whether the material should be published;
- 5.5 To consider nominations and select the successful candidate for the editorial committee award.

6. Budget:

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

7. Membership:

7.1 A minimum of 8 members of the association.

8. Term of Office:

8.1 Appointments are two years normally, renewable twice unless otherwise extended by Council.



9. Selection of Officers:

9.1 The committee elects the Chair.

10. Quorum:

Examples:

Five (5) committee members.

11. Frequency of Meetings:

Example:

11.1 Meetings will be held at the discretion of the Chair in collaboration with the Managing Editor.

12. Conduct of Meetings:

12.1 The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

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

13. Minutes:

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

13.2 Minutes are distributed only to Committee members.

14. Periodic Reporting and Review of Terms of Reference:

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

15. Staff Support:

Publications Specialist



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

Approved by Council: date and CO #

Reviewed by Governance Committee on April 25, 2018

OPEN SESSION

ITEM 4.7

| | |
|---------------------------|-------------------------------------------|
| DATE | May 29, 2018 |
| REPORT TO | Council for Information |
| FROM | Deesh Olychick, Director, Member Services |
| SUBJECT | Election Material |
| LINKAGE TO STRATEGIC PLAN | We support effective governance. |

| | |
|---------|------------------------------------------------------------------------------------------------------------------------|
| Purpose | To inform Council on the decisions of the sub-committee of Council related to Q&A and videos for the Council Election. |
| Motion | Not applicable. |

BACKGROUND

At the April 27, 2018 meeting of Council, Council passed the following two motions:

MOTION 1: *That Council delegate the decision for incorporating the Q&A for Council elections as an ongoing component of the election material and if included, the selection of questions to a standing sub-committee of Council consisting of the four government appointees and the President*

MOTION 2: *That Council delegate the decision for incorporating short videos as a pilot for the 2018 election for the positions of President and Vice President and if included, approval of the guidelines for the videos to a sub-committee of Council consisting of the four government appointees and the President*

The sub-committee of Council met on May 15, 2018 to discuss the Q&A with Candidates and the inclusion of short videos as a pilot for the 2018 election for the positions of President and Vice President.

Q&A with Candidates

The sub-committee supports the inclusion of the Q&A as an ongoing component of the election material and passed the following motion:

MOTION: *That the sub-committee of Council approves the inclusion of the Q&A with Candidates as an ongoing component of the election material with a 250 word response limit per question, and approves the following three questions for the Q&A:*

- 1. Engineers and Geoscientists BC is the regulatory authority charged with protecting the public interest with respect to the practice of engineering and geoscience in the province of BC. What is the key challenge facing the association?*
- 2. What are the key issues facing the engineering and /or geoscience professions?*
- 3. Looking five years ahead, what is your vision for Engineers and Geoscientists BC as a professional regulatory body in BC?*

The above three questions have been incorporated into the candidate statement template for 2018.

Videos as a Pilot

The sub-committee discussed the inclusion of videos and supports its inclusion as a pilot for the 2018 election for the positions of President and Vice President. The following motion was passed:

MOTION: *That the sub-committee of Council approve the use of short videos as a pilot for the 2018 election for the positions of President and Vice President.*

To facilitate inclusion of the videos for the 2018 year, the following guidelines were discussed and approved by the sub-committee:

1. Candidate videos would be open to all candidates running for the position of President and Vice President. Participation in the video component would be on an optional basis.
2. Videos would be limited to a maximum of 2 minutes.
3. Candidates would be required to submit a written summary of their video content by 5 PM on July 13, 2018 for review.
4. Candidates will be provided with a one-hour time slot with the videographer to complete the video.
5. All videos will be reviewed by the Registrar prior to publishing.
6. As with all candidate statements, any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Registrar's sole discretion.

7. Video production would be hosted in the Vancouver, Lower Mainland. Travel reimbursement would be available for out of town candidates.
8. Two dates for video recording would be provided to candidates. If candidates are unable to attend either of the two dates provided, the candidate may create their own video and may receive full or partial reimbursement. Association branding standards would be applied by the association for videos created by the candidate.
9. The final version of the candidate's video would be provided to the candidate for review and acceptance. If acceptance is not provided by the specified time, the video will not be published as part of the election material.
10. No videos will be accepted after August 20, 2018.

The sub-committee of Council passed the following motion:

MOTION: *That the sub-committee of Council approve the guidelines as presented for the inclusion of videos of candidates for the 2018 election*

A short post-voting survey will be used to evaluate the usefulness of the video component.

OPEN SESSION

ITEM 4.8

| | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Gillian Pichler, P.Eng. on behalf of Glenn Pellegrin P.Eng., FEC, Acting Chair of the Registration Committee (for the May 23, 2018 meeting) |
| SUBJECT | Piloting Registration Policies on the Assessment of Canadian Environment Experience Competencies and the Working in Canada Seminar |
| LINKAGE TO STRATEGIC PLAN | Strategy 2 (Goal 1): 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 Strategy 2 (Goal 2): Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants. |

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To propose the piloting of two draft policies to test the assessment of competencies in lieu of the one year time-based requirement for Canadian Environment Experience. |
| Motion | That the Policy on the Assessment of Canadian Environment Experience using Canadian Environment Experience Competencies and the Policy on the Application of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience Requirement be approved by Council for piloting through to March 2019. |

BACKGROUND

In 2012, a BC foreign qualifications recognition review recognized the minimum 12 months of Canadian environment experience as a key barrier to the entry to practice, specifically for internationally-trained engineers (ITEs) immigrating to Canada. In 2013, the Ontario Human Rights Commission (OHRC) recommended a policy on removing the Canadian experience barrier, as the strict local experience requirement may be considered “prima facie discrimination”.

Since 2014 with support and funding from the BC Government, the association has facilitated the Canadian Environment Experience Project, whose purpose was to develop an alternative option for applicants missing the minimum 12 months of Canadian experience to demonstrate their competency without compromising the standards and expectations of satisfactory engineering

practice. The project resulted in the identification of four key Canadian Environment Experience Competencies that are distinct to the Canadian environment:

1. Knowledge and application of Canadian codes and standards
2. Knowledge of the expectations of a Professional Engineer and the regulatory framework, including the ability to apply the Code of Ethics
3. Application of collaboration and peer review in engineering practice
4. Application of effective communication skills in the engineering workplace

An update on the project was provided to Council in September 2016:

- The pilot (Phase II of the Canadian Environment Experience Project) was completed. Its aim was to determine whether a set of proposed alternatives for assessment served the purpose intended and to provide a flexible, equitable, robust, and defensible route for ITEs to demonstrate completion of the Canadian environment experience requirement; and
- The development of a 60-hour, four unit Working in Canada Seminar, designed to address each of the four key Canadian competencies, was completed in 2017 and has been implemented in a limited way since then.

DISCUSSION

In order to confidently determine an applicant's competency and sufficient knowledge of the Canadian engineering environment, the findings recommended that the Engineers and Geoscientists Project Team, with consultation from the National Admissions Officials Group (NAOG), modify the pilot scheme to address key issues identified from the initial pilot by:

- Establishing a more objective and robust assessment scheme for the four key Canadian competencies; and
- Providing consistent guidance for applicants through the reporting process specifically focused on their knowledge and understanding of the Canadian environment.

The association developed a modified pilot scheme and presented it to the NAOG. In March 2018, the NAOG requested that Engineers and Geoscientists BC pilot on its behalf the integration of the Canadian Environment Experience Competencies with the Current Competency Framework.

The modified pilot scheme:

- Identifies eight key competencies from the existing competency framework that aligns Canadian Environment Experience Competencies identified by the project, and that must be completed in a Canadian environment. These are:

| | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Competency 1.1 | Demonstrate knowledge of regulations, codes, standards, and safety - this includes local engineering procedures and practices as applicable |
| Competency 1.6 | Safety awareness: be aware of safety risks inherent in the design; Demonstrate Safety Awareness – on-site and possible safety authorization/certificate as appropriate |
| Competency 1.9 | Understand the concept of quality control during design and construction including independent design check and independent reviews of design, field checks and reviews |
| Competency 2.1 | Oral Communication (in English/French) |
| Competency 2.2 | Writing (in English/French) |

| | |
|-----------------------|--------------------------------------------------------------------------------------------------|
| Competency 2.3 | Reading and Comprehension (in English/French) |
| Competency 5.1 | Work with integrity, ethically and within professional standards |
| Competency 6.2 | Demonstrate an understanding of the relationship between the engineering activity and the public |

- Implements the use of the Working in Canada Seminar to allow partial fulfillment of the Canadian Environment Experience Competencies where warranted.
- Allows that Canadian Environment Experience Competencies can be demonstrated through two subcomponents – a knowledge and an experience component.
- Requires that a level of three (entry to practice) must be demonstrated in order to satisfy each of the key Canadian experience competencies:
 - By achieving the level entirely through work experience in a Canadian Environment; or
 - By achieving a minimum level of one through work experience in a Canadian environment and by augmenting knowledge of the competency to a level of three by completing one or more units of the Working in Canada Seminar (or other relevant training acceptable to the association).
- Requires that pilot applicants will have completed the academic and experience requirements for registration as a professional engineer except for the requirement for experience in a Canadian Environment (typical reasons will be working overseas for a Canadian firm but not geographically in Canada or their employer's inability to provide the required experience in one or more of the competencies). Pilot applicants will be approved by the Registration Committee on a case-by-base basis.

The two policies set out in Appendix A will support the proposed pilot:

1. Policy on the Assessment of Canadian Environment Experience Using Canadian Environment Experience Competencies; and
2. Policy on the Application of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience Requirement.

MOTION

That the Policy on the Assessment of Canadian Environment Experience using Canadian Environment Experience Competencies and the Policy on the Application of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience requirement be approved for piloting through March 2019.

APPENDIX A – Draft Policies on:

- **the Assessment of Canadian Environment Experience using Canadian Environment Competencies; and**
- **the Use of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience Requirement**

OPEN SESSION

ITEM 4.9

| | |
|---------------------------|------------------------------------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Information |
| FROM | Jason Ong, Manager, Examinations, Geoscience Registration and Member-in-Training Program |
| SUBJECT | Update on Enhanced Member-in-Training Program |
| LINKAGE TO STRATEGIC PLAN | Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants. |

| | |
|---------|-----------------------------------------------------------------------------------------|
| Purpose | To Update Council regarding the Enhanced Member-in-Training Program over the past year. |
| Motion | That Council receive the annual update on the Enhanced Member-in-Training Program. |

BACKGROUND

In April 2014, Council endorsed two programs aimed at enabling expedited review of the competencies of Members-in-Training (MITs) who have a high probability of having a Low Risk Referee profile due to advanced preparation and guidance in completion of their competency-based assessments. A Low Risk Referee Profile is a statistically proven factor in defining an applicant who has a high probability of having successfully completed the experience or competency requirements for registration as a professional engineer.

Participation in the two programs is currently limited to Engineers-in-Training (EITs), as competency-based assessment of qualifying experience for registration is only available to engineering applicants¹.

¹ Engineers and Geoscientists BC is currently participating in the second phase of Geoscientists Canada's Admissions Support Tools Project. This phase involves refining which competencies are essential for entry-to-practice, as well as determining an assessment vehicle for applicants. Staff will provide an update on the project at a future Council meeting.

The programs are:

- a. the Accredited Employer MIT Program whose graduates are recommended for registration by an employer-based competency assessor panel and are subject to program audit requirements.
- b. the new Enhanced MIT Program for EITs who are not part of an accredited employer program. This program seeks to support EITs who may not have sufficient employer- or supervisor-based guidance. Structured meetings, interaction and guidance from a professional engineer who is a trained 'Registration Mentor' can allow the EITs to complete the experience competencies required for registration with confidence in their acceptability to Engineers and Geoscientists BC. It is expected that program 'graduates' have a high probability of meeting the Low Risk profile and qualifying for expedited assessment of their competencies.

In partnership with Engineers and Geoscientists BC's existing Mentoring Program, a new "Registration Mentor" category was developed in 2016, allowing EITs to apply to enter into a mentoring relationship with a professional engineer mentor.

All Registration Mentors:

- a. are registered or licensed professional engineers with Engineers and Geoscientists BC;
- b. are appointed Engineers and Geoscientists BC volunteers who have received specific training in current registration policies as well as the Engineers and Geoscientists BC Competency Framework and online reporting system;
- c. are in the same discipline or area of practice as the Member-in-Training (MIT); and
- d. have compulsory recorded meetings with their Member-in-Training over a minimum two year period prior to the MITs application for registration and submission of the completed competency-based assessment; and
- e. may act as a validator/referee for the MIT in the Competency Experience Reporting System if needed.

Enhanced Member-in-Training Program Members have:

- a. active MIT memberships with Engineers and Geoscientists BC

- b. documented experience on Engineers and Geoscientists BC Competency Experience Reporting System
- c. active mentee status as part of Engineers and Geoscientists BC Mentoring Program and have been assigned a Registration Mentor who shares the same discipline or area of practice
- d. been in a mentoring relationship with the Registration Mentor for at least a period of two years or more
- e. to submit a record of quarterly meeting logs (using Engineers and Geoscientists BC forms) that are verified and signed off by their Registration Mentor and that show structured meetings with discussions focused on Engineers and Geoscientists BC Competency Framework.

Since the onset of the program and partnering in late 2016, 64 P.Eng. mentors have completed the Registration Mentor training.

In April 2017, Council approved the updates to the *Policy and Procedure on Academically Qualified Applicant Profiles and Review of Experience*. One of the updates to the policy was to define a modified Low Risk profile for Enhanced MIT program participants that allows a trained, in-discipline Registration P.Eng. Mentor to substitute for, if necessary, one of the three required P.Eng. validator/referees:

- a. a current P.Eng. supervisor; or
- b. one of the in-discipline P.Eng. validator/referees

DISCUSSION

Registration staff developed online training modules for mentors who wished to volunteer as “Registration Mentors” in late 2016. These modules are accessible online and are structured to educate the mentor on current registration practices and procedures, similar in structure and content to the training modules developed for other registration volunteer groups such as Competency Assessors and Registration Interviewers. A two-year pilot was planned where staff would monitor mentoring pairs to examine a possible low-risk expedited pathway for EITs (mentees) under the guidance of Registration Mentors. The pilot was scheduled to launch in 2017/2018; however, it has been delayed due to an inability to secure an adequate sample size of Registration Mentors and Mentees who are engaged in long-term, formalized pairings. Fluctuations in staff support that can be devoted to the pilot have also contributed to this delay.

Registration staff will continue to monitor the population of mentoring pairings in an effort to identify candidates that could be invited to participate in the pilot. The Registration Mentor training modules will continue to be maintained and updated on an ongoing basis. In support of the Enhanced MIT Program, the release of mandatory training modules for EITs and GITs is planned for this fiscal year. The training modules have already been developed and field tested with focus groups of MITs. A communications plan to the 6,227 active MITs is currently being developed.

MOTION

That Council receive the annual update on the Enhanced Member-in-Training Program.

OPEN SESSION

ITEM 4.10.1

| | |
|---------------------------|--------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Information |
| FROM | Ann English, P.Eng., Chief Executive Officer & Registrar |
| SUBJECT | CEO and Registrar Report to Council |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions. |

| | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | This report summarizes activities of the Leadership Team related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties of the association since the April 27, 2018 meeting of Council. |
| Motion | No motion required. |

1. INTERNAL OPERATIONS

a. COMPLIANCE STATEMENT

Engineers and Geoscientists BC has met all of its legal obligations. There are no outstanding lawsuits or other liabilities that would materially modify our financial position.

2. MEMBER AND PUBLIC AFFAIRS

a. MEDIA INTERACTIONS

We noted the following media interactions for this reporting period:

- April 26: Journal of Commerce inquiry regarding the design of roundabouts in the context of the Humboldt Broncos collision in Saskatchewan. Connected reporter with subject matter expert.
- May 4: News 1130 inquiry regarding volcanic activity in BC following eruption in Hawaii. Connected reporter with Catherine Hickson, who did a pre-recorded interview for radio and web.

b. EVENTS AND ENGAGEMENT

Engineers and Geoscientists BC participated in the following events during this reporting period:

- **April 29-May 3: Building Officials Association of BC Annual Conference.** Attended as an exhibitor to promote practice resources and build connections with key contacts in the industry.
- **May 25: ASTTBC Annual Conference and AGM.** Supported event as a Gold sponsor, attended as an exhibitor to provide information on the Eng.L. designation, and brought greetings to the AGM attendees.

On June 16-21, we will be attending and supporting the **Resources for Future Generations** conference. This includes sponsorship at the Friend level, as well as participation in technical streams.



OPEN SESSION

ITEM 4.10.2

| | |
|---------------------------|-------------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Information |
| FROM | Engineers and Geoscientists BC Directors to Engineers Canada |
| SUBJECT | Engineers Canada Update |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions |

BACKGROUND

Engineers Canada is the national federation owned by the 12 engineering regulators (Engineers and Geoscientists BC is one), referred to as the “Regulators”.

DISCUSSION

New Executive

As of May 26, the new executive of Engineers Canada is:

Annette Bergeron, President (PEO)

David Lynch, President-Elect (APEGA)

Russ Kinghorn, Past President (EGBC)

Sarah Devereaux (ENS)

Dwayne Gelowitz (APEGS)

Kathy Baig (OIQ)

Connie Parenteau, (Member at Large – APEGA)

Why Engineers Canada Exists

Amendment of the Articles of Continuance for Engineers Canada to incorporate the new Purpose of Engineers Canada was approved on May 26 at the Annual Meeting of Members (the AGM for Engineers Canada). The Purpose is the same as what was presented in our report to Council at the April 27. The amended Articles of Continuance will be posted under the link at <https://engineerscanada.ca/about/governance/policies-documents-and-resources>.

Strategic Plan

A 2019-2021 Strategic Plan was presented to the Meeting of Members (AGM) which in turn approved it on May 26. See <https://engineerscanada.ca/sites/default/files/board/engineers-canada-strategic-plan-2019-2021.pdf>. The plan includes all operational areas as well as strategic areas in order to facilitate transparency of **all** of the work of Engineers Canada.

The plan was developed after consultations in March and April with all 12 regulators that own Engineers Canada, the CEO Group (the CEOs of the regulators), the Accreditation Board and the Qualifications Board.

The scope of work at Engineers Canada will not expand beyond that in the Strategic Plan for 2019-21. That said, if some new issue arises then it is up to the regulators such as Engineers and Geoscientists BC to raise it for consideration by the Engineers Canada Board. With input from the regulators, the Board will consider the impact and how it is to be resourced.

Governance, Strategic Planning and Consultation Project (GSPC Project)

Consultations with the regulators on Governance Phase II will be held this fall. Topics for discussion have not been finalized however may include:

- Role of the CEO Group Chair as an advisor to the Board
- Mandate of the Directors
- Relationships between the regulators' Officials Groups and CEAB (Accreditation Board)/CEQB (Qualifications Board) of Engineers Canada
- Role of the regulators and the presidents in Board governance
- Relationships with the NCDEAS (deans) and CFES (students)
- Ensuring excellence – Integrating the end-to-end solution on 12 month (operational) and 36 month (strategic) cycles
- Identify a means to restrict future growth of the number of directors on the Engineers Canada Board that is acceptable to the regulators.

On a related note, there will be ongoing work at the Governance Committee on the committee structure and responsibilities at Engineers Canada.

Engineers Canada Funding Model Task Force

The Funding Model Task Force will be considering, among other things, Engineers Canada's dependence on affinity revenues to fund operations. It is expected to complete its work in 2018.

Government Relations

Engineers Canada has been invited to testify to the House of Commons Standing Committee on Human Resources, Skills and Social Development and the Status of Persons with Disabilities regarding their study on "Experiential Learning and Pathways to Employment for Canadian Youth" on Wednesday May 30th. Comments to this study were submitted in February 2018 and are available online at; <https://engineerscanada.ca/sites/default/files/public-policy/huma-study-experiential-learning-09-feb-2018-e.pdf>

"Hill Day" to contact Members of Parliament in person was held April 24. Meetings were held with almost 60 MPs and senior staff officials. The meetings gained particular traction on the issues of women and indigenous people in engineering. There were suggestions that:

- The federal government could highlight engineering that happens in the cadet programs across the country. Young women are well represented in cadet programs.
- K-12 education currently has no courses called "engineering" yet when science is applied (say a project to build a bridge or to demonstrate principles of levers) are the "application of scientific principles" or "applied science" which are definitely engineering and should be named accordingly to generate awareness with ALL students, including young women and indigenous people.

Respectfully submitted,

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

OPEN SESSION

ITEM 4.10.3

| | |
|---------------------------|-------------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Information |
| FROM | Engineers Canada Qualifications Board Member |
| SUBJECT | Engineers Canada Qualifications Board Update |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions |

BACKGROUND

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

DISCUSSION

Update on Current Work

In April, the following documents were approved by the Qualifications Board for dissemination:

- Revised Model Guide: Direct Supervision
- Revised Guideline: Principles of Climate Change Adaptation and Mitigation for Engineers

The following documents were also distributed for consultation, which closes on June 15, 2018:

- General Direction Model Guide on the Academic Assessment of non-CEAB Applicants
- Draft White Paper on Qualified Persons
- Draft Guideline on Limited Licenses
- Revised Engineers-in-Training Web Content
- Revised Software, Biomedical/Biochemical, Geomatics as well as Mining and Mineral Processing Examinations Syllabi

QB is also consulting officials groups on its upcoming three-year work plan. It is expected that it will be submitted for Engineers Canada Board review in September, and for final approval in December.

OPEN SESSION

ITEM 4.10.4

| | |
|---------------------------|--------------------------------------------------------------------------------------|
| DATE | May 28, 2018 |
| REPORT TO | Council for Information |
| FROM | Ann English, P.Eng. Chief Executive Officer and Registrar |
| SUBJECT | Council Road Map (as at June 15, 2018) |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions. |

| | |
|---------|-----------------------------------------------------------------------------------------------------------------|
| Purpose | To provide Council with the current status of the actionable items listed on the Council Road Map for 2017/2018 |
| Motion | No motion required. |

BACKGROUND

The attached document summarizes the expected agenda items that are planned to be brought forward to Council during the 2017/2018 Council year. The items are aligned with the Strategic Plan and assist Council in seeing the progress on elements of the Plan. This road map is not exclusive and other additional items may be added throughout the year but will serve as a focus for this year's meetings.

Please note that the following items on the Work Plan have been carried forward to the September 7, 2018 Council meeting:

- The following Professional Practice Guidelines: Geotechnical Engineering Services for Building Projects (revision); Designing Guards for Buildings (revision); Building Enclosure Engineering Services (revision) tabled for review by Council at the June 15, 2018 meeting will be carried forward and submitted for review at the September 7, 2018 Council meeting. Due to the need to focus resources on higher priority projects, the guidelines were unable to be completed in time for review at the June 15, 2018 meeting.
- The Quarterly Investigations & Discipline and Enforcement Reports have been carried forward to the September 7th meeting as the time between the April 27th and June 15th Council meetings only allows for a two-month reporting period. Delaying this item until the September meeting will allow ample time for the complete third quarter results to be included in the comprehensive and up-to-date year end reports to Council in September.

Kindly note the following additions to the Work Plan:

- The Piloting of Policies on the Assessment of Canadian Environment Experience which was scheduled for the September 7th meeting has been moved forward for approval at the June 15, 2018 instead.

ATTACHMENT A – Council Road Map (as at June 15, 2018)

Engineers and Geoscientists BC Council Road Map for 2017-2018

| | Strategies | November 24 (Council Meeting) | February 8 (Half Day Council Forum) | February 9 (Council Meeting) | April 6 (Half Day Council Forum) - CANCELLED | April 27 (Council Meeting) | June 14 (Full Day Council Forum) | June 15 (Council Meeting) | September 6 (Full Day Council Forum) | September 7 (Council Meeting) | October 19-20 (AC & AGM) |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Goal 1 To uphold and protect the public interest through the regulation of the professions. | Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders. | | Review of Legislative Amendments | Life Membership Bylaw Update | Professional Reliance Audit Review Update (presented at Feb. 9, 2018 Council Mtg.) | Life Membership Bylaw - draft bylaws for review | PSA Audit Results | Life Membership Bylaw - final bylaws for approval | Strategic Planning | Member Engagement Plan Update | |
| | | | | | | Member Engagement Plan Update | | Report on AGM Motion 9 | | | |
| | 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. | | | Update on Software Engineering Enforcement/Registration | | | Nomination & Election Review Task Force Recommendations | Nomination & Election Review Task Force Recommendations | | | |
| Goal 2 Establish, maintain and enforce qualifications and professional standards. | Enhance members' awareness and use of professional practice resources. | Professional Practice Guidelines: 1. Performance Based Seismic Design of Bridges (new) | Continuing Professional Development: Problem Assessment | Vancouver Building Bylaw Letters of Assurance (City of Vancouver requires endorsement by Council) Professional Practice Guidelines: 1. Whole Building Energy Modelling (new) Report on AGM Motion 3 | | Professional Practice Guidelines: 1. Professional Practice (revision) 2. Formwork and Falsework (new) 3. Groundwater at Risk of Pathogens (new) 4. Structural Engineering Services for Part 3 Buildings (revision) | | Professional Practice Guidelines: 1. Geotechnical Engineering Services for Building Projects (revision) 2. Designing Guards for Buildings (revision) 3. Building Enclosure Engineering Services (revision) | | Professional Practice Guidelines: 1. Retaining Wall Design and Field Review Services (new) 2. Electrical Engineering Services for Building Projects (revision) 3. Professional Services in the Forest Sector - Forest Roads (revision) | |
| | | | | | | Council Policy on the Development of Professional Practice Guidelines Report on AGM Motion 6 | | Report on AGM Motion 5 | | Report on AGM Motion 6 | |
| | Deliver timely, outcomes-focused complaints and enforcement processes. | Quarterly I&D and Enforcement Reports | | [Closed Agenda] Possible Referral of a specific case to the Discipline Committee pursuant to s. 33.1(2) (or electronic meeting by email in January 2018) | | Quarterly I&D and Enforcement Reports | | Quarterly I&D and Enforcement Reports | | Year End I&D and Enforcement Reports | |
| | | | | | | | | Proposal to Revise the Compensation Policy for the Discipline Committee | | | |
| | Develop a system for corporate regulation that demonstrates enhanced public protection. | | | | | | | Report to Council by Advisory Task Force on Corporate Practice | | | |
| | Participate in initiatives that improve national harmonization of regulatory processes. | | | Report on APEGBC's Role in Geoscience Competency Assessment (Reg) Report on Competency SaaS Agreement with Participating Regulators | | | | | | | |
| | Implement the new brand and increase awareness of the high standards that Engineers and Geoscientists BC must meet. | | Induction Ceremony | | | | Induction Ceremony | | Induction Ceremony | | |
| Goal 3 Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2). | Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants. | Annual Update on Eng.L. to P.Eng. Bridging | | | | Registration Fairness Panel Annual Rpt Convert Accredited Employer Training Program from Pilot to Permanent Policy on Risk-Based Limited Licence Assessment | | Update: Enhanced MIT Program | | Report/Policy Bridge Eng.L. to P.Eng. (Reg) Update/Policy: Move Engl. to Competency Assessment (Reg) | |
| | Implement processes that support Engineers Canada's 30 by 30 program for improving the number of women in the professions. | | | Diversity Report (30 by 30 Initiatives) Report on AGM Motion 8 Report on AGM Motion 4 | | | | | | | |
| | Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders. | Member Engagement Plan Update Report on Engagement with Past Presidents | | Report on AGM Motion 7 | | Dean's Presentation | | | | Dean's Presentation | |
| | | | | | | | | | | | |
| Sustaining Operations | | Budget Guidelines | | KPI Update | | 2019 Budget | | | | 2018 Audited Financial Statements KPI Update | |
| Item Completed | | | | | | | | | | | |
| Item Behind Schedule (by end of September) | | | | | | | | | | | |
| Item Behind Schedule (carried over to November 2018) | | | | | | | | | | | |
| New Item | | | | | | | | | | | |
| Items Advanced | | | | | | | | | | | |

OPEN SESSION

ITEM 4.10.5

| | |
|---------------------------|--------------------------------------------------------------------------------------|
| DATE | May 28, 2018 |
| REPORT TO | Council for Information |
| FROM | Ann English, P.Eng., Chief Executive Officer and Registrar |
| SUBJECT | Council Attendance Summary (as at June 15, 2018) |
| LINKAGE TO STRATEGIC PLAN | To uphold and protect the public interest through the regulation of the professions. |
| Purpose | To provide updates on the Council attendance summary. |
| Motion | No motion required. |

BACKGROUND

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

At the end of the Council year, each Councillor's column will be tallied and a percentage applied. The intent in curating this summary is to provide information that will assist with future correspondence relating to things such as the election; this will enable staff to display the high level of dedication that is required of candidates. The Council Attendance Summary will also provide a clear visual of the amount of meetings that the average Councillor is required to attend and how many meetings each Committee holds.

ATTACHMENT A – Council Attendance Summary

| | <div>Caroline Andrewes, P.Eng., CMA, CPA Kathy Farnai-Lukhorst, P.Eng., FEC Bob Stewart, P.Eng. Sukhy Cheema, CA, CPA David Wells, JD Ken Lalor, CPA, CA, FCP John Turner, P.Eng. (ret) Brock Manson, P.Eng. Larry Spence, P.Eng. Susan MacDougall, P.Eng. Ross Rennie, P.Eng., FEC Jeremy Vincent, P.Geo. Lianna Mah, P.Geo. Dove Barry, P.Eng. Dr. Catherine Hickson, P.Eng. Tim Watson, P.Eng. Dr. Nimal Rajapakse, P.Eng.</div> | | | | | | | | | | | | | | | |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Oct 21, 2017 (Inaugural Council) | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Nov 2, 2017 (ATFCP) | | | | | | | ✓ | | | ✓ | | | | | | |
| Nov 1, 2017 (Orientation) | ✓ | ✓ | ✓ | | | | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Nov 1, 2017 (Reg Comm) | | | | | | | | ✓ | | | | | | ✓ | | ✓ |
| Nov 16, 2017 (Exec Comm) | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | | | | | |
| November 22, 2017 (Councillor Agenda Teleconference) | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Nov 23, 2017 (New Council AG Walk-Thru) | | | | | | | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Nov 24, 2017 (Council) | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Nov 27, 2017 (CPD Comm) | | | | ✓ | | | | ✓ | | | | | | | | |
| Dec 4, 2017 (Governance Comm) | | | ✓ | | ✓ | | | | ✓ | | | | ✓ | | ✓ | |
| Dec 7, 2017 (CCAG) | | | | | | | | | | ✓ | | | | | | |
| Dec 11, 2017 (CPD Comm) | | | | ✓ | | | | ✓ | | | | | | | | |
| Dec 11, 2017 (Nom Comm) | | | ✓ | | | | | | | | | | | | | |
| Dec 13, 2017 (Reg Comm) | | | | | | | | ✓ | | | | | | ✓ | | ✓ |
| Dec 14, 2017 (Exec Comm) | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | | | | | |
| Jan 11, 2018 (Geoscience Comm) | | | | | | | | | | | | ✓ | | | ✗ | |
| Jan 15, 2018 (CPD Comm) | | | | ✓ | | | | ✓ | | | | | | | | |
| Jan 16, 2018 (ATFCP) | | | | | | | ✓ | | | ✓ | | | | | | |
| Jan 16, 2018 (Nom Comm) | | | ✓ | | | | | | | | | | | | | |
| Jan 24, 2018 (Reg Comm) | | | | | | | | ✓ | | | | | | ✓ | | ✓ |
| Jan 24, 2018 (Prof. Practice Comm) | | | | | | | | | ✓ | | | | ✓ | | ✗ | |
| Jan 25, 2018 (VP Branch Visit - Richmond/Delta) | | ✓ | | | | | | | | | | | | | | |
| Feb 7, 2018 (Councillor Agenda Teleconference) | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ |
| Feb 8, 2018 (Half Day Council Forum) | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Feb 8, 2018 (Induction Ceremony) | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Feb 9, 2018 (Council) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Feb 16, 2018 (CPD Comm) | | | | ✓ | | | | ✓ | | | | | | | | |
| Feb 22, 2018 (Governance Comm) | | | ✓ | | ✓ | | | | ✓ | | | ✓ | | | ✓ | |
| Feb 22, 2018 (VP Branch Visit - Vancouver Island) | | ✓ | | | | | | | | | | | | | | |
| Feb 26 - March 1, 2018 (Eng Can Winter Mtgs.) | ✓ | | | | | | | | | | | | | | | |
| Feb 28, 2018 (Nom Comm) | | | ✓ | | | | | | | | | | | | | |
| Feb 28, 2018 (Reg Comm) | | | | | | | | ✓ | | | | | ✓ | | | ✗ |
| Apr 5, 2018 (CCAG) | | | | | | | | | | ✓ | | | | | | |
| Mar 5, 2018 (Nom Election TF) | | | | | ✓ | | | | | | | | | ✓ | | |
| Mar 14, 2018 (Geoscience Comm) | | | | | | | | | | | | ✓ | | | ✓ | |
| Mar 15, 2018 (Exec Comm) | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | | | | | |
| Mar 29, 2018 (Exec Comm) | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | | | | | |
| Apr 5, 2018 (Prof. Practice Comm) | | | | | | | | | ✓ | | | | ✓ | | ✗ | |
| Apr 9, 2018 (ATFCP) | | | | | | | ✓ | | | ✗ | | | | | | |
| April 18, 2018 (Gov't Opposition Luncheon) | ✓ | ✗ | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ |
| April 18, 2018 (Gov't Caucus Reception) | ✓ | ✗ | ✓ | ✗ | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | ✗ |
| April 25, 2018 (Councillor Agenda Teleconference) | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ |
| April 27, 2018 (Council) | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| May 9, 2018 (Geoscience Comm) | | | | | | | | | | | | ✗ | | | ✓ | |
| May 9, 2018 (ATFCP) | | | | | | ✓ | | | ✓ | | | | | | | |
| May 14, 2018 (Nom Election TF) | | | | | ✓ | | | | | | | | | ✓ | | |
| May 17, 2018 (CCAG) | | | | | | | | | | ✗ | | | | | | |
| May 17, 2018 (VP Branch Visit - South Central) | | ✓ | | | | | | | | | | | | | | |
| May 22, 2018 (Exec Comm) | ✓ | ✓ | ✓ | | | | ✓ | | | | ✓ | | | | | |
| May 22, 2018 (Governance Comm) | | | ✓ | | ✓ | | | | ✓ | | | | ✗ | | | ✓ |
| May 23, 2018 (Reg Comm) | | | | | | | | ✓ | | | | | ✓ | | | ✓ |
| May 24, 2018 (VP Branch Visit - Peace River) | | ✓ | | | | | | | | | | | | | | |
| May 24, 2018 (Prof. Practice Comm) | | | | | | | | | ✓ | | | ✓ | | ✓ | | |
| May 23-27, 2018 (Eng. Can Board Mtg.) | ✓ | | | | | | | | | | | | | | | |
| May 29, 2018 (VP Branch Visit - Victoria) | | ✓ | | | | | | | | | | | | | | |
| June 7 - 10, 2018 (Geo. Can. Board Mtg.) | ✗ | ✓ | | | | | | | | | | | | | | |
| June 13, 2018 (Council Agenda Teleconference) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ |
| June 14, 2018 (Council Forum) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ |
| June 14, 2018 (Induction Ceremony) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ |
| June 15, 2018 (Council) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ |
| June 15, 2018 (Past Presidents Dinner) | ✗ | ✓ | ✗ | ✗ | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✓ | ✓ | ✗ | ✗ |

Attendance Required

Attendance Not Required

Attendance for Partial Meeting

* Dr. Catherine Hickson, P.Geo., FGC attended a condensed orientation session post Nov. 1.

Ottawa

Victoria

Victoria

Saskatoon

St. John's

OPEN SESSION

ITEM 5.3

| | |
|---------------------------|---------------------------------------------------------|
| DATE | May 2, 2018 |
| REPORT TO | Council for Decision |
| FROM | Governance Committee |
| SUBJECT | Building & Space Planning Task Force Terms of Reference |
| LINKAGE TO STRATEGIC PLAN | Implement Best Practices in governance |

| | |
|---------|------------------------------------------------------------------------------------------------|
| Purpose | To review and approve the terms of reference for the new Building & Space Planning Task Force. |
| Motion | That Council approve the Building & Space Planning Task Force Terms of Reference as presented. |

BACKGROUND

Engineers and Geoscientists BC is growing at a steady rate of 4% per year. Staffing levels will need to grow to meet the needs and demands for new and expanded programs. Currently, the building is close to full capacity and can accommodate the needs for another 3 to 5 years. As there are long lead times to explore and implement options for different spacing needs, Council at the February 9, 2018 meeting approved that a new Building & Space Planning Task Force be formed. The attached Terms of Reference were reviewed and supported by the Governance Committee at its April 25, 2018 meeting.

DISCUSSION

The main purpose and focus of the Task Force is to provide advice and guidance in developing options and ultimately a recommendation to Council that will address the future space needs of the organization for the next 20-30 years. With this in mind, the process can be seen to be completed in three phases as follows:

1. **Phase 1 – Assessment & Planning Stage:** oversee the process to assess the space needs for the next 20-30 years; determine the options to consider and explore; determine the scope and deliverables for a planning consultant to aid in developing options for

consideration; pros/cons with costs determined for each option; deliver a recommendation to Council

2. **Phase 2 – Oversight of Development of Recommendation**: providing guidance to build out the recommendation; oversee the development of a project plan, timeline, milestone deliverables, resource requirements; report back to Council on implementation plan
3. **Phase 3 – Oversight of Implementation of Recommendation**: develop project scope and selection criteria for consultants required to complete the project; oversee overall implementation of project; report back to Council on progress of implementation for milestone achievements

In consideration of the three phases of the project, a variety of different skills and experience is required in the members that form this Task Force to ensure a successful outcome. Members with a complement of executive level experience particularly in office expansions or space planning, architectural experience, structural engineering experience, commercial real estate or financing experience, and overall big picture thinking would be ideal. Keep in mind that different phases of the project call for different types of skills and experiences and so the Task Force should be flexible with changing members at different phases pending on the requirements that are needed at each phase.

As a reflection of the need of different skills and experience of members for each phase, the Terms of Reference is for the first phase at this time and the additional phase details is provided for information only.

Staff that would support this Task Force would be the CEO & Registrar, CFAO and an Administrative Support Staff.

These important factors have been considered and transposed into the Terms of Reference.

Please see Attachment A for the draft Terms of Reference for the new Task Force.

RECOMMENDATION

That Council approve the Building & Space Planning Task Force terms of reference as presented.

MOTION

That Council approve the Building & Space Planning Task Force Terms of Reference as presented.

ATTACHMENT A – Terms of Reference



TERMS OF REFERENCE

1. Name:

Building and Space Planning Task Force – Phase 1

2. Type/Reporting Relationship:

2.1 Task Force

2.2 Reporting Relationship:

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

3. Purpose:

To assess the current and future space needs of the Association and develop high level options and recommendations to deliver to Council that address the space needs of the Association for the next 20-30 years.

4. Authorities of the Committee/Task Force:

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

5. Function/Deliverables:

5.1 It is expected that the overall project will have at least the following three phases. Each phase may have a different task force. However, member continuity will be a consideration criteria for subsequent phases. This terms of reference is only for the first phase at this time and the additional phase details is provided for information only.

5.1.1 Phase 1 – Assessment & Planning Stage

- Oversee process to determine current & future space needs of Association;
 - Confirm goals/objectives, communication and alignment with overall purpose of project;
 - Determine scope, deliverables, timeline for proposal process for selection of space planning and other consultants required to derive high level options that address the future space needs of the Association;
 - Create criteria to develop options taking into account feedback from different stakeholders such as Council and staff;
 - Consideration of different options such as but not limited to buy new building/sell existing building, expand current building, lease new space/lease out or sell current building, open satellite office, and buy land to construct new building
 - Oversee the work of the consultant(s) selected;
 - Upon completion of Phase 1, deliver to Council options and recommendation that addresses the future space needs of the Association. Pros and cons, high level cost estimates, and overall estimation of time frame to occupancy for each option should be included as a part of the report back to Council;
 - Council may consider the recommendation and determine how to proceed.
-

5.1.2 Phase 2 - Oversight of Development of Recommendation (Subject to Council Approval of Phase 1)

- Provide guidance of development of project plan, timeline, budget, transition plan and identification of resources required to implement the recommendation;
- Report back to Council on the implementation plan including deliverables, timeline, budget, and resources required to complete the project.

5.1.3 Phase 3 (Subject to Council Approval of Phase 2) – Oversight of Implementation of Recommendation

- Develop project scope & consultant selection criteria of proposal process for selection of consultants required to complete the project (eg. Construction company, Commercial banking institution etc.);
- Oversee the selection process and select the consultants required to complete the project;
- Oversee implementation of recommendation;
- Report back to Council on progress of implementation of project for milestones achieved.

6. Resources:

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

7. Membership:

7.1 The Task Force will be composed of five to seven members. Various types of experience and expertise are needed to round out that Task Force and therefore not all members of the Task Force need to be a member of Engineers and Geoscientists BC. The composition of the task force should ideally possess the following experience and expertise:

- Executive level experienced PEng or PGeo
- Architectural expertise (a member of AIBC)
- Commercial real estate knowledge (a member of the Real Estate Council of BC)
- Structural Engineering expertise
- Space Planning expertise
- Current or past experience on Engineers and Geoscientists BC Council

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

8. Term of Office:

8.1 The terms of office are until April 2019 or later as directed by Council.

9. Selection of Officers:

9.1 The members of the task force will elect the Chair.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

12.1 The Task Force may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

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

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

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

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

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

15. Staff Support:

15.1 Staff support will be the Chief Executive Officer & Registrar and Chief Financial and Administration Officer. The administrative support for the Task Force will be provided by a member of staff as designated for this purpose.



OPEN SESSION

ITEM 5.4

| | |
|---------------------------|-----------------------------------------------------|
| DATE | May 29, 2018 |
| REPORT TO | Council for Decision |
| FROM | Susan MacDougall, P.Eng., Council 30 by 30 Champion |
| SUBJECT | 30 by 30 Champion Group |
| LINKAGE TO STRATEGIC PLAN | We foster diversity and inclusion. |

| | |
|---------|-----------------------------------------------------------------------------|
| Purpose | To approve the Terms of Reference for the 30 by 30 Champion Group |
| Motion | That Council approve the Terms of Reference for the 30 by 30 Champion Group |

BACKGROUND

At the April 27th meeting of Council, the following motion was carried:

MOTION: That Council establish the 30 by 30 group and direct the terms of reference for the group to be reviewed by the Governance Committee.

At the May 22, 2018 meeting of the Governance Committee, the Governance Committee reviewed the terms of reference for the 30 by 30 group and recommend that Council approve the terms of reference.

DISCUSSION

In 2014, Engineers Canada introduced its goal to raise the percentage of newly licensed engineers who are women to 30% by the year 2030 and Engineers and Geoscientists BC has endorsed this goal. In 2016, Council appointed a 30 by 30 champion to represent the association, share best practices and determine common goals at a national level. As an extension of this initiative, branches and divisions were also asked to appoint a 30 by 30 champion on their executive.

A draft Terms of Reference to formalize the group, clarify their roles, responsibilities and limitations, and the inclusion of members representing industry and educational facilities is included as Appendix A.

The purpose of the BC 30 by 30 Champion Group is to act as a network and provide support for the Council 30 by 30 Champion. The group will be comprised of the following members:

Branch and Division Representatives

The branches play an active role in career outreach activities, including hosting presentations for Girl Guide groups, school presentations and Science Fairs. Last fiscal year, 5,057 students in elementary and high school interacted with the association branches across 56 events that promoted the professions of engineering and geoscience. In addition, branches hosted 16 events geared towards undergraduate students, and engaged with 196 students. Last fiscal year, branches hosted three events focused on women in engineering and one event for internationally trained engineers.

Having a 30 by 30 Champion at each branch and division will ensure that diversity is being considered in public and member events across the province.

Industry Representatives

Retention of women is an important part of the “pipeline”, so that younger females can see future opportunities for themselves as they progress in their careers. Industry 30 by 30 Champions can share successes and lessons learned in hiring, welcoming and retaining women.

Educational Institutions

Secondary and Post-Secondary institutions play a crucial role in introducing young women to the concept and opportunities within engineering and geoscience. Educational 30 by 30 Champions can help encourage young women to consider these professions.

Women in Engineering and Geoscience Division

The purpose of divisions is to provide a forum for professionals to identify, examine, discuss or resolve specific challenges, emerging issues or opportunities as they relate to the division’s purpose. Given the alignment of the purpose of the division and the 30 by 30 goal, it makes sense for these two groups to work together. To support this collaboration, it is anticipated that the BC 30 by 30 Champion will provide for this connection and this group could become a sub-group of the division in the future.

RECOMMENDATION

The Governance Committee recommends that Council approve the Terms of Reference for the 30 by 30 Champion Group.

MOTION

That Council approve the Terms of Reference for the 30 by 30 Champion Group.

ATTACHMENT A –Terms of Reference



TERMS OF REFERENCE

1. NAME

BC 30 by 30 Champion Group

2. STRUCTURE

2.1 Type:

Advisory Group

2.2 Reporting Relationship:

The BC 30 by 30 Champions report to the Council 30 by 30 Champion.

3. PURPOSE

3.1 To provide support for the Council 30 by 30 Champion by:

- 3.1.1 advocating for policy development and decision-making to maximize the retention and recruitment of women in engineering and geoscience,
- 3.1.2 advocating for gender-inclusive language in policies and communications, and
- 3.1.3 sharing successes, lessons and ideas between the network of BC 30 by 30 Champions.

3.2 To support the Engineers Canada goal of achieving 30% of newly licensed professional engineers to be female by the year 2030.

4. AUTHORITIES OF THE COMMITTEE

4.1 The group's authority is in an advisory and information sharing capacity only.

5. FUNCTION/DELIVERABLES

5.1 Upon request from Council, staff, members, and committees:

- 5.1.1 provide advice on inclusive language, and
- 5.1.2 share information on current strategies underway to recruit and retain women in engineering and geoscience.



5.2 Liaise with branches, divisions, members, Council, and staff to identify ways to promote the attraction to and retention of women in engineering and geoscience by utilizing new or existing branch and division initiatives.

6. RESOURCES/BUDGET

6.1 The advisory group has no budget authority beyond reasonable expenses for teleconference or ancillary expenses. Additional resources may be allocated at the discretion of the CEO.

7. MEMBERSHIP

7.1 Each branch and division shall appoint one 30 by 30 champion. All members must be Engineers and Geoscientists BC members in good standing.

7.2 Affiliate members (non-Engineers and Geoscientists BC members) may be considered from industry groups, companies and educational institutions.

8. TERM OF OFFICE

8.1 The Council 30 by 30 Champion is to be appointed by Council. Appointments are two years normally, renewable twice unless otherwise extended by Council.

8.2 The BC 30 by 30 Champions are appointed by the Council 30 by 30 Champion for a two-year term, with a maximum of two re appointments. Additional re-appointments may be made at the discretion of the Council 30 by 30 Champion.

9. OFFICERS

9.1. The Council 30 by 30 Champion will provide leadership to the group and chair meetings.

10. QUORUM

10.1 Quorum for meetings shall be 50% plus 1.

11. FREQUENCY OF MEETINGS

11.1 Teleconferences are to be held two times per annum, or at the call of the Council 30 by 30 Champion.



12. CONDUCT OF MEETINGS

12.1 The agenda will be determined by the Council 30 by 30 Champion in consultation with BC 30 by 30 Champions and/or association staff.

12.2 The group will meet via teleconference or other electronic medium.

13. MINUTES

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

14. PERIODIC REPORTING AND REVIEW OF TERMS OF REFERENCE

14.1 The Terms of Reference shall be reviewed by the Group once every two years and the Director, Member Services shall submit a verification of review or recommendations for revisions to the Governance Committee.

15. STAFF SUPPORT

15.1 Director, Member Services

OPEN SESSION

ITEM 5.5

| | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 28, 2018 |
| REPORT TO | Council for Consideration and Decision |
| FROM | Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar, on behalf of the Governance Committee |
| SUBJECT | AGM Motions – Options for Approval of Special Rules and other issues |
| LINKAGE TO STRATEGIC PLAN | Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects |

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|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To consider an alternative approval process for the proposed <i>AGM Special Rules</i> and to finalize the guidelines for the evaluation of member AGM motions. |
| Motions | <ol style="list-style-type: none"> 1. That the proposed AGM Special Rule be put to a general vote of the entire Engineers and Geoscientists BC membership concurrent with the 2019 Election. 2. That the proposed Timeline and Process (Attachment A) for member motions received 30 days ahead of the AGM be approved. 3. That the proposed Guidelines (Attachment B) for the evaluation of member approved AGM motions be approved. |

BACKGROUND

On April 27, 2018 Council approved the Governance Committee's recommendation to introduce an *AGM Special Rule* to require that AGM motions from members be submitted minimum 30 days ahead of the AGM. The implementation process contemplated the introduction of this new *AGM Special Rule* for a vote at the 2018 AGM but there will be a two year transition such that it will not come into effect until the 2020 AGM. For the 2018 and 2019 AGM's the prevailing practice of allowing member AGM motions to be submitted up to 10:00 am on the day of the AGM will continued to be offered to the members.

Upon considering the implementation process for introducing a vote on the *Special Rule* further, other factors that may influence the success of this vote emerged. First, the 2018 AGM will take place after the general membership vote on the proposed Life, Honourary, Practicing and Non-Practicing Bylaws. From the consultation process, we can expect that these proposed bylaws will be quite controversial. Regardless of the outcome of the vote on these bylaws, we can expect

that some, perhaps many members will be unhappy with the Association for proposing these bylaws. This will likely affect how they would vote at the AGM. Secondly, considering the substantial votes against this proposal at the 2017 AGM, bringing this proposal to the 2018 AGM so soon after it was defeated may be an affront to the members attending the 2018 AGM without the benefit of spending additional time to socialize this proposal with the members. After all, this is the main reason for the two year transition before the *Special Rule* would come into effect. Thirdly, an alternative approval process for the proposed *Special Rule* exists under *Robert's Rules*. While it is uncertain that this alternative process will definitively produce the desired outcome, it is certainly worthy of consideration by Council.

Another issue that Council needs to review is the various criteria that member AGM motions should be measured against when they are brought before Council for consideration and decision. This will provide some consistency in how AGM motions will be assessed in the future. A set of guidelines in this regard has been prepared for Council's review and approval.

DISCUSSION

Alternative Approval Process for *AGM Special Rule*

Under Robert's Rules, the adoption of *Special Rules* requires either:

- a. Previous notice and a two-thirds vote of the assembly at an AGM; or
- b. A vote of the majority of the entire membership.

So far, we have focused on the first approach/option because it was felt that this issue primarily impacts our members who are regular AGM attendees. However, there may well be other good reasons for considering the second approach/option given our further analysis of this issue:

- Approval of the proposed *Special Rule* may have better success with a vote of the entire membership, which requires only a simple majority, rather than 2/3rd support of those in attendance at the AGM.
- Given the *Special Rule* will apply to all AGMs in future, expanding the vote to all members, not only those present in 2018, makes the voting more representative of those impacted.
- In considering the second option, taking a vote in the fall of 2019, rather than 2018 is recommended for the following reasons:
 - We can lay the groundwork for success by introducing procedural enhancements in 2018. This will allow members to see the benefits to them of a more formal process for motion submission and will strengthen the case for a yes vote.
 - There is an opportunity to trial the process in 2018 and make refinements for 2019.
 - Again, the Life Membership and associated bylaws up for a vote in the fall of 2018 may negatively impact members' views on the *Special Rule* Vote.

- While no consultation is recommended, having the vote in 2019 provides some additional time to communicate with, educate and address any issues with members.

The procedural enhancements that can be introduced in 2018 are:

- Formalize the timeline and the process within the 30 days after the deadline for the submission of member AGM motions (see Appendix A for details);
- New guidelines/criteria for evaluating AGM motions (to be approved by Council in June 2018);
- New AGM Motion Form (digital and paper formats available);
 - Developed based on the Council approved guidelines/criteria for evaluating AGM motions.
- Information Package for Members;
 - Package will include the new motion form, information on how to submit a motion, the benefits of submitting motions in advance and the guidelines/criteria outlining how the AGM approved motions will be evaluated by Council subsequently.

In advance of the 2019 Special Rule Vote, we recommend a comprehensive member information campaign. This will include information in Innovation, ENews, and direct engagement with our key internal stakeholders such as Branches and Divisions.

- We do not recommend consultation on this issue. Since the decision and the question before members has been confirmed, consultation will indicate to members that Council's decision is not final, and that their feedback will be used to make final changes to the process.
- Positioning the issue as a procedural enhancement in line with good governance practices will set the right expectations for members. They will expect to understand the reasons for the change, and what a *Special Rule* Vote is, but will be unlikely to expect anything more.
- We can still be responsive to member questions and concerns through Q&As, FAQs, and by providing a direct path (e.g. dedicated email) for members to have their questions answered.

For the foregoing reasons, it is recommended that Council consider proceeding with a General Membership Vote on a *Special Rule of Order* in 2019, in conjunction with the Council election process. Council is also invited to comment on and approve Appendix A – Timeline and Process for member motions received (by the proposed deadline) 30 days ahead of the AGM.

Guidelines/criteria for the evaluation of member approved AGM motions

One of the motions related to this issue that Council approved at the April 27, 2018 meeting is:

To develop a transparent set of criteria against which a member approved AGM motion will be assessed to assist Council in deciding the appropriate action(s) to take in response to the motion.

The need for this has been thoroughly discussed at recent Governance Committee and Council meetings so it should not be necessary to repeat the discussions here. That said, there are some concerns related to the reference to the word “criteria”. The Cambridge English Dictionary defines “criterion” or the plural noun “criteria” as a standard by which you judge, decide about, or deal with something. The interpretation by members as to how these criteria will be applied to their respective motions could be problematic and may lead to further debates and arguments that are not intended. For example, some members could interpret these criteria as “check boxes” and if their motion meets all of the criteria, then Council must act on their motion. This is not a good position to put Council in since it could remove any discretion that Council may wish to exercise in the circumstances. Member approved AGM motions are advisory only, Council should preserve its right to action these motions in its sole discretion, relying upon these established criteria for assistance but not be absolutely bound by the list which may not be complete or totally applicable. It is recommended that the word “criteria” be replaced by “guidelines”.

Attached as Appendix B is a set of Guidelines to assist Council in its assessment of member approved AGM motions.

RECOMMENDATIONS

1. That the proposed *AGM Special Rule* be put to a general vote of the entire Engineers and Geoscientists BC membership concurrent with the 2019 Election.
2. That the proposed Timeline and Process (Appendix A) for member motions received 30 days ahead of the AGM be approved.
3. That the proposed Guidelines for the evaluation of member approved AGM motions be approved.

ATTACHMENT A – Proposed Timeline and Process for member motions received 30 days ahead of the AGM

ATTACHMENT B – Proposed Guidelines for the evaluation of the member approved AGM motions

Timeline and Process for member motions received 30 days ahead of the AGM

June – September

| June | July | August | September |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 15: Criteria for motion evaluation approved by Council 27: Promotional article finalized for July/Aug Innovation | 20: New motion form and information package published to website. 27: Provide update to Branches, Divisions, Past Presidents | 3: Promotional article in July/Aug Innovation 9: Promotion in ENews (new material, procedure for submitting motions, reminder of 30-day deadline) | 6: Promotion in ENews (deadline reminder) <i>See detailed Sept – Oct timeline for other milestones in September</i> |

September – October

[illegible]

Notes on this timeline:

* **Motion review:** 1 week has been allocated to allow for communication with the mover to ensure adjustments can be discussed and agreed to.

**** Subcommittee** refers to the Chair of Governance Committee, President and 1 member of Council selected by the Chair of Governance, as well as staff support – CEO Group (CEO, CRO, CSO), and others including a Parliamentarian, as required.

Guidelines for the assessment of member approved AGM motions

The mandate of the Association is very broad. Member AGM motions often cover a lot of issues ranging from the need to address internal matters relating to the Association's policies, processes or procedures to external matters such as taking a position on big global issues. For Council and staff to understand the proposed AGM motions as quickly as possible, it would be very helpful if members can provide as much information as possible to support their motion. After a member's AGM motion has been approved by the delegates, it will be referred to Council for consideration. To assist Council in carrying out the task of assessing the member approved AGM motions for subsequent action, the following guidelines are recommended.

It should be noted that these guidelines are not the only criteria that would determine the action, if any, that Council may take. There may well be other prevailing or emerging factors relevant to the member approved AGM motion that Council may take into consideration when assessing these motions. In other words, meeting all of the following guidelines does not necessarily compel Council to act on the motion.

1. Is the objective of the motion clear?
2. How large and complex is the scope of the motion?
3. Will there a need for significant resources to carry out the research, investigate feasibility, analysis of options, pre-approval processes required, etc... before implementation of the motion?
4. How does the proposed motion fit into the Association's:
 - a. Legislative Mandate?
 - b. Strategic Plan?
 - c. Operational Priorities?
 - d. Approval Authority?
5. Can the motion be carried out as part of the on-going functions of the Association without any substantial adverse impacts (i.e., will need to interrupt work or projects in progress which are critical to others)?
6. Does the motion require additional funds beyond the existing authorized budget to execute? If so, what is the estimated order of magnitude of additional funds required? Where would the likely source(s) of funds come from (grants, reserves, membership fee increases, etc...)?
7. Is there sufficient in-house expertise to act on the motion or the requirement of external expertise will likely be required?
8. What is the overall cost/benefits associated with acting on the motion? Are the returns small compared to the costs that will be incurred or is this a low hanging fruit?
9. Will acting on the motion expose the Association to unacceptable risks?

| | |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 24, 2018 |
| REPORT TO | Council for Approval |
| FROM | Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar, on behalf of the Governance Committee |
| SUBJECT | Proposed Revisions to Policy and Guidelines on Appointments |
| LINKAGE TO STRATEGIC PLAN | Identify and Implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects. |

| | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To revise the existing policy and guideline on how the Engineers and Geoscientists BC Council appoints individuals to External Organizations. |
| Motion | That Council approve the proposed revisions to the policy and guidelines on Engineers and Geoscientists BC appointments, as recommended by the Governance Committee. |

BACKGROUND

At the February 9, 2018 Council meeting, the process for the reappointment of a member to the Engineers Canada Board was discussed. One of the concerns raised was the length of time that an appointed member can serve on the Board. The current policy recommends that the total term upon reappointment will not exceed 6 years. At least one member of Council felt that this was too long. On the other hand, some felt that the current policy does not address situations where an Engineers and Geoscientists BC appointee has been asked by the external board or has expressed interest to serve in executive positions such as President-Elect, President, Vice-Chair or Chair for the external board. In such situations, the maximum term of 6 years maybe too short. In any event, there was general agreement amongst Council members that having an Engineers and Geoscientists BC appointee to serve on an external board would reflect positively on the Association. This matter was then referred to the Governance Committee for discussion and recommendation.

The Council Policy that deals specifically with the appointment and reappointment of members to external boards is the Policy & Guidelines on APEGBC Appointments. A red-lined copy of this policy with the proposed revisions is attached as Appendix A.

DISCUSSION

Is the maximum term for the appointment to external boards too long?

The argument in support of the concern that the maximum term of 6 years is too long for a member to serve on an external board, appears to be one of not giving other qualified and deserving members the opportunity to also serve on the external board. The counter argument is that external boards usually only meet a few times a year and for that reason, it would take the appointed member at least 2 or 3 years to learn about the external organization before the member can assume the responsibilities associated with the appointment fully. Furthermore, should the appointed member be interested to serve in the executive positions or the external board, more experience and more time on the board will be required. For this reason, it is not recommended that the maximum term of 6 years be reduced.

How can we better address situations when the appointee has been asked by the external organization or has expressed an interest to serve in an executive position on the board?

The issue here is that the current appointment policy does not provide certainty for the external organization or the appointee in such circumstances. Furthermore, the lengthy process specified in the policy could create unnecessary delays to the detriment of the governance of the external board. If we are in agreement that it would be beneficial and a positive reflection on the Engineers and Geoscientists BC to have its appointee serve in an executive position on the external board, why not automatically extend the term of the appointment or reappointment if the appointed member will actually serve in the executive position? To achieve certainty for the appointee in such circumstances, the existing policy can be revised so that no additional reappointment by Council is necessary for the member. The member could then plan on serving in an executive position on the external board without having to worry that Council may not reappoint him/her or that the maximum term of 6 years will be exceeded. That said, there may be the rare occasion when Council may feel that it would be inappropriate to have the appointee serve on the external board. For such rare occasions, Council, after consulting the external board, may exercise its prerogative to formally revoke the appointment. The policy has been revised to make this point clear.

Other revisions to the current policy

In reviewing the Policy & Guidelines on APEGBC Appointments to incorporate the revisions as proposed earlier in this report, staff noted that there are a number of house-keeping revisions that should also be made. These house-keeping revisions include updating the entire policy with the new Engineers and Geoscientists BC Brand, correcting cross-referencing errors, amending the footnotes and other editorial revisions necessary to modernize the document.

These additional revisions have also been included in the red-lined copy of the policy attached as Appendix A.

RECOMMENDATIONS

The Governance Committee have considered the proposed revisions to the policy and guidelines on appointments (to address the issues raised by Council) and recommend that Council approve these revisions.

MOTION

That Council approve the proposed revisions to the policy and guidelines on Engineers and Geoscientists BC appointments, as recommended by the Governance Committee.

APPENDIX A – Red-lined Copy Showing the Proposed Revisions to the Policy & Guidelines on Appointments

OPEN SESSION

ITEM 5.7

| | |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Discussion |
| FROM | Efrem Swartz, LLB Director, Legislation, Ethics and Compliance |
| SUBJECT | Proposed Updated Policy Re: Compensation for Discipline Committee Inquiry Panel Members. |
| LINKAGE TO STRATEGIC PLAN | Uphold and protect the public interest through the regulation of Engineering and Geoscience professions. Implement practices and policies that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and object. |

| | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | Outline the current honoraria policy, outline the proposed changes and provide insight into the reasons for the policy change. |
| Motion | That council replace the current policy regarding payment of honoraria to the Discipline Committee with the revised version of the policy as presented. |

BACKGROUND

This memorandum concerns the honoraria policy (enacted in 1999) which sets out the level of compensation for the Discipline Committee. **(Appendix A)**

The Governance Committee considered a similar version of this memorandum at their meeting on May 22, 2018. At the meeting, the Governance Committee approved a motion that the current honoraria policy be replaced with the draft updated policy found at **Appendix C**.

The Governance Committee considered the reasons behind increasing compensation for Discipline Committee Inquiry Panel members, as well as feedback the Association received from the Discipline Committee at their meeting on May 14, 2018. The Governance Committee concluded that the overall rates put forward in the proposed policy at **Appendix C** are reasonable and defensible.

CURRENT POLICY

Paying an honoraria to the members of the Discipline Committee to sit on an inquiry panel:

- a. incentivizes members to participate in panels by providing limited income replacement;
- b. encourages participation by younger members, who are closer to the daily pressures of practice than retired members;
- c. encourages diversity on the Discipline Committee by enabling a wider range of members to give their time to serve on the Discipline Committee and inquiry panels;
- d. aligns with the practices of the Association's counterparts in other provinces, specifically Ontario and Quebec; and,
- e. signals to members and their employers that the Association recognizes and values the panel members' sacrifice of time and income.

The Association's current policy for paying honoraria to the Discipline Committee members for sitting on a inquiry panel was approved by Council on September 9, 1999. (**Appendix A**) The current honoraria are low compared to the honoraria that several other regulatory bodies currently provide to their Discipline Committee Inquiry Panels.

It is proposed that the Association update its honoraria policy in order to provide greater compensation to Discipline Committee Inquiry Panel members, recognizing the inflation that has occurred since 1999, and to encourage participation on discipline panels by professionals in mid-career who might otherwise be reluctant to serve on panels. As seen at **Appendix A**, the terms of the current policy are as follows:

- (i) Honoraria are not appropriate for attendance at any meetings of the Discipline Committee [as opposed to sitting on an inquiry panel].
- (ii) Honoraria are not required in the case of a one-day inquiry, except for the Chair, as detailed below.
- (iii) Honoraria should be scaled to reflect the length of the inquiry; \$0 is paid for the first day (except for the Chair), \$100 per day is paid for the next two days, and \$200 per day is paid for any days beyond three.

- (iv) In calculating the honorarium for the Chair of a Discipline Committee Inquiry Panel, one additional day should be added to his/her total in recognition of the extra responsibilities of conducting the inquiry, preparing the report and supervising the reasons for the decision.
- (v) Every effort should be made to ensure that an engineer/geoscientist in mid-career should be included among the panel members.

SURVEY OF OTHER REGULATORY BODIES

In researching the issue of compensation paid to Discipline Committee Inquiry Panels, Association staff performed a review of the policies of other Canadian provincial engineering and geoscience regulatory bodies, as well as other professional regulators in British Columbia. Those findings are presented in **Appendix B**.

FEEDBACK FROM THE DISCIPLINE COMMITTEE

At the May 14, 2018 meeting of the Discipline Committee, Association staff proposed, for discussion purposes, raising honoraria rates to \$200 per half day of an Inquiry. The Discipline Committee considered the current policy on honoraria, the survey of compensation paid by other regulatory bodies (**Appendix B**), the philosophy behind compensating a discipline committee, and the proposal put forward by staff.

The Discipline Committee was informed that other committees of Engineers and Geoscientists BC are not paid for their important work and also face heavy workloads. As such, the committee specifically requested that they continue not to be compensated for their ongoing work throughout the year when they meet in groups of three as “Discipline Review Panels” in order to resolve discipline cases. Similarly, they asked not to be compensated when they are called on, on an intermittent basis, to hold a formal inquiry of up to one day in length. They value their volunteer service and are not seeking a benefit from their position.

However, for longer inquiries involving substantial evidence they are called on to manage inquiries encompassing many days or weeks of work. Further, after the inquiry, they must analyze all the evidence presented and write formal reasons for judgment. In some cases the evidence presented and the verbatim transcripts of the inquiry (as recorded by an official court reporter) can be voluminous. Therefore, the Discipline Committee proposed they be compensated for their time if an inquiry proceeds to the second day and beyond.

The Discipline Committee asked that: (1) they be compensated for their time in conducting an inquiry lasting for two or more days; and (2) they asked that the compensation reflect the further time after the inquiry adjourns when they must consider all of the evidence and write comprehensive reasons for judgment.

PROPOSED UPDATED POLICY

The proposal by the Discipline Committee for a split payment was complicated to calculate. Further, it is not possible to ask the Inquiry Panel to provide timesheets to show the time spent writing their reasons as they are independent and the Association is not entitled to know any details of their deliberations. Therefore, Association staff proposed the simplified policy found at **Appendix C** which provides a single amount of compensation based on the length of the inquiry to reflect both the time spent in conducting the inquiry and preparing the reasons.

The level of compensation proposed by the policy at **Appendix C** would be higher than that paid by other engineering/geoscience regulators across Canada, but lower than amounts currently paid by, for instance, the College of Dental Surgeons of BC and the College of Physicians and Surgeons of BC (**Appendix B**). However, the rates proposed by the Discipline Committee are reasonable given the imposition on their time in conducting a long inquiry.

Item (v) in the policy from 1999 is deleted from the revised policy. Although the goal of encouraging mid-career professionals to participate in inquiries is a laudable goal, the justification for a policy is not necessary in the text of a compensation policy, and the Chair of the Discipline Committee should have an unfettered ability to appoint members to an inquiry panel.

While compensation for travel, food and lodging expenses are already available to the Discipline Committee, the committee asked that the policy specifically reference such compensation.

IMPACT ON THE BUDGET OF ENGINEERS AND GEOSCIENTISTS BC

In a typical year when Engineers and Geoscientists BC conducts one or two inquiries, usually lasting for 2 or 3 days, the proposed increased rates of compensation for the members of the inquiry panels can be paid from the existing budget for discipline. However, for longer inquiries that encompass a week or more, Engineers and Geoscientists BC will need to revert to the legal reserve to pay for the costs of such inquiries, including any increased compensation to the Discipline Committee Inquiry Panel.

MOTION

That council replace the current policy regarding payment of honoraria to the Discipline Committee with the revised version of the policy as presented.

APPENDIX A- Current Discipline Panel Honoraria Policy and Minutes from the September 9, 1999 Council meeting

APPENDIX B – Survey of other professional regulatory bodies

APPENDIX C – Draft updated policy re: Payment of Honoraria to the Members of a Discipline Committee Inquiry Panel

OPEN SESSION

ITEM 5.8

| | |
|---------------------------|-----------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Decision |
| FROM | Deesh Olychick, Director, Member Services |
| SUBJECT | Nomination and Election Review Task Force Recommendations |
| LINKAGE TO STRATEGIC PLAN | We support effective governance |

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|---------|----------------------------------------------------------------------------------------------------------------------|
| Purpose | To discuss the recommendations of the Nomination and Election Review Task Force and provide direction on next steps. |
| Motion | To be determined. |

BACKGROUND

In its review of the nomination and election processes of Engineers and Geoscientists BC, the Nomination and Election Review Task Force makes 28 recommendations for Council consideration.

Many of the task force recommendations may require further review with other committees, in particular the Governance Committee and Executive Committee. Council will also need to consider the recommendations in the context of recommendations from the Professional Standards Authority, budget and resource implications, consultation requirements and the governing legislation to implement the recommendations.

Council is being asked to consider the recommendations and provide approval in principle. Should Council provide conceptual approval of the recommendations, staff may be directed to develop a work plan for further review by Council. The work plan would outline next steps including further review with relevant committees (e.g. Governance Committee, Executive Committee), further review in the context of recommendations from the Professional Standards Authority, budget and resource implications, consultation requirements and timeframe to implement.

Council may wish to consider the following motions for approval at the June 15, 2018 Council meeting:

1. That Council thanks the Nomination and Election Review Task Force for their work
2. That Council approve in principle the recommendations of the Nomination and Election Review Task Force
3. That Council direct staff to develop a work plan in support of the recommendations of the Nomination and Election Review Task Force.

MOTION

To be determined at Council Forum on June 14, 2018.

APPENDIX A – Nomination & Election Review Task Force Recommendations Report

OPEN SESSION

ITEM 5.9

| | |
|---------------------------|---------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Peter R. Mitchell, P.Eng. Director, Professional Practice, Standards & Development |
| SUBJECT | Recommendations and Next Steps: A Corporate Practice Regulatory Model |
| LINKAGE TO STRATEGIC PLAN | Members and Organizations practice to high professional and ethical standards |

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

BACKGROUND

The matter of whether Engineers and Geoscientists BC should have regulatory oversight over corporate practice in British Columbia is an issue that has been discussed by many Engineers and Geoscientists BC councils, particularly when major incidents involving engineering or geoscience have occurred. The

matter is also raised on an ongoing basis by members and organizations that look to Engineers and Geoscientists BC to ensure that practitioners and companies within various sectors meet the same quality assurance standards.

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

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

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

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

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

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

- Council thanks the Task Force for its comprehensive and thorough work on this project
- Council directs staff to publish the report “Phase 1 Recommendations Report of the Advisory Task Force on Corporate Practice”.

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

DISCUSSION

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

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

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

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

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

Following is a summary of some key dates and related activities relevant to the work of the task force:

- October 21 – The Chair of the Advisory Task Force on Corporate Practice delivers a presentation at the association's AGM on the status of the work of the task force. He identified that Council has decided "to pursue regulatory authority over corporate practice." He explained they were developing a model for the regulation of engineering/geoscience organizations using the

feedback received in Phase 1 of the initiative. The few comments received at the AGM were in total support of the initiative.

- November 2 – Task force meets to review detailed regulatory options
- January 16 – Task force meets and conducts a straw poll on the guiding principals; the three pillar approach; the issue of audits; the corporate regulatory model used by the Alberta Professional Engineers and Geoscientists Association (APEGA); Communication with members; and the type of organizations to be regulated.
- January 26 – The task force has a teleconference with senior APEGA staff to discuss issues and details regarding the model they use for regulating engineering/geoscience organizations.
- February – Meeting by the Chair of the Advisory Task Force on Corporate Practice with the ACEC-BC executive and leaders. As a result ACEC-BC identified that they would be making a formal submission at the end of April on Phase 2 of the corporate practice initiative.
- March 8 – e-news article issued to all members and posted on the association website. The e-news article and subsequent feature article in the April/May issue of Innovation highlighted key aspects of the proposed regulatory model and sought comments. Only two emails were received in response to the request for feedback and these related to the issue of whether it was intended to regulate organizations employing engineers and/or geoscientists working in the resource sector doing mineral exploration and if the industry had been consulted. In response it was identified that yes the intent is to regulate such entities and that a representative for the Association of Mineral Exploration – BC (AME-BC) sat on the task force. However due to other commitments their representative stopped attending meetings. The task force received an email from the Vice President, Technical and Government Affairs at AME-BC which identified “simply stated, as an industry association group that promotes responsible mineral exploration we don’t have a position or role in professional practice matters, as defined in the *Engineers and Geoscientists Act*.”
- April 9 – The task force met to review a preliminary draft report and recommendations.
- April 30 – The task force received ACEC-BC’s submission on Stage 2 of the work of the task force.
- May 9 – The task force met to review a revised draft report and recommendations and voted in support of the 7 recommendations.
- May 9 to May 30 – The third and final version of the task force report was prepared and issued and unanimous support was received from the task force members.

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

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

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

Agreement on these guiding principles and agreement that a BC approach to corporate regulation should build on the best elements of the APEGA and OQM programs provided the foundation for the Task Force's Phase 2 recommendations. The Task Force reached unanimous consensus on all seven of their recommendations for corporate regulation at their meeting on May 9, 2018. Please see Section 3 of the attached report and the 7 recommendations approved by the task force.

MOTION

The following motions are proposed for Council's Consideration:

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

APPENDIX A – Advisory Task Force on Corporate Practice Phase 2 Report to Council– Recommended Model for the Regulation of Engineering and Geoscience organizations

APPENDIX B-ACEC-BC Submission on Corporate Regulation

APPENDIX C – Phase 2 Terms of Reference

ITEM 5.10

| | |
|---------------------------|------------------------------------------|
| DATE | May 28, 2018 |
| REPORT TO | Council for Decision |
| FROM | Executive Committee |
| SUBJECT | Future Membership Fee Increase Structure |
| LINKAGE TO STRATEGIC PLAN | Implement Best Practices in governance |

| | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | For Council to review and discuss a new strategy for future fee increases. |
| Motion: | <p>That Council direct staff to update the future Budget Guidelines so that budgets (and resulting fee increases) will be based on the following:</p> <ul style="list-style-type: none"> - the cost of living increase, plus - any necessary replenishments to meet reserve levels specified by Council, plus - any funding necessary for approved special initiatives or new programs. |

BACKGROUND

At the April 27, 2018 Council meeting, Council approved the FY2019 Budget and received the FY2020 proforma budget as presented. During the discussion, Council indicated an interest in exploring different options for setting future annual membership fee increases. In addition, a council agenda request on this topic has been received, and is attached herein as Attachment A.

Council also discussed the strength of the organization's financial reserves, specifically the building reserve. Several members asked whether the organization should be transferring more to the reserve.

The Executive Committee considered these budget discussions and the agenda request and is now recommending a strategy for budgeting going forward.

DISCUSSION

Currently the Association has a non-structured membership fee process. Up until 2010, fee increases required a 2/3 membership approval vote. Since then, the Provincial government changed the bylaw to allow for 2/3 vote from Council to approve fee increases.

The Association has increased fees four times since 2010. A \$56 fee increase in 2011, \$10 fee increase in 2013, \$35 in 2015 and the latest \$35 for 2019. Fee increases have been approved based on the financial need to support initiatives and ongoing operations of the Association to fulfill its mandate and strategic plan.

Fee Increase Strategies

The Executive Committee considered these possible fee increase strategies:

A. Ad Hoc / As Needed Basis (current approach)

Fee increases are determined based on the financial needs of the organization, specifically support for initiatives and ongoing organizational operations for the coming fiscal year. While budgetary needs for future years are considered, increases are generally tied to new costs in the next fiscal year. Cost of living and inflationary adjustments are typically lumped together with increases for new initiatives or organizational needs.

Pros:

- Fee increases only occur when there is specific financial need related to achieving the mandate or strategic plan, thus is a transparent and accountable way to attribute fee increases to specific budget pressures.
- Budget for small surpluses or deficits annually and any surpluses above budget are incidental, thus compliant with CRA not-for-profit organization rules around surpluses.

Cons:

- Fee increases occur on ad hoc basis, thus resulting in more “lumpy” increases that fluctuate in amount and timing.
- Because inflationary adjustments are not made on an annual basis and only made when increases are necessary for other reasons, increases are typically large relative to inflation.
- Members have no real planning horizon or predictability of fee increases.

B. Budget Strategy based on mandatory and minimum sustainable costs plus special initiatives and programming

Fees would be increased every year to keep pace with inflationary costs plus the replenishment of the various reserve levels. If other, non-inflationary, non-sustaining costs, such as from new programs or special initiatives require an increase these would be included

with the annual adjustment. If there are no new initiatives, fees would be increased by inflation and sustaining costs as a minimum.

Pros:

- Smoother income streams.
- Changes culture of members to expect (at least) small fee increases annually thus making fee increases more palatable.

Cons:

- Requires member communication and system adjustments on an annual basis, even for inflationary adjustments of \$5 or less.

C. Significant Fee Increases Every three years linked to the three year strategic planning horizon

Fees would be increased every three years in line with the organization's strategic planning cycle. New initiatives included in the updated three-year plan would result in a fee increase, as well as any required inflationary catch-up. The budget requirements for all three years of the plan would be estimated with a large fee in the first year and no increases in the two subsequent years.

Pros:

- Would link increase to specific, planned and Council-approved initiatives.
- Members can clearly determine why increases are required and what they are paying for.
- There is predictability of fees for a three year horizon.

Cons:

- Would have large fluctuations of income in the first year of the fee increase which could result in membership upset and could be seen as being fiscally irresponsible.
- Subsequent 3 year increases may require inflation adjustment, requiring larger catch-up.
- Would likely end up with a surplus in the first year and deficits in the subsequent years that all netted to a balanced budget over the three year horizon.

- Limits flexibility to adjust to new requirements outside the strategic plan such as PSA audit, Professional Reliance Review, etc.
- Subsequent councils may not like this strategy and want to change it resulting in their need to justify their actions to the membership.

Treatment of Reserves

In strategy A, which is the current approach, incidental surpluses, when they occur, are diverted to the reserve fund(s). This ad-hoc approach means that it is difficult to replenish the reserves on an expedited basis if they are depleted. It is a lagging approach and may not be sufficient to be sustainable.

In strategy B, reserves are always considered and maintained in a sustainable manner. This is a more leading than lagging philosophy.

In strategy C, reserve replenishment could be built into the initial first year forecasts but may end up being lagging in years 2 and 3.

RECOMMENDATION:

The Executive Committee considered all three strategies and is recommending strategy B because it is the most sustainable. It keeps up with inflation and provides a leading method for maintaining reserve levels while being transparent and accountable for new programing and one time costs. It is also likely to result in smoother less lumpy increases over time than strategy A or C with and with less associated risk.

MOTION

That Council direct staff to update the future Budget Guidelines so that budgets (and resulting fee increases) will be based on the following:

- the cost of living increase, plus
- any necessary replenishments to meet reserve levels specified by Council, plus
- any funding necessary for approved special initiatives or new programs.

ATTACHMENT A – Council Agenda Item Request from Larry Spence

| Agenda Item Request Form | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Item Title: | |
| Develop Annual Fee Strategy | |
| Short Description of Issue: | |
| <p>As discussed during Council meeting April 27th, an increase in the 2019 annual membership fee of \$35 was both a surprise and considered potentially too low, considering a probable additional increase in 2020. Proforma budget presented in April 2017 forecast no need for a fee increase in either 2019 nor 2020. Budget guidelines with respect to annual fee increases should be reviewed and a revised strategic guideline should be considered.</p> | |
| What specific decision needs to be made? | |
| <p>Based on unforeseen operating cost increases experienced over the past year, as well as those forecast in future budget years, a strategic review of our Annual fee guideline/expectation would be appropriate to avoid future surprises to Council and members. Factors such as cost of living/inflation, appropriate budgetary funds/reserves, comparison with other jurisdictions & their approaches, review of expenditures & income forecasts should be considered. Staff to be requested to develop a plan for Council consideration.</p> | |
| How is this issue related to the strategic plan? | |
| <p>Membership dues are the Association's primary source of income and are necessary to fulfill all business of the Association, including its Strategic Plan. There should be a relationship guideline between forward looking Strategic Plan items and forecast fee increases.</p> | |
| Have you raised this item with the related committee/ division/ branch? | Yes/No <input type="radio"/> <input checked="" type="radio"/> |
| Have you raised this item with the staff member responsible for this program area? | Yes/ No <input type="radio"/> <input checked="" type="radio"/> |
| Requested by: | Larry Spence |
| Date: | May 4, 2018 |

Submit Form

OPEN SESSION

ITEM 5.11

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Peter Mitchell, P.Eng., Director, Professional Practice, Standards and Development |
| SUBJECT | 2017 AGM Motion #5 – Engineers and Geoscientists BC’s response to the Truth and Reconciliation Report – Calls to Action. |
| LINKAGE TO STRATEGIC PLAN | Principle 5 – We foster diversity and inclusivity. |

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|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To consider the Motion from the 2017 AGM regarding Engineers and Geoscientists BC’s response to the 94 Calls to Action in the report “Truth and Reconciliation Commission of Canada: Calls to Action”. |
| Motion | The following motions are proposed for Council’s consideration 1. That Council approves the report prepared by Nalaine Morin entitled “Truth and Reconciliation – Options for Inclusion Recommendation Report”. 2. That Council refer the report “Truth and Reconciliation – Options for Inclusion Recommendation Report” to the Professional Practice Committee so they can develop an action plan for Council’s consideration which identifies budgetary and other resources required to implement the recommendations in the report. |

BACKGROUND

At the 2017 Annual General Meeting, the following member motion was carried:

“MOTION 5: *That Council consider:*

1. *Establishing a Task Force in collaboration with the assembly of BC First Nations to review the recommendations contained within the Truth and Reconciliation Committee (TRC) report with the intent of determining how Engineers and Geoscientists BC can help to facilitate the recommendations within the mandate of the Act as well as within the context of the Code of Ethics.*

Develop guidelines for members to ensure that professional conduct and professional services performed and delivered by members are consistent with the recommendations of the TRC report and/or help to facilitate the intent of the recommendations.”

At its meeting on November 24, 2017, Council referred the motion to the Professional Practice Committee for consideration and to report back to Council at their meeting on June 15, 2018.

At their meeting on January 24, 2018, the Professional Practice Committee considered the issue and agreed that staff should contract with Nalaine Morin in order to prepare a report which would address the following:

- 1) Which of the Calls to Action relate to the primary duty of Engineers and Geoscientists BC as defined in the *Engineers and Geoscientists Act* which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience.
- 2) The action that would be appropriate for the association to take in response to each of the calls to action identified in 1) above.

Then at the Council meeting on February 9, 2018, Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC, delivered a presentation on the motion he authored at the AGM. Council was also introduced to Nalaine Morin. She was asked to comment on the work she is doing to support the Professional Practice Committee by studying the matter and utilizing her expertise as a subject matter expert in providing a report with recommendations to the Professional Practice Committee.

Nalaine commented that she is a member of the Tahltan Nation. Her background as a graduate from UBC in Metallurgical Engineering, the BCIT certificate program in Mechanical Engineering Design, and being certified by the Canadian Environmental Certification Board was highlighted. She explained that she works with First Nations across Canada on projects as varied as mining, pipelines, and highway infrastructure.

She also explained that she is very knowledgeable of the report from the Truth and Reconciliation Commission of Canada and the 94 Calls to Action. She commented that with her indigenous background, engineering education, and experience in dealing with a range of resource development projects impacting First Nations, she will be able to provide an appropriate but balanced recommendation which are practical. The report “Truth and Reconciliation Commission of Canada: Calls to Action”, which includes all 94 of the Calls to Action considered by Nalaine, is attached as Appendix A

DISCUSSION

During the preparation of her report, Nalaine Morin met twice with the Director of Professional Practice, Standards and Development at Engineers and Geoscientists BC to review the status of her report and discuss issues. A draft report with recommendations was then presented to the meeting of the Professional Practice Committee held on May 24, 2018.

Nalaine made a brief presentation of her report and the recommendations. Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC, also attended the meeting at the request of the Professional Practice Committee and made a presentation on his motion.

Nalaine's report, which is attached as Appendix B, includes the 5 Calls to Action that Nalaine identified from the 94 Calls to Action which she felt relate to the primary duty of the association. In addition, she provides some high level advice on how the association could respond to each of the 5 Calls to Action highlighted in her report. Please see the section of her attached report entitled "Truth and Reconciliation Commission Calls to Action: Relevant Actions and Recommendations" and the Summary section of her report for her recommendations.

In addition, Appendix C in Nalaine's report which is included as an attachment identified as a "Decision Matrix" explains how she determined which of the Calls to Action were relevant to the association's mandate (also see page 10 of the Background section of her report for details on the criteria she used).

Finally, Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC (the author of the motion made at the AGM), sent an e-mail strongly supporting Nalaine's work. This was provided after he attended the meeting of the Professional Practice Committee on May 24, 2018; viewed the 5 Calls to Action identified in Nalaine's report; viewed the high level advice she provided to the association on each of the Calls to Action identified in her report; and viewed the recommendations around increasing awareness and the work we are doing on the association's professional practice guidelines which is commented upon in the Summary section of Nalaine's report. Calvin's e-mail stated the following:

"I feel that Engineers and Geoscientists BC is on a great path to incorporate the spirit and intent of the TRC recommendations into the practice of professional engineering and geoscience in BC."

RECOMMENDATIONS

The Professional Practice Committee passed the following two motions at their meeting on May 24, 2018:

"The Professional Practice Committee recommends that Council approve the relevant actions and recommendations in the report "Truth and Reconciliation – Options for Inclusion Recommendation Report".

"The Council refer the report entitled "Truth and Reconciliation – Options for Inclusion Recommendation Report" to the Professional Practice Committee so they can develop an action plan for Council's consideration which identifies budgetary and other resources required to implement the recommendations in the report."

MOTION

The following motions are proposed for Council's consideration:

1. That Council approves the report prepared by Nalaine Morin entitled "Truth and Reconciliation – Options for Inclusion Recommendation Report".
2. The Council refer the report entitled "Truth and Reconciliation – Options for Inclusion Recommendation Report" to the Professional Practice Committee so they can develop an action plan for Council's consideration which identifies budgetary and other resources required to implement the recommendations in the report.

APPENDIX A – Truth and Reconciliation Commission of Canada: Calls to Action

APPENDIX B – Truth and Reconciliation – Options for Inclusion Recommendations Report

OPEN SESSION

ITEM 5.12

| | |
|---------------------------|---------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Decision |
| FROM | Deesh Olychick, Director, Member Services |
| SUBJECT | Recognition of Deceased Members at AGMs |
| LINKAGE TO STRATEGIC PLAN | We provide effective support and recognition for volunteers, staff, and members |

| | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To make a decision in response to the AGM motion asking Council to consider reading the names of the deceased members at the AGM |
| Motion | That Council approve recognizing deceased members at AGMs by observing a moment of silence, scrolling through the list of names on the screen and producing a printed In Memoriam booklet. |

BACKGROUND

In 2015, the reading of the list of deceased members at the Annual General Meeting (AGM) was replaced with observing a moment of silence and a printed In Memoriam booklet.

At the 2017 AGM, the following motion was carried:

MOTION: *That Council consider reading the names of the deceased members at the AGM.*

On May 22, 2018, the Executive Committee was presented with three options for recognizing deceased members at the AGM.

DISCUSSION

The options presented for consideration by the Executive Committee were:

Option 1: Observe Moment of Silence and print In Memoriam booklet (Status Quo)

Option 2: Observe Moment of Silence, scroll through names on screen, and print In Memoriam booklet

Option 3: Read the Names and print In Memoriam booklet

In its review of the options, the Executive Committee considered the practices of sister association across Canada. In summary:

- The smaller associations read the names, but it is generally a very small number of members (1 to 20 names)
- Alberta observes a moment of silence, displays names on the screen and includes a print copy in the AGM package
- Ontario observes a moment of silence

The Executive Committee also recognized that honoring deceased members at the AGM is important to members and it has been a sensitive issue for many years. There was also consideration of the time to read the names as the list of deceased members is growing each year (139 in 2017).

It should be noted that the association also publishes the names of deceased members in an *In Memoriam* section of the magazine six times per year.

RECOMMENDATION

In consideration of the options, the Executive Committee recommends Option 2 (Moment of silence, scroll through names on screen and print In Memoriam booklet) for consideration by Council in response to the 2017 AGM motion regarding recognizing deceased members at AGMs.

MOTION

That Council approve recognizing deceased members at AGMs by observing a moment of silence, scrolling through the list of names on screen and producing a printed In Memoriam booklet.

ITEM 5.13

| | |
|---------------------------|-----------------------------------------------------------------------------------------|
| DATE | May 30, 2018 |
| REPORT TO | Council for Discussion |
| FROM | Audit Committee Jennifer Cho, CPA, CGA Chief Financial and Administration Officer |
| SUBJECT | Risk Register & Risk Management Plan Review |
| LINKAGE TO STRATEGIC PLAN | Implement Best Practices in governance. |

| | |
|---------|------------------------------------------------------------------------------------------------|
| Purpose | For Council to review the current updated risk register and risk management plan for feedback. |
| Motion | That Council to approve the FY2018/19 risk register and risk management plan as presented. |

BACKGROUND

What is Risk Management?

Risk management is identification, assessment and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events¹. The objective of risk management for organizations is to minimize risks (not eliminate risk) to enable organizations to successfully deliver its objectives and in Engineer and Geoscientist BC's case it is the ability to carry out its mandate and strategic plan. It is now widely accepted that a risk management plan is a best practice.

APEGBC Risk Management History

At the November 27, 2015 Council meeting, Frank Martens (PWC Director of Advisory Practice) presented his observations and findings regarding the risk management review that he performed on the Association. Risk management is a part of ongoing operations and governance. Specifically,

¹ Hubbard, Douglas (2009). *The Failure of Risk Management: Why It's Broken and How to Fix It*. John Wiley & Sons. p. 46.

enterprise wide risks and risks to the Association's ability to deliver on its Strategic Plan were reviewed.

As a follow up to the review and Council's input from the presentation, a 2015/16 risk management plan has been developed at a high level to mitigate such risks. The Executive Committee met on May 30, 2016 to review the high level risk plan and had no changes to the presented plan. The Executive Committee also discussed the overall oversight responsibility of risk management and recommended that this responsibility be given to the Audit Committee.

Audit Committee Risk Management Oversight

Following the May 30, 2016 Executive meeting, the Audit Committee met June 21, 2016 and reviewed its Terms of Reference. The Audit Committee agreed with the Executive Committee's recommendation to assume the responsibility of oversight of risk management. Council at the September 9, 2016 meeting approved that the oversight responsibility of the overall enterprise wide risk management be given to the Audit Committee. The responsibility is defined under the terms of reference section 5.3.10 Other Responsibilities – Provide oversight of assessment, management, and mitigation of enterprise-wide risk.

The Audit Committee met in February and May of 2017 to review the high level risk register and were satisfied with the high level risk register that was presented and did not have any additional risks to add to the risk register. It was recommended that going forward the risk register be reviewed by the Audit Committee twice a year and that the risk register be on the Council Agenda for each meeting. Due to some staff resource issues, the risk management program progress has been delayed and now has resumed to move forward.

Most recently, the Audit Committee met on April 26, 2018 to review the FY2018/19 risk register, risk management plan and heat map.

DISCUSSION

Staff have taken the high level risk register that was approved by the Audit Committee last May and updated the register. A copy of the draft 2018/19 high level risk register that was reviewed by the Audit Committee is attached for your review and consideration in **Appendix A**. This is a quick snapshot of the high level risks of the organization and ranked from highest risk to lowest risk with a progress tracking column of status of implementation of the risk response plan.

Attached in **Appendix B** are the detailed risk summaries of each identified risk in the risk register. The Audit Committee recommends that as risk management is new to the organization, the organization should put its focus this year on the risks that are deemed as overall high risk or high-moderate risks to ensure mitigation of these areas are attended to as a priority. And during this year, to allow for the organization to practice incorporating risk management into its activities (see Risk Management Plan Going Forward in memo for more details) before broadening the scope of risk management.

As such, the top three high risks have risk response plans built out in full with associated timeframe for completion. And the remaining moderate to lower level risks have summary risk response plans but do not have detailed risk response plans in place and are marked with “DRAFT”. These risk response plans will be built out in more detail by fall of 2018.

In **Appendix C** is a heat map or visual representation of the risks of the organization. Overall risk is calculated based on impact and likelihood.

Note the following definition of the scales being used for impact and likelihood of risk (as defined by PWC based on industry standards):

Impact Scale:

- 1 – **Insignificant:** Insignificant impact on operations, members, public and financial (less than \$25K)
- 2 – **Minor:** Minor impact on operations, members, public and financial (between \$25K - \$100K)
- 3 – **Moderate:** Moderate impact on operations, members, public and financial (between \$100K - \$500K)
- 4 – **Major:** Major impact on operations, members, public and financial (between \$500K - \$2.5M)
- 5 – **Catastrophic:** Catastrophic impact on operations, members, public and financial (over \$2.5M)

Likelihood Scale:

- 1 – **Remote:** Event has not occurred and would not expect the event to occur more than once in every 25 years
- 2 – **Unlikely:** Event has not occurred but could happen once in every 15 years
- 3 – **Moderate:** The event may have occurred at the Association or elsewhere and may occur again in the next 5 years
- 4 – **Likely:** The event has occurred a few times at the Association or elsewhere and may occur within the next 1-5 years
- 5 – **Extremely Likely:** The event has occurred several times at the Association or elsewhere and is expected to occur once a year or more frequently in the future

As noted in risk summaries, the higher risks in the top right quadrant of the heat map have strategies developed to mitigate such risks and are being implemented. The heat map is color coded to indicate from green (low risk and low priority) to red (high risk and high priority) of where risks lie and ranking of priority of risks that that need to be addressed.

Risk Management Plan Going Forward:

As mentioned earlier, the Audit Committee recommends that the focus of the current year is to address the highest risks identified on the risk register and to practice risk management in the coming year before broadening the scope of the risk management program. While the high level risk register has been developed, there are lower level risks that need better developed risk response plans with timeframe for mitigation to be completed. This will be completed by the fall of 2018.

The top 10-12 risks will be presented to Audit Committee twice a year for thorough review and discussion and the risk register and heat/risk map will be a standing Council Agenda item at each meeting going forward starting September 2018. This will allow for constant review, assessment and update of the risk register to enable the organization to be more proactive in its approach and not hamper its progress to achieve its mission and objectives. Leadership team will also participate in conjunction of the Audit Committee's review of risk register bi-annually.

A review of risks should be incorporated in the annual Strategic Planning session to enable Council to have an opportunity to identify, review, assess, and discuss risks. A suggestion would be to incorporate risk in the SWAT analysis portion of the Planning session.

Next steps in 2019/2020 would be to formally identify and document other operational or lower level risks to be built into a more comprehensive risk register. An emerging risk/watch list of risks will also be developed alongside the comprehensive risk register. This will be a list of risks that may be low on the radar and not worth putting on the comprehensive risk register but are risks that exist and may grow in impact and likelihood over time and need to be monitored.

Further to these steps, monitoring of risks is key for a successful risk management plan. The development of monitoring measures will be done in conjunction of the development of the comprehensive risk register.

MOTION

That Council approve the draft FY2018/19 risk register and risk management plan as presented.

APPENDIX A – Risk Register

APPENDIX B – Risk Summaries

APPENDIX C – Heat Map

OPEN SESSION

ITEM 5.14

| | |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE | May 31, 2018 |
| REPORT TO | Council for Decision |
| FROM | Megan Archibald, Jennifer Cho, CPA, CGA, Tony Chong, P.Eng., Gillian Pichler, P.Eng. and Efrem Swartz, LLB |
| SUBJECT | Life Membership or Licensure and Associated Non-Practising Bylaw Changes |
| LINKAGE TO STRATEGIC PLAN | 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. |

| | |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | <ol style="list-style-type: none"> 1. To review impacts and recommendations for repealing Bylaw 10(c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership. 2. To approve the final wording for all proposed bylaws for member ratification. 3. To approve a Guideline & FAQ on for Non-Practising Status. 4. To establish a reduced fee schedule and strategy that includes fees for non-practising members. 5. To approve revisions to the Return to Practice Policy and the Resumption of Practice application fees. |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

MOTIONS

MOTION 1: That staff be directed to implement the option selected by Council for recognition of service for acting as President: Option ____.

MOTION 2: That staff be directed to examine a milestone-based program for volunteer recognition and bring forward a proposal for implementation for Council's consideration in November 2018.

MOTION 3: That Bylaws 10(c.2) Honorary Life Membership and 10(d) Honorary Membership be repealed and replaced with the wording set out in Appendix A.

MOTION 4: That the proposed final bylaw wording set out in Appendix A for the September 2018 bylaw ballot be approved.

MOTION 5: That the proposed Guideline & FAQ For Non-Practising Status be approved.

- MOTION 6:** That the non-practising member/licensee fee for 2019 be set at 75% of the full member annual fee; and that this fee be reconsidered for 2020, taking into account the results of the bylaw vote and uptake of non-practising status.
- MOTION 7:** That any material revenue deficit due to significant changes to forecasted member uptake of non-practising membership be taken from the General Operating Fund.
- MOTION 8:** That the removal of a limit on consecutive years that a member can be on reduced fees be approved.
- MOTION 9:** That the reduced fee schedule for 2019 set out in Appendix C be approved.
- MOTION 10:** That the revised Return to Practice Policy set out in Appendix D be approved.
- MOTION 11:** That the Resumption of Practice application fee be set at \$50 plus GST (1/6 of the full fee) for members who have been on non-practising status for six months or less, \$100 plus GST (1/3 of the full fee) for members who have been on non-practising status for six to eighteen months and \$300 for all other members resuming practice rights.

BACKGROUND

For many years, Engineers and Geoscientists BC has awarded life memberships under the association's Bylaw 10 (c.1). The bylaw entitles members to apply for life membership if they are 70 years of age, have been practising for 35 years or more, and have been a member in good standing for 20 years or more.

In February 2017, the association was the subject of a legal challenge that this bylaw is discriminatory based on age, due to the age requirement (70 years) in order to qualify. The requirement for 20 years of membership and 35 years as a professional may also constitute indirect age discrimination. Under the BC Human Rights Code, membership associations such as Engineers and Geoscientists BC are prohibited from discriminating against individuals on the basis of age.

Council decided to cease exercising its discretion to offer Life Membership effective June 16, 2017. Council also directed a review of the bylaw that governs this process, as well as bylaws that govern related areas: non-practising membership, honorary membership and honorary life membership.

Principles for Proposed Final Solution

Council established six principles for any proposed solution:

- i. Duty to protect the public interest
- ii. Compliance with the Engineers and Geoscientists Act, Bylaws and other legislation
- iii. Fiscal responsibility to the membership
- iv. Inclusivity and alignment with other grades of membership
- v. Consistency and fairness of application; and
- vi. Consideration of stakeholder feedback from consultation.

Proposed Bylaw Changes

Beginning in August 2017, members were consulted on the proposed revisions to the four bylaws listed below. At its April 2018 meeting, Council reviewed the results from consultation, confirmed further changes to the revised bylaw wording and requested that staff bring additional information forward to the June meeting on the bylaw revisions and related processes:

| Bylaw | Précis of Proposed Revisions September 2017 | Further Proposed Revisions April 2018 |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bylaw 10 (c) – Non-practising member | <ul style="list-style-type: none"> • Extend to limited licensees • Require restricted title and compliance with return to practice provisions • Require annual non-practising declaration | <ul style="list-style-type: none"> • Add the option to use the word 'Retired' as an alternative to 'Non-Practising' in the restricted title. i.e. P.Eng., P.Geo., Eng.L., Geo.L. (Non-Practising or Retired) |
| Bylaw 10 (c.1) – Life membership or licensure | <ul style="list-style-type: none"> • Repeal qualifications requirements • Vest current holders with practice or non-practice rights • Require restricted title and compliance with return to practice provisions • Require annual non-practising declaration | <ul style="list-style-type: none"> • Add the option to use the word 'Retired' as an alternative to 'Non-Practising' in the restricted title. i.e. P.Eng., P.Geo., Eng.L., Geo.L. (Non-Practising or Retired) |
| Bylaw 10 (c.2) – Honorary life membership or licensure | <ul style="list-style-type: none"> • Repeal qualification requirements • Vest current holders • Integrate with Bylaw 10(d) | <ul style="list-style-type: none"> • No material changes |
| Bylaw 10 (d) – Honorary membership | <ul style="list-style-type: none"> • Open to members and non-members • Does not grant membership or practice rights • Can be revoked by Council if warranted | <ul style="list-style-type: none"> • Bring proposal to repeal |

At its April 2018 meeting, in addition to revising the restricted title for non-practising members to include the alternative to use the word 'retired', Council:

- Confirmed that the proposed requirement to annually commit to Council not to engage in the practice of professional engineering or professional geoscience would be maintained in the proposed revisions to Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure; and directed that staff develop a user-friendly method for reporting this requirement;
- Directed that staff bring a proposal to Council's June 15, 2018 meeting to repeal bylaws Bylaw 10(c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership;
- Confirmed that the proposed bylaws will be presented for voting in two pairs with one vote for each pair as follows: i. 10 (c) Non-Practising membership or retired and 10(c.1) Life Membership or Licensure; and ii. 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership;
- Directed that staff prepare a guideline consistent with the Act and Bylaws that sets out the rights and responsibilities of members who hold non-practising or retired status, and bring a draft forward for their approval in June; and
- Directed that staff bring a proposed reduced fee schedule to Council in June with revenue projections for bylaw pass/fail scenarios, and a proposal for an amount from the General

Operating Fund that may be needed to offset possible resulting revenue losses for the 2019 fee year.

DISCUSSION

Repeal of Bylaws 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership

At its April 24 meeting, Council directed staff to bring forward a proposal to repeal bylaws 10(c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership. These two bylaws allow Council to recognize certain individuals for “outstanding contributions to the professions”:

- members who have served as president of the association;
- members “who council deems worthy”; and
- non-members.

Council's direction to repeal the bylaws followed a review of feedback from members that indicated support for eliminating these categories of recognition. (For more information on the feedback received from members, please see the detailed [Consultation Summary Report](#) that was tabled for the April meeting.)

To determine the impacts of repealing these bylaws, we undertook a detailed review of the bylaws and their supporting processes. We reviewed:

- the current processes in place that recognize service to the professions by members and non-members, including our volunteer recognition program; and
- the honour and recognition bestowed upon a President at the completion of their term.

We reached out to other organizations to learn more about comparable recognition programs, but did not receive any substantial information at the time of the writing of this report. Any information we are able to gather will be shared verbally during the Council meeting on June 15.

Review: Repeal of Bylaw 10(c.2) Honorary Life Membership

Bylaw 10(c.2) allows Council to recognize members who have served as president of the association and members “who council deems worthy by virtue of outstanding contributions to the professions” with free membership in the association.

Presidents of Engineers and Geoscientists BC play a critical role throughout their year in office, and are recognized for their contributions primarily at the annual conference and related events. The contributions of volunteers are also key to the success of our organization and self-regulatory status, and we have several processes in place to recognize their contributions.

| Group | Recognition | Impact if bylaw eliminated |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| All volunteers | <ul style="list-style-type: none">• Name published in Annual Report volunteer feature• Annual letter of thanks from the President and small gift | None – process would continue |

| | | |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Chairs of Volunteer Groups (e.g. Branches, Divisions, Committees) | <ul style="list-style-type: none"> • Complimentary tickets for some conference events (President's Awards Gala, AGM/breakfast, Recognition Lunch). • Travel reimbursed for some groups. | None – process would continue |
| 10 years of volunteer service | <ul style="list-style-type: none"> • Nomination for Engineers Canada Fellowship, Geoscience Canada Fellowship | None – process would continue |
| Significant volunteer service | <ul style="list-style-type: none"> • Eligibility for the D. C. Lambert Professional Service Award • Eligibility for other association awards, including the Young Professional Award, the C. J. Westerman Memorial Award, and the R. A. McLachlan Memorial Award • Nomination by the association for national awards (e.g. Engineers Canada) or other external awards (e.g. Order of BC) | None – process would continue |
| Service as President | <ul style="list-style-type: none"> • Acknowledgement and key role at the President's awards gala, honors and acknowledgement at the Saturday Recognition Luncheon • Presidential Year in Review Video • Gifted Talking Stick replica • Gifted First Nations print • Stripped Gear Medallion and participation in induction into Order of the Stripped Gear • Provision of Honorary Life Membership (fees waived for life) | All processes would continue, with the exception of the honorary life membership and related fee waiver. |

We recognize that service to the association as President is a significant and important undertaking, requiring a substantial commitment of time, energy, and leadership. The elimination of Honorary Life Membership will discontinue the process of recognizing the President for their contributions via a lifetime fee waiver.

If Council wishes to continue the practice of financial recognition for presidents, it may explore alternative means of compensation through an honorarium, or by implementing a fee waiver policy for presidents outside the association's bylaws. This has been considered by the Nomination and Election Review Task Force and aligns with their Recommendation 7¹.

The options for proceeding are:

1. Implement an honorarium for members who serve as President of the association during their term of service; or
2. Implement a policy to waive fees for members who serve as President of the association for a defined period of time following their term of service; or
3. Take no additional action.

¹ RECOMMENDATION 7 of the Nomination and Election Review Task Force: Implement honorariums for President, Vice President and Councillors, based on recommendations of a qualified third party.

MOTION 1. That staff be directed to implement the option selected by Council for recognition of service for acting as President: Option ____.

Council may also wish to consider enhancing the current volunteer recognition program to recognize long-term service to the association through means other than the awards listed above. This could include the provision of service pins or certificates as volunteers reach milestones in their service to the association (e.g. 10 years, 20 years, 30 years, etc.). This could provide an additional element of recognition for long-term volunteers, especially those who may feel that the elimination of Life Membership indicates their contributions to the association are not valued.

MOTION 2: That staff be directed to examine a milestone-based program for volunteer recognition and bring forward a proposal for implementation for Council's consideration in November 2018.

Review: Repeal of Bylaw 10(d) Honorary Membership

Some non-member individuals make substantial contributions to the professions of engineering or geoscience, and are nominated and recognized with Honorary Membership in the association under Bylaw 10(d). Honorary Membership is a recognition in name only, and does not provide any other membership rights or privileges. We currently have seven Honorary Members.

| Recognition | Impact if bylaws eliminated |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <ul style="list-style-type: none">• Named as an Honorary Member• Certificate and recognition at the annual conference. | This process will be discontinued. |

The number of Honorary Members of the association is low, and their continued involvement following being named as Honorary Members varies widely. Our assessment is that there will be no significant impacts should this bylaw be repealed. Should Council wish to honor the contributions of a non-member of the association in future, we propose that this be undertaken through communication and promotion of the individual's achievements via *Innovation*, our website, and/or social media.

MOTION 3 That Bylaws 10(c.2) Honorary Life Membership and 10(d) Honorary Membership be repealed and replaced with the wording set out in Appendix A.

Final Bylaw Wording

At its meeting in September 2017, Council approved draft revisions to Bylaws 10(c), 10(c.1), 10(c.2) and 10(d) for consultation. Since Council reviewed the proposed Bylaws in April 2018, the following changes have been made:

10(c): c.4 has been expanded include revocation of one's non-practising limited license under s. 20(8) or the Act; the provision for use of the word "retired" has been added to all categories; subheadings have been added to separate the listed post-nominals for Engineers, Geoscientists and Limited Licensees.

10(c.1): c.9 has been re-written to remove the date range of January 1, 1998 to June 16, 1998 [the day Council decided to cease issuing life membership] and instead reference is made to those rights vested under the prior Bylaw 10(c.1) [which is proposed to be repealed]; c.11 has been

expanded include revocation of one's non-practising limited license under s. 20(8) or the Act; the provision for use of the word "retired" has been added to all categories; subheadings have been added to separate the listed post-nominals for Engineers, Geoscientists and Limited Licensees.

10(c.2): c.13 has been re-written to remove the date range of January 1, 1998 to June 16, 1998 [the day Council decided to cease issuing life membership] and instead reference is made to those rights vested under the prior Bylaw 10(c.2) [which is proposed to be repealed]

10(d): 10(d) is now proposed to be repealed [see discussion above] and 10(d.1) now vests those with honorary membership to continue to hold honorary membership. 10(d.2) and 10(d.3) remain necessary as those bylaws make it clear that honorary membership does not include membership or license, practice rights, or voting rights and the honor can be revoked by council.

Approval from Council is sought with respect to the revised Bylaws as set out in Appendix A.

MOTION 4 That the proposed final bylaw wording set out in Appendix A for the September 2018 bylaw ballot be approved.

Guideline & FAQ for Non-Practising Status

The Guideline & FAQ is written in anticipation of the amendments to the bylaws being approved. However, should the bylaw changes fail, there remains much to be salvaged to stand alone as a useful guideline for members and licensees.

The Guideline & FAQ is designed to provide information to members and licensees who are contemplating changing their status to non-practising. The document will also help those who currently do not have practice rights (including existing life members) to understand what they can and cannot do. The fundamental concept is:

Non-practising status does not convey any practice rights. Non-practising members and non-practising limited licensees have no greater right to engage in the practice of professional engineering or geoscience than any other member of the general public who is not a member of the Association.

In this context, the subjects addressed are:

1. Work;
2. Name & Title;
3. Seal;
4. Benefits for Non-Practising Members; and
5. Return to Practice.

MOTION 5 That Council approve the proposed Guideline & FAQ for Non-Practising Status.

Proposed 2019 Non-Practicing Fee and Reduced Fee Schedule

As directed by Council, staff have prepared revenue projections for the 2019 fee year for bylaw pass and fail scenarios. This includes:

- a. establishment of a separate annual fee for members in the non-practising (retired) category; and
- b. reduced fees for members whose annual active income from employment is less than \$31,000 gross from employment of \$31,000 net from self-employment. This level of income is based on Statistics Canada's [Low Income Cutoff Level](#) and is the basis for past reduced fee qualification.

Member consultation has indicated a preference for a low non-practising membership fee that is commensurate with the associated reduced rights and restricted title and reflective of the variable cost of keeping a non-practising member on the register

Staff are suggesting that, in order to manage the downside risk to revenues of introducing a low (e.g. 25% of the full member fee) in 2019, the non-practising fee be introduced at a higher level (75% of the full member fee); and that Council consider lowering it in 2020 and 2021 after the results of the bylaw vote and the uptake of non-practising membership is known.

Staff have also reconsidered the current limit of two consecutive years for members with an annual active income of \$31,000 or less to qualify to pay the reduced fee. This limit was approved by Council in 2016 for the 2017 and 2018 fee years. We have heard concern from members who are practising part-time, on family or educational leave or retired from employment that a two year limit does not take into account these situations. With the current accounting systems, the two year limit is also extremely difficult to track and administer.

Appendix C contains an analysis of the estimated uptake of non-practising status and additional resignations of membership with revenue implications at three non-practising fee levels and for bylaw pass and fail scenarios.

MOTION 6 That the non-practising or retired member/licensee fee for 2019 be set at 75% of the full member annual fee; and that this fee be reconsidered for 2020, taking into account the results of the bylaw vote and uptake of non-practising status.

MOTION 7 That Council approves that any material revenue deficit due to significant changes to forecasted member uptake of non-practising or retired membership be taken from the General Operating Fund.

MOTION 8 That the removal of a limit on consecutive years that a member can be on reduced fees be approved.

MOTION 9 That the reduced fee schedule for 2019 set out in Appendix C be approved.

Proposed Return to Practice Policy and Fee Revisions

The federal Employment Insurance Act (EIA) was amended on December 3, 2017 to allow birth mothers to take their employment insurance (EI) benefits over an 18-month period. A birth mother may now combine these extended parental EI benefits with her 15 weeks of maternity EI benefits for a total benefit period of 18 months. To date, the B.C. Employment Standards Act (ESA) has not been amended, which means that provincially-regulated B.C. employers are still required to provide

for only 12 months of unpaid combined maternity and parental leave for birth mothers and 37 weeks of parental leave for biological fathers and adoptive parents.

Return to Practice Policy

The EIA changes present an opportunity to amend the Return to Practice Policy.

- a. To revise the 'expedited reinstatement' level (created for members removed on March 1 of each year for non-payment of fees to reinstate their practice rights via a self-serve online process) by extending this level to all those who resume practice rights within six months after opting for non-practising status, resigning or being removed for non-payment of fees. The six months addresses the maternity leave of 15 weeks in the EIA and 17 weeks in the ESA; and also takes into account the association's practice since 2016 to allow members removed for non-payment to reinstate their practice rights up to two months following the removal date (March 1 of each year) through a self-serve online system:

and

- b. To increase the former first (minimum proof of competence) level from 12 to 18 months.

A redlined version incorporating the proposed changes to the Return to Practice Policy is in Appendix D.

Resumption of Practice Application Fee

It is proposed that the changes to the Return to Practice Policy be accompanied by changes to the current graduated Resumption of Practice application fee to recognize the administrative costs at each level of return to practice and to provide some financial relief to those who are unable to practice for a short period of time. The proposed changes to the application fee would reduce revenues by approximately \$12,000 annually based on current volumes.

| Non-Practising Category | Typical Annual Volume | Current Fee | Proposed Fee | Revenue Loss |
|-------------------------------------|-----------------------|-------------|--------------|--------------|
| Category A - 6 months or less | 76 | 150 | 50 | \$ 7,600 |
| Category B - >6 months to 18 months | | | | |
| 6 months to 12 months | 16 | 150 | 100 | \$ 800 |
| 12 months to 18 months | 16 | 300 | 100 | \$ 3,200 |
| Category C - >18 months | 92 | 300 | 300 | - |
| Total Revenue loss | \$ 12,000 | | | |

:

MOTION 10 That the revised Return to Practice Policy set out in Appendix D be approved.

MOTION 11 That the Resumption of Practice application fee be set at \$50 plus GST (1/6 of the full fee) for members who have been on non-practising status for six months or less, \$100 plus GST (1/3 of the full fee) for members who have been on non-practising status for six to eighteen months and \$300 for all other members resuming practice rights

Communication to Members

Members have been kept informed of Council's progress in considering their feedback on the proposed bylaw amendments. Communication to members will continue throughout the summer in the lead-up to the member ratification vote in early September and will be delivered through the association's primary communications channels.

| June | July | August | September |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Approval of proposed bylaws• Website content updated; Q&A and FAQs added | <ul style="list-style-type: none">• Feature in July ENews• Bylaw backgrounder for voting module drafted | <ul style="list-style-type: none">• Feature in July/Aug Innovation• Reminder in August ENews | <ul style="list-style-type: none">• Launch of ratification vote |

RECOMMENDATIONS

- MOTION 1:** That staff be directed to implement the option selected by Council for recognition of service for acting as President: Option ____.
- MOTION 2:** That staff be directed to examine a milestone-based program for volunteer recognition and bring forward a proposal for implementation for Council's consideration in November 2018.
- MOTION 3:** That Bylaws 10(c.2) Honorary Life Membership and 10(d) Honorary Membership be repealed and replaced with the wording set out in Appendix A.
- MOTION 4:** That the proposed final bylaw wording set out in Appendix A for the September 2018 bylaw ballot be approved.
- MOTION 5:** That the proposed Guideline & FAQ For Non-Practising Status be approved.
- MOTION 6:** That the non-practising member/licensee fee for 2019 be set at 75% of the full member annual fee; and that this fee be reconsidered for 2020, taking into account the results of the bylaw vote and uptake of non-practising status.
- MOTION 7:** That any material revenue deficit due to significant changes to forecasted member uptake of non-practising membership be taken from the General Operating Fund.
- MOTION 8:** That the removal of a limit on consecutive years that a member can be on reduced fees be approved.
- MOTION 9:** That the reduced fee schedule for 2019 set out in Appendix C be approved.
- MOTION 10:** That the revised Return to Practice Policy set out in Appendix D be approved.
- MOTION 11:** That the Resumption of Practice application fee be set at \$50 plus GST (1/6 of the full fee) for members who have been on non-practising status for six months or less, \$100 plus GST (1/3 of the full fee) for members who have been on non-practising status for six to eighteen months and \$300 for all other members resuming practice rights.

APPENDIX A - Final Proposed Bylaw Wording

APPENDIX B – Proposed Guideline and FAQ regarding Non-Practising or Retired Status

APPENDIX C – Non-Practising Fee, Revenue Forecasts and Reduced Fee Policy

APPENDIX D – Proposed Changes to the Return to Practice Policy

APPENDICES

| | |
|------------|------------------------------------------------------|
| Item 4.3 | Appendix A |
| Item 4.6.2 | Appendix A Appendix B |
| Item 4.8 | Appendix A |
| Item 5.6 | Appendix A |
| Item 5.7 | Appendix A Appendix B Appendix C |
| Item 5.8 | Appendix A |
| Item 5.9 | Appendix A Appendix B Appendix C |
| Item 5.11 | Appendix A Appendix B |
| Item 5.13 | Appendix A Appendix B Appendix C |
| Item 5.14 | Appendix A Appendix B Appendix C Appendix D |

2018 President's Awards Recipients Profiles

C.J. Westerman Memorial Award

Michael Miles, P.Geo.

Michael Miles, P.Geo. is a professional geoscientist specializing in hydrology and fluvial geomorphology with over 38 years of experience in western and northern Canada and Alaska. His professional career includes working for the Terrain Sciences Division of the Geological Survey of Canada and the BC Government Resource Analysis Branch. Michael incorporated his consulting firm in 1982, M. Miles and Associates Ltd. and has completed over 400 projects ranging from detailed hydrotechnical analyses to reviewing the adequacy of provincial or national data collection of environmental impact assessments.

Mr. Miles has contributed hundreds of peer-reviewed papers and technical reports. He has significantly advanced our understanding of physical processes in rivers, and has pioneered techniques used in river restoration. Mr. Miles was a member of the team, which received the ACEC-BC 'Award of Excellence' for flood-related studies in Prince George, BC.

Mike has a remarkable generosity of spirit, is always willing to share his knowledge and experience with others. He continues to contribute actively on a volunteer basis to advancing the profession through his work with the Canadian Water Resources Association, River Restoration Northwest, as a guest lecturer and student mentor, and as an advocate for expanding the science knowledge base before renewal of the Columbia River Treaty. He has contributed to a standard reference guide titled "Hydrology of Floods in Canada", and to revising federal regulations on behalf of Fisheries and Oceans Canada.

He has contributed substantially to various communities over the years, for example as a founding member of Mountain Equipment Coop, and with the UBC Varsity Outdoor Club, the Victoria Scuba Club, the South Island Sea Kayaking Association, and the Upper Fraser Fisheries Conservation Alliance. His passionate determination to help 1,800 Canadian families recover over \$688 million in assets lost due to fraudulent institutional activities during the 2008 financial crisis is truly incredible, and a testament to the strength of his character.

R.A McLachlan Memorial Award

Dr. Elizabeth Croft, P.Eng., FEC

Dr. Croft is a true inspiration to women in academia, industry, and all aspects of Science Technology Engineering and Mathematics (STEM) through her successful research in the field of robotics coupled with her passion for the promotion of women in STEM. Over the past 25 years, Dr. Croft has contributed significantly to the advancement of robotics in the field of engineering of human-robot interactions and within the medical field. She has made numerous conference presentations, written refereed and non-refereed publications, technical reports, and has many patents to her name within this field of engineering.

Dr. Croft was appointed as Dean of Engineering at Monash University in January 2018. Prior to this she was Senior Associate Dean at the Faculty of Applied Science at the University of British Columbia (UBC). During her time at UBC, Dr. Croft established key collaborations with industry. As founder and Associate Director of the Collaborative Advanced Robotics and Intelligent Systems Lab, her research investigated how robotic systems efficiently operate in partnership with humans and in doing so authored over 140 publications in human-robot interactions. Application of her work has been instrumental in the advancement of robotics within the healthcare field.

Dr. Croft has an exceptional record of accomplishment in advancing women's representation and participation in engineering. Most recently, as Natural Science and Engineering Research Council of Canada Chair for Women in Science and Engineering, she worked with a wide range of academic, industry and government stakeholders on strategies to improve women's participation in STEM

disciplines. Dr. Croft has worked tirelessly to recruit and to advance women in the STEM fields, supporting the Westcoast Women in Engineering, Science and Technology (WWEST) program. During her tenure, she inspired conversations about STEM and changed the way industry integrated and motivated women to be involved and engaged throughout their career. She changed how young women viewed their place in industry. She helped UBC Engineering increase their annual female undergraduate admissions levels from 19% to 30% and supported the important work of internal groups such as WWEST, and Women in Engineering in helping young women progress in the STEM fields.

Her outstanding contributions to education and research have earned Professor Croft considerable acclaim, including the NSERC Accelerator Award from the Natural Sciences and Engineering Research Council of Canada (2007-10), the Alan Blizzard Award, Society for Teaching and Learning in Higher Education in 2008, the Women of Distinction Award in Education, Training and Development from the Vancouver YWCA in 2013, and the Professional Service Award from Engineers and Geoscientists BC in 2005.

Meritorious Achievement Award

Michael Wei, P.Eng.

Over the last 30 years, Mike Wei has exemplified a high degree of professionalism, demonstrated exceptional leadership, and made profound contributions to the protection of British Columbia's and Canada's groundwater resources. As former Head of the Aquifer and Watershed Science Section of the BC Ministry of Environment, Mike was the provincial government technical expert in developing and implementing groundwater legislation, including the Water Sustainability Act, as well as the Water Sustainability Regulation and Groundwater Protection Regulation. Mike's leadership throughout the development of the Groundwater Protection Regulation was nothing short of exemplary. From the time he assumed the role of co-Chair of the Groundwater Advisory Board around 2004 until the Water Sustainability Act was enacted, Mike worked diligently to ensure that the Regulation would not unduly burden well owners and water well industry, while at the same time function to protect groundwater resources across British Columbia.

Throughout his career in government, Mike's technical contributions have also included the development of numerous groundwater protection tools (e.g. BC Aquifer Classification System, Well Protection Toolkit) which are used by communities and practitioners across the province. Over his career, he also managed several critical groundwater-monitoring programs in the province. Mike Wei's role in government far exceeded regulation and policy development and implementation – he is a highly respected hydrogeologist and practices his science with integrity and informed insight. He helped to develop BC's groundwater science knowledge through careful scientific studies spanning groundwater development through contamination. He is recognized in BC and across Canada as a leader in groundwater regulation and policy development.

Mr. Wei recently retired from government and is now pursuing a second career as a private hydrogeological consultant and volunteer. In 2017 he was recognized by the Province of BC as a recipient of the Premier's Award – Legacy Category, and by the Canadian National Chapter of the International Association of Hydrogeologists as the recipient of the Robert. N. Farvolden Award. It is highly fitting that Mike be considered to receive the Meritorious Achievement award at this time as it follows on the heels of the recent (February 29, 2016) enactment of the Water Sustainability Act – a testament to his professional contributions to the Province of BC, Canada, and the hydrogeological profession.

D.C. Lambert Professional Service Award

Dr. Sheryl Staub-French, P.Eng.

Dr. Sheryl Staub-French's commitment to advancing diversity in the engineering industry, her continuous efforts in promoting science, technology, engineering and mathematics (STEM) and her unwavering

commitment to the progression of Building Information Modelling (BIM) exemplify her tenacity in not just advancing the profession but of her determination to improve it. The Faculty of Applied Science at the University of British Columbia has greatly benefited from Dr. Staub-French's continuing time and dedication to advance the engineering profession in areas of equity. Most recently, she was named the new Equity, Diversity and Inclusion Advisor at UBC.

This position was created to produce an environment where gender equality and highly diverse populations from all backgrounds are encouraged, nurtured and given the opportunity to thrive. Dr. Staub-French aspires to make gender parity and greater representation of minority and marginalized groups a reality. Due to her extraordinary efforts and dedication to advancing this cause within industry, Dr. Staub-French was named a "STEM Star" by the BC Business Magazine in 2018.

As an advocate of, and active participant in Engineers Canada's 30 by 30 diversity strategy, Dr. Staub-French is leading the conversation about diversity in engineering and geoscience and is playing an active role in guiding and fostering collaboration between the engineering and geoscience regulators across Canada, post-secondary institutions and community groups to make this strategy a success. Dr. Staub-French identified the need to create greater diversity within the professions of engineering and geoscience, found key areas where knowledge and education could be improved to achieve this, and then began to create programs to address this. Her strategy worked to support elementary and high school students, parents, teachers, post-secondary schools and industry. Her multi-level approach demonstrates the commitment as well as the creative thought process needed to approach such a complex issue.

Dr. Staub-French is an active researcher and consultant in BIM and has been for over 15 years. Her work aims to help project teams make informed decisions by identifying the cost, constructability, and operational implications of their design decisions, and by better managing the model-based coordination process. She has published over 50 papers and made numerous presentations in her focus area and leads an interdisciplinary research team that concentrates on developing new tools and techniques to capture, manage and analyze building information. Dr. Staub-French is an exemplary engineer renowned for her work and research in the field of BIM, a true advocate of the profession and a leader in the conversation on diversity within the engineering industry.

Community Service Award

David Desrochers, P.Eng.

David Desrochers, P.Eng. is a dedicated and honourable individual whose fundamental goal in life is to make the world a better place to live for everyone. He has demonstrated this through his on-going and exceptional dedication to the BC Ride to Conquer Cancer. After having participated in the BC Ride to Conquer Cancer cycling team 'Brainiacs' for a couple of years, he poured his heart and soul into building a larger, stronger team in 2013. These efforts of recruiting and supporting new riders grew the team from 32 members to an amazing 230 riders, making the Brainiacs the largest team in the history of the BC Ride to Conquer Cancer. That year the team raised a record-setting \$589,000, which remains the highest record. It takes an extremely dedicated engineer to persuade over 200 people into riding their bikes 250 km from Vancouver to Seattle in one weekend at the cost of each raising a minimum of \$2500 in donations. This remarkable achievement was formally recognized by Vancouver City Council. Since its founding in 2009 by four brain cancer survivors, the Brainiacs have raised more than \$1,700,000. In his 6 years of membership, Mr. Desrochers remains an integral part of the team, ensuring that new riders are supported in training and fundraising. As a team co-captain, he also secures and maintains relationships with important team sponsors.

Mr. Desrochers currently works at the District of North Vancouver – Engineering, Parks, and Facilities as the Manager, Engineering Projects and Planning where he is responsible for supervising 12 staff for project coordination and/or delivery of engineering infrastructure associated with over \$1 billion of major capital works. He is also responsible for managing the project delivery of the \$14 million – 5 lane Keith Road Bridge and \$8 million Montroyal Boulevard Bridge.

Mr. Desrochers is also active in his professional community by organizing and hosting an annual curling bonspiel for professional engineers and geoscientists through the association's Victoria branch for the past 25 years. The bonspiel is a two day event that generally sees about 120 engineers, geoscientists, and their colleagues come together to enjoy each other's company in the spirit of friendly competition and teamwork. Mr. Desrochers has a long history of community service through coaching children's sports team, organizing charitable events to support families in need over Christmas, supporting the United Way, and various other ventures.

Teaching Award of Excellence **Dr. Bradley Buckham, P.Eng.**

Dr. Bradley Buckham, P.Eng. is an extraordinarily talented and dedicated teacher and researcher at the University of Victoria's Faculty of Engineering. His enthusiasm, knowledge, professionalism and approachability have inspired engineering students, undergraduate and graduate alike, for the last fifteen years. Dr. Buckham has devised a remarkably effective mix of ingredients to inspire and motivate students for true learning and a career in engineering. This includes: uncompromising high standards; a knack for conveying complex concepts; ability to explain and relate material through metaphors and link to real world examples; in-class demonstrations; integrated discussion of professional engineering practice and impacts on society; a unique ability to engage students in and outside the classroom; a true open door policy giving students unprecedented access to support, even with courses having nearly 300 students.

His impact on first year students is immense: his rigorous introduction of mechanics and the tutoring of students in systematic problem solving imparts students with invaluable skills for the rest of their program and, indeed, their career. First year students who for the most part are still unsure about what engineering entails are, by the end of term, excited to become engineers thanks to Dr. Buckham's tangible illustrations of what engineers do, how they do it by integrating knowledge and skills, and how the profession positively affects society. Dr. Buckham has glowing Course Effectiveness scores, putting him at the top of the entire faculty of engineering year after year. Another illustration of his motivational impact is a phenomenon known as the "Buckham effect" in the Faculty of Engineering, that is an increase in students who wish to switch to mechanical engineering after they take Dr. Buckham's first year course. He is the only UVic professor to have been awarded the faculty teaching award twice.

He has also been a champion for the continuous improvement of the BEng program. In particular, he has led both the Curriculum and Accreditation committees. His dedication and commitment to capitalize on the recently introduced criteria relating to graduate attributes and continuous assessment to systematically review and renew the curriculum has engaged all colleagues in the department, breathed new enthusiasm, and led to not only a successful accreditation review but also to a framework for continuous program and curriculum improvement.

Teaching Award of Excellence **Dr. David Nelles, P.Geo.**

Dr. David Nelles, P.Geo. is a Senior Lab Instructor in the School of Earth and Ocean Sciences (SEOS) at the University of Victoria, responsible for teaching and/or coordinating all earth science labs, field trips, and field schools beyond first year. While he does not formally lecture in the classroom, Dr. Nelles teaches extensively in the educational settings mentioned above, which are vitally important to geoscience students in developing a true understanding of earth science and the practical knowledge and skills required for a successful career in the field.

In this role, he is able to interact with students in more courses and at a deeper level. He is outstanding at teaching in the lab and particularly in the field, where he truly inspires students with his broad knowledge and passion for earth science. He is amazingly energetic, and even in multi-day/multi-week field trips/field schools he never tires of spending one-on-one time with students to help them discover new geologic knowledge or interpretations. Dr. Nelles has been simply legendary to countless SEOS students for his contributions to their education and their careers. Students often note that the reason they chose to go

into earth science or succeeded in their careers was the example Dr. Nelles set with his passion for the subject and his intuitive but rigorous approaches to observing and seeking to understand/interpret earth structure and processes in the field.

Dr. Nelles goes over and above to provide service to students, and is a key support person for the undergraduate student society GASEOS (General Assembly of Students in Earth and Ocean Sciences), which is one of the most active student societies at the University. He regularly assists the group in organizing and running student-led field trips, short-course offerings, and Industry Information sessions.

He attends the twice-yearly Student Information Nights, and is a regular and active contributor to educational outreach at UVic. He also organizes and hosts elementary-school class visits to SEOS, as well as going out to visit schools to talk about earth science topics.

Dr. Nelles also gives back to his profession, having served on Engineers and Geoscientists BC's Geoscience Academic Advisory Sub-Committee for many years. He also undertakes regular geoscience reviews of GIT applications for the association. Dr. Nelles is SEOS's liaison to Engineers and Geoscientists BC and the school's Professional Registration advisor for students, answering their questions about academic requirements for professional registration with the association.

Young Professional Award

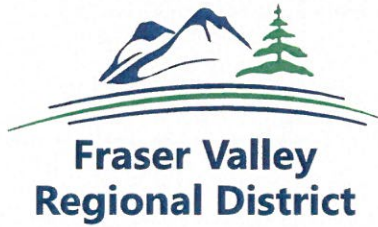
Nathan Ozog, P.Eng.

Mr. Ozog gained early recognition as an exceptional employee at BC Hydro as a protection and controls engineer and in turn has been promoted and entrusted with complex projects at an early stage in his career. Currently, Mr. Ozog has taken on a challenging project leadership role that requires securing BC Hydro's cyber devices against external intrusion as part of the Critical Infrastructure Protection program (CIP) for BC Hydro's extra high voltage transmission substation electronic equipment, to meet new regulatory cybersecurity standards defined by the North American Electric Reliability Corporation. Because these devices are critical to electric supply reliability, this project is closely monitored by the highest level of BC Hydro's management, and the BC Utility Regulator. Mr. Ozog has been responsible for steering all technical aspects of this project, and coordinating substantial engineering resources required to develop strategies, procedures, and technical solutions that do not currently exist within BC Hydro or the marketplace.

Mr. Ozog also works as a sessional instructor at UBC in the department of Electrical and Computer Engineering, after receiving a Master of Applied Science (Power Systems). In this role, he is able to share his experience with and was directly responsible for helping to shape the next generation of engineers.

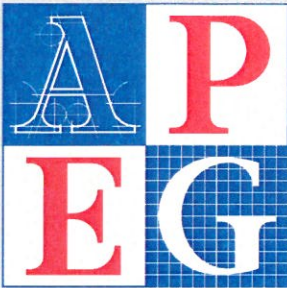
Mr. Ozog is an active and dedicated volunteer for Engineers and Geoscientists BC, giving back to the professions over the past decade. He has served many roles at the branch level and dedicated 100's of hours a year to managing branches and bringing professionals together. He has served as Chair of the Vancouver Branch, as well as Chair of the Branch Representatives, providing leadership to the branch network while promoting the professions and encouraging members to become involved with the association.

With an outstanding professional career at an early age, Mr. Ozog still makes time for community engagement. An avid squash player, he is a board member with Squash BC and serves on their nomination committee. Mr. Ozog has also volunteered with Big Brothers and Big Sisters Canada. Mr. Ozog serves as a role model to aspiring engineers – he is personable, intelligent, capable, and an active participant in the professions.



Guide to Geo-Hazard

Assurance Statement for Development Approvals



Professional Engineers
and Geoscientists of BC

Revision to include
updated logo

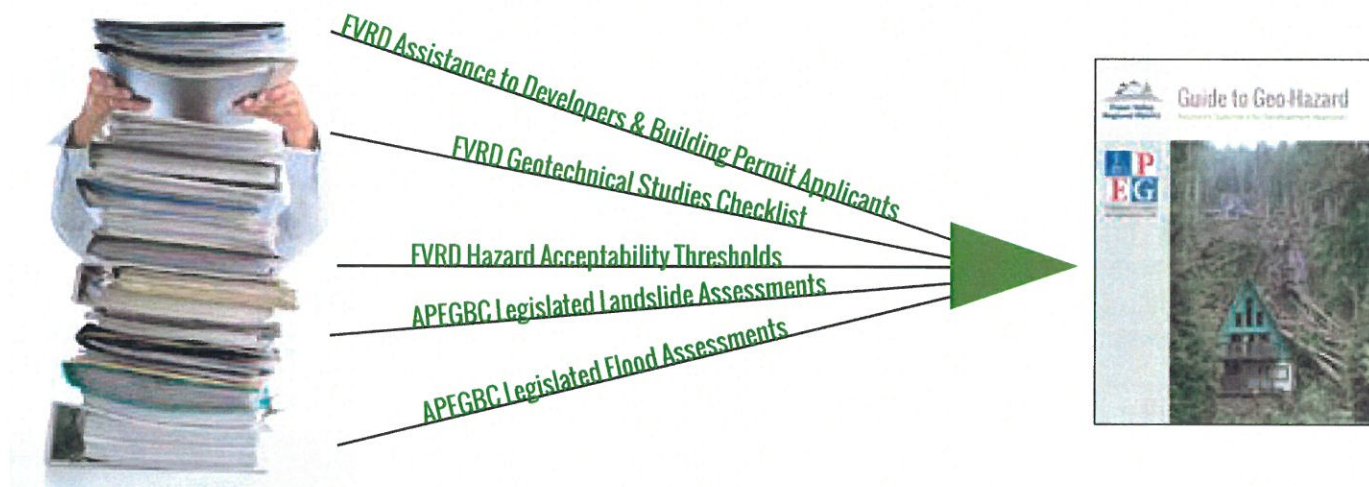




Re-engineering the process

What Process?

The Fraser Valley Regional District (FVRD) and the Association of Professional Engineers and Geoscientists (APEGBC) have partnered to create an improved geo-hazard assessment review and assurance process. We have streamlined the reporting process and reduced five forms into one. While the Assurance Statement is comprehensive, it is intended to supplement, not replace, a geo-hazard report.



Why?

We want to help you prepare a thorough and efficient hazard assessment for your client. The old process was time consuming for you and us. It didn't result in standardized information, resulting in a lot of back and forth on both sides seeking clarification. All of which bogged the process down.

How can we help?

We encourage you to contact us early on in the process to gather important background information. We can provide:

- access to a geo-hazard report library
- site specific details for your application
- a timeline for your review and approval process
- advice regarding your proposal and any challenges it may face



1-800-528-0061



planning@fvrld.ca



Re-engineering the process

Other common factors to take into consideration when preparing your report include:

Determining which report

The type of proposed development affects the scope of the hazard assessment. For example, determining a safe building site for a new home requires a site specific report. Determining if a property is suitable for a new use and rezoning application could require a feasibility level report. Regardless of the type of report submitted, the Geo- Hazard Assurance Statement for Development Approvals form must also be submitted. QPs should contact the FVRD for guidance on report scope.

Working other technical professionals

We strongly encourage you to contact us to determine if an opinion from another technical professional is required. This will also ensure technical recommendations do not cause conflict. An example being where mitigative works are proposed within the RAR Streamside Protection and Enhancement Area (SPEA), but are not addressed by the RAR Qualified Environmental Professional.

Considering upslope crown land activities

The mountain areas in the FVRD are working forests that over time experience resource extraction and forest harvesting activities. Many FVRD Electoral Area homes and subdivisions are located downslope of crown forest, and these lands can expect future activity. Accordingly, geo-hazard assessment report recommendations should expect crown lands to be working lands which do not provide mitigative buffers between developments and harvesting or extraction activities.

Deciding which seal to use – P.Eng. or P.Geo?

The APEGBC guidelines provide definitions for Professional Engineer and Professional Geoscientist in accordance with the *Engineers and Geoscientists Act*. In general, if the report is:

- limited to hazard assessment without structural mitigation measures, either a P.Eng. or P.Geo. seal may be appropriate
- includes recommendations for mitigation measures (dyke, debris basin, bank protection works, other structural mitigation works, building elevation, building floodproofing), design of such works will require a P.Eng. seal. The design can supplement a report sealed by a P.Geo.

In certain cases, it may be appropriate for work to be performed by an APEGBC limited licensee (Eng.L. or Geo.L). Individual Qualified Professionals should contact APEGBC if there is uncertainty.

Flood Hazard Assessments (new paragraph)

Geohazard reports that include flood hazard assessments must reference in Table H (page 8):

- setback recommendations from specified location such as natural boundary, top of bank or another suitable basis; and
- flood construction level (FCL) for future development and including specification of an appropriate method of achieving the FCL.



Re-engineering the process

Signing off on properties with multiple hazards

In the Fraser Valley Regional District, many properties are located in areas of multiple hazards, such as snow avalanche, flooding, landslide, and more. In multiple hazard scenarios, what QP sign off is required? The answer depends on if the hazards are inter-related, or if they stand alone.

| | | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inter-related Hazards | Hazards that are connected or influence each other in their occurrence and/or mitigation | The lead QP is responsible for identifying an appropriate range of hazards to be assessed. The lead QP may rely on supporting reports (independently reviewed, signed and sealed) that are appended to the primary report to provide a comprehensive hazard assessment. Only the lead QP is required to submit an Assurance Statement QP's preparing supporting reports are not required to submit a separate Assurance Statement. |
| Unrelated Hazards | Hazards which are distinct and do not influence each other due to physical separation/distance, their nature or by other means | It is expected that separate Assurance Statements will be provided, each addressing one or more hazards as appropriate, and each appending a separate report. |

Individual QPs should contact the FVRD if there is uncertainty.

Feedback

Our goal is to:

- streamline paperwork
- create a standard framework with efficient and clear expectations
- reduce requests for additional information or clarification

Dawn Smith
Planner II
Fraser Valley Regional District
dsmith@fvrld.ca or 604-702-5074

Peter R. Mitchell, P.Eng.
APEGBC Director, Professional Practice,
Standards and Development
mitchell@apegbc.bc.ca or 604-430-8035

Thank you!

Geo-Hazard Assurance Statement

for Development Approvals

Please complete this form in its entirety. If fields are left blank, the form will be returned.

A. Project Information

Date _____ FVRD File No. _____

Property Information

Project Name & Description _____

Legal Description _____

Site Address _____ PID _____

Client Information

Name _____

Role ☐ Property Owner ☐ Developer ☐ Other

Client Address _____

Qualified Professional Information

Name _____

EGBC Designation ☐ P.Eng. ☐ P. Geo. ☐ Eng.L. ☐ Geo.L.

Company Name _____

Mailing Address _____

Email Address _____ Phone # _____

Geohazard Report Reference

Title _____ Date _____

Personal information on this form is being collected in accordance with Section 27 of the Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165; Part 9, Division 1 [Building Regulation] and Part 14 [Planning and Land Use Management] of the Local Government Act, RSBC 2015 Ch. 1; and Section 56 of the Community Charter, SBC 2003 Ch. 26 and will only be collected, used and disclosed for the purpose of administering geo-technical hazard reviews and assurance statements related to development approvals. Questions? Contact FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6; 604-702-5000 or 1-800-528-0061; or FOI@fvr.ca.



Geo-Hazard Assurance Statement

for Development Approvals

B. Assurance

Based on the contents of this Assurance Statement and the Report, I hereby give assurance that:
(Specify ALL that apply.)

| | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Development Permit Building Permit <input type="checkbox"/> Community Charter <input type="checkbox"/> Seismic Slope | The Report will “assist the local government in determining what conditions or requirements under it will impose in the permit”, as required by the <i>Local Government Act</i> (Division 7) “The land may be used safely for the use intended”, as required by the <i>Community Charter</i> (Section 56) The Report addresses the requirements of the BC Building Code 2006, 4.1.8.1.6 (8) and 9.4.4.4 (2), as detailed in the BC Building & Safety Policy Branch Information Bulletin B10-01, Jan 18, 2010 |
| <input type="checkbox"/> | Floodplain Management Bylaw Exemption | “The land may be used safely for the use intended”, as required by the <i>Local Government Act</i> . (Section 524) |
| <input type="checkbox"/> | Subdivision | “The land may be used safely for the use intended”, as required by the <i>Land Title Act</i> (Section 86). |
| <input type="checkbox"/> | Other (e.g. Zoning Bylaw Amendment, Official Community Plan Amendment, Temporary Use Permit, etc.) | <Insert statement as appropriate> |

C. EGBC Professional Practice Guidelines

The Report and this Assurance Statement should be completed in accordance with the current version of one or both of the following Professional Engineers and Geoscientists of BC (EGBC).

- *Legislated Flood Assessments in a Changing Climate in BC*
- *Legislated Landslide Assessments for Proposed Residential Development in British Columbia, (“EGBC Landslide Guidelines”).*

These two documents are collectively referred to as the “EGBC Guidelines”. The italicized words in this Assurance Statement are defined in the EGBC Guidelines.

The Report has been prepared pursuant to the following EGBC Guidelines (*check one or both as applicable*).

- ☐ EGBC Flood Guidelines
- ☐ EGBC Landslide Guidelines



Geo-Hazard Assurance Statement

for Development Approvals

If the Report is **not** prepared pursuant to either of the EGBC Guidelines, please explain.

D. Background Information

Qualified Professionals **must** confirm and check that each item is included in the Report.

- ☐ 1. Property location map — 8.5 x 11 size
- ☐ 2. Development proposal site plan — 8.5 x 11 size. *If a subdivision, show the parent parcel and all lots to be created, including any remainder.*
- ☐ 3. Description of the proposed development project (including building use) to the extent this is known at the time of Report preparation. *Specify ALL that apply.*
 - ☐ residential
 - ☐ industrial
 - ☐ commercial
 - ☐ institutional
 - ☐ other _____



Geo-Hazard Assurance Statement

for Development Approvals

E. Technical Requirements

Report Content

- ☐ 4. Relevant information pertaining to the Property and pertinent potential hazards from appropriate background sources, including the FVRD online library.
 - ☐ 5. Time limitation or condition statement to describe extent the FVRD may rely on the Assurance Statement and Report for development approvals, and when resubmittal is recommended.
 - ☐ 6. Maps, illustrations and diagrams to illustrate areas referred to in the Report.
 - ☐ 7. Description of field work conducted on and, if required, beyond the Property.
 - ☐ 8. Contact and consultation with the Fraser Valley Regional District. Provide name and title of contact.
-
- ☐ 9. Review of relevant FVRD bylaws and other statutory requirements.
 - ☐ 10. Restrictive covenants registered against the Property title that pertain to geohazards (obtain copies of covenants from lawyer or notary).
 - ☐ 11. Notation of any visibly apparent geohazards or other hazards identified in background reports, which are not identified and addressed in this Report.
 - ☐ Yes. Provide details in Section H: GeoHazard Summary Table.
 - ☐ No visibly apparent geohazards.
 - ☐ 12. Does the report rely on one or more supporting reports, each of which is independently reviewed, signed and sealed. If yes, provide details in Section H: Geohazard Summary Table.
 - ☐ Yes. Provide details in Section H: GeoHazard Summary Table.
 - ☐ No. Supporting reports were not used.
 - ☐ 13. For subdivision approval, the Report addresses natural hazards for:
 - ☐ the parent parcel prior to subdivision
 - ☐ any lots to be created (including any remainder)
 - ☐ not applicable; no subdivision proposed



Geo-Hazard Assurance Statement

for Development Approvals

Geohazard Assessment, Risk Acceptability and Risk Transfer

- ☐ 14. In considering the above-noted potential hazards that may affect the property, I have:
- ☐ reviewed and characterized the potential hazard(s)
 - ☐ estimated the potential frequency and magnitude of the potential hazard(s)
 - ☐ referenced supporting reports
 - ☐ Yes ☐ No
 - ☐ identified if a pre-existing assessment of hazard frequency and magnitude was used
 - ☐ Yes ☐ No
 - ☐ considered the potential effects of climate change in the context identified in the Report
 - ☐ considered the potential effects of changed future conditions (upstream watershed changes, forestry activity, land use changes, sea level rise, etc.) in the context identified in the Report
- ☐ 15. This Assurance Statement pertains to all geohazards that are assessed in the Report and any supporting reports, and accurately reflects the contents of those documents.
- ☐ 16. The FVRD has adopted "Hazard Acceptability Thresholds for Development Approvals by Local Government", which provides a specific level of hazard or risk tolerance. I have included a Hazard Summary Table which:
- ☐ lists all the potential hazards addressed by the Report and any supporting reports
 - ☐ provides an annual return frequency and acceptability threshold classification for the unmitigated condition
 - ☐ proposes mitigative measures to appropriately reduce the geohazard risk
 - ☐ Yes ☐ No
 - ☐ provides an annual return frequency and acceptability threshold classification for the mitigated condition
 - ☐ Yes ☐ No
- ☐ 17. The Report describes the potential transfer of geohazard risk to other properties or infrastructure as a result of the proposed project (including any proposed *mitigation works*) and
- ☐ Yes, there is a transfer of risk
 - ☐ No, there is no transfer of risk



Geo-Hazard Assurance Statement

for Development Approvals

Mitigation and Design Recommendations

The Report contains the following items:

- ☐ 18. Implementation steps for the identified structural mitigation works (in terms of design, construction and approval).
- ☐ 19. Clearly identified safe locations for building(s), ancillary structures, and onsite utility services (as applicable, such as a septic field) out of the natural hazard area as a preferred development alternative.
- ☐ 20. Commentary on the effectiveness of proposed structural mitigation works in terms of ability to reduce the potential hazard impact, and identification of any residual risk that would remain.
- ☐ 21. Proposed operation and maintenance actions that will be necessary in order for the level of safety to be maintained in the future, with indications of who should be responsible for those actions and when.

Riparian Area Regulation (if applicable)

- ☐ 22. QP must review RAR assessment report to avoid conflict with Geohazard Report recommendations.

F FVRD Supplemental Requirements

The following points are understood by the Qualified Professional when submitting a Report:

- ☐ 23. Permission is granted to the FVRD to use the Report in considering approval of the proposed development on the property, provided that such permission is limited only to the proposed development project for which the Report was prepared.
- ☐ 24. Methodology used in the Report is described in sufficient detail to facilitate a professional review of the study by the FVRD when necessary.
- ☐ 25. Professional liability insurance coverage of at least \$1 million per claim is carried by the QP.
- ☐ 26. Third party review or supplemental information may be required by the FVRD where complex development proposals warrant.
- ☐ 27. Permission is granted to the FVRD to include the Report in the online FVRD geohazard report library (as background information, not for other parties to rely).



Geo-Hazard Assurance Statement

for Development Approvals

G. Qualified Professional (QP)

Prepared by: (QP of Record)

Name _____

Designation ☐ P.Eng. ☐ P. Geo. ☐ Eng.L ☐ Geo.L

Reviewed by:

Name _____

Designation ☐ P.Eng. ☐ P. Geo.

The Report has received appropriate technical review which is consistent with both the EGBC Professional Practice Guidelines, and EGBC Quality Management Guidelines. The name of the reviewer is noted in the Report and below.

Professional Seal, Signature and Date:

- ☐ I am a Qualified Professional as defined in the EGBC Guidelines, and I fulfill the education, training and experience requirements as outlined in the EGBC Guidelines
- ☐ I have signed, sealed, dated and thereby certify, this Assurance Statement and the attached report.



Geo-Hazard Assurance Statement

for Development Approvals

H. Geohazard Summary Table

The geohazard report and/or any supporting reports addresses the following hazard types.

| Geohazard Type #1 | | Geohazard Type #2 | |
|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
| Annual Return Frequency (Unmitigated) | | Annual Return Frequency (Unmitigated) | |
| Acceptability Threshold Classification | | Acceptability Threshold Classification | |
| MITIGATION (if necessary) | | | |
| Proposed Mitigation Measures | Yes <input type="radio"/> No <input type="radio"/> | Proposed Mitigation Measures | Yes <input type="radio"/> No <input type="radio"/> |
| Annual Return Frequency (Mitigated) | | Annual Return Frequency (Mitigated) | |
| Acceptability Threshold Classification | | Acceptability Threshold Classification | |
| Comments | | Comments | |
| SUPPORTING REPORT | | | |
| Was this report prepared by others? | Yes <input type="radio"/> No <input type="radio"/> | Was this report prepared by others? | Yes <input type="radio"/> No <input type="radio"/> |
| If yes, list report name, date and author. | | If yes, list report name, date and author. | |

| Geohazard Type #3 | | Geohazard Type #4 | |
|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
| Annual Return Frequency (Unmitigated) | | Annual Return Frequency (Unmitigated) | |
| Acceptability Threshold Classification | | Acceptability Threshold Classification | |
| MITIGATION (if necessary) | | | |
| Proposed Mitigation Measures | Yes <input type="radio"/> No <input type="radio"/> | Proposed Mitigation Measures | Yes <input type="radio"/> No <input type="radio"/> |
| Annual Return Frequency (Mitigated) | | Annual Return Frequency (Mitigated) | |
| Acceptability Threshold Classification | | Acceptability Threshold Classification | |
| Comments | | Comments | |
| SUPPORTING REPORT | | | |
| Was this report prepared by others? | Yes <input type="radio"/> No <input type="radio"/> | Was this report prepared by others? | Yes <input type="radio"/> No <input type="radio"/> |
| If yes, list report name, date and author. | | If yes, list report name, date and author. | |



Geo-Hazard Assurance Statement

for Development Approvals

Indicate which hazards were **NOT** reviewed:

- | | |
|----------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Chilliwack River Valley Erosion or Avulsion | <input type="checkbox"/> Seismic Effects/Liquefaction |
| <input type="checkbox"/> Debris Flow and Debris Torrent | <input type="checkbox"/> Rockfall - Small Scale Detachment |
| <input type="checkbox"/> Debris Flood | <input type="checkbox"/> Slope Stability |
| <input type="checkbox"/> Fraser River & tributaries flooding | <input type="checkbox"/> Small Scale Localized Landslide |
| <input type="checkbox"/> Mountain Stream Erosion or Avulsion | <input type="checkbox"/> Snow Avalanche |
| <input type="checkbox"/> Major Catastrophic Landslide | <input type="checkbox"/> Tsunami |

Hazard Acceptability Thresholds Classification, as per Hazard Acceptability Thresholds for Development Approvals by Local Government dated November 1993 by Dr. Peter Cave.

- 1 Approval without conditions relating to hazards.
- 2 Approval, without siting conditions or protective works conditions, but with a covenant including "save harmless" conditions.
- 3 Approval, but with siting requirements to avoid the hazard, or with requirements for protective works to mitigate the hazard.
- 4 Approval as (3) above, but with a covenant including "save harmless" conditions as well as siting conditions, protective works or both.
- 5 Not approvable.

Additional Comments





Privacy Policy

Introduction

The *Engineers and Geoscientists Act* (the *Act*) requires the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) to regulate the practices of professional engineering and professional geoscience in this Province, and to regulate the professional conduct of members and licensees of the Association.

The principal reason for the Provincial Government giving this authority to the Association is to protect the safety, health and welfare of the public and of the environment and to promote health and safety within the workplace.

In order to fulfill its mandate under the *Act*, APEGBC has established academic and experience standards to be met by applicants for membership, established a practice review program to audit the professional practice of individual members, and investigates complaints against members which may result in disciplinary action being taken, all in accordance with provisions of the *Act* and by-laws.

In order to carry out these activities, APEGBC must collect personal information about applicants, members, licensees and, on occasion, non-members or companies that may be involved in providing professional services that are governed by the *Act*. APEGBC is committed to providing its members with exceptional service and to safeguarding the personal information it collects.

In 1992, the Provincial Government passed the *Freedom of Information and Protection of Privacy Act* (the FIPPA) to regulate the collection and dissemination of information by what are identified in the FIPPA as “public bodies”. APEGBC is one of fifty-three organizations covered by the FIPPA and designated as “local public bodies” for purposes of that Act.

The FIPPA is intended to make public bodies more accountable to the public by giving the public a right of access to records held by a public body, and to protect personal privacy by giving individuals a right of access to, and correction of, personal information about themselves collected by a public body.

The FIPPA specifies limited exceptions to those rights of access; prevents the unauthorized collection, use or disclosure of personal information by public bodies; and provides for an independent review of decisions made under the FIPPA by public bodies.

The Information and Privacy Commissioner, appointed under the FIPPA, is authorized to review any decisions of a public body, upon receipt of a request from an applicant who is dissatisfied with the decision of a public body, in relation to the applicant’s request for information.

APEGBC will inform individuals of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Privacy Policy, in compliance with the FIPPA, outlines the principles and practices we will follow in protecting the personal information in our custody or control. Our privacy commitment

includes ensuring the accuracy, confidentiality, and security of individuals' personal information and allowing individuals to request access to, and correction of, their personal information.

Scope of this Policy

This Privacy Policy applies to APEGBC and to any service providers collecting, using or disclosing personal information on behalf of APEGBC.

Definitions

Personal Information – means any recorded information about an identifiable individual such as name, age, sex, home address and phone number, social insurance number, marital status, religion, income, credit history, medical information, education, sexual orientation, race, and disability.

Personal information includes your health care, financial, educational, criminal and employment history, as well as your own views or opinions or anyone else's opinion about you, but does not include contact information as defined below.

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number.

Privacy Head – means the individual designated responsibility for ensuring that APEGBC complies with this policy and the FIPPA.

Privacy Officer – means the individual assigned by the Privacy Head to administer APEGBC's privacy policy.

1. Collecting Personal Information

- 1.1 Unless otherwise authorized by law, APEGBC will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- 1.2 APEGBC will collect personal information directly from the subject individual unless the individual authorizes collection from another source, or if such collection from a third party is otherwise authorized by law.
- 1.3 We will only collect personal information that is necessary to fulfill our mandate under the *Act* or as otherwise required by law:

Examples of personal and contact information that APEGBC collects:

- Name
- Date of birth, gender, languages spoken
- Citizenship and residency status
- Home address, telephone number and e-mail address
- Application references
- Employment information, including employer's name and job title
- Work address, telephone number and e-mail address
- Academic information (including degrees, diplomas and certificates held; school(s) attended; year of graduation; discipline of study; examinations assigned by APEGBC; candidate performance reviews)
- Work experience and history
- Grade of membership
- APEGBC Database Identification Number
- Complaint investigation record
- Disciplinary action record, including penalty imposed, conditions on membership, fines imposed and costs assessed
- Court Orders granted
- Discipline of evaluation for registration and licensing purposes
- Demographic information, including languages spoken, industry and area of expertise (optional)

In addition, APEGBC may collect and/or use the following information on a corporation or other legal entity:

- Corporate name
- Corporate address, telephone and fax numbers, and e-mail and website addresses
- Corporate officers' names
- Corporate employees' names

- Enforcement investigation record

Examples of how APEGBC will use personal information (not an exhaustive list):

- To verify identity
- To assess whether an applicant meets the requirements for membership or licensure
- To communicate with an applicant during the application process
- To process payments such as registration or exam fees
- To obtain baseline information for APEGBC's regulatory activities (demographic profiles / human resource planning)
- To confirm attendance at P.Eng Licence certificate presentation ceremonies
- To maintain a publicly-available register with the full name, address and date of registration of each member or licensee (see *Act* s.19)
- To renew licences
- To investigate allegations or complaints of professional misconduct or incompetence
- To investigate allegations of unlawful practice of engineering or unlawful holding out as an engineer by an unlicensed person
- To ascertain secondary professional liability insurance status
- To provide documentation, certificates, seals, stamps and educational materials
- To process payments / donations
- To process resignations
- To recruit volunteers
- To operate the awards program
- To consult with the profession

In order to fulfill its mandate under the *Act*, APEGBC occasionally collects personal information from members of the public, which will only be used as required and authorized under the *Act*, for example:

- To obtain a reference for an applicant
- To investigate a complaint against a registered member in a discipline hearing
- Volunteer recruitment
- Government advocacy
- To otherwise promote the profession

2. Consent

- 2.1 We will obtain consent to collect, use or disclose personal information (except where, as noted below, we are authorized by law to do so without consent).
- 2.2 Consent can be provided in writing, orally or electronically, or it can be implied where the purpose for collecting, using or disclosing the personal information is consistent with (reasonably and directly connected to) a valid regulatory purpose for which an individual has already voluntarily provided consent.

- 2.3 If APEGBC would like to use personal information it has already collected for a purpose which is not consistent with the purpose for which the personal information was originally obtained, it will seek additional consent from the subject individual.
- 2.4 APEGBC will obtain an individual's consent before sharing any personal information our Affinity Benefits Partners, who offer special discounts or promotions to APEGBC members.
- 2.5 Subject to certain exceptions (e.g., the personal information is necessary for APEGBC to perform its statutory duties, ie. to investigate unlawful practice or unprofessional conduct allegations, or the withdrawal of consent would otherwise frustrate the performance of a legal obligation of APEGBC), individuals can withhold or withdraw their consent for APEGBC to use their personal information in certain ways. An individual's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, APEGBC can explain the situation to assist the individual in making the decision.
- 2.6 We may collect, use or disclose personal information without the individual's knowledge or consent in the following limited circumstances:

i) To carry out certain duties under the *Act*

In some situations, APEGBC may be required to use or disclose personal information without the subject's prior consent in order to perform its duties under the *Act*. For example, APEGBC has a duty to investigate complaints and allegations against a member. This is consistent with FIPPA provisions which permit APEGBC to disclose personal information (including to professional regulatory bodies in other provinces) if it is necessary for the purposes of licensing, registration, insurance, investigation or discipline of individuals regulated by such public bodies.

ii) Statutory exceptions in the FIPPA

There are several circumstances outlined in sections 33 to 35 of the FIPPA in which APEGBC may disclose personal information. For example, APEGBC may disclose personal information inside or outside Canada if disclosure is required by the Attorney General or APEGBC's legal counsel for use in civil proceedings involving the government or APEGBC; if it relates to an amount owing to the government of British Columbia or APEGBC; if it is necessary for public health or safety; or if disclosure is otherwise authorized or required by law. APEGBC may disclose personal information inside Canada only for the purposes listed in

section 33.2, for example, to comply with a subpoena, warrant or court order, or assist a law enforcement agency with a specific investigation. Finally, APEGBC may also disclose personal information in circumstances related to research and statistical purposes or historical and archival purposes.

3. Using and Disclosing Personal Information

- 3.1 We will only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection, or for a reason consistent with (reasonably and directly connected to) those purposes.

- 3.2 We will not use or disclose personal information for any additional purpose unless we obtain consent to do so, or unless the purpose is authorized or required by law as described above.
- 3.3 We will not rent or sell personal information to third parties unless we have consent to do so.

4. Retaining Personal Information

- 4.1 If we use an individual's personal information to make a decision that directly affects that individual, we will retain that personal information for at least one year so that the individual has a reasonable opportunity to request access to it.
- 4.2 Subject to policy 4.1, we will retain personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

5. Ensuring Accuracy of Personal Information

- 5.1 We will make reasonable efforts to ensure that the personal information in our possession is accurate and complete where it may be used to make a decision about an individual or disclosed to another organization.
- 5.2 An individual may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought. Please send any requests to APEGBC's Privacy Officer using the contact information supplied below.
- 5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. For reference, we will maintain a copy of the original (uncorrected) record after we make the correction. If the request for correction is refused, we will note the individual's correction request in their file.
- 5.4 APEGBC may refuse to correct personal information in the following circumstances:
 - a. the person requesting the correction does not provide sufficient information to enable APEGBC to assess the validity of the request to make the correction;
 - b. the fact that the statement was made, whether it is correct or not, is relevant to APEGBC's regulatory activities;
 - c. correction may reasonably interfere with one of APEGBC's regulatory processes, including an inquiry, investigation or hearing;
 - d. correction may reasonably interfere with another statutory regulatory body or law enforcement agency's regulatory or enforcement activities;
 - e. correction may alter an original document that belongs to someone else and will eventually be returned to that person; or
 - f. correction is prohibited by another Act.

6. Securing Personal Information

- 6.1 We are committed to ensuring the security of personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

- 6.2 The following operational, physical and technological safeguards are in place to ensure that personal information is appropriately protected:
- a) Operational safeguards include having volunteers, employees and visitors sign a confidentiality agreement; staff and volunteer access to personal information only on a need-to-know basis; and identifying all visitors to APEGBC with a visitor's badge. If a visitor has not provided assurances that (s)he will not disclose personal information viewed while on the premises, the visitor must be accompanied at all times by a staff member.
 - b) Physical safeguards include shredding paper containing personal information rather than hand ripping; storing information in a secure storage place (a locked cabinet) rather than out in the open; and storing documents in a locked trunk rather than in plain sight within a motor vehicle should it be necessary to remove sensitive documents from the office.
 - c) Technological safeguards include computer sign-in for all employees; limited after-hours access to the office (to be monitored electronically); limited use of non-secure computers outside the office (if it is necessary to use a non-secure computer for work purposes outside of the office, the user must store all personal information on a disk, not a hard drive); and an e-mail/ facsimile confidentiality notice in which the sender requests the reader to immediately delete the e-mail or facsimile transmission and notify the sender if the e-mail was received in error.
- 6.3 It is sometimes necessary for APEGBC to disclose personal information to third parties such as lawyers, consultants and accountants. When this occurs, APEGBC will seek assurances from those parties that the information disclosed to it by APEGBC will be protected and used only for specified purposes – and that employees assisting the third party in conducting its duties for APEGBC will do the same.
- 6.4 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

7. Providing Access to Personal Information

- 7.1 Individuals have a right to access their personal information, except where disclosure
- a. May interfere with a regulatory process ie., an investigation or hearing
 - b. May reveal the identity of a third party who provided a confidential reference or evaluation
 - c. May otherwise unreasonably invade a third party's personal privacy without their consent, and such information cannot be severed from the requested information (see FIPPA s.22)
 - d. May place an individual's health or safety at risk or constitute a risk to public health and safety
 - e. May reveal legally privileged information
 - f. May reveal information that is reasonably available elsewhere or is otherwise protected by law from disclosure

- 7.2 A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. Please contact APEGBC's Privacy Officer using the information provided below.
- 7.3 Upon request, we will also tell an individual how we use their personal information and to whom it has been disclosed if applicable.
- 7.4 We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.
- 7.5 If the request is for the applicant's personal information, APEGBC will provide a copy of the relevant record(s) to the applicant at no cost. Otherwise APEGBC may charge the applicant a fee not exceeding the cost of providing the services associated with locating, copying and shipping the record to the applicant, with the exception of the first three hours spent searching for the requested information and the time spent severing third party information from the record(s), which are provided free of charge. Where a fee may apply, we will inform the applicant of the cost and request further direction from the applicant on whether or not we should proceed with the request.
- 7.6 If a request is refused in full or in part, we will notify the applicant in writing, providing the reasons for refusal, the contact information of our Privacy Officer and the recourse available to the applicant under the FIPPA.

8. Questions and Complaints: The Role of the Privacy Head & Privacy Officer

- 8.1 APEGBC's Privacy Head is responsible for ensuring APEGBC's compliance with this policy and the FIPPA.
- 8.2 Individuals should direct any complaints, concerns or questions regarding APEGBC's compliance with FIPPA or this Privacy Policy in writing to the Privacy Officer, who will address the complaint in accordance with the procedure outlined in section 9 below. If the Privacy Officer is unable to resolve the concern, the complainant may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for APEGBC's Privacy Officer:

Mailing Address:

Association of Professional Engineers and Geoscientists of British Columbia

200-4010 Regent Street

Burnaby, BC V5C 6N2

Canada

Telephone: (604) 430-8035

Toll Free Canada-wide: 1-888-430-8035

Facsimile: (604) 430-8085

E-mail: privacy@apeg.bc.ca

9. Procedure for Handling Complaints Regarding APEGBC's Response to a FIPPA Request

Step 1: Inform APEGBC's Privacy Officer

- a) Upon receiving a written or verbal complaint, the staff member will immediately inform APEGBC's Privacy Officer of the complaint and provide the applicant with the

name and contact information (including business title, address and telephone number) of the Privacy Officer.

Step 2: Clarify with the Applicant

- a) The Privacy Officer will review the applicant's complaint and contact the applicant to clarify the grounds for the complaint. If the applicant has not already done so, the Privacy Officer will request a summary of the complaint in writing (e-mail, fax or letter).

The most common reasons for a complaint in the context of APEGBC's regulatory activities are:

1. The applicant believes that additional records exist which pertain to the request and which APEGBC did not disclose;
 2. The applicant contests APEGBC's decision to withhold or sever certain records under s.22 of the FIPPA in order to protect a third party's personal privacy (often, a confidential referee).
- b) The Privacy Officer will ask the applicant:
- To identify specific records that (s)he believes are missing
 - To specify the basis for his/her belief that additional records exist, if the applicant cannot identify specific records
 - To identify specific time periods or types of records that are unaccounted for
 - To identify portions of the records already disclosed to the applicant which indicate that other records may exist which have not been disclosed
 - To identify specific events (meetings or phone calls) which may have resulted in the creation of records
 - To identify other sources which indicate that APEGBC may possess additional responsive records
- c) If the applicant's complaint relates to disclosure of a third party's personal information (including a reference or opinion supplied by a third party), the Privacy Officer will explain to the applicant that s.22 of the FIPPA prohibits APEGBC from linking specific comments about the applicant to a particular referee. The Privacy Officer will also inform the applicant of his/her right to complain to the Privacy Commissioner under s.52 or 62 of the FIPPA.

Step 3: Link to the Original Request

The Privacy Officer will review the original request and determine whether

- a) The applicant actually requested what (s)he thinks is missing, or it is reasonable to assume that what (s)he says is missing would have been included within the scope of the original request;
- b) There could be different reasonable interpretations of what is responsive to the request and, if necessary, ask the applicant to submit a clearer request;
- c) The applicant is requesting a specific record or simply making an inquiry to APEGBC staff that does not relate to a specific record or group of records. If the latter, have APEGBC staff answer the question as fully as possible but inform the

applicant that this is not a FIPPA request and is therefore not governed by its timelines or obligations.

Step 4: Determining Whether the Search was Adequate

The Privacy Officer will

- a) Determine how APEGBC staff conducted the original search and whether further searches are necessary based on the files or departments searched, the files/departments excluded from the original search (and the reasons for exclusion), and the total time spent searching.
- b) Identify electronic files or records stored off-site which may contain responsive records and search those if necessary.
- c) Ensure that APEGBC staff document the results of any further searches in writing.

Step 5: Follow-up with the Applicant

The Privacy Officer will

- a) Speak with the applicant directly to confirm the results of the review, and to advise him or her of any new information found.
- b) Follow up the conversation in writing.
- c) Inform the applicant of
 - i. The files and program areas searched and results of those searches;
 - ii. Any additional records found and the time period in which APEGBC will provide the applicant with copies of those additional records;
 - iii. If no additional records were found, the likely reason for this (most commonly, 1. They never existed 2. They were destroyed 3. Another public body has them);
 - iv. A written explanation from a specific APEGBC employee if an applicant believes that this employee created or received a specific record and the employee denies that record's existence;
 - v. The applicant's right to complain to the Privacy Commissioner under s.52 or 62 of the FIPPA concerning the adequacy of the search.

10. Website Privacy

APEGBC recognizes the importance of the security of your personal information. Please read this website privacy policy closely. By using the APEGBC website, you agree to the terms of this privacy statement.

10.1 How APEGBC Collects Information

Every computer connected to the Internet is given a domain name and a set of numbers that serve as that computer's 'Internet Protocol' IP address. When a user visits our website, our web servers automatically recognize that visitor's domain name and IP address. The domain name and IP address reveal nothing personal about you other than the IP address of the computer from which you have accessed our site. We use this information to examine our traffic, but do not collect and evaluate this information for individuals. Our web servers do not record the e-mail addresses of the visitors.

Certain parts of the APEGBC website are reserved for our members, licensees and applicants. If you choose to login to one of our online services, we may ask personal

information such as your APEGBC System ID number, password, email address, or birth date. By requesting information such as your ID number and password, we can confirm your identity to grant you access to these protected pages. Should you choose not to provide us with this personal information, you will not be able to access this part of our website. Please note that APEGBC has security measures in place (for example, using a secure https:// address) to protect your personal information while using the member's portal, while using the Online Application System (OAS) and while paying a fee to APEGBC online.

10.2 Use of Cookies

APEGBC's website uses 'cookie' technology to aid in monitoring traffic and website function. A cookie is a small piece of data that is sent to your browser from a web server and stored on your computer's hard drive. A cookie can't read data off your hard disk or read cookie files created by other sites. Cookies do not damage your system and are commonly used in website design. APEGBC uses cookies to identify which areas of our website you have visited, so the next time you visit, those pages are more readily accessible. We may use this information to better personalize the content that you see on our site and to measure traffic in certain parts of our site.

You can choose whether to accept cookies by changing the settings of your browser. You can reset your browser to refuse all cookies, or allow your browser to show you when a cookie is being sent. If you choose not to accept these cookies, your experience at our site and other web sites may be limited and some features may not work as intended.

10.3 E-mail Communication

APEGBC periodically sends e-mails to its members for a variety of purposes, for example career listings, our monthly newsletter, volunteer recruitment and reminders of upcoming membership dues. All e-mail communication operates on an opt-out basis. Should you wish to unsubscribe to particular types of e-mail, please follow the link which appears at the bottom of each e-mail or go to the member log-in section of the APEGBC website and click on "communication preferences".

10.4 Other Websites

When you use a link to go from APEGBC's pages to another website, APEGBC's privacy policy is no longer in effect. This privacy policy applies only to the APEGBC website.

You should read the privacy policy of each site that you visit to determine what information that site may be collecting about you.

10.5 Disclosure to third parties

APEGBC will disclose personal information provided through APEGBC's website and/or IP addresses to third parties only where required by law or where a good faith belief exists that such disclosure is necessary to

- 1) Cooperate with an investigation into purported unlawful activity or comply with a legal process served on APEGBC
- 2) Protect and defend the rights or property of APEGBC's network of sites and related properties, or visitors to APEGBC's network of sites and related properties, and / or identify persons who may be violating the law or otherwise misusing APEGBC's network or its related properties.

May 09, 2018

Engineers and Geoscientists BC Privacy Policy

1. Purpose

Engineers and Geoscientists BC ("**Association**") must collect, secure, use, and disclose information in accordance with its enabling statute, the *Engineers and Geoscientists Act* ("**EGA**"), and also the *Freedom of Information and Protection of Privacy Act* ("**FIPPA**"), which is a statute that applies to all public bodies in British Columbia.

The purpose of this Privacy Policy is to establish principles and general processes for the Association to fulfill its relevant statutory obligations, in accordance with the best practices recommended by the Office of the Information and Privacy Commissioner for British Columbia ("**OIPC**"). This Privacy Policy is not intended as a detailed procedure manual for Association employees and other individuals who handle information on the Association's behalf. From time to time, security protocols for the handling of information in specific areas of operation will be developed and used under this Privacy Policy (see section 14 below).

2. Definitions

In this Privacy Policy:

"personal information" refers to recorded information about an identifiable person other than contact information.

"contact information" refers to information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

"confidential information" refers to personal information and other types of information in the Association's control or possession that is not publicly available.

3. Governance

Head

FIPPA requires the Association to designate a person to serve as the Association's "**Head**" for the purposes of FIPPA. Under this Privacy Policy, the Head refers to the individual designated by the Council to fulfill that role. In the event that at any time the designated individual ceases or is unable to serve as Head, and if the Council does not designate another individual to that role, then the Registrar will serve as and fulfill the duties of Head.

Privacy Officer

The Head may designate and delegate to an appropriately qualified Association staff member (“**Privacy Officer**”) responsibilities for ensuring the Association’s compliance with FIPPA.

Information Security Officer

The Head may designate and delegate to an appropriately qualified staff member within the Association’s Information Systems Department (“**Information Security Officer**”) responsibilities for the implementation and ongoing administration of the Association’s information security program.

Compliance Report

From time to time, as circumstances may demand, taking into account changes in the Association’s operations, technology, and the law, the Head will:

- (a) assess the resources available and needed to ensure the Association’s compliance with FIPPA and the upkeep of its good practices in terms of monitoring and improving its privacy management program, and the Head will apprise the CEO and Registrar of the results of the assessment;
- (b) arrange for an internal or external audit of the Association’s privacy management program; and
- (c) annually report to the CEO and Registrar on the status of the Association’s privacy management program.

4. Personal Information Directory

The Association’s Departments will collaborate in the preparation and maintenance of an updated personal information directory (“**Directory**”) that accounts for the Association’s personal information banks.

In accordance with section 69(6) of FIPPA, the Directory will include the following information with respect to each personal information bank that is in the control or possession of the Association:

- (i) its title and location;
- (ii) a description of the kind of personal information and the categories of individuals whose personal information is included;
- (iii) the authority for collecting the personal information;
- (iv) the purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed; and
- (v) the categories of persons who use the personal information or to whom it is disclosed.

Upon request, the Head or Privacy Officer will make the Directory publicly available for inspection and copying.

5. Collecting Personal Information

Unless otherwise authorized by law, the Association will communicate the purposes for which it collects personal information before or at the time of collection. The communication may be oral or in writing.

The Association will collect personal information directly from the subject individual, unless the individual authorizes collection from another source or if collection from another source is authorized by law.

Personal information that the Association may collect in the ordinary course from an applicant or member includes the following:

1. name;
2. date of birth;
3. citizenship and residency status;
4. home address, telephone number, and email address that is private and not used by the applicant or member for business purposes;
5. educational background, professional experience, employment history, criminal and disciplinary history, and other personal information relevant for registration;
6. personal information relevant for reviewing or investigating a complaint against the member;
7. personal information relevant for conducting a practice review of the member;
8. personal information relevant for providing professional practice advice to the member;
9. personal information relevant for the member's participation in the organizational quality management program, or other non-mandatory professional programs; and
10. personal information relevant for the member's appointment to serve in an official function under the EGA or the bylaws of the Association, or otherwise serve as a volunteer for the Association or act on behalf of the Association.

The purposes for which the Association collects personal information about applicants and members include the following:

- A. verify the identity of applicants;
- B. assess whether applicants meet the requirements for professional licensure;
- C. communicate with applicants or members;

- D. maintain the Association's register in accordance with section 19 of the EGA;
- E. renew licenses;
- F. investigate complaints against members pursuant to sections 29 and 30 of the EGA;
- G. provide certificates, professional seals, and educational materials to members;
- H. process resignations;
- I. operate an awards program;
- J. conduct practice reviews in accordance with the bylaws of the Association;
- K. provide professional practice advice to members;
- L. allow members to participate in non-mandatory professional programs, such as the organizational quality management program; and
- M. select and appoint members to serve in official functions under the EGA or the bylaws of the Association, or otherwise serve as volunteers for the Association or act on behalf of the Association.

The Association will routinely collect personal information from individuals who are not applicants or members, including employees, volunteers, and complainants. However, the Association will only collect personal information that is necessary or related to it fulfilling its duties and objects under the EGA.

6. Consent

The Association will obtain consent to collect, use, or disclose personal information about any individual, unless the Association is authorized under the EGA and/or FIPPA to make such collection, use, or disclosure without the individual's consent.

Consent may be obtained orally or in writing, or it may be implied where the purpose for collecting, using, or disclosing the relevant personal information is consistent with, and reasonably and directly connected to, a valid purpose for which an individual has already provided consent.

In the event that the Association seeks to use personal information it has already collected for a new purpose which is substantially different from the original purpose for which the personal information was obtained, the Association will seek consent from the subject individual for the new purpose.

The Association will obtain a member's consent before sharing any personal information with an Association Affinity Benefits Partner that offers special discounts or promotions to Association members.

Individuals may withhold or withdraw their consent for the Association to use their personal information, subject to certain exceptions under FIPPA in connection with the Association's role as a licensing and law enforcement body. An individual's decision to withhold or withdraw consent to certain uses of personal

information may restrict the Association's ability to provide a particular service to the individual, about which the Association may advise the individual at the time that the individual communicates a decision to withhold or withdraw consent.

The Association will only disclose personal information pursuant to section 25 of FIPPA, with the knowledge and decision of the Head.

The provisions of section 25 of FIPPA are the following:

25 (1) *Whether or not a request for access is made, the head of a public body must, without delay, disclose to the public, to an affected group of people or to an applicant, information*

(a) *about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or*

(b) *the disclosure of which is, for any other reason, clearly in the public interest.*

(2) *Subsection (1) applies despite any other provision of this Act.*

(3) *Before disclosing information under subsection (1), the head of a public body must, if practicable, notify*

(a) *any third party to whom the information relates, and*

(b) *the commissioner.*

(4) *If it is not practicable to comply with subsection (3), the head of the public body must mail a notice of disclosure in the prescribed form*

(a) *to the last known address of the third party, and*

(b) *to the commissioner.*

The Association will not disclose personal information pursuant to section 25 of FIPPA, without the knowledge and decision of the Head.

7. Access to Personal Information

Individuals have a right to access personal information about them that is in the possession or control of the Association, except insofar as access may:

- (i) interfere with a regulatory process, such an investigation or hearing;
- (ii) reveal the identity of another person who provided information to the Association on a confidential basis;
- (iii) unreasonably invade another person's personal privacy;

- (iv) place an individual's health or safety at risk or constitute a risk to public health and safety;
- (v) reveal information that is privileged; or
- (vi) reveal information that the Association is required or entitled to withhold from disclosure under FIPPA or by the operation of law.

A request to access personal information must be in writing and must be sufficiently detailed in that it identifies the personal information being sought. Where the Association receives any such request, the Association staff member who receives the request will without delay bring the request to the attention of the Privacy Officer or Head. The request will then be considered and responded to by the Privacy Officer or Head in accordance with the requirements of FIPPA.

8. Accuracy and Correction of Personal Information

The Association will make reasonable efforts to ensure that any personal information in its possession and control is accurate and complete if that personal information may be used to make a decision about an individual or if it might be disclosed to other persons.

For the purpose of ensuring accuracy and completeness of personal information about an individual, that individual may make a request to the Association for the correction of the individual's personal information. The request must be in writing and must sufficiently identify the personal information in issue and any correction sought.

Where the Association receives a written request from an individual for the correction of the individual's personal information, the Association staff member who receives the request should without delay bring the request to the attention of the Privacy Officer or Head, for one or both of them to assess the merits of the request and respond to it. In the event that the Privacy Officer or Head determines that inaccuracy or incomplete information exists concerning the personal information that is in issue, the Privacy Officer or Head will direct that the Association make appropriate corrections to its records to ensure that the personal information in issue is made accurate and complete.

The Association may refuse to correct personal information in the manner requested by an individual in the following circumstances:

- (a) the individual requesting the correction does not provide sufficient information to enable the Association to assess the merits of the request;
- (b) the Privacy Officer or Head determines that there is no existing record in the Association's possession or control which contains any relevant personal information;
- (c) the Privacy Officer or Head determines that there is no error in any records in the Association's possession or control that requires correction;
- (d) correction may alter an original document that belongs to another person;

- (e) correction may alter an original document that the Association or another person may require in a Court or administrative proceeding;
- (f) correction may interfere with the Association's regulatory processes, including an inquiry, investigation, or hearing;
- (g) correction may interfere with another regulatory body's or law enforcement agency's regulatory or enforcement activities; or
- (h) the Privacy Officer or Head reasonably believes that correction may be prohibited by law.

9. Retention and Disposal of Personal Information

Pursuant to the requirements of section 31 of FIPPA, the Association will retain personal information for at least one year after that personal information is used to make any decision that directly affects an individual the personal information is about.

The Association, and any person holding personal information on behalf of the Association, will retain and dispose of personal information in a manner that ensures that records containing the personal information will not be accessible to any person after the disposal.

The Director of each of the Association's Departments will ensure that appropriate processes practices are in place for the Department's secure retention of all records containing personal information that are in the Department's possession or control.

10. Confidentiality Agreements, Authorization and Training

The Director or Associate Director of each of the Association's Departments will ensure that each employee, contractor, or volunteer who may access or handle confidential information in the Department's care:

- I. will agree in writing to follow confidentiality measures appropriate for that individual's discharging of the individual's specific duties, unless the individual is already under a formal obligation to appropriately preserve confidentiality;
- II. will not gain access to the Association's information systems, prior to the individual being authorized in accordance with the Association's information security authorization process; and
- III. is offered and receives training appropriate for the individual's specific role in accessing and handling confidential information.

From time to time, having regard to any significant changes in the Association's operations or information systems, the Privacy Officer and/or Head will arrange for organizational-wide privacy training relevant for reducing risks of privacy breaches.

11. Privacy Complaint

The Association will assess and respond to any complaint from any individual that concerns the Association's compliance with FIPPA and this Privacy Policy. Any Association staff member who receives such a complaint will without delay bring the complaint to the attention of Head or Privacy Officer. The Head or Privacy Officer will assess the merits of the complaints and will directly communicate with the complainant to address the relevant issues raised by the complainant.

12. Breach and Incident Management Response

Where an Association staff member becomes aware of an instance of unauthorized access or disclosure of confidential information, the Association staff member will without delay bring that incident to the attention of the Head, Privacy Officer, or Information Security Officer. Having regard to the significance of the incident, the risks to any person, and the Association's obligations under FIPPA, the Head, Privacy Officer, and/or the Information Security Officer will, to the extent appropriate and necessary, do as follows:

- (i) direct that the Association take active steps to stop any continued unauthorized access or disclosure of confidential information that is foreseeable and connected to the incident;
- (ii) direct that the Association take active steps to reduce the adverse impact of the incident on affected persons; and
- (iii) report the incident to the OIPC.

Where there is an incident of significant unauthorized access or disclosure of confidential information, the Privacy Officer and/or Head will investigate the causes of the incident and will direct that the lessons learnt from the investigation are incorporated into procedures, practices, and training for the Association's staff members.

13. Risk Assessment Tools

The Association will conduct a privacy impact assessment ("PIA") whenever:

- (a) there is a significant modification of an existing Association system, program or activity that may impact the collection, use, and disclosure of personal information; or
- (b) the Association is undertaking a new project involving the collection, use, or disclosure of personal information.

In the event that any of the Association's Departments undertakes either of (a) or (b) directly above, the Director or Associate Director of that Department will prepare a PIA, in consultation with the Head, Privacy Officer, and/or the Information Security Officer.

14. Security Protocols

The Association is committed to ensuring the security of confidential information in its possession and control, in order to protect the confidential information from unauthorized access, collection, use, disclosure, copying, modification and disposal.

From time to time, and on an ongoing basis, taking into account changes in the Association's operations, technology, and security concerns, the Association will create and update security protocols for the protection of confidential information in the Association's possession and control.

The security protocols will be made available in writing to the Association's staff members as they are created and updated. The security protocols will include standards, procedures and instructions relevant for the storage, usage, movement, transmission, and deletion of confidential information in all of the Association's operational processes. The security protocols will address the following issues:

1. the classification of various types of confidential information, including personal information and credit card cardholder data;
2. the identification of the location of confidential information (physically and electronically);
3. the identification of which individuals are responsible for authorizing access to specific types of confidential information;
4. the identification of operational and business processes that create, acquire, store, utilize, move/transmit, or delete confidential information;
5. the physical security of the Association's offices, facilities, and information systems;
6. the Association's requirements for volunteers and contractors physically securing confidential information that they hold in their possession on behalf of the Association;
7. the electronic security for the protection of confidential information stored, accessed, transmitted to/from or deleted within the Association's information systems;
8. the Association's electronic security requirements for volunteers and contractors;
9. the methods for remotely accessing the Association's information systems; and
10. the timing of the destruction of various types of confidential information.

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CONFIDENTIAL

| | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------|
| POLICY | Draft Policy on the Assessment of Canadian Environment Experience Using Canadian Environment Experience Competencies |
| DATE OF POLICY | June 15, 2018 |
| APPROVED BY | Council (CO 18-XX) |

PURPOSE

- To provide clear and transparent evaluation criteria for the determination of satisfactory engineering experience in a Canadian environment or equivalent.
- To provide an alternative option for applicants to satisfy the minimum 12 months of Canadian environment experience requirement.
- To align the current one-year Canadian environment experience requirement with Council's Competency Framework and Engineers and Geoscientists BC's Competency Experience Reporting System.
- To maintain and uphold high standards for the engineering profession.

CANADIAN ENVIRONMENT EXPERIENCE COMPETENCIES

The following competencies are identified as key Canadian environment experience competencies and must be demonstrated in a Canadian environment:

Table 1: Canadian Environment Experience Competencies

| Competency Category | Mandatory Competency |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Competency 1.1 | Demonstrate knowledge of regulations, codes, standards, and safety - this includes local engineering procedures and practices as applicable |

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Competency 1.6 | Safety awareness: be aware of safety risks inherent in the design; Demonstrate Safety Awareness – on-site and possible safety authorization/certificate as appropriate |
| Competency 1.9 | Understand the concept of quality control during design and construction including independent design check and independent reviews of design, field checks and reviews |
| Competency 5.1 | Work with integrity, ethically and within professional standards |
| Competency 6.2 | Demonstrate an understanding of the relationship between the engineering activity and the public |
| Competency 2.1 | Oral Communication (in English/French) |
| Competency 2.2 | Writing (in English/French) |
| Competency 2.3 | Reading and Comprehension (in English/French) |

Note that a Canadian Experience Competency remains in its current competency category (i.e., Categories 1 through 7).

PROPOSED POLICY

Eligibility for Assessment Under Canadian Environment Experience Competencies

The proposed policy applies to all applicants that meet the following criteria:

- Completed the academic and experience requirements for registration as a professional engineer except for the requirement for experience in a Canadian environment; and
- There are no palpable concerns from the Competency Assessors regarding the applicant's technical skills and abilities.
- A positive reference profile, including positive supervisor comments

Note: for applicants that were reviewed under the Satisfactory Engineering Experience Guideline, the applicant must have four or more years of approved satisfactory engineering experience, and whose only remaining requirement is to fulfill the Canadian environment experience requirement.

Under the proposed policy, an applicant that has been formally assigned the Canadian environment experience requirement (i.e., minimum 12 months of experience in a Canadian environment) will be given the option to:

- Fulfill the Canadian environment experience requirement by demonstrating at least 12 months of satisfactory engineering experience; or
- Complete the Canadian environment experience competencies (as listed in Table 1) through the combination of knowledge (e.g., Working in Canada Seminar or other relevant courses) and work experience demonstrating awareness of the competency.

PROCEDURE

- Staff and/or experience reviewers can recommend to the Registration Committee that the applicant be given the option to be assessed under the Canadian environment experience competencies.
- The applicant will be requested to provide additional information through the Canadian Competency Form (see Appendix A), which focuses on the applicant's ability to:
 - Demonstrate knowledge and awareness of the competency and its importance to professional

practice;

- b. Identify and explain how his/her example relates to the Canadian environment;
 - c. Identify and explain how his/her example is similar and/or different to the expectations in a Canadian environment; and/or
 - d. To explain how his/her example addresses the specified competency within a Canadian context.
- C) The applicant provides a self-assessment level based on the 'Modified Competency Rating Scale' (see Table 2 below). The applicant's validator(s) are also expected to provide feedback and an assessment level.

Table 2: Modified Competency Rating Scale

| Level/Score | Experience Sub-score | Working in Canada Seminar Supplementary Knowledge Sub-Score |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0 | No experience with the competency | No knowledge of the competency |
| 1 | Demonstrates some awareness of the competency through work experience | Some exposure to the competency |
| 2 | Demonstrates awareness of the competency and has minimal practical experience with the competency (either in Canada or another jurisdiction) | Some exposure to the competency and minimal knowledge of its use in a Canadian environment Completion of relevant Working in Canada Seminar Unit will achieve minimum score of 2. |
| 3 | Has moderate experience with the competency while working under supervision (either in Canada or another jurisdiction) | Moderate knowledge of the competency and its application in a Canadian environment |
| 4 | Has advanced knowledge of the competency and can carry out complex activities with minimal supervision | Advanced knowledge of the competency and its application in a Canadian environment |
| 5 | Demonstrates ability to carry out activities of the competency with advanced skill and complexity, with no supervision | Complete knowledge of the competency and its application in a Canadian environment |

- D) The applicant's Canadian Competency Form is reviewed by Competency Assessors, who may recommend the following outcomes:

For each Canadian competency:

- i. If level of 3 is achieved, applicant satisfies the specified Canadian competency.
- ii. If level is greater than 1 but less than 3, applicant is assigned the relevant Working in Canada Seminar unit(s) (see Table 3) to satisfy the Canadian competency to supplement his/her experience.
- iii. If level is 0, applicant is assigned Canadian environment experience that, at a minimum, must demonstrate some awareness of the competency through work experience (in addition to completing the relevant Working in Canada Seminar unit(s)).

In this scenario, the applicant will be required to submit an updated example to demonstrate that he/she has obtained a minimum level of 1 through the required work experience.

Table 3: Working in Canada Unit(s) for Partial Fulfilment of Canadian Environment Competencies

| Canadian Environment Competency | | Minimum Score | Working in Canada Seminar Unit for Partial Fulfilment (Knowledge Component: Maximum Score 2 out of 3) of Competency |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------|
| Competency 1.1 | Demonstrate knowledge of regulations, codes, standards, and safety - this includes local engineering procedures and practices as applicable | 3 | WCS Unit 1 – The Regulation and Practice of Engineering in Canada (TBD) |
| Competency 1.6 | Safety awareness: be aware of safety risks inherent in the design; Demonstrate Safety Awareness – on-site and possible safety authorization/certificate as appropriate | 3 | WCS Unit 2 – Codes, Standards and Regulations WCS Unit 1 – The Regulation and Practice of Engineering in Canada |
| Competency 1.9 | Understand the concept of quality control during design and construction including independent design check | 3 | WCS Unit 2 – Codes, Standards and Regulations WCS Unit 1 – The Regulation and Practice of Engineering in Canada (TBD) |

| | | | |
|--|-------------------------------------------------------------|--|-----------------------------------------------------|
| | and independent reviews of design, field checks and reviews | | WCS Unit 2 – Codes, Standards and Regulations (TBD) |
| | | | WCS Unit 4 – Collaboration and Peer Review |

5.1 professional standards 3 Engineering in Canada

| | | | |
|----------------|--------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------|
| Competency 6.2 | Demonstrate an understanding of the relationship between the engineering activity and the public | 3 | WCS Unit 1 – The Regulation and Practice of Engineering in Canada |
| Competency 2.1 | Oral Communication (in English/French) | 3 | WCS Unit 3 – Culture and Communication WCS Unit 4 – Collaboration and Peer Review |
| Competency 2.2 | Writing (in English/French) | 3 | WCS Unit 3 – Culture and Communication WCS Unit 4 – Collaboration and Peer Review |
| Competency 2.3 | Reading and Comprehension (in English/French) | 3 | WCS Unit 3 – Culture and Communication WCS Unit 4 – Collaboration and Peer Review |

Note: The applicant will still have the option to complete the existing Canadian environment experience requirement (i.e., minimum 12 months of engineering experience in a Canadian environment) regardless of the applicant's assessment under the Canadian Environment Competencies.

E) Upon completion of the assignments, the final decision will be made by the Registration Committee.

CROSS REFERENCES

Policy on the Application of the Working in Canada Seminar Towards the Fulfillment of the Canadian Environment Experience Requirement

APEGBC Policy re: Satisfactory Engineering Experience Requirement

APEGBC Policy re: Engineering Work Experience in a Canadian Environment

APEGBC Policy on Minimum Academic Requirement for Engineering Registration

APPENDIX A

CANADIAN COMPETENCY FORM (SAMPLES)

1.1 Regulation, Codes and Standards

This example has been identified as a key competency that needs to be demonstrated in your field of practice within a Canadian engineering environment. Additional information is required.

Situation

Action

Outcome

1. **Have you completed Unit 2 (Codes, Standards and Regulations) of the Working in Canada Seminar?**

☐ Yes ☐ No

Note: Successful completion of this unit will give you a minimum competency level of 2.

2. **In your example, did you apply codes, standards or practice guidelines?**

☐ Yes, I used international/other applicable codes, standards, and/or practice guidelines (please answer Question 3)

☐ Yes, I used Canadian codes, standards, and/or practice guidelines (please answer Question 4)

☐ No, the jurisdiction in which my example takes place does not have codes, standards, and/or practice guidelines. (please answer Question 5)

3. If you used international/other applicable codes, standards, and/or practice guidelines:

- a. Please specify which international/other applicable code(s), standard(s), and/or practice guidelines were used in your example.**

Be specific with the codes, standards and/or practice guidelines that were used. Web links to the specified code, standard and/or practice guideline are encouraged (but not required).

- b. Please describe how you used and applied the specified code(s), standard(s), and/or practice guidelines in a non-Canadian engineering environment.**

- c. What steps did you take to adhere to best practices and to maintain safety, reliability and quality in your practice, why is it important and what are the consequences of non-adherence?**

4. If you used Canadian codes, standards, and/or practice guidelines:

- a. Please specify which Canadian code(s), standard(s), and/or practice guidelines were used in your example.**

Be specific with the codes, standards and/or practice guidelines that were used. Web links to the specified code, standard and/or practice guideline are encouraged (but not required).

- b. Please describe how you used and applied the specified code(s), standard(s), and/or practice guidelines in a non-Canadian engineering environment.**

- c. What steps did you take to adhere to best practices and to maintain safety, reliability and quality in your practice, why is it important and what are the consequences of non-adherence?**

5. If no codes, standards and/or practice guidelines exists in the jurisdiction in which your example takes place:

- a. What steps did you take to adhere to best practices and to maintain safety, reliability and quality in your practice, why is it important and what are the consequences of non-adherence?**

- b. You have identified that no codes, standards and/or practice guidelines exist in your area of practice/jurisdiction. To the best of your ability, please identify possible or relevant Canadian codes, standards and/or practice guidelines that may be applicable to your example.**

6. This example demonstrates one or more of the following:

Please select all that apply:

- ☐ Identification and compliance with legal and regulatory requirements for project activities
- ☐ Recognition that Canadian and/or other Codes and Standards affecting the applicant's practice and also impact public safety, worker safety and the environment
- ☐ Incorporation of knowledge of Canadian Codes and Standards in design materials
- ☐ Preparation of reports assessing project compliance with Canadian (or international) codes, standards and regulations
- ☐ Recognition of the need to design for code compliance while achieving constructability
- ☐ Recognition of the importance of respecting the regional traditions and native regulations towards a project
- ☐ Understanding of the role and regulations of other professions whose practices overlap or interface with the practice of professional engineering
- ☐ Recognition of the applicant's position of influence, in applying and promoting sustainability principles in his/her specific work

7. Applicant's Self-Assessment Level (Canadian Competencies)

- ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

1.9 Quality Control

This example has been identified as a key competency that needs to be demonstrated in your field of practice within a Canadian engineering environment. Additional information is required.

Situation

Action

Outcome

1. **Have you completed Unit 4 (Collaboration and Peer Review) of the Working in Canada Seminar?**

☐ Yes

☐ No

Note: Successful completion of this unit will give you a minimum competency level of 2.

2. **Please specify how you applied concepts of peer review and design checks in your example.**

3. **To the best of your ability, please identify the main differences and/or similarities between the peer review and quality control concepts and procedures of your example and the Canadian engineering workplace.**

4. What were the key steps that you took to adhere to maintain quality control and peer review best practices? Why is it important and what are the consequences of non-adherence?

5. Applicant's Self-Assessment Level (Canadian Competencies)

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5.1 Professional Accountability (Ethics and Professionalism)

This example has been identified as a key competency that needs to be demonstrated in your field of practice within a Canadian engineering environment. Additional information is required.

Situation

Action

Outcome

1. **Have you completed Unit 1 (The Regulation and Practice of Engineering in Canada) of the Working in Canada Seminar?**

☐ Yes ☐ No

Note: Successful completion of this unit will give you a minimum competency level of 2.

2. **In your example, did you apply the Code of Ethics in your work?**

☐ Yes, I used international/other applicable Code of Ethics or similar guidelines for ethical practice (please answer Question 3)

☐ The jurisdiction in which my example takes place does not have a Code of Ethics (please answer Question 4)

3. If you used international/other Code of Ethics or similar guidelines for ethical practice:

- a. Please specify/describe international/other applicable Code of Ethics (or ethical practice guidelines) that were used in your example.**

Web links to the specified code, standard and/or practice guideline are encouraged (but not required).

- b. Please describe how you used and applied the specified Code of Ethics in a non-Canadian engineering environment.**

- c. To the best of your ability, please identify the main differences and/or similarities between Canadian codes of ethics, and the ethical practices described in your example.**

- d. What steps did you take to adhere of ethical conduct, and what are the consequences of non-adherence?**

4. If no formal Code of Ethics or ethical practice guidelines exist in the jurisdiction of your example:

- a. What steps did you take to adhere of ethical conduct, and what are the consequences of non-adherence?**

- b. You have identified that no Code of Ethics and/or ethical practice guidelines exist in your area of practice/jurisdiction. To the best of your ability, please identify possible or relevant Canadian Code of Ethics that may be applicable to your example.

5. Applicant's Self-Assessment Level (Canadian Competencies)

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5



POLICY

Draft Policy on the Application of the Working in Canada Seminar
Towards the Fulfillment of the Canadian Environment Experience
Requirement

DATE OF POLICY

June 15, 2018

APPROVED BY

Council (CO 18-XX)

BACKGROUND

The current Canadian environment experience requirement to obtain professional licensure is at least 12 months of experience that demonstrates:

- a) Working under the direct supervision of a professional engineer or professional geoscientist licensed in a Canadian or American jurisdiction, or where the Council is satisfied the applicant cannot comply with this requirement, has the appropriate experience in the opinion of the Council; and
- b) Demonstrating sufficient familiarity with the applicable Canadian laws, practices, standards, customs, codes, conditions and climates for the practice of professional engineering or professional geoscience in British Columbia.

In 2012, a BC foreign qualifications recognition review recognized the minimum 12 months of Canadian environment experience as a key barrier to the entry to practice, specifically for foreign-trained engineers immigrating to Canada. In 2013, the Ontario Human Rights Commission (OHRC) recommended a policy on removing the Canadian experience barrier as the strict local experience requirement may be considered “prima facie discrimination”.

The online Working in Canada Seminar was developed to teach and assess the four Canadian Environment Competencies identified by regulators across Canada as required to be demonstrated to fulfill the Canadian Environment Experience requirement in lieu of a time-based requirement.

This policy sets out the conditions and use of the Working in Canada Seminar by internationally and Canadian-trained engineering applicants towards fulfilling the Canadian Environment competencies.

The Working in Canada Seminar curriculum consists of four main units, which correspond with each of the four Canadian environment experience competencies:

- 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

PROPOSED POLICY

Eligibility

Applicants who complete the seminar may be given credit for knowledge of the competencies to partially satisfy the Canadian Environment Experience Requirement. To be eligible under the proposed policy, an applicant must:

1. Be evaluated as academically qualified for registration as a professional engineer;
2. Have completed an experience assessment confirming
 - a. At least three years of approved satisfactory engineering experience; and
 - b. An assignment of outstanding Canadian environment experience or competencies (i.e., minimum of 12 months of Canadian experience).

PROCEDURE

If it has been determined that an applicant has fulfilled the remainder of the Canadian Environment Experience Competencies, the Registration Committee may assign one or more of the four modules to demonstrate knowledge of a Canadian Environment competency and/or application of this competency in practice.

For eligible applicants, the applicant has the choice to complete the existing Canadian environment experience requirement as assigned or to complete the relevant Working in Canada Seminar unit(s) to partially fulfill the assigned Canadian environment experience competencies.

There will be no penalty for failure to complete the Working in Canada Seminar other than failure to demonstrate the required knowledge of the Canadian environment experience competencies through the seminar route; and

The assigned Working in Canada Seminar unit(s) must be fully completed in order to receive credit for knowledge. Applicants who choose to fulfill the Canadian environment experience requirement through the seminar route must also meet all of the required competency-based assessment requirements for engineering applicants.

CROSS REFERENCE

APEGBC Policy re: Engineering Work Experience in a Canadian Environment

APEGBC Policy re: Assessment of Satisfactory Engineering Experience through the Competency Framework

APEGBC Policy re: Satisfactory Engineering Experience Requirement

APEGBC Policy on Minimum Academic Requirement for Engineering Registration

Ontario Human Rights Commission (OHRC) - <http://www.ohrc.on.ca>

REVIEW DATES

Registration Committee – May 23, 2018

Council – June 15, 2018 (CO18-XX)

Replace APEGBC logo with New Engineers and Geoscientist BC logo

POLICY & GUIDELINES ON APEGBC-ENGINEERS AND GEOSCIENTISTS BC APPOINTMENTS

1. INTRODUCTION

APEGBC-Engineers and Geoscientists BC relies on a wide range of policies, procedures and practices relating to the many appointments it makes, both internal and external to the Association. Supporting documentation is widely distributed, and takes on a range of forms. This policy and guidelines serve to consolidate all these into a single document that outlines all appointment policies and procedures, referencing governing documentation as may be necessary. In so doing, it is recognized that governing documents take precedence in the following order: the *Engineers and Geoscientists Act*, the Bylaws of the Association, Council-approved policies, Committee Terms of Reference, and Council-approved procedures and practices.

APEGBC-Engineers and Geoscientists BC appointments (and elections) that are made include the following:

1. Councillors
2. APEG-Engineers and Geoscientists BC Foundation Trustees
3. APEGBC-Engineers and Geoscientists BC Benevolent Fund Society Directors
4. Boards and Committees of External Organizations
5. APEGBC-Engineers and Geoscientists BC Committees
6. Branch and Division Executives
7. Ad Hoc and Short-Term Appointments

Section 2 below summarizes the key features of each of the above categories of appointment, and makes reference to the relevant documentation that govern them. This is followed by specific considerations to the cases of external appointments (Section 3) and of APEGBC-Engineers and Geoscientists BC committee appointments (Section 4). With the exception of the election and appointment of individuals to Council, the Engineers and Geoscientists BC Council, in fulfilling its responsibilities reserves the right to revoke any appointments and reappointments at any time, subject to the individual having the opportunity to appear before Council for a hearing.

2. SUMMARY OF APPOINTMENT POLICIES AND PROCEDURES

2.1 Councillors

2.1.1 Elected Councillors. Elected by the membership in accordance with the *Engineers and Geoscientists Act* (sections 6 and 9), the *Bylaws* (Bylaw 3), the *Election Policy* (as amended on January 24, 2014) and the *Nominating Committee Terms of Reference*. In summary, the Nominating Committee develops a slate of nominees so as to include at least one candidate for President, at least two candidates for Vice President, and at least three more than the number of vacancies for elected Councillors. The 25-name process may provide additional nominees for any of the positions. All nominees are required to submit a completed *Profile & Declaration Form*. The Registrar is responsible for the conduct of the election.

2.1.2 Government Appointees. These appointments are made by the Provincial government through its *Board Resourcing and Development Board*. Although this Board has the power to make these appointments as it sees fit, the CEO and President may jointly recommend reappointments and new appointments.

2.1.3 Faculty Member / PGeo Appointees. If necessary, a faculty member and/or a PGeo are appointed to Council so as to assure that at least one of each of these categories of member serves on Council. Under Section 7 of the Act, Council makes these appointments. The procedure to be followed is as follows¹: Councillors and senior staff are invited to identify potential candidates to the CEO; from these, the President, Immediate Past President and CEO develop a ranked list of 3 – 4 individuals for each position; the ranked list will be taken to Council for ratification; the CEO shall then approach each candidate in the order approved until an acceptance is received.

2.2 APEG Engineers and Geoscientists BC Foundation Trustees

The appointment of trustees is governed by the *Constitution and Bylaws of the Foundation* and by the *Foundation Nominating Committee Terms of Reference*. The latter document includes an Appendix that provides guidelines on the nomination and ratification of trustees. There are between 3 and 7 trustees, and any individual may serve no more 3 consecutive terms, each term of 3 years. The Foundation Nominating Committee brings forward its recommended slate to the Foundation members (i.e. Council) for ratification.

2.3 APEGBC Engineers and Geoscientists BC Benevolent Fund Society Directors

The appointment of directors is governed by the *Constitution and Bylaws of the Benevolent Fund Society*. There are between 3 and 5 directors, and any individual may serve for no more 3 consecutive terms, each term of 3 years. The Executive Committee acts as a nominating committee, takes account of the advice of the Trustees and brings forward its recommended slate to the Society members (i.e. Council) for ratification.

2.4 Boards and Committees of External Organizations

These include but are not limited to the Engineers Canada Board of Directors, the Geoscientists Canada Board of Directors, the Canadian Engineering Accreditation Board (of Engineers Canada), the Canadian Engineering Qualifications Board (of Engineers Canada), the Vancouver Airport Authority Board of Directors, and the Pacific Northwest Economic Region. It is noted that this policy is expressed in a generic form, such that the above list is not intended to be definitive and may be modified from time to time. (For purposes of this policy, appointments to Joint Practice Boards follow the procedures relating to APEGBC Engineers and Geoscientists BC Committees.) The policy and procedures relating to these external appointments are provided in Section 3 below.

2.5 APEGBC Engineers and Geoscientists BC Committees

2.5.1 Categories of Committee. APEGBC Engineers and Geoscientists BC has many standing committees, and these may be categorized in various ways:

- Committees that require at least one Councillor amongst the membership, sometimes referred to as "Council Committees": currently the Executive, Governance, Audit, Professional Practice, Registration and Geoscience Committees (although this list may change from time to time). The Nominating Committee, which

¹ This ~~is a new~~ procedure ~~that~~ is intended to mimic other committee appointments, except that – in order to expedite these appointments by Council – the ranked list is developed by the three individuals identified above.

is normally chaired by the Immediate-Past President, is not viewed as a Council Committee.

- Statutory committees that are referred to in the Bylaws: the Nominating, Registration, Investigation, Discipline, Conduct Review and Practice Review Committees and the Board of Examiners. (Of these, the Registration Committee is also a Council Committee.)
- All other committees reporting to Council that are neither statutory nor Council Committees are Council Standing committees. These include the Standing Awards, and Continuing Professional Development, Committees. ~~Consulting Practice and Mentoring Committees and many others.~~
- Joint Practice Boards, with members from APEGBC Engineers and Geoscientists BC as well as from an external organization. For purposes of this policy, APEGBC Engineers and Geoscientists BC appointments to these are considered in the same way as are other APEGBC Engineers and Geoscientists BC Standing committees.
- Task Forces that are established for a finite duration. For purposes of this policy, these are considered in the same way as other APEGBC Engineers and Geoscientists BC committees, with the Executive Committee taking on the role of developing the list of nominees.
- Committees not reporting to Council such as the Professional Practice Committee and its various sub-committees, the Technical Divisions, the Mentoring Advisory Committee and others ~~Science Games Advisory Group and the Student Advisory Group. These~~ are groups of volunteers ~~that are solicited-recruited~~ and managed by staff. These groups are not appointed by Council, do not report to Council and are not considered further in this document.

From the viewpoint of appointments, there are four categories of appointment to be followed. There are special requirements relating to appointments to the Executive Committee and to the Nominating Committee. Beyond these, appointments to all other committees are covered by the same procedures. However, the method of appointment of Councillors follows one process, whereas the method of appointment of non-councillors follows a different process. Therefore, there are four cases to be considered, and these are summarized below.

2.5.2 Executive Committee. The composition of the Executive Committee is provided for in its Terms of Reference. The Executive Committee is comprised of the President, Vice President, Past President, one government appointee elected by all Councillors, and one elected Councillor elected by all Councillors, ~~and additional Councillors as may be recommended by the President or Executive Committee and ratified by Council.~~ The election of Councillors is conducted at the inaugural meeting of Council in accordance with a procedure approved by Council: "Process for Electing Members at Large to the Executive Committee" ~~(DOC-77546)~~.

2.5.3 Nominating Committee. The Nominating Committee has a prescribed membership as specified in Bylaw 3. The Chair is the Immediate Past President, eight members are appointed by the Branches, using a rotation scheme developed by the Committee, and three members are appointed by Council on the recommendation of the Past President. The three members have traditionally been a Past President, a PGeo and a member endorsed by ACEC-BC.

2.5.4 Councillor Appointments to other Committees. The committees that require at least one Councillor on the membership are the Governance, Audit, Professional Practice, Registration, ~~Value-for-Money Steering Committee~~, and Geoscience Committees. Prior to the inaugural meeting of a new Council, Councillors are invited to express their preferences to the President and Executive Assistant to Council. The President then develops a recommended slate of Councillor memberships on these committees, taking account of preferences, for the ratification of Council. All these are one-year appointments.

2.5.5 Non-Councillor Appointments to other Committees. In all other cases, the appointment of non-councillors to committees are ratified by Council, upon the recommendation of the staff member supporting each Committee and developed in consultation with the committee members. The process outlined in Section 4 should be followed.

2.6 Branch and Division Executives

Each Branch and Division is administered by an Executive Committee comprised of the Branch or Division Chair, Vice-Chair and possibly a Secretary and/or Treasurer. [Governance Policy CG-75, Council Support Structure Appendix A \(Divisions\) and Appendix B \(Branches\)](#) describe their terms of reference, including the appointment to Executive positions. These positions are filled in accordance with the branch and individual division's terms of reference. These may differ in their specific composition and election procedures.

2.7 Ad Hoc and Short-Term Appointments

These refer, for example, to appointments to [Canadian Engineers Accreditation Board \(CEAB\)](#) site visiting teams in British Columbia, invitations from external organizations to appoint an [APEGBG Engineers and Geoscientists BC](#) representative to a short-term committee, etc. The appointments are generally made by the staff member responsible, either directly or through the CEO. These appointments are not conveyed to Council.

3. APPOINTMENTS TO EXTERNAL ORGANIZATIONS

3.1 Preamble

These appointments include the following: Engineers Canada Board of Directors, Geoscientists Canada Board of Directors, Canadian Engineering Accreditation Board (of Engineers Canada), Canadian Engineering Qualifications Board (of Engineers Canada), the Canadian Geoscience Standards Board, the Securities Committee (of Geoscientists Canada), the Vancouver Airport Authority Board of Directors, and a representative on the Pacific Northwest Economic Region. (Appointments to Joint Practice Boards are included under Engineers and Geoscientists BC Committees.) The objectives of such appointments are to assure that well-qualified persons with the requisite character, knowledge, expertise, willingness and ability to undertake the duties of the position are appointed and that the appointments appropriately meet the needs of the external organization.

3.2 Principles

All such appointments should be based on the following principles:

Authority. For all external appointments, the Executive Committee plays the role of a Nominating Committee, the CEO supports the Executive Committee and Council by managing candidate materials and the process, and Council provides final approval of all such appointments (subject, in some cases, to the endorsement of the external organization).

Confidentiality. Consideration of potential candidates for any of the positions shall remain confidential to the Executive Committee, except for the potential appointees that are taken to Council for ratification. Consideration of potential nominees that are taken to Council for ratification shall remain confidential, and it is only the name of the confirmed appointment that is identified in the minutes of an open meeting.

Inclusiveness. [APEGBCEngineers and Geoscientists BC](#) shall solicit expressions of interest from all its members through the member-only website, providing sufficient information on each position, identifying potential vacancies that may arise, and facilitating the receipt of expressions of interest.

Continuity. External organizations often seek longevity in the appointments that are made. Therefore, subject to the endorsement of the external organization and the wishes of the incumbent, reappointments are normally made for consecutive terms not exceeding 6 years in total. This six-year limit does not preclude consideration of an incumbent's candidacy with others for subsequent terms. Furthermore, special consideration regarding automatic extension of this six-year limit should be given to Engineers and Geoscientists BC appointees who have been asked or have expressed interest to serve in executive positions for the external organization (see 3.4.1 Procedures).

Suitability. In all cases, [APEGEEngineers and Geoscientists BC](#) will be guided primarily by a candidate's suitability with respect to the criteria for each position.

Respectfulness. In order to attract and retain high quality candidates, the possible disenchantment of potential candidates needs to be avoided. Therefore, potential candidates will not be contacted until such time that their selection has been endorsed, and they are notified of [APEGEEngineers and Geoscientists BC](#)'s interest in confirming the relevant appointment. Therefore, Council is requested to approve a ranked list of potential candidates, with each candidate to be contacted in order until the first agreement for the appointment is secured.

Conflict of Interest. In the case that a member of Council may have a real or perceived conflict of interest with respect to the consideration of a potential appointment or reappointment (most commonly by being considered for appointment, or by being closely related or affiliated to an individual being considered for appointment), the individual will absent himself or herself from all deliberations relating to the appointment or reappointment. In case of ambiguity, the meeting chair will make a ruling on this matter.

3.3 Criteria and Conditions of Appointment

Eligibility. To be eligible, a nominee must be an [APEGEEngineers and Geoscientists BC](#) member or licensee in good standing, and may be required by the external organization to be a PEng or PGeo. An appointment or election to Council, including the President, the Vice-President or the Past President does not preclude that individual from simultaneously holding an external appointment.

Criteria. For each of the relevant positions, the CEO will maintain and update periodically a brief statement (typically no more than a page equivalent) that refers to the criteria for the position, the primary roles and responsibilities, and the conditions of appointment (including the term, honorarium, reimbursement of expenses, etc.). As may be necessary, the relevant organizations will be requested to contribute to these statements. These statements will be brought forward to the Executive Committee or other committee considering the nomination of candidates. A synopsis of these statement may be made available on the members-only website in order to assist with securing expressions of interest for potential appointments.

Responsibilities to [APEGEEngineers and Geoscientists BC](#). In certain instances, specifically the Engineers Canada and Geoscientists Canada Director appointments, the position responsibilities may relate to [APEGEEngineers and Geoscientists BC](#) itself, such as an expectation that appointees

will report to Council and/or attend Council meetings to provide periodic reports and/or to consult with Council. Any such responsibilities will be included in the statement for each appointment.

3.4 Procedures

1. Reappointments². In the case of potential reappointments, where the total term upon reappointment will not exceed 6 years (consistent with APEGEngineers and Geoscientists BC committees, as stipulated in Section 4.4 of Governance Policy CG 5 - Council Support Structure), the CEO will contact the external organization to assess the desirability of proceeding with the reappointment; and will contact the incumbent to seek confirmation of willingness for reappointment. Provided that both responses are affirmative, the reappointment is brought forward to the Executive Committee for ratification and then to Council for ratification. Following such ratification, the process proceeds directly to steps 6 and 8 below. If neither of the required conditions is met, all the remaining steps given below are followed, although this does not preclude the incumbent from being considered for reappointment alongside other candidates. In the circumstances of an appointee who has been asked by the external organization or who has expressed an interest to serve in an executive position with the external organization, the reappointment of the member will be automatic and would not require Council's formal reappointment if the member will actually assume the executive position. The normal 6 year time limit will not apply in this situation.
2. Recruitment³. APEGEngineers and Geoscientists BC's members-only website will include a list of APEGEngineers and Geoscientists BC's appointments, including the dates of potential vacancies and an invitation for interested members to submit expressions of interest. For each of the relevant positions, Engineers and Geoscientists APEGBC will include a brief statement⁴ (typically no more than a page equivalent) that refers to the criteria for the position, the primary roles and responsibilities, and the conditions of appointment (including the term, honorarium, reimbursement of expenses, etc.). For consideration, interested members may submit brief expressions of interest by a specified deadline.
3. Potential Nominees. Approximately three months prior to a potential vacancy, all Executive Committee members, the CEO and senior staff will be invited to identify and propose potential candidates, both from expressions of interest taken from the web-site and otherwise.
4. Fit with the criteria. The President (acting as chair of the nominating committee) and the CEO will then jointly develop a short list of 4 – 8 names as may be appropriate. Staff will prepare a confidential assessment of each of the candidates so identified, highlighting the fit with the criteria.
5. Selection of short-list. The Executive Committee will discuss all the names on the short list, and thereby develop a ranked list of 3 – 4 individuals. This ranked list will be taken to Council for ratification.

² This ~~is a new~~ procedure is intended to make reappointments for up to 6 years routine, as is the case with APEGBC committees.

³ This ~~is a new~~ procedure is intended to solicit expressions of interest from the membership at large.

⁴ These statements are intended to avoid potential misunderstandings, for example, as to whether or not APEGEngineers and Geoscientist BC has a preference for recent Past Presidents for Engineers Canada appointments; or to clarify that CEAB does not require representation from any particular institution or industry sector and that there is any expectation of rotation.

6. Ratification by Council⁵. Council's ratification of the reappointment or the prioritized list of nominees is secured at a Closed Meeting.
7. Final Selection⁶. The CEO or staff member responsible shall approach each candidate in the order approved by Council until an acceptance is received. In some cases, the appointment needs to be ratified by the external organization.
8. Announcement. The Council motion that refers to all the names on a prioritized list will remain in closed-meeting minutes. However, the names of confirmed appointees are recorded in the subsequent open-meeting minutes for information.

4. **NON-COUNCILLOR APPOINTMENTS TO APEGENGINEERS AND GEOSCIENTISTS BC COMMITTEES**

4.1 Preamble

As with external appointments, the objectives of committee appointments are to assure that well-qualified persons with the requisite character, knowledge, expertise, willingness and ability to undertake the duties of the position are appointed. To a large extent, the procedures will follow those for External Appointments, but with particular exceptions: (i) in the case of reappointments for terms totaling no more than six years, only the willingness of the incumbent is needed to take the reappointments forward for ratification; (ii) the nominees are brought to Council for ratification directly by the staff member responsible and not by the Executive Committee; (iii) there is no ranked list brought to Council, but instead staff works with each committee to bring forward a single nominee. With this in mind, the modified procedures are given below.

4.2 Procedures

1. Reappointments. In the case of potential reappointments, where the total term upon
2. reappointment would not exceed 6 years (as in Section 4.4 Governance Policy CG75 – Council Support Structure) typically 3 two-year terms; the member of staff supporting the committee will contact the incumbent to seek confirmation of willingness for reappointment. If this is secured, the reappointment is brought forward to the committee for ratification and then to Council for ratification. Following such ratification, the process proceeds directly to steps 6 and 8 below. 7If a reappointment is not made in this way, then all the remaining steps given below are followed, although this does not preclude the incumbent from being considered for reappointment alongside other candidates.
3. Recruitment. APEGEngineers and Geoscientists BC's members-only website will include a list of APEGEngineers and Geoscientists BC's appointments, including the dates of potential vacancies and an invitation for interested members to submit expressions of interest. For each of the relevant positions, APEGEngineers and Geoscientists BC will include a brief statement (typically no more than a page equivalent) that refers to the criteria for the position, the primary roles and responsibilities, and the conditions of appointment (including the term, reimbursement of expenses, etc.). For consideration, interested members may submit brief expressions of interest by a specified deadline.

⁵ This ~~is a new~~ procedure ~~that~~ is intended to avoid Councillors electing a nominee with little or no knowledge of the individual, and to avoid elections when an incumbent is being considered for reappointment within the six-year limit.

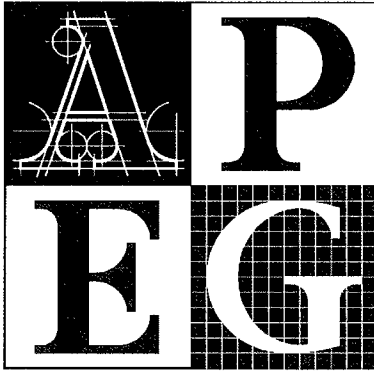
⁶ This ~~is a new~~ procedure ~~is~~ intended to avoid potential disenchantment amongst senior members by contacting them prematurely only to inform them subsequently that there were not successful.

⁷ ~~Note that this is a change to current procedure. Currently, there is a stated limit of 6 years of service on any one committee, but this requirement is often ignored. What is proposed is that reappointments up to 6 years are routine; but this is silent on any overall time limit (e.g. 9 years).~~

4. Potential Nominees. Approximately three months prior to a potential vacancy, all Committee members, all Councillors and senior staff will be invited to identify and propose potential candidates, both from expressions of interest taken from the web-site and otherwise.
5. Fit with the criteria. The staff will then develop a short list of 3 – 6 names as may be appropriate. Staff will prepare a confidential assessment of each of the candidates so identified, highlighting the fit with the criteria. Appropriate consideration should be given to ensure diversity amongst the Committee members.
6. Selection of short-list. The Committee will discuss all the names on the short list, and thereby develop a ranked list of 3 – 4 individuals if available. This ranked list will be taken to Council for ratification.
7. Ratification by Council. Council's ratification of the reappointment or appointment of nominees is secured at a Closed Meeting.
8. Final Selection. The staff member responsible shall approach each candidate in the order approved by Council until an acceptance is received.
9. Announcement. The Council motion that refers to all the names on a prioritized list will remain in closed-meeting minutes. However, the names of confirmed appointees are recorded in the subsequent open-meeting minutes for information.

Approved by Council: April 11, 2014 (CO-14-53)

Approved by Council: XXXXXXX, 2018 (CO-XXXXX)



**Professional Engineers
and Geoscientists of BC**
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***POLICY RE.
PAYMENT OF HONORARIA TO
THE MEMBERS OF A
DISCIPLINE COMMITTEE
PANEL***

Approved by Council: September 9, 1999
(CO 99-153 P. 104 and 105)

Dr. R. Don Russell, P.Geo., the Chair of the Subcommittee of the Discipline Committee, attended Council's meeting of September 9, 1999, to present the Subcommittee's Report on the payment of honoraria to the Members of a Discipline Committee Panel. Council adopted the Subcommittee Report, at that meeting, as follows:

- (i) Honoraria are not appropriate for attendance at any meetings of the Discipline Committee.
- (ii) Honoraria are not required in the case of a one-day panel, except for the Chair, as detailed below.
- (iii) Honoraria should be scaled to reflect the length of the panel hearings; we suggest nothing for the first day of a panel, \$100 per day for the next two days, and \$200 per day for any days beyond three.
- (iv) In calculating the honorarium for the Chair of a Discipline Committee Panel, one additional day should be added to his/her total in recognition of the extra responsibilities of conducting the panels and preparing the report and reasons for the decision.
- (v) Every effort should be made to ensure that an engineer/geoscientist in mid-career should be included among the panel members.

MINUTES OF THE EIGHTH MEETING OF THE 1999 COUNCIL of the
 Association of Professional Engineers and Geoscientists of British Columbia, held on
THURSDAY, SEPTEMBER 9, 1999 at 3:30 p.m. in the Association Council Chamber

- There were present:
- | | |
|--------------------------------|------------------|
| P.D. (Paul) Blanchard, P.Eng. | - President |
| P.W. (Phil) Sunderland, P.Eng. | - Vice President |
| J.S. (John) Haythorne, P.Eng. | - Past President |
| G.R. (George) Cavey, P.Geo. | |
| J.R. (Jack) Croll, MBA, FCA | |
| G. (Graham) Farstad, MCIP | |
| K.B. (Karen) Levine, P.Eng. | |
| G.C. (Chris) Lok, P.Eng. | |
| H. (Hiromi) Matsui, M.Sc. | |
| C.E. (Colin) Smith, P.Eng. | |
| J.F. (John) Watson, P.Eng. | |
- Absent:
- | | |
|--------------------------------|--|
| S.H. (Stuart) Bourhill, P.Eng. | |
| E.A. (Emily) Cheung, P.Eng. | |
| Dr. M.R. (Bob) Ito, P.Eng. | |
| J. (Jodi) Jensen | |
| A.J. (Andy) Mill, P.Eng. | |
| B.J. (Ben) Platzer, P.Eng. | |
| Dr. A.A. (Tony) Salway, P.Geo. | |
- Staff:
- | | |
|--------------------------------|--------------------------------------------|
| E.J. (John) Bremner, P.Eng. | - Executive Director & Registrar |
| M. (Malti) Bhatt, CA | - Director, Finance & Corporate Services |
| W.S. (Wayne) Gibson, P.Eng. | - Director, Communications |
| P.R. (Peter) Mitchell, P.Eng. | - Deputy Director, Professional Practice |
| G.M. (Gillian) Pichler, P.Eng. | - Director, Registration |
| S.R. (Ross) Rettie, P.Eng. | - Director, Professional Practice & Ethics |
| E.F. (Elvis) Riou, P.Eng. | - Deputy Director, Registration |
| J. (Jeanine) Goodison | - Sr. Secretary |
- Guests:
- | | |
|-------------------------------------|------------------------------------------------|
| R.H. (Richard) Hancock, P.Eng. | - Chair, CCPE |
| R. (Robert) Hunter | - Bull, Housser & Tupper |
| Dr. R.D. (Don) Russell, P.Geo. | - Chair, Discipline Committee |
| G. (Gerry) Sayers, P.Eng. | - Member, Structural Qualifications Task Force |
| Dr. G.L. (Gordon) Springate, P.Eng. | - CCPE Director |

The APEGBC Foundation AGM preceded the Council meeting. The Council meeting commenced with the Closed Session with the President in the Chair. Robert Hunter of Bull, Housser & Tupper addressed Council regarding a Discipline Inquiry. Dr. Don Russell, P.Geo., Chair of the Discipline Committee, made a presentation on the Discipline Subcommittee Report. The Open Session followed. Gerry Sayers, P.Eng., a member of the Structural Qualifications Task Force, addressed the recommendations of the Task Force.

REPORT BY DISCIPLINE SUBCOMMITTEE

Dr. Don Russell, P.Geo., Chair of the Discipline Committee, made a presentation to Council on the Subcommittee's Report recommending the provision of a scale of honoraria to members of Discipline Committee Panels, noting that Discipline Hearings are becoming much more litigious and significantly longer. He referred to the Report by Discipline Subcommittee, Appendix to Subcommittee Report on Stipends, and Estimate of Future Annual Cost of Stipends which were a part of the agenda.

There was discussion on the recommendations of the Discipline Subcommittee, and compensation of members of discipline panels of other associations.

MOTION

It was moved and seconded (Watson, Cavey) that Council approve the recommendations of the Discipline Subcommittee with *"except for the Chair as detailed below"* in point #2 removed, so that it reads as follows:

1. Honoraria are not appropriate for attendance at any meetings of the Discipline Committee;
2. Honoraria are not required in the case of a one-day panel;
3. Honoraria should be scaled to reflect the length of the panel hearings: nothing for the first day of a panel; \$100 per day for the next two days; and \$200 per day for any days beyond three;
4. In calculating the honorarium for the Chair of a panel, one additional day be added to his/her total in recognition of the extra responsibilities of conducting the panels and preparing the report and reasons for the decision;
5. Every effort should be made to ensure that an Engineer/Geoscientist in mid-career be included among the panel members.

The motion failed.

After further discussion it was suggested that the statement *"except for the Chair as detailed below"* should be put back in point #2 of the Subcommittee recommendations, as it was felt that the Chair should receive compensation in recognition of the extra responsibilities involved.

Jack Croll expressed opposition to the recommendations as he felt it reflects the Discipline Committee as a "premium" committee.

MOTION

It was moved and seconded (Watson, Cavey) that Council adopt the Discipline Subcommittee Report as presented.

CO 99-153 REPORT OF THE DISCIPLINE COMMITTEE (continued)

REPORT BY DISCIPLINE SUBCOMMITTEE (continued)

ROLL CALL

VOTE

The motion was carried.

Absent: Bourhill, Cheung, Ito, Jensen, Platzer, Salway
Con: Haythorne
Abstain: Croll, Lok

MOTION

It was moved, seconded (Smith, Sunderland) and carried that the Association's legal counsel in Discipline Hearings be informed that when recovery of costs are recommended, they include the amount paid as honoraria.

CO 99-154 REPORT OF THE REGISTRATION COMMITTEE, AUGUST 17, 1999
REPORTED BY GILLIAN PICHLER, P.ENG.

REGISTRATION - CONFIDENTIAL LETTERS

MOTION

It was moved, seconded (Mill, Sunderland) and carried that [REDACTED] be granted registration as a Professional Engineer, and that the confidential letter be returned to the applicant.

MOTION

It was moved, seconded (Mill, Cavey) and carried that [REDACTED] be granted registration as a Professional Engineer, and that the confidential letter be returned to the applicant.

CO 99-155 REPORT OF THE GEOSCIENCE COMMITTEE, AUGUST 13, 1999
REPORTED BY [REDACTED]

The Minutes of the Geoscience Committee meeting of August 13, 1999 were included in the agenda for information.

MOTION

It was moved, seconded [REDACTED] and carried that Council receive the Reports of the Closed Session.

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

REPORT BY DISCIPLINE SUBCOMMITTEE

The Discipline Committee of the Association of Professional Engineers and Geoscientists, noting that discipline hearings are becoming much more litigious and significantly longer, formed this subcommittee to consider whether it is appropriate to provide honoraria to members of discipline panels and, if so, to recommend a scale for honoraria. The subcommittee consists of C.M. (Chuck) Gale, P.Eng.; R.E. (Bob) Gray, P.Eng.; R.T. (Bob) Martin, P.Eng.; and R.D. (Don) Russell, P.Geo. (Chair). The subcommittee met on April 8, 1999, from 10:30 a.m. to 12:15 p.m., and has had several exchanges of information and opinion by electronic mail.

As background material, we had access to information about the lengths of recent APEGBC Discipline Panel hearings and the compensation of members of discipline panels of other associations. The information we had is attached as an appendix to this report. Practices of other professional engineer associations vary widely, with stipends ranging from zero to \$250 per day. With regard to practices of other self-regulating bodies, there is again wide variation, with doctors and dentists receiving about \$600 per day and lawyers receiving nothing. In general there is tendency to not support panel members in disciplines for which members are likely to be employed by firms that can absorb the financial impact, and support in those cases for which private practices are common. Jurors receive a modest stipend of \$25 per day plus (trivial) expenses, which rises to \$30 per day after the first few days. Our practice reviews attract compensation in the amount of a single payment of \$800 for general reviewers and \$100 per hour for technical reviewers.

We view the discipline process as an essential part of the mechanism to ensure that engineering and geoscience practice in British Columbia is of a high standard and serves the public well. Together, the components of this mechanism, as we see it, are the practice review, the investigation process and the discipline process. As noted above, the discipline proceedings have become much more demanding on the participants. Appeals are becoming more common and the threat of an appeal puts severe pressure on the conduct of the hearings, particularly on the chairman. The hearings are exhausting.

We note - but do not give undue weight to - the fact that among the professionals participating in discipline hearings, the panel members stand out as the exceptions who are not compensated: the various lawyers, the court reporter and the expert witnesses all receive compensation. We also note that there is difficulty in finding members for the panel and it is conspicuous that retired members dominate panels. We believe that, though retired members can bring valuable experience to the hearings, those members in mid career are closer to the daily pressures. The honoraria we recommend below will not by themselves attract members, but they will give a slight incentive to commit a significant period of time. Moreover, honoraria may send a message to employers of our professionals that their service is valued.

Considering all factors, we believe that honoraria are appropriate. We do not think it practical or desirable to compensate panel members for their loss of time and income, but some form of recognition would, in our view, benefit the process. This leads us to the recommendations below:

1. Honoraria are not appropriate for attendance at any meetings of the Discipline Committee.
2. Honoraria are not required in the case of a one-day panel, except for the chairman as detailed below.
3. Honoraria should be scaled to reflect the length of the panel hearings; we suggest nothing for the first day of a panel, \$100 per day for the next two days, and \$200 per day for any days beyond three.
4. In calculating the honorarium for the chairman of a panel, one additional day should be added to his/her total in recognition of the extra responsibilities of conducting the panels and preparing the report and reasons for the decision.
5. Every effort should be made to ensure that an engineer/geoscientist in mid-career should be included among the panel members.

Discipline Subcommittee

Dated: August 9, 1999

Don Russell, P. Geo., Chair
Chuck Gale, P. Eng.
Bob Gray, P. Eng.
Bob Martin, P. Eng.

APPENDIX TO SUBCOMMITTEE REPORT ON STIPENDS

| Association | Province | Stipend? | Comments |
|-------------|-------------------------|----------|--------------------------------|
| | | | |
| APEGGA | ALBERTA | NO | |
| APEGM | MANITOBA | NO | |
| APEGN | NEWFOUNDLAND | NO | |
| APEGNB | NEW BRUNSWICK | | No response |
| APEGNS | NOVA SCOTIA | | No response |
| PEO | ONTARIO | | No response |
| APEPEI | PRINCE EDWARD ISLAND | NO | |
| OIQ | QUEBEC | YES | \$125 per half day |
| APEGS | SASKATCHEWAN | YES | \$155 per day, lay member only |
| APEY | YUKON TERRITORY | NO | |
| NAPEGG | NORTH WEST TERRITORY | NO | |
| | | | |

| YEAR | NUMBER OF HEARINGS HELD | TOTAL PANEL DAYS | TOTAL COST OF STIPENDS |
|------|----------------------------|---------------------|---------------------------|
| | | | |
| 1995 | 2 | 9 | \$500 |
| 1996 | 8 | 33 | \$1700 |
| 1997 | 3 | 12 | \$600 |
| | | | |

ESTIMATE OF FUTURE ANNUAL COST OF STIPENDS

| HEARING DAY | COST PER DAY OF HEARING | ACCUMULATED TOTAL COST |
|-------------|-------------------------|------------------------|
| 1 | 100 | 100 |
| 2 | 300 | 400 |
| 3 | 300 | 700 |
| 4 | 600 | 1300 |
| 5 | 600 | 1900 |
| 6 | 600 | 2500 |
| 7 | 600 | 3100 |
| 8 | 600 | 3700 |
| 9 | 600 | 4300 |
| 10 | 600 | 4900 |
| 11 | 600 | 5500 |
| 12 | 600 | 6100 |
| 13 | 600 | 6700 |
| 14 | 600 | 7300 |
| 15 | 600 | 7900 |
| 16 | 600 | 8500 |
| 17 | 600 | 9100 |
| 18 | 600 | 9700 |
| 19 | 600 | 10300 |
| 20 | 600 | 10900 |

The table above shows the cost of stipends for a single hearing taking the number of days shown in column 1 and is extended to 20 days because the Boris Netupsky Hearing continued for that many days; another Hearing, presently underway, has taken ten days to date and will require at least two more days to conclude. These are both exceptional cases and should not reoccur in future.

Based on past experience, the number of cases referred to the Discipline Committee for an Inquiry Hearing is estimated at ten per year, which is double the number in all years prior to 1996. Recent experience suggests that, in future, half of the cases referred will be settled with the member accepting a Stipulated Order and the remainder will require, on average, two or three hearing days each.

The estimated cost of Stipends to Discipline Panel Members is calculated as:

Five hearings @ three days each = 5 x \$700 = \$3,500 per year.

Or:

If all ten cases went to a hearing = 10 x \$700 = \$7,000 per year.

APPENDIX 2 - SURVEY OF OTHER PROVINCIAL ENGINEERING REGULATOR POLICIES

| <i>Regulatory Body</i> | Who is Paid? | Daily Honorarium | Scaled for longer hearings? | Example: Total pay each for 10 day hearing |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------|
| <i>Quebec (OIQ), no date given</i> | Discipline committee panel members. | \$205 per half day of sitting. | No. | \$4,100 |
| <i>Ontario (PEO), Nov. 1995</i> | Panel members sitting on hearings that last longer than three days. Panel members may choose to refuse compensation. Panel members are also entitled to compensation for expenses. | \$125 per half day. | Yes, panel members are not paid for the first three days of a hearing. | \$1,750 |
| <i>British Columbia (APEGBC), Sept. 1999</i> | Discipline committee panel members. | Nothing for the first day, \$100 per day for the next two days, \$200 per day for any subsequent days. | Yes. | \$1,600 |
| <i>Manitoba (APEGM)</i> | Only lay members serving on the Discipline Committee may claim an honorarium. | \$125 for less than 3.5 hours; \$250 for more than 3.5 hours, | | |
| <i>Alberta (APEGA)</i> | No payment. | | | |
| <i>Saskatchewan (APEGGS)</i> | Discipline committee members from the Association are paid only for | | | |

their expenses. Only the public appointee receives a daily honorarium.

SURVEY OF OTHER BC REGULATORY BODY POLICIES

| <i>Regulatory Body</i> | Who is Paid? | Daily Honorarium | Scaled for longer hearings? | Example: Total pay each for 10 day hearing |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------|
| <i>Law Society of BC</i> | Disciplinary tribunals are composed of lawyers, benchers (the governing Council) and lay people. Only the lay people are paid. | \$125 per day | No. | \$1,250 (lay people only) |
| <i>BC College of Dental Surgeons</i> | All panel members. | \$500 per day \$250 per half day (four hours) \$50 per hour to a maximum of \$500. | Honorariums are paid at double the usual rate for the fourth day and any subsequent days. | \$8,500 |
| <i>BC College of Physicians and Surgeons</i> | All committee (and board) members. | \$1,176 with overhead, \$1,064 without overhead. | No. | \$10,640 (without overhead) |
| <i>BC College of Registered Nurses</i> | Hours claimed are dependent on an individual's circumstances and the volume of work required of the position. The Board expects that no claim will be made when a person is compensated already for their time. | Committee members may claim up to \$500 per scheduled meeting. | No. | \$5,000 |



5.7 - Appendix C

PAYMENT OF HONORARIA TO THE MEMBERS OF A DISCIPLINE COMMITTEE INQUIRY PANEL

To recognize and encourage participation in Discipline Committee Inquiry Panels held pursuant to s. 32 of the *Engineers and Geoscientists Act*, R.S.B.C 1996, c. 116, including major inquiries that may span several weeks, Council adopts the following policy on the payment of honoraria to the members of a Discipline Committee Inquiry Panel to reflect their time in conducting the inquiry, considering the evidence and writing reasons:

- (i) Honoraria are not paid in the case of a one-day Discipline Committee Inquiry.
- (ii) The Chair of a Discipline Committee Inquiry Panel will be paid \$450 for each half day beyond the first day of an inquiry.
- (iii) The other panelists on a Discipline Committee Inquiry Panel will be paid \$375 for each half day beyond the first day of an inquiry hearing.
- (iv) The Chair and the other panelists are entitled to reimbursement for expenses reasonably incurred resulting from their participation on a Discipline Committee Inquiry Panel, pursuant to the Association's current expense reimbursement policies for volunteers.

RECOMMENDATIONS TO COUNCIL

NOMINATION AND ELECTION REVIEW TASK FORCE REPORT

PUBLISHED JUNE 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

1. BACKGROUND

Engineers and Geoscientists BC's nomination and election processes have not undergone an in-depth review in recent years. In support of good governance, in February 2017, Council approved the creation of the Nomination and Election Review Task Force.

The task force was directed by Council to review and evaluate Engineers and Geoscientists BC's nomination and election processes, the nomination and election processes of other organizations, and deliver recommendation to Council on whether the association should pursue any changes. A copy of the Terms of Reference for the task force is attached as Appendix A.

To undertake such a review, Council directed that the task force members should have previous Council or Nominating Committee experience. The task force members included current and past members of Council, past presidents, those with experience at the branch level, and a previous public appointee to Council to share the perspective and experience of another regulatory body.

TASK FORCE MEMBERS

David Wells, JD – Chair

Doug Barry, P.Eng.

Dr. Ed Casas, P.Eng.

Tomer Curiel, P.Eng.

Dr. Margaret Li, P.Eng., FEC, FGC (Hon.)

Timothy Smith, P.Geo., Eng.L. FGC

Mike Waberski, BCLS

Dr. Michael Wrinch, P.Eng., FEC, FGC (Hon)

The task force received staff support from Deesh Olychick, Director, Member Services and Julie Killin, Project Coordinator, Member Services.

GUIDING PRINCIPLES

Before commencing its work, the task force agreed to three guiding principles that frame the rationale behind the recommendations presented. The guiding principles presented below inform the metrics against which the recommended changes should be assessed:

1. **Participation:** Our nomination process identifies a diverse pool of candidates
2. **Enabling Success:** Candidates understand the mandate and responsibilities of serving on Council, including time commitment
3. **Transparency:** Our election process is fair, transparent and conducted in an impartial manner and members are provided with enough information about candidates to make an informed decision

In addition to the three guiding principles, administrative improvements were also considered.

WORK PLAN ITEMS AND AREAS OF REVIEW

The task force held nine meetings between May 2017 and May 2018 and reviewed 25 nomination and election process related items. The items reviewed by the task force were a compilation of issues identified from the following sources:

- Council
- Governance Committee
- Nominating Committee (2017 and 2018)
- Members
- Staff

The task force members also had the opportunity to add items for review based on their own experience and perspective. The recommendations from the Nominating Committee are included as Appendix B.

The task force classified their review of nomination and election processes into four categories:

1. Cultivating Leaders for Board Governance
2. Governance
3. Nomination Process
4. Election Process

DECISION-MAKING PROCESS

To support the review, the task force was provided with research on the practices of the other engineering and geoscience regulators across Canada, as well as the practices of other provincial regulators, such as the Law Society of BC, Architectural Institute of BC (AIBC), the College of Registered Nurses of BC and the College of Physicians and Surgeons of BC. A copy of the research collected can be found in Appendix C.

For each item reviewed, the task force assessed the current practice and asked, “What is the problem we are trying to solve” from the viewpoint of current practices and to be proactive in regards to future issues that could arise. The broad backgrounds and experience of the task force members allowed the task force to consider varying views around each topic. The task force reached general agreement on most recommendations.

OVERVIEW OF RECOMMENDATIONS

As a result of its review, the task force makes 28 recommendations for Council consideration. The recommendations support the guiding principles identified by the task force and intend to achieve the following outcomes:

- To develop a formal process to identify future leaders to ensure sustainability of the organization
- To ensure that those participating at the board level have the necessary skills and experience relative to the role
- To improve continuity on Council
- To improve continuity on the Nominating Committee and ensure that committee members have a good understanding of their role and the role of Council

- To ensure that candidates understand the mandate and responsibilities of serving on Council
- To ensure that our processes are fair and transparent
- To ensure that the election material provided gives enough information about candidates for members to make an informed decision

Many of the recommendations may require further review with other committees, in particular the Governance Committee and Executive Committee. Council will also need to consider the recommendations in the context of recommendations from the Professional Standards Authority, budget and resource implications, consultation requirements and the governing legislation to implement the recommendations.

The association's nomination and election processes are guided by three governing documents:

- **Engineers & Geoscientists Act**
 - Legislated by Government
 - Change requests to the *Act* may take several years and require consultation
- **Association Bylaws**
 - Approved by membership vote (requires 2/3 majority)
 - Bylaw changes would require member consultation
- **Election Policy**
 - Approved by Council
 - Policy changes would be reviewed by the Governance Committee

The governing legislation will also dictate the process and timeframe to implement recommendations. To view the relevant sections of the *Act*, Bylaws and the Election Policy, see Appendix D.

2. CULTIVATING LEADERS FOR BOARD GOVERNANCE

Cultivating leaders for board governance is a key-overarching recommendation that supports many of the other recommendations made by the task force. This concept emerged as its own theme and focused on achieving one key outcome:

- To develop a formal process to identify future leaders to ensure sustainability of the organization

RECOMMENDATION 1: Implement a formal program to identify and develop members as part of sustainable succession planning

As a professional regulator, Engineers and Geoscientists BC relies heavily on its volunteers to guide and support the work of the association – from reviewing applications for professional registration, to participating on committees that set and uphold practice standards, to overseeing the affairs of the association.

With over 1,600 volunteers supporting the work of the association, the Nomination and Election Review Task Force sees tremendous benefit in creating a volunteer development program that invests in volunteers and facilitates the identification of future leaders of the organization.

Each year, the Nominating Committee is tasked with identifying a list of candidates for nomination to Council. Members of the Nominating Committee have expressed challenges in identifying potential candidates and concern that the list of candidates is often limited to the personal networks of the committee members. The task force believes that investing in current volunteers will lead to a larger, more diverse pool of qualified candidates for selection by the Nominating Committee.

It is recognized that qualified candidates for Council do not need volunteer experience with the association but an opportunity exists to cultivate leaders within to augment recruiting candidates amongst the membership. A blended approach is recommended whereby:

1. There is a commitment to develop volunteers that show an interest in advancing their contribution to the association and,
2. Qualified candidates are recruited amongst the membership.

Under both scenarios, the role of the association is to enable success so that those members nominated have the necessary skills and experience to contribute effectively at the Council level.

PROPOSED FRAMEWORK FOR CULTIVATING LEADERS

1. Enhance Awareness of the role of Council and opportunities to participate

- a. Develop an outreach program, whereby experienced Council members visit volunteer groups and organizations to provide information on what it is like to serve on Council
 - i. Develop an inspirational video on what it is like to serve on Council
 - ii. Utilize current members of Council to share information at their workplaces about the role of Council and how to get involved

2. Create a process to identify volunteers from committees, task forces, branches, and divisions that have interest and demonstrate leadership potential

- a. Connect with volunteer groups and other organizations to forward names of members who show interest in future leadership roles (not just for consideration by the Nominating Committee in the current year, but for the next 3 to 5 years)
 - b. Ask staff support for volunteer groups to identify potential candidates for consideration by the Nominating Committee
 - c. Develop a database to track expressions of interest, governance and leadership training and experience
- 3. Support long term and highly committed volunteers who are showing significant capacity in terms of skill, interest and time**
- a. Look for opportunities to offer more significant volunteer roles to build their awareness of association business and develop their leadership skills
 - b. Offer formal training opportunities to develop their skills related to association governance and other training opportunities, e.g. the Institute of Corporate Directors
 - c. Create mentorship opportunities with current or recent Councillors to provide advice and guidance to those interested in considering running in the future
- 4. Actively collect nominations and referrals throughout the year**
- a. Create a webpage with information and a standard form for members to recommend potential nominees to be considered by the Nominating Committee

| | | | |
|------------------------------|---------------------------------|-------------------------------|-------------|
| Governing Legislation | Policy | Timeframe to Implement | 2 - 3 Years |
| Guiding Principle | Participation, Enabling Success | | |

3. GOVERNANCE

The task force reviewed 11 items related to governance. The task force focused on achieving two key outcomes related to governance:

- To ensure that those participating at the board level have the necessary skills and experience relative to the role (enabling success)
- To improve continuity on Council

RECOMMENDATION 2: Adopt a President-Elect System

Under Bylaw 3(b), Nominating Committee candidates for the office of President must have served on Council for at least two full years prior to taking office; Nominating Committee candidates for the office of Vice President must have served for at least one full year on Council prior to taking office. Previous experience on Council is not required for nomination by 25 members.

The task force views previous Council experience as essential to operate effectively as President. Immediate Council experience improves the continuity and stability of Council by ensuring the incoming President is well-informed of the issues and priorities of Council and is therefore in a better position to lead Council in support of its strategic long-term goals.

Under a President-Elect System, the President-Elect is elected by members and is considered the First-Vice President. The President-Elect goes on to become the President with the advantage of shadowing the President for an entire year and becoming fully informed of the issues and priorities of Council prior to taking office.

Five other sister associations use a president-elect system (AB, SK, MB, PEO and NL). To support continuity and stability of Council, the task force recommends that Council adopt a President-Elect system.

| | | | |
|-----------------------|------------------|------------------------|----------|
| Governing Legislation | Act | Timeframe to Implement | 3+ Years |
| Guiding Principle | Enabling Success | | |

RECOMMENDATION 3: Remove Council Experience Requirement for Vice President (President-Elect)

Bylaw 3 limits the pool of candidates that can be considered by the Nominating Committee for the position of Vice President. As stated in the Bylaw, Nominating Committee candidates for the office of Vice President must have served for at least one full year on Council prior to taking office. Previous experience on Council is not required for nomination by 25 members.

The task force members agree that there is a much greater need for the President to have immediate Council experience and the proposed President-Elect System ensures that that experience requirement is met.

Although previous association experience would be beneficial for the incoming Vice President (President-Elect), as well as previous Council experience, the Nominating Committee should not be restricted to only

nominate candidates with previous Council experience for the position of Vice President.

Removing the Council experience requirement for Vice President provides flexibility to the Nominating Committee to access a wider pool of candidates based on their skills and qualifications for the role.

Further, previous Council experience is not required for nominations by 25 members and the recommended change makes the process consistent for both nomination processes.

| | | | |
|------------------------------|------------------|-------------------------------|----------|
| Governing Legislation | Bylaw | Timeframe to Implement | 3+ Years |
| Guiding Principle | Enabling Success | | |

RECOMMENDATION 4: The second Vice-President be elected by Council and be appointed to the Executive Committee

Under other President-Elect Systems, such as in Alberta, the Nominating Committee nominates three candidates for Vice President. The candidate receiving the largest number of votes is the First Vice President (President-Elect) and the candidate receiving the second largest number of votes is the Second Vice President.

Rather than nominating three candidates for Vice President, the task force recommends that the Nominating Committee nominate two candidates, with the candidate receiving the largest number of votes becoming the First Vice President (President-Elect). In this scenario, the Nominating Committee is tasked with identifying two suitable candidates for the position, rather than three. Nominations for this position could also be made through the nomination by 25 members process.

Currently, Council appoints one elected member of Council to sit on the Executive Committee. The task force recommends that this member of Council take on the role of Second Vice President. With the proposed recommendation, the composition of the Executive Committee would include the President, President-Elect, Second Vice President, Past President and one public appointee.

It is understood that the roles and responsibilities of the President, President-Elect and Second Vice President would need to be clearly established; however, this could lead to improved distribution of responsibilities amongst the three positions. The time commitment required to serve as President and Vice President is often cited as the primary reason as to why potential nominees decline to be considered by the Nominating Committee. Re-distributing the responsibilities amongst the three positions could help the Nominating Committee in its recruitment of candidates.

This recommendation allows Council to decide which member of Council would be most appropriate to fulfill the role of Second Vice President. Although there would be no requirement for the Second Vice President to run for President-Elect in the following year, it could be a stepping stone to be considered by the Nominating Committee the following year and further support continuity on Council.

| | | | |
|------------------------------|---------------------------------|-------------------------------|----------|
| Governing Legislation | Act | Timeframe to Implement | 3+ Years |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 5: Move to three-year terms for Councillors

Councillors are currently elected to a two-year term. The President and Vice President serve a one-year term, though the President will serve a subsequent year on Council as the Past President.

To further support continuity and stability of Council, the task force recommends moving to three-year terms for Councillors. Many other organizations recognize the benefits of three-year terms and have moved in this direction, including some sister associations (AB, SK and NL). The task force's research on contemporary boards supports the following board progression:

Year 1: Board member is learning

Year 2: Board member is able to better contribute

Year 3: Board member continues to contribute and can help with succession planning by helping on-board new members

The task force recognizes that this recommendation requires a longer commitment from board members but it also increases the competition, as fewer positions are available each year. This recommendation is linked with Recommendation 6.

| | | | |
|-----------------------|---------------------------------|------------------------|----------|
| Governing Legislation | Act | Timeframe to Implement | 3+ Years |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 6: Reduce the elected board size to 9, with each three year term rotated

The Professional Standards Authority cites that optimal board size for effectiveness is eight to 12 members. Currently, 10 members of Council are elected; five each year. Following recommendation 5, to coincide with three-year terms for Councillors, the task force recommends that the size of the elected board be reduced to nine.

By moving to three-year terms and a board size of nine elected Councillors, three members would be elected each year.

The composition of Council would then include nine elected members, four public appointees, President-Elect, President and Past President. As proposed in recommendation 4, the Second Vice President is selected from the nine elected members.

| | | | |
|-----------------------|---------------------------------|--------------------------|----------|
| Governing Legislation | Bylaw | Target Implementation YR | 3+ Years |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 7: Implement honorariums for President, Vice President and Councillors, based on recommendations of a qualified third party

Engineers and Geoscientists BC does not currently provide compensation to elected Councilors, however, honorariums are paid to public appointees. Research shows that it is fairly common practice for

board members to be compensated. The task force recognizes that the role of Council has become increasingly complex with the expectation of significant preparation and as a result, strongly supports implementing honorariums.

Council members are expected to attend five full day Council meetings throughout the year. Members of Council are also asked to commit approximately 10 to 12 hours per month for other meetings such as planning sessions and workshops, plus preparation time. The roles of Vice President and President require a much more significant time commitment.

The task force considered whether providing honorariums could create potential for some candidates to run for the wrong reasons. Although that is a risk, the task force feels that honorariums provide acknowledgment and recognition for the service being provided. They also set the tone that each member of Council is there to perform in the public interest and to come prepared. It is not envisioned that the honorariums would fully compensate members of Council based on the number of hours spent on Council business; but rather, the honorarium would provide recognition and acknowledgement of their service to Council.

The task force recognizes that there has been strong opposition to this concept in the past and that there may be a perceived conflict of interest for Council to make a decision on this recommendation. It is therefore recommended that Council implement an honorarium policy based on the recommendations of a qualified third party. The qualified third party would make the recommendation on whether to implement honorariums, the process and amount.

| | | | |
|------------------------------|---------------------------------|-------------------------------|-------------|
| Governing Legislation | Policy | Timeframe to Implement | 1 – 2 Years |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 8: Provide voting rights to members in training

At the direction of Council, the task force reviewed the motion carried from the 2017 Annual General Meeting asking Council to consider voting rights for members in training. Currently, only professional members and holders of limited licensee are eligible to participate in association voting.

Currently, there are just over 6,000 members in training. The task force supports the member motion to extend voting rights to members in training. Providing voting rights to members in training gives those members entering the profession a stake in their future, is more inclusive and encourages election and general association participation earlier (member engagement).

| | | | |
|------------------------------|---------------|-------------------------------|----------|
| Governing Legislation | Act | Timeframe to Implement | 3+ Years |
| Guiding Principle | Participation | | |

RECOMMENDATION 9: Continue with the Faculty Member Requirement on Council

The *Act* stipulates that a faculty member from one of BC's applied science programs must sit on Council. If a faculty member is not elected, Council must appoint a member. Historically, in the early days of the association, the requirement for registration was purely academic and registration cases were reviewed

by Council. The task force evaluated whether the continuation of a faculty member on Council was still required.

As the faculty member brings the skills and experience of the education community, the task force believes that this is still an important connection to maintain. This position helps to bring the perspective of the academic community to Council discussions.

However, going forward, Council may wish to consider whether this position should be appointed rather than elected and may wish to engage the academic community on this topic and whether another model could be considered. This recommendation is linked with recommendation #10.

| | | | |
|------------------------------|---------------|-------------------------------|----------------|
| Governing Legislation | Act | Timeframe to Implement | Not applicable |
| Guiding Principle | Participation | | |

RECOMMENDATION 10: Develop a linkage between members of the academic community and the association as a better vehicle to bring engineering and geoscience issues forward to Council

Although the task force supports continuation of the faculty member on Council, the task force considered whether a committee structure would provide for issues from the broader academic community to be considered by Council. The task force recommends that Council explore additional ways (aside from the faculty member requirement on Council) to provide a linkage with members of the academic community as a better vehicle to bring engineering and geoscience issues forward to Council.

Should Council decide to make the faculty member requirement on Council an appointed member in the future, this structure could be used to appoint the faculty member.

| | | | |
|------------------------------|---------------------------------|---------------------------------|-------------|
| Governing Legislation | Policy | Target Implementation YR | 1 – 2 Years |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 11: Do not adopt mandatory geographical representation on Council

The task force recognizes that there are valuable perspectives and issues brought to the Council table based on geographical and discipline specific concerns. For that reason, the Nominating Committee considers diversity in geography and discipline, in addition to gender and ethnicity in the development of its list of candidates.

The goal of the Nominating Committee is to build a diverse list of candidates with the right skill sets to best represent the public. The task force supports the current process followed by the Nominating Committee and does not recommend adopting mandatory geographical representation on Council.

Moving in the direction of mandatory geographical representation on Council would be contrary to research on contemporary board size as reserving seats for special interests or geographical representations generally contributes to large board size. For example Professional Engineers Ontario has five regional districts represented on Council with a board size of 25.

| | | | |
|------------------------------|---------------------------------|-------------------------------|---------------|
| Governing Legislation | Act/Bylaw | Timeframe to Implement | No applicable |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 12: Do not adopt a mandatory licensee position on Council

The task force was asked to evaluate a mandatory licensee position on Council. As mentioned in Recommendation #11, reserving board seats contributes to large board size. The task force does not support reserved board seats for discipline or geography.

There are no restrictions for licensees to run for Council and licensees are considered by the Nominating Committee in the development of its list of candidates. The task force recommends no change to the process.

| | | | |
|------------------------------|---------------------------------|-------------------------------|----------------|
| Governing Legislation | Act/ Bylaw | Timeframe to Implement | Not applicable |
| Guiding Principle | Participation, Enabling Success | | |

4. NOMINATION PROCESS

The task force reviewed seven items related to the nomination process. The task force focused on achieving two key outcomes related to the nomination process:

- To improve continuity on the Nominating Committee and ensure that committee members have a good understanding of their role and the role of Council
- Candidates understand the mandate and responsibilities of serving on Council

RECOMMENDATION 13: Retain current practice of 25 signatures for Nomination by Members

The task force supports accepting nominations by members as it supports a democratic process. The task force reviewed the current requirement of 25 signatories and considered whether this number is still appropriate. The number of signatories required for other association nomination processes range from two to 25. In reviewing the requirements of other associations, the task force feels that 25 signatories is adequate as the number is not onerous enough to be considered a barrier but still supports a democratic process.

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| Governing Legislation | Bylaw | Timeframe to Implement | Not applicable |
| Guiding Principle | Participation | | |

RECOMMENDATION 14: Retain two different dates for candidates endorsed by the Nominating Committee and those supported by 25 members of the Association

In 2015, the Association of Professional Engineers and Geoscientists of Alberta (APEGA) introduced several changes to their nomination process, including requiring all nominations (those by Nominating Committee and those nominated with support from members) to be submitted by the same date. One of the reasons Alberta moved in this direction was to ensure that all candidates interested in running put their name forward instead of reacting to the list of candidates nominated by the Nominating Committee. For more information on the APEGA process, view Appendix E.

The task force discussed the changes made by Alberta but felt that the current process of two separate dates for candidates endorsed by the Nominating Committee and those supported by 25 members, allows members the option to run if they are not satisfied with the list produced by the Nominating Committee.

In addition, not all interested candidates make the final list of Nominating Committee candidates. Accepting nominations by 25 members supports a democratic process and if elected, the association should have a process in place that enables all candidates to succeed.

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| Governing Legislation | Bylaw | Timeframe to Implement | Not applicable |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 15: For Nomination by 25 Members, implement an online nomination format where members can log-in and nominate individuals

Under the nomination by 25 member process, members use a paper-based form to submit nominations. In previous years, there has been concern raised regarding the nomination forms submitted, particularly when a slate of candidates is being nominated. Multiple signature pages have been submitted without the name of the nominee or nominees on the signature page. It has been difficult to verify if all nominators were fully aware of all candidates they were nominating. In these cases, nominators are contacted for verification.

The election policy has since been revised to partially address this issue. It is now required that the identity and license number of each of the 25 nominators and each of the nominees must be clear on each nomination form and must be accompanied by the written consent of each nominee. Further, the name or names of each nominee must be printed on each signature page of the nomination form to be signed by the 25 nominators.

The current process requires original signatures (handwritten) to be collected on a nomination form, which can then be scanned by the nominee and sent electronically to the association. The use of handwritten signatures is to reduce the chances of someone cutting and pasting electronic signatures to multiple nomination forms.

The task force recommends that Council move to an online nomination format to simplify the process both from the association perspective and the nominee perspective; the process would also allow for easier verification that the nominee is supported individually by members.

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| Governing Legislation | Bylaw* | Timeframe to Implement | 1 – 2 Years |
| Guiding Principle | Transparency | | |

*Bylaw change required to make the online format mandatory

RECOMMENDATION 16: For the online nomination process, include a statement that the nominator feels that the nominee is a suitable and qualified candidate for the position being nominated

In the current process, nominators are required to provide their signature and license number in support of the nominee. The task force recommends that the nominee be further required to indicate that the nominee is a suitable and qualified candidate for the position being nominated.

It is intended that this prompt encourages the nominator to read the qualifications for the role and allows the nominator to determine the nominee's suitability for the role.

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| Governing Legislation | Bylaw, Policy | Timeframe to Implement | 1 – 2 Years |
| Guiding Principle | Participation, Enabling Success, Transparency | | |

RECOMMENDATION 17: In relation to the five appointed members of the Nominating Committee, two should be past presidents, and that for all five, there should be a staggered term of two years, with a one-time optional renewal. For all new members to the committee, there should be an orientation in regards to the role of the Nominating Committee and Council.

The Nominating Committee is charged with seeking and selecting a list of candidates for election to Council that can provide strong leadership to the association. The committee consists of 14 members including the past president, five members appointed by Council, and eight members appointed by the branches.

Past Nominating Committee members have identified that having a new committee each year is problematic as it doesn't allow for effective knowledge sharing amongst the committee members nor allow for longer term succession planning for nominees to Council. It is recommended that continuity on the Nominating Committee be improved.

Currently, five members of the committee are appointed by Council. In practice, past presidents are often asked to volunteer for the Nominating Committee. The benefit of having past presidents on the committee is that they all have previously served as Chair of the Nominating Committee and therefore, have in-depth working knowledge of the committee's role as well as the role of Council; this experience has proven to be very beneficial to the Chair.

For this reason, the task force recommends that two of the five appointed members of the Nominating Committee be past presidents. This is in addition to the Chair. It is also recommended that each serve a staggered term of two years to improve continuity on the committee. For all new committee members, there should be an orientation with regards to the role of the Nominating Committee and Council.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 Months |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 18: Review branch rotations to the Nominating Committee with the purpose of ensuring continuity

Bylaw 3 outlines that Council shall direct the branches to appoint eight members or limited licensees to the Nominating Committee. The 15 branches practice a rolling rotation of branch groupings, based on branch membership to determine the branches that will nominate an appointee for a given year.

The task force recommends that the branch rotations be reviewed to ensure that the current rotation is still representative of the membership and wherever possible to enhance continuity on the Nominating Committee.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 Months |
| Guiding Principle | Participation, Enabling Success | | |

RECOMMENDATION 19: Develop defensible guidelines for the Nominating Committee to use when evaluating incumbent candidates

Each year, incumbents are considered by the Nominating Committee. The task force discussed whether the Nominating Committee should automatically nominate incumbents, should they be willing to continue to serve on Council. Below is an excerpt from the Nominating Committee guidelines on how incumbents are considered:

Incumbents are to be considered for nomination using the same criteria as all other potential candidates. However, since they have already served for some time as Councillor, the current President and immediate Past President (the Committee Chair) will be contacted for informal comments regarding their performance to date. As well, in an effort to increase the pool of potential Vice President candidates, incumbent interest in progress to the role of Vice President is considered.

Once the potential nominees are reviewed by the Committee, those ranked at the top of each of their discipline groups are contacted by a member of the Committee to seek confirmation of their willingness to serve and to obtain additional information. Calls are made in a predetermined order until the spots are filled.

The task force recommends that defensible guidelines be developed to assist the Nominating Committee in evaluating whether an incumbent should be nominated.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 Months |
| Guiding Principle | Transparency | | |

5. ELECTION PROCESS

The task force reviewed nine items related to the election process. The task force focused on achieving two key outcomes related to the election process:

- To ensure that our processes are fair and transparent
- To ensure that the election material provided gives enough information about candidates for members to make an informed decision

RECOMMENDATION 20: Appoint an Independent Chief Elections Officer to oversee the election process

Currently, the Registrar is the Chief Electoral Officer, and is responsible for the conduct of the election. The Registrar's role is outlined in Bylaw 3 and the Election Policy that is approved by Council. Specifically, the Registrar receives the Nominating Committee's list of candidates, confirms that all candidates are eligible for election, confirms that election statements conform with the Election Policy, produces the election ballot, and receives the final election results.

Upon receipt of election material from candidates, statements are reviewed by staff, who format the statements for consistency and check that word count specifications are met. The formatting provides structure to the statements to allow for easier viewing by members. Staff do not edit for grammar or spelling. In addition, staff verify information related to educational credentials and association activities. Candidate statements may also be verified for factual content.

As dictated in the Election Policy, any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidates may not be published, in the Registrar's sole discretion.

The intention of the review process is not to inhibit robust debate amongst candidates or inhibit criticism, but to ensure that there is no liability exposure to the association for publishing content that is inappropriate. It is the Registrar's responsibility to ensure that the association is not exposed to claims of defamation.

In its review of the current process, the task force agrees that the association must be able to censor statements to protect the association not only from claims of defamation but also reputational risk. The task force sees value in the creation of an independent role as it removes any perception of bias or perceived conflict. The independent role provides one additional layer of protection against claims of unfair treatment.

The task force members emphasize that there is no current problem being addressed; but there could be potential of a problem in the future and the association should be forward thinking on how to address this.

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| Governing Legislation | Bylaw, Policy | Timeframe to Implement | 1 – 2 years |
| Guiding Principle | Transparency | | |

RECOMMENDATION 21: Amend the candidate statement form to include relevant skills experience (financial fluency, strategic planning, governance experience, etc.)

Candidates may submit a candidate statement, photo and answers to three pre-selected questions as part of the election material presented for the information of members. All candidate statements must comply with the association's Election Policy. The current candidate statement allows candidates to highlight the following:

- Education
- Work experience
- Experience volunteering with the association
- Related professional experience
- Community involvement
- Awards and Honours

Candidate statements are subject to word limits: 400 words for Councillor candidates and 800 words for President and Vice President candidates. Candidates may also include a web link to an external web link, allowing candidates to share further information about themselves.

It is generally agreed that skills related to financial fluency, governance, strategic planning, risk management, human resources, and others are relevant and important skills for Council. The Architectural Institute of BC (AIBC) includes a list of 10 relevant skills and competencies on their candidate form. To view the AIBC candidate statement form, see Appendix F.

The task force believes that the skills and competencies listed in the AIBC form are important and relevant skills for Council members and recommends expanding the candidate statement form to include the relevant skills and competencies used by AIBC. This recommendation supports informed decision making by allowing voters to better assess the skills and experience of candidates and allows members to decide which skills and competencies are important to them in their review of candidates.

It is recognized that not all candidates will have relevant experience in all 10 skills and competencies. Candidates should be encouraged to only populate the relevant sections and only the sections populated should be published as part of the election material.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 Months |
| Guiding Principle | Transparency | | |

RECOMMENDATION 22: Adopt a professionally produced candidate video program to be available to all candidates

The task force recommends that Council include professionally produced candidate videos as part of the election material presented to members. The inclusion of videos allows for another medium to assist members in making an informed decision. Public speaking is required for Councillors, particularly President and Vice President; and videos allow candidates to showcase their competency in this area. Another possible benefit is that the use of videos could also engage broader interest from the membership and possibly increase voter turnout.

The task force supports a video format that allows candidates to provide information about themselves but also addresses specific questions. The task force also feels that the videos should be made available to all candidates and be professionally produced (funded by the association). It is recognized that a travel subsidy will be required for out of town candidates.

It should be noted that videos for the positions of President and Vice President are being piloted for the 2018 election. A post-voting survey will be included to evaluate the usefulness of the videos from the voter perspective.

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| Governing Legislation | Policy | Timeframe to Implement | 1 to 2 years |
| Guiding Principle | Transparency | | |

RECOMMENDATION 23: The Terms of Reference of the Governance Committee be amended to include review of the relevance of the Q&A

In 2016, Council introduced the addition of the Q&A with Candidates as a way to provide voting members with more information about candidates. As part of the Q&A, candidates are asked to submit, on an optional basis, answers to three pre-determined questions.

The task force supports the inclusion of the Q&A's but recommends that the Governance Committee be tasked to review the relevance of the questions.

It should be noted that Council has delegated this task to a standing sub-committee of Council consisting of the President and four government appointees. The task force is aware of the current process and has no concern with the decision authority being delegated to a sub-committee; the recommendation is to have the task documented and assigned.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 months |
| Guiding Principle | Transparency | | |

RECOMMENDATION 24: Retain current ballot format

The ballot for the Council election contains the following information: candidate name, designation and city. The task force reviewed the ballot information and upon request from the 2018 Nominating Committee considered amendments. The 2018 Nominating Committee made a recommendation that the formatting of the ballot be reviewed by the task force to ensure that members voting are aware of the process by which the candidate has been nominated.

Currently, the election material provided to members indicates whether the candidate was nominated by the Nominating Committee or nominated by 25 members. This is required by the Election Policy. Once a member enters the online ballot or completes the paper ballot, there is no notation indicating how a member was nominated. The 2018 Nominating Committee asked the task force to consider whether the ballot should be revised to ensure that at the time of voting, members are aware of the process by which the candidate has been nominated.

The task force reviewed the current ballot and recommends that Council retain the current ballot format which includes the candidate's name, designation and city. The task force believe that members have a responsibility to review candidate statements before marking their ballot and adding information on how a member was nominated or any other information on the ballot itself could create bias. The task force therefore recommends no change to the current ballot format.

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| Governing Legislation | Policy | Timeframe to Implement | Not applicable |
| Guiding Principle | Transparency | | |

RECOMMENDATION 25: Eliminate mailing of election postcards to members without a valid email address on file

The current process is to send a postcard notification to members without a valid email address on file in advance of the election. In 2017, just over 1,100 postcards were mailed. There is no legislative requirement to do this but the association has adopted it as a general practice. The postcard advises members of the upcoming election, provides information on how a member can update their record to provide an email address and how to request a paper ballot for the election.

The task force recommends that Council eliminate the mailing of the election postcard, as the current practice is not a good use of resources in terms of time, cost, and environmental impact. It is felt that it is the responsibility of a professional to provide an email address to its regulator and as the election takes place at the same time each year, a postcard notification is unnecessary.

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| Governing Legislation | Not applicable | Timeframe to Implement | 6 to 12 months |
| Guiding Principle | Administrative Improvement | | |

RECOMMENDATION 26: Eliminate paper ballots within a three-year period

Section 9 (6) of the *Act* states that the association must conduct a ballot of members and holders of limited licences each year, in the manner determined by the Council, to elect the councilors who are to be elected. This amendment to the *Act* was made in 2008 to allow for electronic balloting. Ten years after the introduction of electronic balloting, typically less than 12 paper ballots are received each year.

As only 0.2% of ballots received are paper ballots, the task force recommends that Council eliminate paper ballots within a three-year period. Moving to 100% electronic balloting saves time and effort and eliminates the need to verify whether duplicate ballots have been submitted (paper and electronic).

This change also creates less work for the scrutineers who have been appointed by Council to supervise the ballot count. It is also felt that three years is an adequate notice period for members to adjust to 100% electronic balloting.

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| Governing Legislation | Policy | Timeframe to Implement | 3+ Years |
| Guiding Principle | Administrative Improvement | | |

RECOMMENDATION 27: Retain current voting window

The current voting window for election is approximately four and half weeks. Bylaw 3 dictates that voting shall be closed at noon on the 15th day prior to the annual meeting. The Election Policy states that voting information shall be sent to members and limited licensees at least 42 days prior to the Association's Annual General Meeting. This particular reference in the Election Policy was previously in the association bylaws. In 2008, when the *Act* was amended to allow for electronic voting, the bylaw clause was removed. However, this reference still remains in the Election Policy. With this clause, the voting window must be open for a minimum of 30 days.

At the time when ballots were exclusively by paper, this was deemed the appropriate amount of time for paper ballots to be mailed to members, members to review material and for members to mail back completed ballots.

The task force reviewed the current voting window and whether it should be shortened, particularly in consideration of recommendation 26 (eliminate paper ballots within three years). The task force is satisfied with the current voting window as it provides sufficient time for members to thoroughly review election material and make an informed decision. The task force recommends no change to the current voting window.

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| Governing Legislation | Policy | Timeframe to Implement | Not applicable |
| Guiding Principle | Transparency | | |

RECOMMENDATION 28: Do not publish any additional voter demographics but collect additional voter demographics for the purpose of better understanding member engagement

As part of the 2017 Council election, voter turnout by branch was published as a pilot for the 2017 year. Based on feedback received from branches, Council has agreed to publish voter turnout by branch as an ongoing practice. The purpose being that publishing voter turnout provides greater awareness as to which regions participate more actively in the voting process and may contribute to an increase in voter participation.

In November 2017, there was a suggestion by a few members of Council on whether consideration should be given to publishing additional demographic information, such as member type, discipline, age, gender, etc. Although this information can be produced as requested by Council, the task force discussed whether this would provide value to members.

The task force considered this recommendation and how it could affect the anonymity of the voter, particularly in less populated branches. The task force supports publishing voter turnout by branch as a motivational tool to encourage overall voter turnout. The task force does not see any value in publishing additional voter demographics. The task force recognizes that additional voter demographic information may be useful to the Nominating Committee or Council, but not for members. The task force recommends that no additional voter demographics be published but recommends that Council collect this information for the purpose of better understanding member engagement.

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| Governing Legislation | Policy | Timeframe to Implement | 6 to 12 months |
| Guiding Principle | Transparency | | |

6. SUMMARY OF RECOMMENDATIONS

In its review of the Engineers and Geoscientists BC's nomination and election processes, the Nomination and Election Review task force makes 28 recommendations for Council consideration. Many of these recommendations will require further review with other committees, and Council will need to consider budget and resource implications, consultation requirements and the governing legislation to implement the recommendations.

The recommendations support the guiding principles identified by the task force and intend to achieve the following outcomes:

- To develop a formal process to identify future leaders to ensure sustainability of the organization
- To ensure that those participating at the board level have the necessary skills and experience relative to the role
- To improve continuity on Council
- To improve continuity on the Nominating Committee and ensure that committee members have a good understanding of their role and the role of Council
- To ensure that candidates understand the mandate and responsibilities of serving on Council
- To ensure that our processes are fair and transparent
- To ensure that the election material provided gives enough information about candidates for members to make an informed decision

LIST OF RECOMMENDATIONS

1. Implement a formal program to identify and develop members as part of sustainable succession planning
2. Adopt a President-Elect System
3. Remove Council Experience Requirement for Vice President (President-Elect)
4. The second Vice-President be elected by Council and be appointed to the Executive Committee
5. Move to three-year terms for Councillors
6. Reduce the elected board size to 9, with each three year term rotated
7. Implement honorariums for President, Vice President and Councillors, based on recommendations of a qualified third party
8. Provide voting rights to members in training
9. Continue with the Faculty Member Requirement on Council
10. Develop a linkage between members of the academic community and the association as a better vehicle to bring engineering and geoscience issues forward to Council
11. Do not adopt mandatory geographical representation on Council
12. Do not adopt a mandatory licensee position on Council
13. Retain current practice of 25 signatures for Nomination by Members
14. Retain two different dates for candidates endorsed by the Nominating Committee and those supported by 25 members of the Association
15. For Nomination by 25 members, implement an online nomination format where members can log-in and nominate individuals
16. For the online nomination process, include a statement that the nominator feels that the nominee is a suitable and qualified candidate for the position being nominated
17. In relation to the five appointed members of the Nominating Committee, two should be past presidents, and that for all five, there should be a staggered term of two years, with a one-time

optional renewal. For all new members to the committee, there should be an orientation in regards to the role of the Nominating Committee and Council

18. Review branch rotations to the Nominating Committee with the purpose of ensuring continuity
19. Develop defensible guidelines for the Nominating Committee to use when evaluating incumbent candidates
20. Appoint an Independent Chief Elections Officer to oversee the election process
21. Amend the candidate statement form to include relevant skills experience (financial fluency, strategic planning, governance experience, etc.)
22. Adopt a professionally produced candidate video program to be available to all candidates
23. Terms of Reference of the Governance Committee be amended to include review of the relevance of the Q&A
24. Retain current ballot format
25. Eliminate mailing of election postcards to members without a valid email address on file
26. Eliminate paper ballots within a three-year period
27. Retain current voting window
28. Do not publish any additional voter demographics but collect additional voter demographics for the purpose of better understanding member engagement

7. SUPPLEMENTARY MATERIAL

Appendix A: Task Force Terms of Reference

Appendix B: Nominating Committee Recommendations

Appendix C: Research from Engineering and Geoscience Regulators and Provincial Regulators

Appendix D: Relevant sections of Governing Legislation (Act, Bylaw, Election Policy)

Appendix E: APEGA Nomination Process

Appendix F: AIBC Candidate Form



1. Name:

Nomination and Election Review Task Force

2. Type/Reporting Relationship:

2.1 Type: Task Force

2.2 Reporting Relationship: The Task Force is appointed by Council and reports to Council.

3. Purpose:

To review and evaluate Engineers and Geoscientists BC's nomination and election processes, the nomination and election processes of other organizations and deliver recommendations to Council on whether Engineers and Geoscientists BC should pursue any changes.

4. Authorities of the Task Force:

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

5. Function/Deliverables:

5.1 To develop a work plan to guide the work of the Task Force's review of the Engineers and Geoscientists BC's nomination and election processes.

5.2 To undertake a review and evaluation of Engineers and Geoscientists BC's current nomination and election processes

5.3 To undertake a review and evaluation of the nomination and election processes of other professional regulators to identify best or leading practices.

5.4 To review and evaluate the experience requirement for Nominating Committee candidates in comparison to candidates nominated by 25 members.

5.5 Upon completion of the review, the Task Force will assess its findings and provide its recommendations to Council as to whether any change related to Engineers and Geoscientists BC's nomination and/ or election processes should be pursued. The Task Force's report will outline the processes reviewed, the issues identified, the recommended actions and reasons for the recommendations.

5.6 Should Act or Bylaw changes be recommended, the Task Force may provide recommendations for member consultation as part of its report to Council.

6. Resources:

6.1 The Task Force has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.

7. Membership:

7.1 A minimum of seven and a maximum of ten members, with the following representation:

- 1 Branch Representative (Immediate Past Branch Reps Chair or a Past Branch Reps Chair)
- 1 past member of the Nominating Committee
- 1 Public Appointee of Council
- 2 Past Presidents
- 1 Elected Council Member
- 1 Member of the Governance Committee
- 1 Member or representative from another professional regulatory body (optional)

8. Term of Office:

8.1 The terms of office are for one year or until the Task Force concludes its work or later as directed by Council.

9. Selection of Officers:

9.1 The Chair is appointed by Council.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

12.1 The Task Force may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

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

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

14.1 The Task Force shall review its Terms of Reference on establishment and shall recommend any changes to the Terms of Reference (through the Governance Committee).

15. Staff Support:

Director, Member Services

Approved by Council: February 10, 2017 CO-17-34



2017 NOMINATING COMMITTEE RECOMMENDATIONS

At the last meeting of the 2017 Nominating Committee, the Nominating Committee made the following recommendations which relate to the work of the task force:

1. Send experienced Councillors to branches and other volunteer group events to share their experiences related to serving on Council with the intention of informing and recruiting future candidates.

MOTION: It was moved and seconded that the Committee recommend to the 2018 Nominating Committee, Council and the Nomination and Elections Review Task Force that councilors with more than one year experience visit as many branches and volunteer groups as possible with an inspirational presentation or webinar on why and how someone could become a councillor

2. Consider assigning members who are interested in serving on Council in the future with a qualified mentor who can help them develop the necessary skills needed to serve on Council. There was some discussion on whether it would be appropriate to proactively approach candidates or if candidates should be self-referred. The Committee did not come to a conclusion on this. Further consideration on this was recommended.

MOTION: It was moved and seconded that the Committee recommend to the Nomination and Elections Review Task Force that they consider the development of a mentoring program for those that express interest in serving on Council. CARRIED

3. Consider expanding the Potential Candidate List so that it includes a historical snapshot of activities associated with and undertaken by potential candidates over the years (i.e. when they were previously contacted to run and their responses, past volunteer activities with the Association).

MOTION: It was moved and seconded that the Committee recommend to the 2018 Nominating Committee and the Nomination and Elections Review Task Force to consider carrying forward and compiling all information kept on potential candidates into a more comprehensive historical Potential Candidate list. CARRIED.

4. Consider options related to changing or lengthening Council Member terms so that the same people are involved in governing and administering the affairs of the Association for a longer time instead of having turn over every two years bringing in new Councillors that are not familiar with current Council priorities.

MOTION: It was moved and seconded that the Committee recommend to the Nomination and Elections Review Task Force that they consider ways in which continuity on Council can be improved. CARRIED.

2018 NOMINATING COMMITTEE RECOMMENDATION

5. The Nominating Committee recommend to the Nomination and Election Review Task Force that the formatting of the ballot be reviewed to ensure that members voting are aware of the process by which the candidate has been nominated.

Governance

| | Council Composition | Council Size ¹ | Term Length | Faculty Position on Council | Specified Geographical Representation on Council | President-Elect System | Executive Experience Requirement | Council Honorariums (elected members) | Voting Rights for MITs | Role of Chief Elections Officer |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engineering and Geoscience Regulators | | | | | | | | | | |
| Engineers and Geoscientists BC | Past President President Vice President 10 Councillors (elected) 4 Councillors (appointed) | 17 | 1 year: President, Vice President and Past President 2 years: Councillors | Yes If a faculty member is not elected, one will be appointed | No | No | Varies by nomination Candidates nominated by the Nominating Committee must have 2 years of Council experience to run for President, and 1 year for Vice President. No experience required for Presidential or Vice Presidential candidates supported by 25 members of the association. | No | No | Fulfilled by the Chief Executive Officer/Registrar. |
| Association of Professional Engineers and Geoscientists of Alberta | Past President President President-Elect Vice President 12 Councillors (elected) 3 Councillors (appointed) | 19 | 1 year: Past President, Vice President, President-Elect and Vice President 3 years: Councillors | No | No | Yes | Yes Vice-Presidential/President-Elect candidates must have one year of Council experience. Only those nominated by the nominating committee may stand for this position. | Yes The President receives an honorarium that is equal to 40% of the Median F section of the Salary Survey completed the fall prior to their term. | No | Fulfilled by the Chief Regulatory Officer/Registrar |
| Association of Professional Engineers and Geoscientists of Saskatchewan | Past President President President-Elect Vice President 13 Councillors (elected) 2 Councillors (appointed) | 19 | 1 year: Past President, President, President-Elect, Vice President 3 years: Councillors | No | Yes 3 electoral districts for engineers and 2 electoral districts for geoscientists. ² | Yes | Yes Candidates for the office of President-Elect require one year of Council experience for both Nominating Committee candidates and member-supported candidates. | No | Yes MITs may vote, but they may only stand for the designated MIT Councillor position on Council | Fulfilled by the Registrar ³ |
| Engineers Geoscientists Manitoba | Past President President Vice President (President-Elect) 8 Councillors (elected) 2 Councillors (appointed) | 13 | 1 year: President and Vice President 2 years: Councillors | No | No | Yes | Yes The Vice President is elected by Council from among the elected Councillors. | No | Yes MITs may vote for the MIT representative on Council | Fulfilled by the Registrar |
| Professional Engineers Ontario | Past president President-elect Vice President (elected) Vice President (appointed) | 25 | One year: Past President, President, President-Elect, Vice President | No | Yes There are five geographic regions, each elect two Councillors. | Yes | No | No | No | An external Independent Chief Elections Officer is appointed by Council. S/he has authority to approve campaign material, and is responsible for overseeing election in general. |

| | Council Composition | Council Size ¹ | Term Length | Faculty Position on Council | Specified Geographical Representation on Council | President-Elect System | Executive Experience Requirement | Council Honorariums (elected members) | Voting Rights for MITs | Role of Chief Elections Officer |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| | 13 Councillors (elected) 8 Councillors (appointed) | | 2 years: Councillors | | | | | | | |
| Engineers Geoscientists New Brunswick | President Vice President Engineers Canada Director Geoscientists Canada Director 8 Councillors (elected) 2 Councillors (appointed) | 14 | 1 year: President and Vice President 2 years: Councillors | No | Yes There are five geographic regions. | No | No | No ⁴ | Yes MITs may vote but they may not run for President or VP. | This role is not specifically defined. The Secretary presents the Scrutineers Report. |
| Engineers Nova Scotia | Past President President Vice President 8 Councillors | 11 | 1 year: President and Vice President 2 years: Councillors | No | Yes The nomination for the positions of President/ Vice President must come from alternating districts (inside/outside Halifax) and they switch back and forth, regardless of whether the candidate is put forward by the Nominating Committee or is a write-in candidate. Four Councillors for the Halifax district and four from outside Halifax. | No | Yes President and Vice President must have one-year Council experience for both Nominating Committee - and member-supported candidates. | No ⁵ | Yes | Fulfilled by the Chief Executive Officer |
| Engineers PEI | President Past President Vice President 4 Councillors Engineers Canada Director Executive Director Faculty Liaison | 10 | 1 year: Past President, President and Vice President 2 years: Councillors | Yes Spot reserved for the University of PEI School of Sustainable Design Engineering Liaison | No | No | Yes Presidential candidates require two years of Council experience, Vice Presidential candidates require one year. | No | No | This role is not specifically defined. Two scrutineers are appointed at the AGM to oversee the count. |
| Professional Engineers and Geoscientists Newfoundland & Labrador | Past Chair Chair Chair-Elect Director (Eastern District) Director (P.Geo.) Director (P.Eng.) 3 Directors (at-large) 3 Directors (appointed) | 12 | 1 year: Past Chair, Chair and Chair-Elect 3 years: Directors ⁶ | No | Yes One position is reserved for someone from the Eastern district. | Yes | No | No | Yes MITs may vote but only professional members may sit on the Board. | The Registrar administers the election. Any controversial issues would be brought before the Board. |

| | Council Composition | Council Size ¹ | Term Length | Faculty Position on Council | Specified Geographical Representation on Council | President-Elect System | Executive Experience Requirement | Council Honorariums (elected members) | Voting Rights for MITs | Role of Chief Elections Officer |
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| BC Professional Associations | | | | | | | | | | |
| The Law Society of British Columbia | 25 Benchers (elected) ⁷ 6 Benchers (appointed) | 31 | 1 year: President, First and Second Vice President 2 years: Benchers | No | Yes There are nine geographical regions | Yes The 2 nd Vice president becomes the 1 st Vice President who then becomes President. | Yes The Benchers are elected in November, and the executive elections take place in June, so the 2 nd Vice President will have at least 6 months experience. Only those who have been a member in good standing for seven years may stand for election as a Bencher. | Yes The Society did not respond to requests for details. It appears that the President and Vice President receive an honorarium. Minutes from 2004 that are publicly available specify \$80 000 for the President and \$30 000 for the Vice President. | No | Fulfilled by the Executive Director. |
| Architectural Institute of British Columbia | 10 Councillors (elected) ⁸ 3 Councillors (appointed) UBC School of Architecture and Landscape Architecture Appointee Registrar (non-voting) 2 Invited Guests (Immediate Past President & Intern Architect) | 17 | Two years: Councillors One year: Invited Guests | Yes | No | No | No | Yes The President receives a \$10 000 honorarium. | No | The Chief Executive Officer or individual designated by the CEO shall act as the Returning Officer to manage and oversee the election voting process. The President appoints three scrutineers to attend the Annual Meeting to observe and to assist the Returning Officer, including addressing any concerns arising regarding the eligibility of any voter, the validity of any ballot cast or other matters related to election management. |
| College of Registered Nurses of British Columbia⁹ | 9 Board Members (elected) ¹⁰ 4 Board Members (appointed) | 13 | Three years ¹¹ | No | Semi-geographical There are three positions for each of the following: urban, rural and at-large. | No | No | Yes Up to \$500 per scheduled meeting. | No | The Registrar and Chief Executive Officer are responsible for administering the election. The election trustee is responsible for the integrity of the ballot. |
| College of Physicians and Surgeons of British Columbia | 10 Board Members (officers elected by the board) 5 Board Members (appointed) | 15 | One year: Officers Four years: Board Members | No | Yes They have seven regions and the number of board members determined by population. | No | Yes Officers must have served as a Board Member for 6 months. Preference is that they have served on one of the College's standing committees. | Yes Remuneration is offered but details not provided. | No | Role fulfilled by the Registrar. The Registrar must resolve any dispute or irregularity with respect to any nomination, ballot or election. |
| Notes | | | | | | | | | | |
| 1. Council size may vary over time due to vacancies or special considerations such as an appointed faculty member. 2. Residents from either Saskatoon or Regina may not stand for "at-large" positions. While certain offices are reserved based on geographical considerations, all members vote for all positions. 3. Currently delegated to the Director of Registration. | | | | | | | | | | |

| | Council Composition | Council Size ¹ | Term Length | Faculty Position on Council | Specified Geographical Representation on Council | President-Elect System | Executive Experience Requirement | Council Honorariums (elected members) | Voting Rights for MITs | Role of Chief Elections Officer |
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| 4. Currently, there is no compensation, however their <i>Act</i> allows Council to set remuneration if they were to choose to do so. 5. A clothing allowance is made available to the President and Vice President. 6. Elected board members may not serve for more than two consecutive terms. The Chair –Elect may not serve again for six years after their election. 7. Includes the President, First and Second Vice Presidents, whom are elected by the Benchers. 8. President, Vice President and Treasurer are elected by Council. 9. The College will be amalgamating with licensed practical nurses (LPNs), nurse practitioners (NPs), registered nurses (RNs), and registered psychiatric nurses (RPNs) in the fall of 2018. Governance procedures are expected to change. 10. The Chair and Vice Chair are elected by the Board. 11. After 6 years in office, a board member must wait one year to run again. | | | | | | | | | | |

Nomination

| | Nominating Committee Composition | Nominating Committee Term | Criteria Used by Nominating Committee | Process for Member-Supported Nominations | No. of Signatures Required for Member-Supported Nomination | Online Nomination System |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engineering and Geoscience Regulators | | | | | | |
| Engineers and Geoscientists BC | 14 members including the past president, five members appointed by Council, and eight members appointed by the branches. | 1 year ¹ | Consideration given to four forms of diversity: disciplinary, regional representation, gender, and ethnicity. In addition, a desired skills and experience candidate profile is reviewed each year and is used to select candidates (advanced skills in leadership, governance, strategy, and financial management). | Write in nominations are due after the Nominating Committee announces their list. The nominations are due no later than 30 days after the publication of the list of candidates nominated by the Nominating Committee. | 25 | No |
| Association of Professional Engineers and Geoscientists of Alberta | Minimum of 11 members, including Councillors and members. | 1 year: Councillors 3 years: Members | APEGA publishes the top-ranked Council needs and personal attributes in the summer issue of The PEG and on their website each year. The Nominating Committee ranks all candidates for their consideration based on this list. | Write in nominations are due 180 days before the annual meeting. This applies to candidates who wish to be endorsed by the Nominating Committee and for those who wish to be endorsed via member support. | 25 | Yes Nominees are responsible for submitting a list of their supporters. The supporter is contacted via email to verify their support via an online portal, which can be tracked online by the candidate. |
| Association of Professional Engineers and Geoscientists of Saskatchewan | Typical composition is current Past President, former Past President and additional members representing positions being recruited for. | 1 year | At the first Nominating Committee meeting, the committee assesses the current Council demographics and identify what is needed to make it representative of the membership. | Write in nominations are accepted up until 45 days prior to the election. | 5 | No |
| Engineers Geoscientists Manitoba | Typically includes President, Past President, an elected Councillor in their first year, the chair of the Investigations Committee, an intern and members appointed by Council. | 1 year | The Committee seeks diversity among the slate of candidates, including but not limited to gender, age, industry sector, engineering discipline, and ethnic background. The Nominating Committee tries to limit the number of candidates from the same company. | Write in nominations are accepted up until 42 days prior to the Annual General Meeting. | 6 | No |
| Professional Engineers Ontario | No Nominating Committee | No Nominating Committee | No Nominating Committee | All candidates are write-in candidates as the Central Election and Search Committee does not nominate or provide endorsements. | 15 At-large candidates require at least one signature from each of the five regions. Regional candidates require 15 | No |

| | Nominating Committee Composition | Nominating Committee Term | Criteria Used by Nominating Committee | Process for Member-Supported Nominations | No. of Signatures Required for Member-Supported Nomination | Online Nomination System |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------|
| | | | | | signatures from the region they are contesting. | |
| Engineers Geoscientists New Brunswick | 8 members which typically includes the Past President, one member from each of the five geographic districts and two geoscientists. | 1 year | No details specified. | Write in nominations are accepted up until 60 days before the Annual General Meeting. | 10 | No |
| Engineers Nova Scotia | 5 members typically includes the past president and four other members representing geographic districts. | 1 year | Criteria is mainly based on geographical considerations. | Nominating Committee candidates announced one month prior to write-in deadline. | 10 | No |
| Engineers PEI | 3 members including Past President and two additional members, whom are elected by a vote of members present at the Annual General Meeting. | 1 year | Staff commented that they strive to include gender diversity. | Write in nominations are accepted up until 60 days before the Annual General Meeting | 5 | No. |
| Professional Engineers and Geoscientists Newfoundland & Labrador | Minimum three members appointed by the Board. Preference is for the Past-Chair to be the Committee Chair. | 1 year | Primary criteria is based on residency and professional designation. Staff commented that they strive for gender diversity. | Write-in nominations are due the same date as the Nominating Committee's announced list. | 3 | No |
| BC Professional Associations | | | | | | |
| The Law Society of British Columbia | No Nominating Committee | No Nominating Committee | Nothing specified other than a statement on the call for nominations that the Society supports those from employment equity groups to run for office. | No Nominating Committee | 2 Signatures must be from members in the district being contested | No |
| Architectural Institute of British Columbia | 5 members includes 2 public appointees; Past President, 1 Council Member-at-large and 1 Member-at-large. | 1 year | Candidate statement form indicates the following skills and experience: governance expertise; finance; business management; risk management; information technology; strategic planning; communications/ marketing; human resources; legal; public sector knowledge; and leadership skills. | A nomination form must be submitted to the CEO at least 30 days prior to the annual meeting. | 5 | No |
| College of Registered Nurses of British Columbia | 4 members including 3 registrants and 1 public representative. | 3 years | No. Sole criteria is that they are a member in good standing. | Nominees are encouraged to email a nomination form, and can supply ID numbers rather than a signature. | 5 | No |
| College of Physicians and Surgeons of British Columbia | A Nominating Committee exists for the officers. Their role is to consult with Board members in regards to their willingness to stand, prepare biographical summaries and administer the election. | 1 year | No specific qualifications, however candidates should have extensive professional knowledge and experience ¹ . | There is approximately a 4 week window from when the election is announced to when the nomination forms are due. Nominations must be made and seconded in writing in a form approved by the registrar and must be signed by the registrant making and seconding the nomination and endorsed with the acceptance of the candidate. | 2 Members may only nominate or second one candidate from their own district. | No |
| Notes: | | | | | | |
| 1. Branch-appointed members rotate among branches. Typically, a member will sit for two years to increase continuity. 2. The following statement is posted on nomination notice: Candidates considering standing for election should have extensive professional knowledge and experience. Experience in clinical leadership (e.g. chief of staff, department head, program director), including planning and chairing committee meetings, are important assets. Physicians who serve on the College Board should have or be willing to take steps to acquire an understanding of regulatory governance, principles of administrative law, and procedural fairness—principles similar to those that apply within the medical staff organization of the health authority or student and faculty promotion in the faculty of medicine. | | | | | | |

Election Process

| | Candidate Election Material (Association) | Candidates' City Stated | Candidate Statement – Editing | Candidate Statement – Review | Ballot | Voting Window | Voter Turnout |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------|
| Engineering and Geoscience Regulators | | | | | | | |
| Engineers and Geoscientists BC | <ul style="list-style-type: none"> • Candidate statement • Candidate Photo • Q&A • 2018: Candidate video for Presidential and Vice Presidential candidates | Yes | No | Yes Any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Registrar's sole discretion. | Electronic ballot with a paper ballot available upon request. | Approximately five weeks | 2017: 17% 2016: 20% 2015: 28% 2014: 17% 2013: 21% |
| Association of Professional Engineers and Geoscientists of Alberta | <ul style="list-style-type: none"> • Personal Statement • Candidate Photo • Resume • Candidate video (2 min.)¹ | No | Yes Personal statements are edited for spelling, grammar and writing style (e.g. capitalizing "Members"). | Yes. Only comments that violate the Code of Ethics would be addressed. | Electronic ballot with a paper ballot available upon request. | One month | 2017 – 18% 2016 – 15% 2015 – 22% 2014 – 17% 2013 – 14% |
| Association of Professional Engineers and Geoscientists of Saskatchewan | <ul style="list-style-type: none"> • Candidate biography | Yes | Yes Staff edits for spelling and grammar. | Yes No defamatory statements have ever been submitted. Registrar would take action if necessary. | Both paper and electronic ballots are available. | Minimum 20 days | 2018: 16% 2017: 17% 2016: 14% 2015: 16% 2014: 16% 2013: 19% 2012: 17% |
| Engineers Geoscientists Manitoba | <ul style="list-style-type: none"> • Q&A • Curriculum Vitae Form • Candidate Video (2 minutes) | No | Yes Staff edits for spelling and grammar. | Yes They have not had an instance of defamatory statements being submitted, however they do include a disclaimer that statements are not necessarily that of the Association. | Electronic ballot with a paper ballot available upon request. | Two weeks | 2017: 17.2% 2016: 18.2% 2015: 23.0% 2014: 25% 2013: 25% |
| Professional Engineers Ontario | <ul style="list-style-type: none"> • Candidate Photo • 1000 word document for Publication on PEO website (candidate statement) • A half page of their choosing for the Engineering Dimensions magazine • 300 words for E-blast messages • Candidates also can participate in Town Halls (webcast)² | No | No | Yes If necessary, the Chief Elections Officer will seek guidance from legal counsel if s/he deems the content to be libellous. They include a disclaimer that opinions are that of the candidate, not the Association. | Only telephone or electronic ballots are available. | Four weeks | 2018: 13% 2017: 16% 2016: 10% 2015: 11% 2014: 12% 2013: 9% |

| | Candidate Election Material (Association) | Candidates' City Stated | Candidate Statement – Editing | Candidate Statement – Review | Ballot | Voting Window | Voter Turnout |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engineers Geoscientists New Brunswick | <ul style="list-style-type: none"> • Candidate Statement • Candidate Photo | Yes | Yes Staff edits for spelling and grammar. | Yes They review for accuracy, and reserve the right to edit the materials. | Electronic ballot only | 14 days | 2017: 30% 2016: 27% 2015: 26% 2014: 26% 2013: 26% |
| Engineers Nova Scotia | <ul style="list-style-type: none"> • Candidate Statement • Candidate Photo³ | No Geographic district specified | No | No policy specified. No controversial statements have been submitted to date. | Electronic ballot with a paper ballot available upon request. | One month | 2012: 28% 2013: 32% 2014: 27% 2015: 25% 2016: 25% 2017: 24% |
| Engineers PEI | <ul style="list-style-type: none"> • Candidate Statement • Candidate Photo | No | No policy specified. | No policy specified. | Electronic ballot with a paper ballot available upon request. | Minimum two weeks | 2016: 35% 2015: 43% 2014: 55% 2013: 33% |
| Professional Engineers and Geoscientists Newfoundland & Labrador | <ul style="list-style-type: none"> • Candidate Statement & Short Biography • Candidate Photo • CV Information | No | Yes Staff edits for spelling and grammar. | Yes In the event of a controversy, the candidate would be approached for revision. | Electronic ballot but will provide a paper ballot if emailed ballot bounces. | Approximately one month | 2013: 19% 2014: 32% 2015: 29% 2016: 30% 2017: 28% |
| BC Professional Associations | | | | | | | |
| The Law Society of British Columbia | <ul style="list-style-type: none"> • Candidate Statement • Candidate Photo • Biographical Information | No Geographical district specified. | No policy specified. | Yes They do not review the content for accuracy but do reserve the right to refuse publishing anything inappropriate. If a controversial issue were to arise, they would approach the candidate to discuss revision. They include a disclaimer indicating that the statements are the opinions of candidates and not those of the Law Society. | Electronic ballot preferred. Paper ballots are distributed to those without an email address on file. | Approximately two weeks | The BC Law Society reports turnout by district. Looking at the 2015 General Election, for large districts like Vancouver, they have a turnout of 34%, while areas such as Kamloops and Prince Rupert have a higher turnout (57% and 54% respectfully). |
| Architectural Institute of British Columbia | <ul style="list-style-type: none"> • Candidate statement⁴ | Yes | No | Yes Only in extreme cases would the candidate be contacted to request a re-submission | Electronic ballot only | Minimum 15 days | Specific request for information not provided. Staff indicated turnout in recent elections to vary between 20 – 25%. |
| College of Registered Nurses of British Columbia | <ul style="list-style-type: none"> • Candidate statement (listed on ballot)⁵ | No | No | Yes In event of conflict, the Chair of the Nominating Committee reviews the complaint, and if necessary, meets with the candidate and asks for their withdrawal. If the candidate refuses, their case goes before the Board. | Paper ballot only. | 5 weeks | Specific request for information not provided. Staff suggested the turnout varied, and was under 20% |
| College of Physicians and Surgeons of British Columbia | <ul style="list-style-type: none"> • Professional Profile • Candidate Statement | Yes | Yes They reserve the right to edit for style, grammar and brevity. | Yes | Electronic ballot only | Approximately 4-5 weeks | Specific request for information not provided. |
| Notes | | | | | | | |

| | Candidate Election Material (Association) | Candidates' City Stated | Candidate Statement – Editing | Candidate Statement – Review | Ballot | Voting Window | Voter Turnout |
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| <ol style="list-style-type: none"> 1. APEGA has previously run Town Hall Forums, but have discontinued the practice due to a lack of member-participation. 2. For the Town Halls, the Central Election and Search Committee drafts questions and members can submit questions. Members can also “vote” on questions to move them up in the ranking in terms of priority to ask. Candidates may submit travel expense claims, to a maximum of \$1400 for travel to Chapter events during the period from the close of nominations to the close of voting. 3. Association will cover the expense of a professional photograph. 4. AIBC's Candidate Statement is included in the supplementary documents. 5. They have extensive campaigning regulations in place such as a \$2500 cap on campaign expenses, the stipulation that they may not accept donations from an employer, organization or group; candidates may not imply that others should not receive support and any statements to the media must receive prior approval. 6. Candidates shall be funded, including travel, wage replacement and accommodation as per existing Finance policies: a) to attend the All Candidates Meeting(s) held at the BCNU Convention; and b) to participate during the election timeframe in a provincial opportunity for member interaction, such as one or more telephone town halls. | | | | | | | |

APPENDIX D – RELEVANT SECTIONS OF ACT, BYLAWS AND ELECTION POLICY

ENGINEERS & GEOSCIENTISTS ACT – Excerpt of Section 9

Membership on and appointment to council

- 9 (1) The council consists of the president, all vice presidents, the immediate past president and councillors appointed under subsection (4) or (7) or elected under subsection (6).
- (2) Despite subsections (4), (6) and (7), a councillor whose term of office has expired may continue to hold office until a successor is appointed or elected.
- (3) The council includes
 - (a) 4 councillors appointed under subsection (4);
 - (b) a further number, set by bylaw of the association and being at least 8, of councillors elected by the members and holders of limited licencees under subsection (6); and
 - (c) the councillors, if any, appointed under subsection (7).
- (4) The Lieutenant Governor in Council must appoint 4 councillors who are not members of the association and, subject to subsection (8), each serves for a 2 year term.
- (5) [Repealed 2007-8-23.]^[11]_[SEP]
- (6) The association must conduct a ballot of members and holders of limited licencees each year, in the manner determined by the council, to elect the councillors who are to be elected by the members and holders of limited licencees and
 - (a) each year the election must be for 1/2 the number of councillors to be elected by the members and holders of limited licences;
 - (b) in the event of a tie vote, the winner is the candidate with greater seniority as a member or holder of a limited licence; and
 - (c) each councillor elected by the members and holders of limited licences must, subject to subsection (8), serve for a 2 year term.
- (7) If no member of a Faculty of Applied Science, Engineering or Geoscience in British Columbia or no professional geoscientist is elected under subsection (6) or section 6 (1) or (4), the council must appoint a member of a Faculty of Applied Science, Engineering or Geoscience in British Columbia or a professional geoscientist to the council for a one year term.
- (8) If a member of the council dies, resigns or is incapable of acting,
 - (a) the other members of the council must appoint a member of the association or holder of a limited licence to fill the vacancy if the councillor is an elected member; and
 - (b) the vacancy must be filled by appointment made by the Lieutenant Governor in Council if the councillor is a government appointee.

BYLAW 3

Enacted December 4, 2014

3(a.1) The immediate past president shall be the chair of the nominating committee. In the event that the immediate past president is unable to act then a chair shall be appointed by council or failing that the chair shall be elected by the members present at the meeting.

No member of council may serve on the nominating committee, except in the capacity of chair.

Members of the committee shall be selected as follows:

(i) Each year the council shall direct that the duly constituted geographical branches appoint 8 members to the nominating committee.

(ii) The council shall appoint additional members to the committee to bring the total number of members to 14.

(iii) The Committee will include at least one P.Geo. and one P.Eng.

3(b) The nominating committee shall nominate one or more candidates for the office of president and at least one more candidate than there are offices of vice president to be filled. Such nominations shall be made, in the case of president, from members or limited licensees who shall have served for at least 2 full years as a councillor prior to the date of taking office and, in the case of vice president, from members or limited licensees who shall have served for at least one full year as a councillor prior to the date of taking office, provided that in each case such members or limited licensees are available.

3(c) The nominating committee shall only nominate candidates who are members in good standing, and should nominate at least 3 more candidates than there are vacancies to be filled on the council, and shall seek to assure that the candidates nominated reflect diversity, as decided by the Committee, and that at least one candidate nominated is a P.Geo.

In the case of a vacancy in the council due to the incapacity, resignation or death of an elected member of council, the other members of council shall appoint a member or limited licensee of the association to fill the vacancy until the next regular election when the vacancy shall be filled through election by members and limited licensees of the association.

3(d) The list of candidates, nominated by the nominating committee, signed by the chair of the nominating committee and accompanied by the written consent of the nominees shall be placed in the hands of the registrar and shall be published at least 90 days prior to the annual meeting.

3(e) Nominations of candidates, who are members in good standing, for president, vice presidents, and councillors may also be made in writing by any 25 or more members or limited licensees who are in good standing. Such nominations, signed by the members or limited licensees making the nomination and accompanied by the written consent thereto of the nominees, shall be in the hands of the registrar not later than 30 days after publication of the list of candidates nominated by the nominating committee.

3(f) The registrar shall prepare a ballot containing the names of all candidates nominated by the nominating committee and those nominated by 25 or more members or limited licensees.

3(g) The election of president, vice presidents, and the 10 councillors shall be by ballot. President and vice presidents shall be elected for a 1 year term. Half of the elected councillors shall be elected each year for a 2 year term except as provided under subsections (c) and (k).

3(h) Voting shall be closed at noon on the 15th day prior to the annual meeting. Ballots received after that time shall not be counted.

3(i) Voting for more than the number of officers or councillors to be elected shall render that part of the ballot invalid. Voting for less than the full slate of candidates shall not invalidate the ballot.

3(j) Ballots shall be counted at least 10 days prior to the annual meeting under the supervision of 3 members or limited licensees appointed by council.

3(k) The successful candidates for the offices of president, and vice president and for members of council shall be those who have received the largest number of votes. When there is more than one office of vice president, the candidate receiving the largest number of votes shall be elected first vice president and the candidate receiving the second largest number of votes shall be elected second vice president. If there are any vacancies in council to be filled the candidate or candidates receiving the next highest number of votes shall be elected for the unexpired term or terms to be filled. In the event of a tie vote between 2 or more candidates, the person or persons to be declared elected shall be the senior in membership or licensure of the association.

On completion of the counting of the ballots, the chief scrutineer shall deliver to the president or to the registrar the results of the poll, together with the tally sheets. The president or the registrar shall inform each candidate in the election of the results and the results shall be announced at the annual meeting. The officers and councillors so elected shall take office at the close of the annual meeting.

ELECTION POLICY

Purpose

Members and holders of limited licences must elect the President, all Vice Presidents and 10 Councillors. (*Engineers and Geoscientists Act* sections 6 and 9 and Bylaw 3)

Each year, there must be an election for the President, the Vice-President(s) and five Councillors. Council may, from time to time, determine the manner of balloting, in accordance with this Policy and may contract with third-party service providers to administer the election process and provide the results to the Registrar.

The Registrar is the Chief Electoral Officer and is responsible for the conduct of the election.

Nominations

- 1) Candidates may be considered for election to Council through either of the two following methods:
 - a) The Nominating Committee shall nominate one or more candidates for the office of President and at least one more candidate than there are offices of Vice President to be filled. Such nominations shall be made, in the case of President, from members who shall have served for at least 2 full years as a Councillor prior to the date of taking office and, in the case of Vice President, from members who shall have served for at least one full year as a Councillor prior to the date of taking office, provided that in each case such members are available. (Bylaw 3(b)). The Nominating Committee shall also nominate at least 3 more candidates than there are vacancies to be filled on the Council, provided that there are candidates available. (Bylaw 3(c)); and
 - b) Nominations of candidates for President, Vice Presidents and Councillors may also be made in writing by any 25 or more members or limited licensees. (Bylaw 3(e)). The only requirement for candidates nominated by 25 members is that they be members or limited licensees and that they are in good standing.

The two methods of nominating candidates are complementary and members of the Nominating Committee will not hinder the nomination of candidates pursuant to Bylaw 3(e) and will not interact inappropriately with candidates nominated pursuant to Bylaw 3(e).

- 2) In order for potential nominees to be included on the list of nominees presented by the Nominating Committee, a completed "Potential Nominee Profile and Declaration Form" must be submitted to the Nominating Committee by the published due date.
- 3) The list of candidates nominated by the Nominating Committee, signed by the chair of the Nominating Committee, and accompanied by the written consent of the nominees shall be placed in the hands of the registrar and shall be published at least 90 days prior to the annual meeting. (Bylaw 3(d))
- 4) Nominees pursuant to Bylaw 3(e) must be submitted no later than 30 days after the publication of the list of candidates nominated by the Nominating Committee. (Bylaw 3(e)). The date of posting the list of Nominating Committee candidates' names on the Engineers and Geoscientists BC website is deemed the date of the publication of the list of Nominating Committee candidates.
- 5) 25 members or limited licensees in good standing (the "25 Nominators") have the ability to nominate members or limited licensees in good standing (Bylaw 3(e)). The identity and Engineers and Geoscientists BC license number of each of the 25 Nominators and each of the nominees must be clear on each nomination form and must be accompanied by the written consent of each nominee. The name or names of each nominee must be printed on each signature page of the nomination form to be signed by the 25 Nominators. Engineers and Geoscientists BC will provide a nomination form to be used by the 25 Nominators. Once the original signatures (handwritten) are collected on a nomination form, the form can be scanned by the nominee and sent electronically to Engineers and Geoscientists BC. Nominators may be contacted for verification.

- 6) The Registrar will confirm that all nominees and nominators regardless of the method of nomination are members in good standing or current holders of limited licences.

Candidate Statements

- 7) The election materials shall contain a description of the nomination process, including the role of the Nominating Committee, and a statement encouraging all members and limited licensees to vote.
- 8) The election materials will identify which candidates have been put forward by the Nominating Committee and which ones have been put forward pursuant to Bylaw 3 (e).
- 9) Candidate statements are to be listed by office and in alphabetical order in the election materials with the exception of the ballot.
- 10) Candidate statement word limits:
 - a) Council candidates: Limit of 400 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
 - b) Vice Presidential and Presidential candidates: Limit of 800 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
- 11) The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, his/her Engineers and Geoscientists BC professional designation(s) (P.Eng., P.Geo., Struct.Eng., Eng.L., Geo.L.) and his/her Engineers Canada or Geoscientists Canada honorary designations (FEC, FGC, FEC (Hon.), FGC (Hon.)). No other degrees or professional designations will be included in the title.
- 12) The published format for educational degrees is to be as indicated in the Engineers and Geoscientists BC database. Prior to publication, the candidate must provide to the association verification of degrees that are not listed in the Engineers and Geoscientists BC database. If the degree is an engineering degree (e.g. civil engineering), "civil engineering" will be indicated.
- 13) Only degrees conferred upon the candidate will be included.
- 14) Candidate statements will be formatted as per the examples provided on the Candidate Statement Form. Any description of activities is to be included in the Statement Section.
- 15) Any individual awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category.
- 16) All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- 17) The Election materials will identify any candidates who are facing a disciplinary inquiry with Engineers and Geoscientists BC.
- 18) Candidate statements may be verified for factual content. Any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Registrar's sole discretion. Staff will advise candidates of content that is unacceptable. Candidates are reminded of tenet 7 of the Code of Ethics to *conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment.*
- 19) Subject to clause 18, association staff may not provide campaign advice to candidates.
- 20) Engineers and Geoscientists BC's style conventions will be applied to the election material.
- 21) An external web link may only be included in the designated section of the candidate statement form.
- 22) Candidate statements must be submitted by the due date specified by the Chief Electoral Officer. Late submissions will not be accepted for publication in the Election Materials.

- 23) Candidate statements may not be edited after the due date, except at the request of association elections staff.
- 24) The final wording of the candidate's statement will be provided to the candidate for review and acceptance. If acceptance is not provided by the specified time, the latest version of the statement as emailed to the candidate will be published.
- 25) All candidate statements are confidential prior to publication and will not be released to anyone other than the candidate and those association staff and contractors involved in the publication of the Election materials.
- 26) In the Election materials, continuing councillors are to be listed noting Engineers and Geoscientists BC designations only. Lieutenant Governor appointees are to have professional designations noted only.
- 27) Candidates may be invited to participate in additional opportunities that allow members to learn more about candidates. Participation in these activities is on an optional basis.

Ballots

- 28) The Registrar shall prepare a ballot containing the names of all properly nominated candidates.
- 29) Voting information shall be sent to members and limited licensees at least 42 days prior to the Association's Annual General Meeting.
- 30) All ballots (either letter or electronic) will contain a prominent statement indicating that submission of more than one ballot by a member or limited licensee will invalidate all ballots received from that member or limited licensee.
- 31) Council positions will appear in the following order on the ballot: President, Vice President, Councillor.
- 32) Candidates are to be listed on the ballot in the random order drawn by the Registrar (or delegate).
- 33) The candidate's city listed on the ballot is to be the home address as indicated in the Engineers and Geoscientists BC database. The candidate's address will be changed to another recorded address at the request of the candidate.
- 34) The candidate's Engineers and Geoscientists BC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.
- 35) Candidates elected by acclamation will be listed with the office they were acclaimed to.
- 36) For letter ballots, two envelopes are to be provided for return of marked ballots.
 - a) The first (outer) envelope is to have the ballot return address as the primary address on the front of the envelope and a place for members and limited licensees to mark their name and member ID or limited licence number.
 - b) The second (inner) envelope is for members or limited licensees to place marked ballots in. No mark identifying the member or limited licensee is required on this envelope. This envelope is to be placed in the first envelope by the member or limited licensee.
- 37) For any other balloting method, the provider of the balloting service will ensure:
 - a) Only registered members and holders of current limited licences are able to vote;
 - b) The system is secure and cannot be accessed by unauthorised persons;
 - c) Each member or limited licensee can only vote once;
 - d) The ballots of members and limited licensees who voted can be identified and, in the case of a member or limited licensee who voted by more than one method, the ballot can be destroyed and the tally recalculated;
 - e) The service provider will track the number of voters by regions and other demographic criteria, as specified by Council from time to time;
 - f) Subject to items 37 d) and e) above, each member's and limited licensee's vote is kept

confidential and in no circumstances will how a member or licensee voted be disclosed to Engineers and Geoscientists BC;

- g) No one other than the service provider will have access to voting results until after the closing of voting; and
- h) After the close of voting and at least 10 days prior to the Engineers and Geoscientists BC Annual General Meeting, tally sheets are provided to the Registrar.

Ballot Count

38) Letter ballots returned to the Registrar shall be placed in the ballot box. All voting shall be closed at noon on the 15th day prior to the Annual Meeting (Bylaw 3(h)).

39) Returned letter ballots:

- a) Outer envelopes are to be scrutinized to ensure they are from a registered member or current limited licensee by comparing the member name and ID or limited licence number with the Engineers and Geoscientists BC database.
- b) Return of ballot will be marked in the member's or limited licensee's record to ensure only one ballot is counted per member or limited licensee.
- c) Outer envelopes with valid markings will be opened after the close of voting and after it has been determined that only one ballot has been received from that member or limited licensee. At that time the inner envelope will be removed and placed in the appropriate regional ballot box. (Ballots are sorted by region as per Annual General Meeting motion)
- d) Outer envelopes that do not have valid markings identifying the sender will not be opened or marked in the member's or limited licensee's record. Unopened outer envelopes will be placed in a separate box for review by election Scrutineers.

40) Prior to opening the letter ballots, a comparison will be made of the list of members and licensees who voted by letter ballot and the list of members and licensees who voted by alternate means.

41) The ballots of any member or licensee who voted twice will not be counted.

42) Letter ballots shall be opened and counted at least 10 days prior to the Annual General Meeting under the supervision of 3 members appointed by Council (Bylaw 3(j)) as the Ballot Counting Committee to act as the Scrutineers. Council shall appoint, or, failing that, the Ballot Counting Committee members shall elect, one member of the Committee as Chair, who shall act as the Chief Scrutineer.

43) Tally counts from the ballot service provider shall be added by the Scrutineers to the letter ballot tallies for each candidate's total votes.

44) Voting for less than the full slate of candidates shall not invalidate the ballot. (Bylaw 3(i)).

45) The letter ballot count is a closed session and only the Registrar or delegate, the Scrutineers and the ballot counters directly involved in the counting of the ballots will be admitted.

46) Letter Ballot Validation

- a) All votes for the election of President, Vice President and Councillors shall be cast by making a mark on the ballot against the names of the officers to be elected and against the names of the Councillors to be elected. (Bylaw 3(i))
- b) Voting for more than the number of officers or Councillors to be elected shall render that part of the ballot invalid. (Bylaw 3(i))
- c) Ballots sent in non-conforming outer envelopes will be reviewed by the Scrutineers and will be considered valid if:
 - i) The member or limited licensee sending the ballot can be clearly identified.
 - ii) Only one ballot of any sort has been received from the member or limited licensee.

- d) Ballots with markings other than those indicating a vote for a candidate will be considered valid if the conditions above are met and the mark does not interfere with the determination of which candidate is being voted for in the opinion of the Scrutineers.
- 47) The successful candidates for the offices of President, Vice President and Councillors shall be those who have received the largest number of votes. (Bylaw 3(k)).
- 48) When there is more than one office of Vice President, the candidate receiving the largest number of votes shall be elected first Vice President and the candidate receiving the second largest number of votes shall be elected second Vice President. (Bylaw 3(k)).
- 49) If there are any vacancies in Council to be filled the candidate or candidates receiving the next highest number of votes shall be elected for the unexpired term or terms to be filled. (Bylaw 3(k)).
- 50) In the event of a tie vote between 2 or more candidates, the person or persons to be declared elected shall be the most senior in membership or licensure of the Association. (Bylaw 3(k)).
- 51) On completion of the counting of the ballots, the Chief Scrutineer shall deliver to the Registrar the results of the poll, together with the letter ballots and tally sheets. (Bylaw 3(k)).
- 52) The officers and councillors so elected shall take office at the close of the Annual General Meeting. (Bylaw 3(k)).
- 53) Results of the ballot count will remain confidential until such time that the Registrar advises they may be published.
- 54) Should the vote total between the two candidates be less than 25 votes, a recount will be done for those candidates.

Publication of Results

- 55) The President or the Registrar shall inform each candidate in the election of the results prior to the general publication.
- 56) The number of votes received by each candidate will be published on the Association's website.
- 57) The results shall be announced at the Annual Meeting (Bylaw 3(k)).
- 58) The results of the election shall be published on the Engineers and Geoscientists BC website, in the association magazine and e-newsletter.

*For the purpose of this policy, the term "published," relates to any method deemed appropriate by the Registrar where **all** members and limited licensees are sent a notification unless otherwise noted.*

- *Should any provision in this Policy be in conflict with the Act or bylaws, the Act and/ or bylaws shall prevail.*

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

Approved by Council: January 24, 2014 (CO-14-42)

Minor editorial changes made January 27, 2016

Approved by Council: February 10, 2017 (CO-17-33)



APPENDIX E - APEGA NOMINATION PROCESS

In April 2015, at the APEGA AGM, changes were made to the bylaws that affect the process by which candidates are nominated for Council. All candidates regardless of whether they are write-in candidates or Nominating Committee candidates must submit their nomination forms by the same deadline – 180 days before the AGM.

As part of the succession planning process, the Nominating Committee reviews the members that will be leaving Council to identify gaps and develops a skills matrix for the upcoming year, with an emphasis on finding candidates that meet the skills identified. Candidates are required to submit an assessment of how they rank on certain skills and attributes. These include:

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| <p>Characteristics of a Great Councillor</p> <p>APEGA surveyed Councillors to find out which attributes make a successful and effective Councillor. The more of these that apply to you, the better suited you are for the job.</p> <ul style="list-style-type: none"> • Experience in professional practice • Basic understanding of the principles behind professional regulation • Familiarity with board management and governance • Balanced perspective and problem-solving attitude • Particular knowledge of important issues or underrepresented groups • Strong champion of professionalism and of APEGA • Track record as a contributor • Willing to commit time to APEGA <p>Characteristics of a Great President-Elect (1st Vice-President)</p> <ul style="list-style-type: none"> • Recognized as a leader within the professions • Track record of participating with APEGA or technical societies, or executive-level experience in professional practice • Skilled leader – visionary, effective communicator, internal consensus builder, external diplomat • Familiar with board and management governance, as well as forming and implementing policy and strategy | <p>Valuable Experience to Have as a Councillor</p> <p>Council and APEGA's Nominating Committee have identified the top needs for Council. You don't have to meet all these criteria — or any of them — to run in the election. This is simply meant as a guide to what the Nominating Committee is looking for when it arrives at its endorsements.</p> <ul style="list-style-type: none"> • Governance experience • Business and organizational experience • APEGA/ASET experience • Risk management understanding • Regulatory experience • Strategic planning experience • Work experience (minimum 10 years) • Policy experience — public or not-for-profit organization • Financial literacy • CEO or other senior management experience • Professional discipline diversity — e.g., academic, industry, government • Variety of experience and background • Visionary qualities • Strong professional network • Functional experience <p>In addition to the above, you ideally possess the following skills and experience:</p> <ul style="list-style-type: none"> • leadership |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Passionate champion of professionalism and of APEGA • Energy and enthusiasm to do the work of Council • Willing and able to commit significant time to APEGA (with the support of family and the backing of employer) | <ul style="list-style-type: none"> • public speaking • organizational management • committee leadership |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

The Nominating Committee reviews all candidates. This includes an interview and background check. The background check is conducted by a third party (\$65 per person covered by APEGA) and includes a criminal and financial check. Each candidate is compared against the skills matrix and the committee endorses the top candidates. The number of candidates endorsed is limited to the number of candidates that are required to be on the ballot. Those not endorsed by the Nominating Committee can still choose to run for election.

This new process allows the Nominating Committee to cast a wider net and see all the candidates that are interested in running for Council; those that are really interested in running, rather than it being a reactionary decision or to challenge the candidates that the Nominating Committee has put forward, e.g. if you are really motivated to run, put your name forward now.

APEGA's Nominating Committee is chaired by a sitting member of Council and includes 3 to 5 current members of Council. Committee size is approximately 25 people, including deans and influential members.


ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Election to Council: Nominee Statement Form

Instructions: Nominees **must** fully complete and submit the Nominee Statement Form provided to enhance voting members' ability to review candidates. The submitted information will be posted on the AIBC website in advance of the election. Nominee Statement Forms can be sent by email to nominations@aibc.ca, or submitted by mail to the attention of Mark Vernon, CEO, Architectural Institute of British Columbia, 100 – 440 Cambie Street, Vancouver BC V6B 2N5.

First Name*
Last Name*
AIBC Reg. #

* as per official AIBC registration

Why I am seeking a position on AIBC Council, and, if elected what I hope to accomplish:

My relevant volunteer experience includes:

| |
|------------------------------------------------------------------------------------------|
| AIBC Participation, including previous or present office in council held by the nominee. |
| Other Local / National Participation: |

My relevant skills and competencies are described in the following areas:

| |
|---------------------------|
| Business Management: |
| Communications/Marketing: |

Finance:

Governance/Board:

Human Resources:

Information Technology:

Legal:

Public Sector Knowledge:

Risk Management:

Strategic Planning:

Name: _____ Date: _____

PHASE 2

Advisory Task Force on Corporate Practice

PHASE 2 REPORT TO COUNCIL

Recommended Model for the Regulation of Engineering and Geoscience Organizations

June 5, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

ADVISORY TASK FORCE ON CORPORATE PRACTICE:

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

Don Burns, P. Eng

Patricia Chong, P.Eng.

David Chwacklinski, P.Eng., FEC

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

Catherine Fritter, P.Eng.

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

Susan MacDougall, P. Eng

Scott Martin, P.Eng.

David Melville, P.Geo.

Ed Miska, P.Eng.

Dirk Nyland, P.Eng.

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

John Turner, P.Ag. (Ret.)

Gary Webster, P. Eng

Selena Wilson, P.Eng.

Prepared for: Engineers and Geoscientists BC Council

Prepared by: Advisory Task Force on Corporate Practice

Version date: June 5, 2018

ADVISORY TASK FORCE ON CORPORATE PRACTICE

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

June 5, 2018

Dear Engineers and Geoscientists BC Council Members,

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

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

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

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

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

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

Sincerely,



Mike V. Currie, P.Eng., FEC

Chair, Advisory Task Force on Corporate Practice

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ADVISORY TASK FORCE ON CORPORATE PRACTICE

PHASE 2 REPORT TO COUNCIL

1 INTRODUCTION

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

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

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

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

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

What is Corporate Practice and Corporate Regulation?

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

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

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

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

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

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

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

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

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

2 TASK FORCE PROCESS

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

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

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

It would:

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

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

It would:

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

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

It would:

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

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

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

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

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

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

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

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

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

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

3 RECOMMENDATIONS

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

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

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

3.1 Regulatory Coverage

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

Terminology Note – Sole Proprietors / Sole Practitioners

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

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

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

Sole Practitioners

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

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

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

Implementation Challenges for Regulatory Coverage

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

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

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

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

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

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

3.2 Regulatory Model

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

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

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

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

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

3.2.1 Ethics

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

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

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

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

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

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

Code of Ethics

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

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

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

3.2.2 Quality Management

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

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

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

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

3.2.3 Professional Development

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

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

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

3.3 Documentation

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

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

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

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

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

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

3.4 Compliance and Enforcement

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

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

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

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

3.5 Cost Recovery

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

3.6 Legislation

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

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

3.7 Organizational Quality Management Program

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

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

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

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

4 IMPLEMENTATION CONSIDERATIONS

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

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

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

4.1 Governance Structure for Corporate Practice Regulatory Program

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

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

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

4.2 Corporate Practice Registration Process and Forms

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

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

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

Chief Operating Officer and Responsible Member

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

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

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

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

Identification of the Number of Professionals Employed

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

4.3 PPMP Template and Guidance

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

4.4 Sole Practitioners

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

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

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

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

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

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

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

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

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

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

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

4.5 Procurement of Professional Engineering and Geoscience Services

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

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

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

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

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

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

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

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

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

4.6 Performance Indicators

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

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

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

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

4.7 Communication

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

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

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

5 BACKGROUND AND CONTEXT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Engineers and Geoscientists Act, Section 14, Certificates of Authorization

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.2 Engineers and Geoscientists BC's Organizational Quality Management Program

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

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

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

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

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

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

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

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

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

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

5.3 The Basic Model

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

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

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

5.4 Regulatory Model for Engineering and Geoscience Organizations in Alberta

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX B - Submission from ACEC-BC, April 2018



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

April 2018

Background

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

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

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

The following types of organizations were recommended for regulation:

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

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

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

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

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

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

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

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

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

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

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

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

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

Guiding Considerations for Corporate Regulatory Model

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

Consistent with Other Jurisdictions

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

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

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

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

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

Adoption of Maximum Coverage

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

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

Authority to Investigate

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

Sanctions

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

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

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

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

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

Legislation

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

Requirements for Regulation

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

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

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

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

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

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

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

Implementation

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

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

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

Summary

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

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



TERMS OF REFERENCE

1. Name:

Advisory Task Force on Corporate Practice

2. Type/Reporting Relationship:

2.1 Task Force

2.2 Reporting Relationship:

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

3. Purpose:

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

4. Authorities of the Committee/Task Force:

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

5. Function/Deliverables:

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

5.1.1 Phase 1 – Strategic Consultation and Recommendation

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

5.1.2 Phase 2 – Recommend a Model for Corporate Practice Oversight

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

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

6. Resources:

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

7. Membership:

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

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

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

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

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

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

8. Term of Office:

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

9. Selection of Officers:

9.1 The Chair is appointed by Council.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

12.1 The Task Force may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting. Generally the latest edition of Robert's Rules should be adopted for the conduct of meetings.

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

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

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

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

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

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

15. Staff Support:

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

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

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

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



Truth and Reconciliation Commission of Canada: Calls to Action





Truth and
Reconciliation
Commission of Canada

Truth and Reconciliation Commission of Canada: Calls to Action



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2015

Truth and Reconciliation Commission of Canada, 2012

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Calls to Action

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

Legacy

CHILD WELFARE

1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by:
 - i. Monitoring and assessing neglect investigations.
 - ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside.
 - iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools.
 - iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.
 - v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers.
2. We call upon the federal government, in collaboration with the provinces and territories, to prepare and

publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions.

3. We call upon all levels of government to fully implement Jordan's Principle.
4. We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that:
 - i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies.
 - ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making.
 - iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate.
5. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families.

EDUCATION

6. We call upon the Government of Canada to repeal Section 43 of the *Criminal Code of Canada*.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate

educational and employment gaps between Aboriginal and non-Aboriginal Canadians.

8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
 - i. Providing sufficient funding to close identified educational achievement gaps within one generation.
 - ii. Improving education attainment levels and success rates.
 - iii. Developing culturally appropriate curricula.
 - iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
 - v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
 - vi. Enabling parents to fully participate in the education of their children.
 - vii. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.
12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

LANGUAGE AND CULTURE

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:
 - i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
 - ii. Aboriginal language rights are reinforced by the Treaties.
 - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
 - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
 - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.
16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.
17. We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

HEALTH

18. We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.
19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes

between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.

20. In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.
21. We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority.
22. We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.
23. We call upon all levels of government to:
 - i. Increase the number of Aboriginal professionals working in the health-care field.
 - ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
 - iii. Provide cultural competency training for all health-care professionals.
24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

JUSTICE

25. We call upon the federal government to establish a written policy that reaffirms the independence of the

Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.

26. We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.
27. We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.
30. We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so.
31. We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending.
32. We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences.

33. We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner.
34. We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including:
 - i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD.
 - ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD.
 - iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community.
 - iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety.
35. We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system.
36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.
37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.
38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.
39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.
40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
41. We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry's mandate would include:
 - i. Investigation into missing and murdered Aboriginal women and girls.
 - ii. Links to the intergenerational legacy of residential schools.
42. We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the *Constitution Act, 1982*, and the *United Nations Declaration on the Rights of Indigenous Peoples*, endorsed by Canada in November 2012.

Reconciliation

CANADIAN GOVERNMENTS AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLE

43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
44. We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the *United Nations Declaration on the Rights of Indigenous Peoples*.

ROYAL PROCLAMATION AND COVENANT OF RECONCILIATION

45. We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:

- i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and *terra nullius*.
 - ii. Adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements.
46. We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to:
- i. Reaffirmation of the parties' commitment to reconciliation.
 - ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts.
 - iii. Full adoption and implementation of the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation.
 - vi. Enabling additional parties to sign onto the Covenant of Reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

SETTLEMENT AGREEMENT PARTIES AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES

48. We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the *United Nations Declaration on the Rights of Indigenous Peoples* as a framework for reconciliation. This would include, but not be limited to, the following commitments:
- i. Ensuring that their institutions, policies, programs, and practices comply with the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - ii. Respecting Indigenous peoples' right to self-determination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iii. Engaging in ongoing public dialogue and actions to support the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the *United Nations Declaration on the Rights of Indigenous Peoples*.
49. We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*.

EQUITY FOR ABORIGINAL PEOPLE IN THE LEGAL SYSTEM

50. In keeping with the *United Nations Declaration on the Rights of Indigenous Peoples*, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and

understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada.

51. We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights.
52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
 - i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
 - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation.

NATIONAL COUNCIL FOR RECONCILIATION

53. We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following:
 - i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada's post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years.
 - ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action.
 - iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources.

- iv. Promote public dialogue, public/private partnerships, and public initiatives for reconciliation.

54. We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:
 - i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
 - ii. Comparative funding for the education of First Nations children on and off reserves.
 - iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
 - iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
 - v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
 - vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.
 - vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.
56. We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual "State of Aboriginal Peoples" report, which would outline the government's plans for advancing the cause of reconciliation.

PROFESSIONAL DEVELOPMENT AND TRAINING FOR PUBLIC SERVANTS

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

CHURCH APOLOGIES AND RECONCILIATION

58. We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada.
59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.
60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.
61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:
- i. Community-controlled healing and reconciliation projects.

- ii. Community-controlled culture- and language-revitalization projects.
- iii. Community-controlled education and relationship-building projects.
- iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.

EDUCATION FOR RECONCILIATION

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:
- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
 - ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
 - iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
 - iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.
63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:
- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
 - ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
 - iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
 - iv. Identifying teacher-training needs relating to the above.
64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on

Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.

YOUTH PROGRAMS

66. We call upon the federal government to establish multi-year funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices.

MUSEUMS AND ARCHIVES

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and to make recommendations.
68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.
69. We call upon Library and Archives Canada to:
 - i. Fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
 - ii. Ensure that its record holdings related to residential schools are accessible to the public.
 - iii. Commit more resources to its public education materials and programming on residential schools.
70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:

- i. Determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

MISSING CHILDREN AND BURIAL INFORMATION

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.
72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.
73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.
74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of

appropriate memorial ceremonies and commemorative markers to honour the deceased children.

76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:
- i. The Aboriginal community most affected shall lead the development of such strategies.
 - ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
 - iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

NATIONAL CENTRE FOR TRUTH AND RECONCILIATION

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
78. We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation.

COMMEMORATION

79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to:
- i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
 - ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.

- iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history.

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.
81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.
82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.
83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.

MEDIA AND RECONCILIATION

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:
- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
 - ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.
 - iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians,

including the history and legacy of residential schools and the reconciliation process.

85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:
 - i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.
 - ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians.
86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.

SPORTS AND RECONCILIATION

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.
89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.
90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:
 - i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse

cultures and traditional sporting activities of Aboriginal peoples.

- ii. An elite athlete development program for Aboriginal athletes.
 - iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
 - iv. Anti-racism awareness and training programs.
91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

BUSINESS AND RECONCILIATION

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
 - i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
 - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
 - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

NEWCOMERS TO CANADA

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including

information about the Treaties and the history of residential schools.

94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.

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Truth & Reconciliation Calls to Action - Actions for EGBC

Recommendations Report

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Executive Summary

At the 2017 Annual General Meeting in Whistler, a motion was presented for consideration by the association to review and consider the Truth and Reconciliation Calls to action. Motions presented at the Annual General Meeting are not binding on Council, but rather provide direction to Council on the actions that those members present at the AGM would like Council to undertake. Motions are often referred for further study, so that Council may receive the benefit of expert advice. On this basis, ArrowBlade Consulting Service was contracted by the association to provide an assessment and recommendations to the council in support of the motion. Specifically, ArrowBlade Consulting Service was asked to identify the following:

- 1) Which of the Calls to Action relate to the primary duty of Engineers and Geoscientists BC (EGBC) as defined in the *Engineers and Geoscientists Act*, which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience”.
- 2) Actions that would be appropriate for the association to take in response to each of the calls to action identified in 1) above.

Following is a summary of the two recommendations responding to items 1) and 2) above.

- A) Of the 94 Calls to Action, the following were identified as being relevant to the mandate of the association as defined under the *Act*:
- (Education: 7) We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.
 - (Language and Culture: 13) We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.
 - (Professional Development and Training for Public Servants: 57) We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
 - (Missing children and Burial Information: 75) We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.
 - (Business and Reconciliation: 92) We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
-



- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

B) In response to item 1) above, the report also provides some high level advice for the consideration of council:

- Engineers and Geoscientists BC should ensure that the outreach currently provided to schools and communities on professional engineering and geoscience as a profession and a career is also provided to aboriginal schools and communities.
 - Engineers and Geoscientists BC should support the development of signage for all engineering/geoscience projects on aboriginal lands/territories which are consistent with best practices identified by the relevant First Nations.
 - Engineers and Geoscientists BC should ensure the professional development programs currently offered include content dealing with intercultural competency (how to relate to the culture you are providing services to), conflict resolution, human rights, and anti-racism.
 - Engineers and Geoscientists BC should develop professional practice guidance for the protection and preservation of all sites which are of cultural significance to First Nations Communities. An example of appropriate guidance is provided in the proposed revisions to Section 3.2 Basic Geotechnical Engineering Services in the Engineers and Geoscientists BC Professional Practice Guidelines for Geotechnical Engineering Services for Building Projects (see below).
 - Engineers and Geoscientists BC should offer professional development seminars for engineering and geoscience professionals on the matters identified in item i (Note: See Call to Action #92 item i. in A) above).
 - With respect to item ii. (Note: See Call to Action #92 item ii. In A) above) Engineers and Geoscientists BC should develop a strategy for increasing the number of Aboriginal people in the engineering and geoscience professions in BC. A key component of this strategy should include identifying the opportunities that could be realized by integrating engineering/geoscience projects with First Nations values and the natural environment.
 - With respect to item iii. (Note: See Call to Action #92 item iii. in A) above) Engineers and Geoscientists BC should provide professional development seminars dealing with First Nations cultural and legal issues which will provide skills and training on intercultural competency, conflict resolution, human rights, and anti-racism.
-



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Introduction

Purpose of Report

At the 2017 Annual General Meeting in Whistler, a motion was presented for consideration by the association to review and consider the Truth and Reconciliation Calls to action. This report is intended to provide a summary and recommendations in support of the motion and the commitment made to recognize the Calls to action which relate to the primary duty of Engineers and Geoscientists BC as defined in the Engineers and Geoscientists Act which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience”.

The Truth and Reconciliation Calls to Action (TRCA) were published by the Truth and Reconciliation Commission as part of the work done towards achieving their mandate of truth and reconciliation. The TRCA includes 94 actions as a means for Canadians to address the harms caused by residential schools and move towards reconciliation. Since 2015, government and organizations across Canada are working with the TRCA to identify ways to change policy and programs within their organization as they recognize the legacy and the importance of reconciliation in forging a new path for Canada.

The 94 TRCAs are designed to redress the legacy of residential schedules and reconciliation with Indigenous peoples in Canada. A review of the 94 TRCAs was completed as part of this report and 5 actions from the TRCA were identified as the calls to action that relate to the primary duty of Engineers and Geoscientists BC.

It is hoped that this report and implementation strategy will serve as the basis for a reconciliation framework to be developed and adopted by the council. The policies and guidelines governing Engineers and Geoscientists in BC include principles that are based on truth, integrity and values which provide a foundation that can be built upon to achieve reconciliation as identified in a number of the actions found in the TRCA.



Report Methodology

The development of this study and recommendations report was initiated through discussions with Peter Mitchell, Director, Professional Practice, Standard and Development as a follow up to a motion tabled by Calvin Van Buskirk *“to review the recommendations contained within the Truth and Reconciliation Committee (TRC) report with the intent of determining how Engineers and Geoscientists BC can help to facilitate the recommendations within the mandate of the Act as well as within the context of the Code of Ethics”*¹. A copy of the motion is provided in Appendix A.

Mr. Mitchell contacted Nalaine Morin, Principal of ArrowBlade Consulting Services to discuss the motion and proposed study. A contract was issued to Nalaine Morin in February 2018 that identified a clear mandate for the study:

“Pursuant to items 2.0 (i) and (ii) of Appendix A (contractor agreement) the following are the recommendations that address:

- Calls to action which relate to the primary duty of Engineers and Geoscientists BC as defined in the *Engineers and Geoscientists Act* which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience”.
- The action that would be appropriate for the association to take in response to each of the calls to action identified in 1) above.”²

The contractor, Nalaine Morin, was identified for this work for her extensive background and expertise in projects with First Nations and government on reconciliation initiatives. Nalaine Morin also has a background in Metals and Materials Engineering from the University of British Columbia. A bio summarizing her experience is provided in Appendix B.

The contractor undertook a literary review of relevant publications associated with the Truth and Reconciliation Calls to Action and regulatory works for Engineers and Geoscientists BC identified through discussions with Mr. Mitchell. Nalaine developed a matrix of the TRCAs and applied a list of questions to determine a preliminary list of actions from the Truth and Reconciliation Calls to Action (TRCA). The list of questions included:

1. Is the action to organizations relevant to the operation of Engineering and Geoscience BC?
2. Is the action relevant to members practicing Engineering and Geoscience?
3. Does it relate to the primary duty of Engineers and Geoscientists BC as defined in the *Engineers and Geoscientists Act* which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience?”

From the list of TRCAs, Nalaine developed a list of proposed recommendations to support implementation of the actions and presented the information to Mr. Mitchell in a meeting on May 4, 2018 in Burnaby. The preliminary recommendations were discussed and further refined through these discussions and a presentation

¹ Motion 5. Annual General Meeting, Whistler: 2017. Author: Calvin Van Buskirk

² Contract. EGBC and ArrowBlade Consulting Services: 2018.



summarizing the TRCA recommended actions and associated recommendations for consideration by EGBC was presented to the Standing Practice committee on May 24, 2018.

This final report was drafted based on the summary of discussions and presentations that took place from February to May 2018. The report identifies 5 actions from the TRCA and 7 recommendations to support implementation of these actions.



Background

Engineers and Geoscientists British Columbia

Engineers and Geoscientists British Columbia regulate engineers and geoscientists activities registered with the association under the authority of the Engineers and Geoscientists act. A mandate under the act that guides the operation and development of regulation for the organization is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience.”

EGBC represents engineers and geoscientists with diverse backgrounds from many different nationalities. The engineers and geoscientists will undertake projects in different regions including traditional territorial lands of Aboriginal peoples in Canada.

The Truth and Reconciliation Calls to Action provide an opportunity to forge a path forward by creating an awareness of the legacy of residential schools in Canada and developing an action plan that includes professional development seminars dealing with First Nations issues as they relate to the practice of professional engineering and geoscience and changes to existing professional practice guidelines to include considerations that need to be addressed when carrying out a range of professional engineering/geoscience activities impacting Aboriginal peoples .

Truth and Reconciliation Calls to Action

The TRCAs were written by the Truth and Reconciliation Commission of Canada as a call to Canadian governments, educational institutions, health and legal administrations, business organizations and individuals to address the legacy of residential school and to move towards reconciliation and renewed relationships with Indigenous peoples in Canada. The Truth and Reconciliation Commission was a requirement of the Indian Residential Schools Settlement agreement to hear from Indigenous peoples across Canada who were taken as children from their homes and placed in residential schools. The schools were in existence for well over 100 years in different places across Canada and often multiple generation of indigenous children from the same families and communities endured the experience of these schools. The final reports from the Commission, including the TRCAs were published in 2015.

Since the Commission published its report in 2015, governments and organizations across Canada have acknowledged the Commission, and have committed to and developed action plans to adopt the TRCAs. Organizations supporting the Truth and Reconciliation Commission are following the implementation success of



the TRCAs. Beyond 94³, and Reconciliation Canada⁴ offer reported updates and different initiatives to encourage Canadians to learn about and adopt the TRCAs.

The TRCAs include 94 actions divided into two parts and categorized under 22 themes that are intended to redress the legacy of residential schools and to advance the process of reconciliation in Canada. To redress the legacy of residential schools, the TRC identified 42 actions categorized under 5 themes including: child welfare, education, language and culture, health and justice. To support advancement of reconciliation in Canada, the TRC identified 52 actions under 17 themes including: Canadian Governments and the United Nations Declaration on the Rights of Indigenous Peoples, Royal Proclamation and Covenant of Reconciliation, Settlement Agreement Parties and the United Nations, Equity for Aboriginal People in the Legal System, National Council for Reconciliation, Professional Development and Training for Public Servants, Church Apologies and Reconciliation, Education for reconciliation, Youth Programs, Museums and Archives, Missing Children and Burial Information, National Centre for Truth and Reconciliation, Commemoration, Media and Reconciliation, Sports and Reconciliation, business and Reconciliation and Newcomers to Canada.

To identify specific actions relevant to the mandate for EGBC, a matrix was established that included questions meant to identify if the action was relevant to the mandate of the EGBC. The list of questions included:

1. Is the action to organizations relevant to the operation of Engineering and Geoscience BC?
2. Is the action relevant to members practicing Engineering and Geoscience?
3. Does it relate to the primary duty of Engineers and Geoscientists BC as defined in the Engineers and Geoscientists Act which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience?”

The matrix is included in Appendix C.

Of the 94 Calls to Action, the following were identified as being relevant to the mandate of the association as defined under the Act:

- (Education: 7) We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.
- (Language and Culture: 13) We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.
- (Professional Development and Training for Public Servants: 57) We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
- (Missing children and Burial Information: 75) We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the

³ <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=1>

⁴ <http://reconciliationcanada.ca/>



ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

- (Business and Reconciliation: 92) We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
 - i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
 - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
 - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.



Truth and Reconciliation Commission Calls to Action: Relevant Actions and Recommendations

Introduction

This section identifies recommended actions to be taken by the association to support implementation of the TRCAs as defined by the following:

Pursuant to items 2.0 (i) and (ii) of Appendix A (contractor agreement) the following are the recommendations that address:

- i. Calls to action which relate to the primary duty of Engineers and Geoscientists BC as defined in the *Engineers and Geoscientists Act* which is “to uphold and protect the public interest respecting the practice of professional engineering and geoscience”.
- ii. The action that would be appropriate for the association to take in response to each of the calls to action identified in 1) above.

Further evidence and supporting actions already taken by EGBC are also described.

Recommendations in Response to the Relevant Calls to Action

In the previous section, 5 actions were identified from the 94 TRCAs that relate to the primary duty of Engineers and Geoscientist BC. This section will provide further detail on high level advice that could be taken to implement the action, and working examples from EGBC or other associations that illustrate initiatives that support a TRCA.

TRCAs were identified from the fields of education, language and culture, professional development and training for public servants, missing children and burial information and business and reconciliation.

Education

7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians.

A report on indigenous peoples’ access to post-secondary engineering programs provides an overview of existing engineering access programs for indigenous peoples and highlights several practices identified by program managers that support the success of these programs.⁵ Other examples of indigenous youth outreach programs at universities in Canada include McMaster’s summer camp⁶, Western University’s “Elementary School Outreach” and “High School Outreach.”⁷ At EGBC, a program run to increase interest in engineering and

⁵ <https://engineerscanada.ca/reports/research/review-practice-consensus-indigenous-peoples-access-post-secondary-engineering-programs#in-this-report>

⁶ <https://youthprograms.eng.mcmaster.ca/outreach>

⁷ https://www.eng.uwo.ca/outreach/indigenous_programs/index.html



geoscience is the “Educators and Youth” program.⁸ At the University of British Columbia, programs like the “Verna J. Kirkness Science and Engineering Education Program recognize the need to increase the number of First Nations, Metis and Inuit students in engineering programs.⁹ Working with existing programs and developing new models to increase indigenous peoples in engineering can be supported by EGBC through the recognition of existing programs and the development of new programs based on existing models throughout Canada.

High level advice to Engineers and Geoscientists BC:

Engineers and Geoscientists BC should ensure that the outreach currently provided to schools and communities on professional engineering and geoscience as a profession and a career is also provided to aboriginal schools and communities.

Language and culture

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

Language and culture programs supporting the revitalization of indigenous language and culture exist in various communities, post-secondary institutions and through governments across Canada. The First Peoples’ culture Council, a provincial Crown Corporation formed in British Columbia, is mandated to assist BC First Nations in revitalizing languages, arts and culture.¹⁰ Several First Nations in BC, like the Squamish and Musqueam¹¹, are adding their traditional language and place names to street signs in their traditional territory. Recognizing the importance of Indigenous people’s connection with their language and culture and various language revitalization programs like signage and indigenous place names could be supported by EGBC.

High level advice to Engineers and Geoscientists BC:

Engineers and Geoscientists BC should support the development of signage for all engineering/geoscience projects on aboriginal lands/territories which are consistent with best practices identified by the relevant First Nations.

Professional Development and Training for Public Servants

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

⁸ <https://www.egbc.ca/About/Educators-Youth>

⁹ <http://www.vernakirkness.org/program-description/>

¹⁰ <http://www.fpcc.ca/about-us/>

¹¹ <https://www.theglobeandmail.com/canada/education/article-ubc-adds-musqueam-language-to-street-signs-on-campus/>



EGBC recognizes the importance of fostering a workplace environment that supports the diversity of its membership and provides guidelines and training on Human Rights and Diversity. Other organizations also encourage and invite training opportunities to create awareness of Canada's diversity and the history of its indigenous peoples¹².

High level advice to Engineers and Geoscientists BC:

Engineers and Geoscientists BC should ensure the professional development programs currently offered include content dealing with intercultural competency (how to relate to the culture you are providing services to), conflict resolution, human rights, and anti-racism.

Missing Children and Burial Information

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

High level advice to Engineers and Geoscientists BC:

Engineers and Geoscientists BC should develop professional practice guidance for the protection and preservation of all sites which are of cultural significance to First Nations Communities. An example of appropriate guidance is provided in the proposed revisions to Section 3.2 Basic Geotechnical Engineering Services in the Engineers and Geoscientists BC Professional Practice Guidelines for Geotechnical Engineering Services for Building Projects (see below).

"Prior to beginning subsurface exploration, the Geotechnical Engineer of Record will confirm with the owner and/or CRP that the site is not within a defined archeological sensitive area. If ground-altering activities reveal the presence of potential archaeological artifacts, then it must be reported to the BC Archaeology Branch of the BC Ministry of Forests, Lands and Natural Resources who protect archaeological sites under the Heritage Conservation Act. The Ministry also advises engaging the services of a professional archaeologist to provide guidance with the archaeology assessment process."

Business and Reconciliation

92. We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to

¹² <https://www.ictinc.ca/>



corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

High level advice to Engineers and Geoscientists BC:

Engineers and Geoscientists BC should offer professional development seminars for engineering and geoscience professionals on the matters identified in item i. above.

With respect to item ii. above Engineers and Geoscientists BC should develop a strategy for increasing the number of Aboriginal people in the engineering and geoscience professions in BC. A key component of this strategy should include identifying the opportunities that could be realized by integrating engineering/geoscience projects with First Nations values and the natural environment.

With respect to item iii. above Engineers and Geoscientists BC should provide professional development seminars dealing with First Nations cultural and legal issues which will provide skills and training on intercultural competency, conflict resolution, human rights, and anti-racism.



Summary

Engineers and Geoscientists BC should initially focus on creating greater awareness within the professions on First Nations issues as they relate to the association's mandate as identified in the primary duty under the *Engineers and Geoscientists Act*.

In addition, Engineers and Geoscientists BC should expand on the existing work they have done in the following areas:

- a) The offering of professional development seminars dealing with First Nations issues as they relate to the practice of professional engineering and geoscience.
- b) The development of new and revisions to existing professional practice guidelines which when relevant, include content dealing with considerations that need to be addressed when carrying out a range of professional engineering/geoscience activities impacting First Nations e.g., *Engineers and Geoscientists BC Professional Practice Guidelines - Human Rights and Diversity Guideline*, *Engineers and Geoscientists BC Professional Practice Guidelines – Site Characterization for Dam Foundations in BC*, *College of Applied Biologists/Association of BC Forest Professionals/ Engineers and Geoscientists BC Professional Practice Guidelines – Legislated Riparian Assessments in BC*.

Consistent with the above, the association should give consideration to revising the *Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines* which was recently amended in order to address climate change, so that when relevant to the practice of the professions, First Nations considerations can be addressed.



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Appendix A: Motion 5

MOTION 5: That Council consider:

1. Establishing a Task Force in collaboration with the assembly of BC First Nations to review the recommendations contained within the Truth and Reconciliation Committee (TRC) report with the intent of determining how Engineers and Geoscientists BC can help to facilitate the recommendations within the mandate of the *Act* as well as within the context of the Code of Ethics.

Develop guidelines for members to ensure that professional conduct and professional services performed and delivered by members are consistent with the recommendations of the TRC report and/or help to facilitate the intent of the recommendations.



Appendix B: Nalaine Morin Bio

Nalaine Morin, EP

Principal, ArrowBlade Consulting Services

Nalaine Morin is a member of the Tahltan Nation. She holds a Bachelor of Applied Science degree from the University of British Columbia and a Mechanical Engineering Technology Diploma from the British Columbia Institute of Technology.

As the Principal of ArrowBlade Consulting Services, she has managed the environmental reviews of several large resource development projects on behalf of First Nations and also provides services in technical review, regulatory support, IBA negotiations, community consultation and environmental resource management.

Nalaine Morin is well known for her deep technical background in both mining and environmental assessment processes combined with being of Tahltan descent has enabled her to understand and to identify methods for the connection and support of both First Nation traditional knowledge and western science in a way that bridges cultural understanding on both sides. She also helped her Nation's government establish the Tahltan Heritage Resources Environmental Assessment Team. THREAT is an innovative team that incorporates the expertise of the Tahltan people with Western science. As the lead manager of THREAT, Nalaine has supported the Tahltan Nation to navigate regulatory processes and implementation of IBA commitments for several large-scale resource development projects.

Nalaine has been asked to speak at several conferences both provincially and nationally. She is also sits on the board of directors for the Geosciences BC and the Mine Environment Neutral Drainage Program (MEND) .

Nalaine also holds certification as an Environmental Professional, certified by the Canadian Environmental Certification Approvals Board.





Appendix C: Decision Matrix - TRCAs

| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Legacy | | | Is it referring action to organizations relevant to the operation of Engineering and Geoscience BC? | Is the referring action relevant to members practicing Engineering and Geoscience? | Does it relate to the primary duty of Engineers and Geoscientists BC as defined in the Engineers and Geoscientists Act which is “to uphold and protect the public interest respecting the practice of professional | Calls to Action relevant to activities undertaken by EGBC |
| Child Welfare | 1 | 1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by: i. Monitoring and assessing neglect investigations. ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside. iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools. iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing. v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers. | n | n | n | n |
| | 2 | We call upon the federal government, in collaboration with the provinces and territories, to prepare and publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions. | n | n | n | n |
| | 3 | We call upon all levels of government to fully implement Jordan’s Principle. | n | n | n | n |
| | 4 | We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that: i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies. ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making. iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate. | n | n | n | n |
| | 5 | We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families | n | n | n | n |
| Education | 6 | We call upon the Government of Canada to repeal Section 43 of the Criminal Code of Canada | n | n | n | n |
| | 7 | We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate educational and employment gaps between Aboriginal and non-Aboriginal Canadians. | y | y | y | y |

**TRC Calls to Action
Decision Matrix**

| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
|----------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| | 8 | We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves | n | n | n | n |
| | 9 | We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with nonAboriginal people. | n | n | n | n |
| | 10 | We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles: i. Providing sufficient funding to close identified educational achievement gaps within one generation. ii. Improving education attainment levels and success rates. iii. Developing culturally appropriate curricula. iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses. v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems. vi. Enabling parents to fully participate in the education of their children. vii. Respecting and honouring Treaty relationships. | n | n | n | n |
| | 11 | We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education. | n | n | n | n |
| | 12 | We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families. | n | n | n | n |
| Language and Culture | 13 | We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights | y | y | y | y |
| | 14 | We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles: i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them. ii. Aboriginal language rights are reinforced by the Treaties. iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation. iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities. v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages. | n | n | y | n |
| | 15 | We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives. | n | n | n | n |
| | 16 | We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages. | n | n | n | n |
| | 17 | We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Health | 18 | We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties. | n | n | n | n |
| | 19 | We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess longterm trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services. | n | n | n | n |
| | 20 | In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples. | n | n | n | n |
| | 21 | We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority. | n | n | n | n |
| | 22 | We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients. | n | n | n | n |
| | 23 | We call upon all levels of government to: i. Increase the number of Aboriginal professionals working in the health-care field. ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities. iii. Provide cultural competency training for all healthcare professionals. | n | n | n | n |
| | 24 | We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism. | n | n | n | n |
| Justice | 25 | We call upon the federal government to establish a written policy that reaffirms the independence of the Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation. | n | n | n | n |
| | 26 | We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| | 27 | We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal– Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism. | n | n | n | n |
| | 28 | We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and antiracism. | n | n | n | n |
| | 29 | We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts. | n | n | n | n |
| | 30 | We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so. | n | n | n | n |
| | 31 | We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending. | n | n | n | n |
| | 32 | We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences. | n | n | n | n |
| | 33 | . We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner. | n | n | n | n |
| | 34 | . We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including: i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD. ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD. iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community. iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety. | n | n | n | n |
| | 35 | We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
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| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| | 36 | We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused. | n | n | n | n |
| | 37 | We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services. | n | n | n | n |
| | 38 | We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade. | n | n | n | n |
| | 39 | We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization. | n | n | n | n |
| | 40 | We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms. | n | n | n | n |
| | 41 | We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry’s mandate would include: i. Investigation into missing and murdered Aboriginal women and girls. ii. Links to the intergenerational legacy of residential schools. | n | n | n | n |
| | 42 | We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the Constitution Act, 1982, and the United Nations Declaration on the Rights of Indigenous Peoples, endorsed by Canada in November 2012. | n | n | n | n |
| Reconciliation | | | | | | |
| Canadian Governments and the United Nations Declaration on the Rights of Indigenous People | 43 | We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation. | n | n | n | n |
| | 44 | We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the United Nations Declaration on the Rights of Indigenous Peoples. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
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| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Royal Proclamation and Covenant of Reconciliation | 45 | We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments: i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and terra nullius. ii. Adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation. iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future. iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements. | n | n | n | n |
| | 46 | We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to: i. Reaffirmation of the parties' commitment to reconciliation. ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and terra nullius, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts. iii. Full adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation. iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future. v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation. vi. Enabling additional parties to sign onto the Covenant of Reconciliation. | n | n | n | n |
| | 47 | We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
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| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Settlement Agreement Parties and the United Nations Declaration on the Rights of Indigenous Peoples | 48 | We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the United Nations Declaration on the Rights of Indigenous Peoples as a framework for reconciliation. This would include, but not be limited to, the following commitments: i. Ensuring that their institutions, policies, programs, and practices comply with the United Nations Declaration on the Rights of Indigenous Peoples. ii. Respecting Indigenous peoples' right to selfdetermination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the United Nations Declaration on the Rights of Indigenous Peoples. iii. Engaging in ongoing public dialogue and actions to support the United Nations Declaration on the Rights of Indigenous Peoples. iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the United Nations Declaration on the Rights of Indigenous Peoples. | n | n | n | n |
| | 49 | We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and terra nullius. | n | n | n | n |
| | 50 | In keeping with the United Nations Declaration on the Rights of Indigenous Peoples, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada. | n | n | n | n |
| | 51 | We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights. | n | n | n | n |
| | 52 | . We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles: i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time. ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation | n | n | n | n |

**TRC Calls to Action
Decision Matrix**

| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
|-------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| National Council for Reconciliation | 53 | We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following: i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada’s post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years. ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada’s Calls to Action. iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources. iv. Promote public dialogue, public/private partnerships, and p | n | n | n | n |
| | 54 | We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation | n | n | n | n |
| | 55 | We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to: i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with nonAboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies. ii. Comparative funding for the education of First Nations children on and off reserves. iii. The educational and income attainments of Aboriginal peoples in Canada compared with nonAboriginal people. iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services. v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade. vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes. vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems | n | n | n | n |
| | 56 | We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual “State of Aboriginal Peoples” report, which would outline the government’s plans for advancing the cause of reconciliation. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
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| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Professional Development and Training for Public Servants | 57 | . We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skillsbased training in intercultural competency, conflict resolution, human rights, and anti-racism. | n | y | y | y |
| Church Apologies and Reconciliation | 58 | We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada. | n | n | n | n |
| | 59 | We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary. | n | n | n | n |
| | 60 | We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence. | n | n | n | n |
| | 61 | . We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for: i. Community-controlled healing and reconciliation projects. ii. Community-controlled culture- and languagerevitalization projects. iii. Community-controlled education and relationshipbuilding projects. iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, selfdetermination, and reconciliation. | n | n | n | n |
| Education for reconciliation | 62 | . We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to: i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students. ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms. iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms. iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| | 63 | We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including: i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools. ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history. iii. Building student capacity for intercultural understanding, empathy, and mutual respect. iv. Identifying teacher-training needs relating to the above | n | n | n | n |
| | 64 | We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders | n | n | n | n |
| | 65 | We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation. | n | n | n | n |
| Youth Programs | 66 | We call upon the federal government to establish multiyear funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices. | n | n | n | n |
| Museums and Archives | 67 | We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and to make recommendations | n | n | n | n |
| | 68 | We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation. | n | n | n | n |
| | 69 | We call upon Library and Archives Canada to: i. Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Orientlicher Principles, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools. ii. Ensure that its record holdings related to residential schools are accessible to the public. iii. Commit more resources to its public education materials and programming on residential schools. | n | n | n | n |

**TRC Calls to Action
Decision Matrix**




| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
|-----------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| | 70 | We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to: i. Determine the level of compliance with the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Orentlicher Principles, as related to Aboriginal peoples’ inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools. ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives. | n | n | n | n |
| Missing Children and Burial Information | 71 | We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation. | n | n | n | n |
| | 72 | We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada | n | n | n | n |
| | 73 | We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children | n | n | n | n |
| | 74 | We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child’s burial location, and to respond to families’ wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested. | n | n | n | n |
| | 75 | We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children. | y | y | y | y |
| | 76 | We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles: i. The Aboriginal community most affected shall lead the development of such strategies. ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies. iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site. | y | y | y | y |













| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| National Centre for Truth and Reconciliation | 77 | We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation | n | n | n | n |
| | 78 | We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation. | n | n | n | n |
| Commemoration | 79 | We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to: i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat. ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history. iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history | y | y | y | y |
| | 80 | We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process | n | n | n | n |
| | 81 | We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities. | n | n | n | n |
| | 82 | We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities. | n | y | n | n |
| | 83 | We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process. | n | y | n | n |




| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| Media and Reconciliation | 84 | We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to: i. Increasing Aboriginal programming, including Aboriginal-language speakers. ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization. iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians, including the history and legacy of residential schools and the reconciliation process. | n | n | n | n |
| | 85 | . We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to: i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples. ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians. | n | n | n | n |
| | 86 | We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal– Crown relations. | n | n | n | n |
| Sports and Reconciliation | 87 | We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history. | n | n | n | n |
| | 88 | We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel. | n | n | n | n |
| | 89 | We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples. | n | n | n | n |
| | 90 | We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing: i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse cultures and traditional sporting activities of Aboriginal peoples. ii. An elite athlete development program for Aboriginal athletes. iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples. iv. Anti-racism awareness and training programs. | n | n | n | n |

| TRC Calls to Action Decision Matrix | | | | | | |
|----------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---|
| Calls to Action | | | EGBC Questions to Consider (y/n) | | | |
| | 91 | We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events. | n | n | n | n |
| Business and Reconciliation | 92 | We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following: i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects. ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects. iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism. | y | y | y | y |
| Newcomers to Canada | 93 | We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools. | n | n | n | n |
| | 94 | We call upon the Government of Canada to replace the Oath of Citizenship with the following: I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen. | n | n | n | n |


BC Risk Register

 On Track
 Monitoring Closely
 Off Track

| Risk Index | Risk Category | Risk Name | Description | Current Overall Risk Rating | Risk Response Implementation Progress |
|------------|------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------|
| I | Public protection risk | Breach of Privacy | Breach of private data could lead to legal action and/or reputational, physical, financial, etc. harm to EGBC and to individuals whose personal information is accessed. | High |  |
| K | Operational risk | IT Security and Cyber Attack | A cyber attack would damage data integrity and business continuity. | High |  |
| E | Reputational Risk/Public protection risk | Continuing Member Education | By not requiring mandatory continuing member education, EGBC increases the risk that the organization is unable to maintain the highest standards of professional and ethical behavior. | Moderate |  |
| J | Operational risk | Organization Capability & Capacity | The limited number of resources and lack of formal succession planning increases the risk that EGBC can't provide a solid foundation for the sustainable delivery of the Association's mission. | Moderate |  |
| H | Public protection risk | Government Interactions | Potential decisions by the provincial government could significantly disrupt the organization's role of being a valued partner and progressive regulator that serves the public interest. | Moderate |  |
| D | Reputational Risk/Public protection risk | Public Infrastructure Failure | A larger-scale infrastructure failure(s) increases the risk that EGBC loses its mandate of regulating engineering and geoscience practices. | Low-Moderate |  |
| L | Operational risk | Building Security | Proper office security to protect visitors, staff and equipment | Low-Moderate |  |
| A | Strategic risk | Strategic Priorities | EGBC may not achieve its strategic goals where day-to-day efforts and performance indicators are directing staff in alternative directions. | Low-Moderate |  |
| G | Financial risk | Fraud Prevention & Internal Controls | Inadequate internal financial controls would lead to undetected misappropriation of assets and or other illegal activities. | Low-Moderate |  |
| F | Financial risk | Funding Model | The potential loss of member revenues increases the risk that EGBC can't continue to provide a solid foundation for the sustainable delivery of its mission. | Low |  |
| B | Operational risk | Governance | The current governance structure and mandate may impede the Association's ability to effect longer term change required to sustain the engineering and geoscience professions in a dynamically changing environment. | Low |  |
| C | Reputational risk | Market Relevance | Lower market relevance may impede EGBC's ability to transform from a reactive, regulatory body that professionals are obliged to join to a pro-active, forward thinking organization protects the public and delivers value for its members, industry, and government. A good relationship with members, public, & government is paramount to upholding the organization's reputation and self-regulation rights. | Low |  |




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|  | On Track |
|  | Monitoring Closely |
|  | Off Track |


Engineers and Geoscientists BC
Risk Summaries
May 2018

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|-----------------------------|-----------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk: | I. Breach of Privacy | Description: | Breach of private data could lead to legal action and/or reputational, physical, financial, etc. harm to EGBC and to individuals whose personal information is accessed. |
| Risk Category: | Public Protection Risk | Accountable Dept./Person: | CRO, Dir. LEC, Dir. IS |
| Risk Impact: | Close to Catastrophic | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Likely | Timeframe: | <ul style="list-style-type: none"> May/Jun 2018 Initial Audit Report Implementation and follow up in FY2018/19 |
| Overall Risk Rating: | High | Progress of Risk Response: |  |

Risk Response Plan:




- The steps already taken and will be taken in the future under IT Security will go a long way to mitigate potential Electronic Privacy Breaches. However, more needs to be done to deal with this potential risk that EGBC is vulnerable to.
- An assessment of the physical security of personal information at the EGBC offices has been carried out with a number of recommendations being considered for implementation to physically prevent or mitigate unauthorized access to such information.
- A high level Privacy Compliance audit is being carried out this year by an external auditor. The external auditor's report is expected by the end of May 2018. Senior staff will review this report and prioritize the corrective actions to be implemented as soon as practicable. Once these corrective actions are implemented, a much more detailed audit will be conducted in FY 2018/19 as follow up.
- The development of a detailed Privacy Policy for EGBC involving the leadership team is underway. The draft Privacy Policy is expected to be on the June 2018 Council meeting agenda for approval.
- A major challenge to mitigating potential Privacy Breaches is the lack of direct control over the 1,500 plus volunteers that EGBC relies upon to carry out its mandate. Volunteers on the Investigation, Discipline, Practice Review and Registration Committees for example require access to personal information to carry out their tasks. Although it is technically feasible to encrypt all personal information provided to these volunteers to reduce/mitigate the risk, the reality is that EGBC cannot control what the volunteer may do with the de-encrypted information in their possession. Staff has and will continue to look at various ways to reduce/mitigate this risk without alienating these volunteers whose contributions are substantial to EGBC.


-  On Track
-  Monitoring Closely
-  Off Track

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| Risk: | K. IT Security and Cyber Attack | Description: | Cyber Attacks are on the rise and it is a matter of when it will happen. Increased phishing scams and emails coming through increases the risk of a negative outcome to the Association. CBA contract now in place with Engineers Canada, thus, more enhanced and increased security measures are necessary to protect the IT systems in place. |
| Risk Category: | Operational Risk | Accountable Dept./Person: | CRO, CFAO, Dir. IS |
| Risk Impact: | Close to Catastrophic | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Likely | Timeframe: | Fall 2018 |
| Overall Risk Rating: | High | Progress of Risk Response: |  |

Risk Response Plan:


- External penetration testing and vulnerability assessments have been carried out in the past and exposed issues resolve. Tools have been purchased to conduct these scans by staff on a regular basis (bi-annually).
- Fourth generation firewalls have been installed and/or are being upgraded (May 2018), our currently configured with Intrusion Protection and anti-virus filtering.
- IT architecture utilizes a multi-layer approach to external access with DMZs and network partitioning.
- Deep security monitors all changes to DMZ servers, unapproved changes are automatically prevented.
- All servers and client PC/laptops run anti-virus detection with centralized updates.
- All servers and client PC/laptops receive regular security software patches.
- All laptops will be upgraded to support full drive encryption (Summer 2018).
- VPN client software is being upgraded (Summer 2018) and Microsoft Gateway Services will be deployed to terminate user's sessions outside of the internal network (Fall 2018).
- Cloudflare (a web application firewall) front-ends all our websites preventing a large % of possible cyber-attacks. Cloudflare utilizes worldwide traffic and attack patterns to scan and protect websites from most internet attack vectors.
- Barracuda email filter scans all inbound/outbound email for virus & phishing attempts.
- 18 weeks of backups are retained for all servers in a fire-proof safe onsite. Additionally, the current week and daily incremental backups are online so that a compromised server can quickly be rebuilt to a known good start.
- Near real-time replication of servers and their data occurs to remote DR site, replication includes a buffer which can be used to roll back till before corruption occurred (approximately 12 hours).
- Minimum monthly communication occurs to all staff to educate them on appropriate security awareness.

 On Track
 Monitoring Closely
 Off Track

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| Risk: | E. Continuing Member Education | Description: | By not requiring mandatory continuing member education, EGBC increases the risk that the organization is unable to maintain the highest standards of professional and ethical behavior. |
| Risk Category: | Reputational Risk/Public Protection Risk | Accountable Dept./Person: | Council/CPD Cmt/Dir Member Services |
| Risk Impact: | Moderate to Major | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Minor | Timeframe: | Feb 2019 Major Milestone |
| Overall Risk Rating: | Moderate | Progress of Risk Response: |  |




Risk Response Plan:


- Council has requested a change to the Act that will provide Council the authority to pass bylaws related to public safety. This authority would allow Council to make CPD mandatory for members.
- Council has directed the CPD Committee to advance the development of mandatory CPD program through a 2 stage approach.
- Under Council's direction, the CPD Committee has conducted extensive research to better identify the problem we are trying to solve in order to develop a program that addresses the stated problem.
- Stage 1 of this work focused on gathering evidence on the problem and information on other regulatory models and approaches.
- The Committee has assessed the problem and developed key program elements, based on findings from their education phase that will guide the development of a program.
- The Committee is now in Stage 2 of their work plan and is preparing to identify and evaluate options for a mandatory CPD program.
- To support the committee in developing a program in a timely manner, Council has engaged a firm to facilitate the committee's work and appropriate consultation with members in the development of the program.
- The committee is exploring potential CPD models, developing criteria for the program and are expected to deliver a recommendation to Council by February 2019.

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| Risk: | J. Organization Capability & Capacity | Description: | The limited number of resources and lack of formal succession plan increases the risk that EGBC can't provide a solid foundation for the sustainable delivery of the Association's mission. |
| Risk Category: | Operational Risk | Accountable Dept./Person: | CEO/CSO/CRO/CFO, HR Manager |
| Risk Impact: | Moderate to Major | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Moderate to Likely | Timeframe: | Ongoing |
| Overall Risk Rating: | Moderate | Progress of Risk Response: |  |

Risk Response Plan (to be developed in more detail):




- Development of succession plan and knowledge transfer for senior leadership team members and identification of key positions. Plan on how to deal with scenario of losing such key people or plan on how to retain such employees.
- Education of leaders in the organization to understand the Millennial workforce and what motivates, and retains generation needs to be carried out.
- Volunteer engagement and satisfaction survey to determine the pulse of volunteers and to determine recommendations for improvements.


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|  | Monitoring Closely |
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| Risk: | H. Government Interactions | Description: | Potential decisions by the provincial government could significantly disrupt the organization's role of being a valued partner and progressive regulator that serves the public interest. |
| Risk Category: | Public Protection Risk | Accountable Dept./Person: | CEO/CRO/CSO |
| Risk Impact: | Close to Catastrophic | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Unlikely to Moderate | Timeframe: | Ongoing |
| Overall Risk Rating: | Moderate | Progress of Risk Response: |  |

Risk Response Plan (to be developed in more detail):

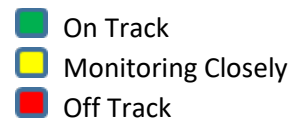
- Continue to maintain good relationship with government and to gain understanding of what government's needs are in order to find commonality and to align common interests to achieve common goal.
- Educate and build good relationships with stakeholders whose concerns are valid and remediable.
- Review reliance of other government entities on EGBC's standards, bylaws, practice guidelines etc. and determine the risks associated with this, if resources are sufficient to maintain this demand, and whether EGBC is the best entity to carry out such work.


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| Risk: | D. Public Infrastructure Failure | Description: | A larger-scale infrastructure failure(s) increases the risk that EGBC loses its mandate of regulating engineering and geoscience practices. |
| Risk Category: | Reputational Risk/ Public Protection Risk | Accountable Dept./Person: | CRO/Director, Professional Practice, Standards & Development/ Director, Legislation, Compliance & Ethics |
| Risk Impact: | Major to Catastrophic | Risk Response Strategy: | Mitigate/Share/Allocate |
| Risk Likelihood: | Minor | Timeframe: | Ongoing |
| Overall Risk Rating: | Low-Moderate | Progress of Risk Response: |  |

Risk Response Plan (to be developed in more detail):

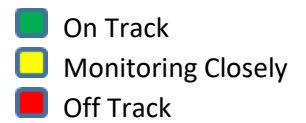
- Prioritize by importance current practice guidelines that need to be updated and assess what resources are needed to ensure that guidelines are updated on a timely basis. Once updated, ensure that professional development courses are provided to train members and communication of guidelines is widespread to stakeholders.
- Consider and review timing of pursuing the amendments required to the Act that is needed to better regulate larger-scale infrastructure industry. Consider partnering with more rigor and intensity with AIBC, SEABC, ACECBC or other related associations to proactively seek out mitigation recommendations to prevent such catastrophes to occur.
- Consider developing general parameters or enhancing current code of ethics for new and emerging disciplines to address regulation in these areas that transcends fast changing requirements.
- Consideration of corporate regulation of companies.
- Consideration of increase in number of professional practice reviews held.



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| Risk: | L. Building Security | Description: | Proper office security to protect visitors, staff and equipment |
| Risk Category: | Operational Risk | Accountable Dept./Person: | CFAO |
| Risk Impact: | Moderate | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Moderate | Timeframe: | End of 2018 |
| Overall Risk Rating: | Low-Moderate | Progress of Risk Response: |  |

Risk Response Plan (to be developed in more detail):




- A review and development of how to further secure the building in terms of having a dedicated secure office space and a public space are underway.




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| Risk: | A. Strategic Priorities | Description: | EGBC may not achieve its strategic goals where day-to-day efforts and performance indicators are directing staff in alternative directions. |
| Risk Category: | Strategic Risk | Accountable Dept./Person: | Council/CEO/CSO |
| Risk Impact: | Moderate | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Moderate | Timeframe: | Current Strategic Plan and Budget completed and ongoing for next year's budget process |
| Overall Risk Rating: | Low-Moderate | Progress of Risk Response: | |

Risk Response Plan (to be developed in more detail):


- Relook at the objectives at the review of new strategic plan to see if there is a balance of where the KPI's are assigned to; consider if there is an objective that should be focused on and if so should the other objectives be removed for this three year plan and used in the next three year strategic plan.
- During three year budget process strive to reduce the number of new initiatives and have a more focused and central direction; more concerted effort to focus resources to strategic priorities without compromising essential operations.

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| Risk: | G. Fraud Prevention & Internal Controls | Description: | Inadequate internal financial controls would lead to undetected misappropriation of assets and or other illegal activities. |
| Risk Category: | Financial Risk | Accountable Dept./Person: | CFAO |
| Risk Impact: | Moderate to Major | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Unlikely to Moderate | Timeframe: | Ongoing |
| Overall Risk Rating: | Low-Moderate | Progress of Risk Response: |  |

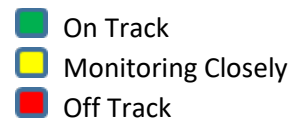
Risk Response Plan (to be developed in more detail):

- Routine training with staff and key management. Continuous review and audit with 3rd party auditors to assess adequacy of controls.
- Centralization of branch and divisional financial reporting and handling of cheques and banking has been in place for the last three years to ensure consistency of reporting and financial controls.

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| Risk: | F. Funding Model | Description: | The potential loss of member revenues increases the risk that EGBC can't continue to provide a solid foundation for the sustainable delivery of its mission. |
| Risk Category: | Financial risk | Accountable Dept./Person: | CFAO/Director, Registration |
| Risk Impact: | Moderate to Major | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Unlikely to Possible | Timeframe: | Ongoing |
| Overall Risk Rating: | Low | Progress of Risk Response: |  |

Risk Response Plan (to be developed in more detail):

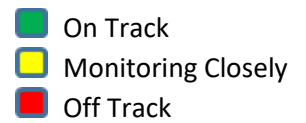
- Analyze historic membership renewal statistics more rigorously and identify trends that will enhance predictability of future membership count. Demographics, economic factors, current events, membership reaction to EGBC news considered in trending analysis.
- Review on an annual basis after the membership renewal cycle statistics of number of new members, newly retired members, reduced membership fee members, reinstatement members and removed members. Year after year trending on figures will provide insight on membership levels and where it may head in the future
- A review of the reserves funds, consideration of longer term project funding and taking into account scenarios of membership count, needs to be reviewed during the new three year budget cycle to determine the cash needed which will in turn determine membership fees required to fund such needs.
- Council has the right to set fees - reassess the efficiencies and increase fees to sustain operations.
- Council is exploring different options for more structured fee increases going forward – status quo, CPI + % related to reserves & new programs/initiatives, fixed increase every 3 years



| | | | |
|-----------------------------|----------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk: | B. Governance | Description: | The current governance structure and mandate may impede the Association's ability to effect longer term change required to sustain the engineering and geoscience professions in a dynamically changing environment. |
| Risk Category: | Operational risk | Accountable Dept./Person: | Governance Committee/ CEO/CRO/CSO/CFAO |
| Risk Impact: | Minor | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Moderate | Timeframe: | Ongoing |
| Overall Risk Rating: | Low | Progress of Risk Response: | |

Risk Response Plan (to be developed in more detail):

- Review of the member nomination process - submission requirement with support of 25 members needs to be reviewed as this rule is out of date and does not ensure quality candidates to be potential eligible Council members.
- Consider and review the role and responsibilities of the Past President, President, Vice-President, and Council members to ensure more continuity and effective functionality of each role to ensure that longer term change initiatives are carried through more smoothly and workload balance of positions is achieved.
- Review member ratification process - Council has decided to pursue with government a change to the bylaw ratification process, whereby, 2/3 majority of Council will be required to pass public interest bylaws instead of 2/3 majority of membership requirement.
- Develop a process/guideline for review and prioritization of initiatives brought forth by Council members outside of the normal process.
- Committee Structure Overhaul - requires Governance committee review and Council approval.

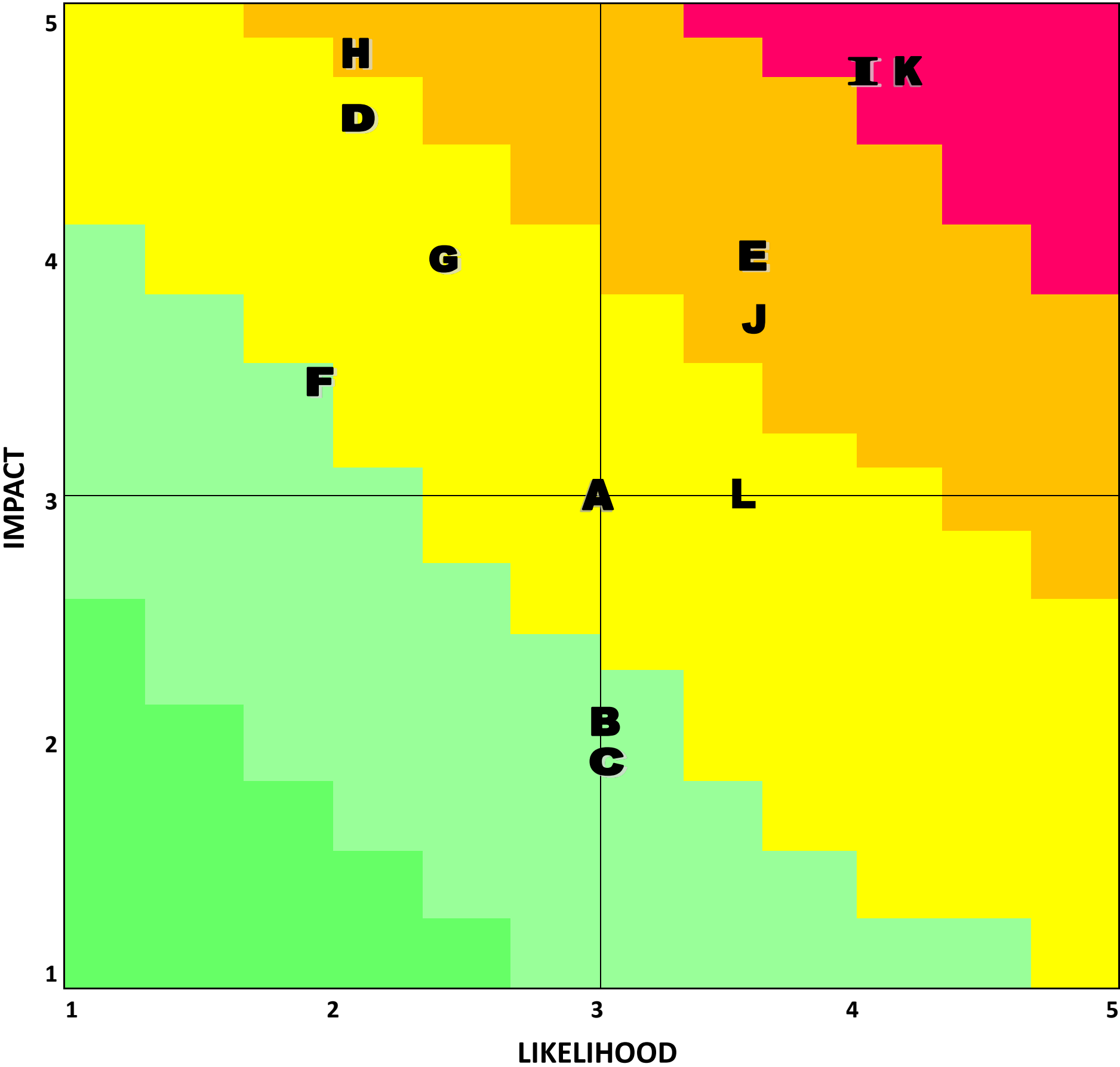


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| Risk: | C. Market Relevance | Description: | Lower market relevance may impede EGBC's ability to transform from a reactive, regulatory body that professionals are obliged to join to a pro-active, forward thinking organization protects the public and delivers value for its members, industry, and government. A good relationship with members, public, & government is paramount to upholding the organization's reputation and self-regulation rights. |
| Risk Category: | Reputational risk | Accountable Dept./Person: | CEO/CSO/Director, Communications & Stakeholder Engagement |
| Risk Impact: | Minor | Risk Response Strategy: | Mitigate |
| Risk Likelihood: | Moderate | Timeframe: | Ongoing |
| Overall Risk Rating: | Low | Progress of Risk Response: | |

Risk Response Plan (to be developed in more detail):

- Advancing current Strategic Plan that's focus is to showcase the association's relevance as a regulator and raise the profile through more public engagement that demonstrates value to members and the public by continuing to build and implement a strategy on how to represent and communicate to stakeholders what EGBC represents, does, and defined as a regulator.
- Shifting the public/member's view of EGBC to be regulatory by increasing the pool of influences (more branch visits), change of tone of communication to members/public, and change focus to being an effective regulator
- Clearly define who and what EGBC is and does and educate the stakeholders.
- Consider the life cycle of a member and how to add value to the member's professional practice through various stages of membership (applicant to practicing to discipline to life membership)

ENGINEERS AND GEOSCIENTISTS BC
HEAT MAP



Impact Scale:

- 1—Insignificant
- 2—Minor
- 3—Moderate
- 4—Major
- 5—Catastrophic

Likelihood Scale:

- 1—Remote
- 2—Unlikely
- 3—Moderate
- 4—Likely
- 5—Extremely Likely

PROPOSED BYLAW AMENDMENTS 2018

May 31, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

BYLAWS FOR AMENDMENT

Council is proposing amendments to four bylaws that govern non-practising members, life membership, honorary life membership, and honorary membership. The changes aim to provide more accurate information to the public and to enhance the way we deliver on our regulatory responsibilities by clarifying the professional obligations of those without practice rights.

The bylaws proposed for amendment or repeal are:

- 1. Bylaw 10 (c) – Non-Practising member**
- 2. Bylaw 10 (c.1) – Life membership or licensure**
- 3. Bylaw 10 (c.2) – Honorary life membership or licensure**
- 4. Bylaw 10 (d) – Honorary membership**

BYLAW 10 (C): NON-PRACTISING MEMBER

| Current Bylaw 10 (c) | Proposed Bylaw 10 (c) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Non-Practising Member</p> <p>10 (c) Council may grant non-practising membership to a member who is in good standing and who commits in writing to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing.</p> <p>Members granted non-practising status shall retain voting privileges. Non-practising members who apply for practising status shall be required to pay the applicable fees set by Council and to demonstrate compliance with the current requirements in the Act and bylaws for registration as a member.</p> | <p>Non-Practising Member</p> <p>10 (c) Council, in its discretion, may upon application, grant non-practising membership to a member or limited licensee who is in good standing.</p> <p>(c.3) Non-practising members and non-practising limited licensees retain voting privileges.</p> <p>(c.4) A certificate of registration of a non-practising member or a certificate of limited license of a non-practising limited licensee is deemed to be revoked for the purposes of sections 20(6) to 20(8) of the Act.</p> <p>(c.5) A non-practising member or non-practising limited licensee must use as applicable only the following professional designation(s):</p> <p><i>Engineers</i></p> <ul style="list-style-type: none"> a. Professional Engineer (Non-Practising); b. P.Eng. (Non-Practising); c. Professional Engineer (Retired); or d. P.Eng. (Retired) <p><i>Geoscientists</i></p> <ul style="list-style-type: none"> e. Professional Geoscientist (Non-Practising) f. P.Geo. (Non-Practising); g. Professional Geoscientist (Retired); or h. P.Geo. (Retired) <p><i>Limited Licensees</i></p> <ul style="list-style-type: none"> i. Limited Licensee (Non-Practising) j. Eng.L. (Non-Practising) k. Geo.L. (Non-Practising) l. Limited Licensee (Retired) m. Eng.L. (Retired); or n. Geo.L. (Retired) <p>(c.6) Non-practising members and non-practising limited licensees must annually commit to Council not to engage in the practice of</p> |

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| | <p>professional engineering or professional geoscience until released from the commitment by Council in writing.</p> <p>(c.7) Non-practising members and non-practising limited licensees who apply for practising status must pay the applicable fees set by Council and demonstrate compliance with the current requirements in the Act and bylaws for registration as a member or limited licensee.</p> |
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BYLAW 10 (C.1): LIFE MEMBERSHIP OR LICENSURE

| Current Bylaw 10 (c.1) | Proposed Bylaw 10 (c.1) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Life Membership or Licensure | Prior Life Membership or Licensure |
| <p>10 (c.1) Council, in its discretion, may upon application, confer life membership or licensure in the association upon any member or limited licensee</p> <p>(i) who is at least 70 years of age and has been practising professional engineering or professional geoscience for 35 or more years, with an unblemished record, and</p> <p>(ii) who has been a member or limited licensee in good standing of the association for 20 or more years, or in the case of a professional geoscientist, has practised in British Columbia for 20 or more years, and</p> <p>(iii) who has retired from all gainful employment, who shall, without further payment of fees, have use of title and voting privileges but no practice rights. Life members whose status had vested in accordance with the bylaws before December 31, 1997 shall retain all their rights and privileges of membership in the association.</p> | <p>10 (c.1) [Repealed]</p> <p>(c.8) Life members whose status had vested in accordance with the bylaws before December 31, 1997 shall retain all their rights and privileges of membership in the association.</p> <p>(c.9) Life members or life limited licensees whose status had vested in accordance with the prior bylaw 10(c.1) [Life Membership or Licensure] shall without further payment of annual fees retain voting privileges but continue not to have practice rights.</p> <p>(c.10) Except for those life members whose status had vested in accordance with the bylaws before December 31, 1997, all life members or life limited licensees must annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing.</p> <p>(c.11) Except for those life members whose status had vested in accordance with the bylaws before December 31, 1997, a certificate of registration of a life member or life limited licensee is</p> |

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| | <p>deemed to be revoked for the purposes of sections 20(6) to 20(8) of the Act. A life member or life limited licensee must use as applicable only the following professional designation(s):</p> <p><i>Engineers</i></p> <ul style="list-style-type: none"> a. Professional Engineer (Non-Practising); b. P.Eng. (Non-Practising); c. Professional Engineer (Retired); or d. P.Eng. (Retired) <p><i>Geoscientists</i></p> <ul style="list-style-type: none"> e. Professional Geoscientist (Non-Practising); f. P.Geo. (Non-Practising); g. Professional Geoscientist (Retired); or h. P.Geo. (Retired) <p><i>Limited Licensees (as applicable)</i></p> <ul style="list-style-type: none"> i. Limited Licensee (Non-Practising); j. Eng.L. (Non-Practising); k. Geo.L. (Non-Practising); l. Limited Licensee (Retired); m. Eng.L. (Retired); or n. Geo.L. (Retired) <p>(c.12) Life members or life limited licensees who apply for practising status must pay the applicable fees set by Council and demonstrate compliance with the current requirements in the Act and bylaws for registration as a member or limited licensee.</p> |
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BYLAW 10 (C.2): HONORARY LIFE MEMBERSHIP OR LICENSURE

| Current Bylaw 10 (c.2) | Proposed Bylaw 10 (c.2) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Honorary Life Membership or Licensure</p> <p>10 (c.2) Council, in its discretion, may confer honorary life membership or licensure in the association upon any member or limited licensee</p> <ul style="list-style-type: none"> (i) who has served as president of the association, or (ii) who council deems worthy by virtue of outstanding contributions to the professions of engineering or geoscience who shall be entitled to enjoy the rights and privileges of membership or licensure in the association without further payment of fees. | <p>Prior Honorary Life Membership or Licensure</p> <p>10 (c.2) [Repealed]</p> <p>(c.13) Honorary life members whose status had vested in accordance with the prior bylaw 10(c.2) [Honorary Life Membership or Licensure] shall continue to enjoy the rights and privileges of membership or licensure in the association without further payment of fees.</p> |

BYLAW 10 (D): HONORARY MEMBERSHIP

| Current Bylaw 10 (d) | Proposed Bylaw 10 (d) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Honorary Membership</p> <p>10 (d) Council, in its discretion, by unanimous vote, may confer honorary membership in the association, without payment of fees, on non-members who have made outstanding contributions to the professions of engineering or geoscience.</p> | <p>Honorary Membership</p> <p>10 (d) [Repealed]</p> <p>10 (d.1) Honorary members whose status had vested in accordance with the prior bylaw 10(d) [Honorary Membership] shall retain their honorary membership in the association without payment of fees.</p> <p>(d.2) Honorary membership does not of its own accord confer:</p> <ul style="list-style-type: none"> (i) membership or licence, or (ii) the right to practise professional engineering or professional geoscience, to vote or to be nominated as a candidate for president, vice president or councillor. <p>(d.3) The honorary membership status of a member, licensee or non-member continues at the pleasure of Council and may be revoked at Council's discretion without prior notice to the honorary member.</p> |

GUIDELINE & FAQ FOR NON-PRACTISING STATUS

(Note: This guideline and FAQ is written in anticipation that the new bylaws concerning non-practising status and life membership are approved in 2018. This guideline will require editorial review prior to publication.)

INTRODUCTION

This document is intended to provide guidance for members and licensees of Engineers and Geoscientists BC who elect non-practising status or have life-membership granted under the prior bylaws.

This document is for guidance only and cannot apply in every circumstance. This document does not alter your obligations under the *Engineers and Geoscientists Act*, RSBC 1996, c. 116 (the “Act”) or the Bylaws. In the case of any conflict between this document and the Act or the Bylaws, the Act or the Bylaws take precedence.

NON-PRACTISING STATUS OR LIFE MEMBERSHIP

Non-practising status gives current members or limited licensees of Engineers and Geoscientists BC (the “Association”) who are not currently practising engineering or geoscience the option of maintaining a form of registration with the Association. Non-practising status allows members to continue using the designation “P.Eng.”, “P.Geo.”, “Eng.L.”, or “Geo.L.” in a restricted manner as explained below. Non-practising status also conveys other ongoing rights such as the right to vote and to participate on certain non-technical Association boards and committees.

Non-practising status does not convey any practice rights. Non-practising members and non-practising limited licensees have no greater right to engage in the practice of professional engineering or geoscience than any other member of the general public who is not a member of the Association.

AN EXPLANATION OF NON-PRACTISING STATUS

| CATEGORY | WHAT CAN I DO AS A NON-PRACTISING MEMBER OR NON-PRACTISING LIMITED LICENSEE? | WHAT CAN I <u>NOT</u> DO AS A NON-PRACTISING MEMBER OR NON-PRACTISING LIMITED LICENSEE? |
|----------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Work | Perform work that does not constitute professional engineering or geoscience | Perform work that constitutes professional engineering or geoscience |
| | Engage in a purely business role in an engineering or geoscience firm without providing technical feedback or guidance | Engage in a technical role in an engineering or geoscience firm providing technical feedback or guidance |

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| | <p>Work under the direct supervision of a member of the Association. See “Quality Management Guidelines - Direct Supervision”:</p> <p>https://www.egbc.ca/getmedia/c4e4640b-ddf3-45bc-b30a-aec2b6a2199a/APEGBC-QMG-Direct-Supervision.pdf.aspx</p> | <p>Use your stamp or seal in any manner</p> |
| Act as Witness | <p>Act as a factual witness in a court proceeding or administrative tribunal (i.e. testifying as to your knowledge of certain facts or events)</p> | <p>Act as an expert witness in a court proceeding or administrative tribunal concerning engineering or geoscience principles</p> |
| Mentorship & Training | <p>Mentor less experienced engineers or geoscientists on non-technical matters</p> | <p>Train less experienced engineers or geoscientists on technical matters</p> |
| Boards & Committees | <p>Participate on a board or committee and provide a non-technical perspective</p> | <p>Participate on a board or committee requiring the application of engineering or geoscience principles</p> |
| Use of Title | <p>Use one of the following titles or designations:</p> <p><i>For Engineers:</i></p> <ul style="list-style-type: none"> a) Professional Engineer (Non-Practising) b) P.Eng. (Non-Practising) c) Professional Engineer (Retired) d) P.Eng. (Retired) <p><i>For Geoscientists:</i></p> <ul style="list-style-type: none"> a) Professional Geoscientist (Non-Practising) b) P.Geo. (Non-Practising) | <p>Use any of the following titles or designations:</p> <p><i>For Engineers:</i></p> <ul style="list-style-type: none"> a) Professional Engineer or P.Eng. <p><i>For Geoscientists:</i></p> <ul style="list-style-type: none"> b) Professional Geoscientist or P.Geo. <p><i>For Limited Licensees:</i></p> <ul style="list-style-type: none"> c) Limited Licensee, Eng.L. or Geo.L. |

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| | <p>c) Professional Geoscientist (Retired)</p> <p>d) P.Geo. (Retired)</p> <p><i>For Limited Licensees (as applicable):</i></p> <p>a) Limited Licensee (Non-Practising)</p> <p>b) Eng.L. (Non-Practising)</p> <p>c) Geo.L. (Non-Practising)</p> <p>d) Limited Licensee (Retired)</p> <p>e) Eng.L. (Retired)</p> <p>f) Geo.L. (Retired)</p> | |
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DRAFT

FREQUENTLY ASKED QUESTIONS

WORK

- 1. Can I have non-practising status in British Columbia and maintain practice rights with another provincial, territorial, state or other regulator for engineering or geoscience practice?**

Yes. Engineers and Geoscientists BC governs the practice of professional engineering and professional geoscience in British Columbia. You can hold practice rights in another jurisdiction while having non-practising status with Engineers and Geoscientists BC.

However, maintaining practice rights with another provincial, territorial, state or other engineering or geoscience regulator does not entitle you to practise engineering or geoscience in British Columbia.

- 2. Can non-practising members or non-practising limited licensees participate in business or community matters on a voluntary and unpaid basis?**

Non-practising members and non-practising limited licensees can only participate in business or community matters if they are not engaging in professional engineering or geoscience to do so, regardless if they are compensated or not.

- 3. As a non-practising member or non-practising limited licensee must I continue to do continuing professional development?**

Yes. The Engineers and Geoscientists BC Code of Ethics states that members and licensees must:

Keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates. (Principle #6).

If non-practising members or non-practising limited licensees wish to return to practice they will be required to demonstrate that they remain current in their intended field of practice.

- 4. Can I act as a validator for experience competencies gained by those seeking registration or licensure?**

As a general rule, non-practising members and non-practising limited licensees cannot agree to act as validators for experience competencies.

However, non-practising members and non-practising limited licensees can act as validators for experience competencies from an earlier time when they had practice rights. Non-practising members and non-practising limited licensees can also answer the additional feedback questions in the Competency Experience Reporting System related to the prior time when the non-practising member or non-practising limited licensee had practice rights and worked with the applicant.

5. Am I exempt from practice review if I elect non-practising status?

Practice review applies to all members and limited licensees.

On a practical level, those with non-practising status are unlikely to be the subject of a practice review. However, non-practising members and non-practising limited licensees who elect to resume practice rights may be the subject of a practice review. For additional information on the Practice Review Program please refer to the "Practice Review Guide": <https://www.egbc.ca/getmedia/e64665e4-de7d-4a0e-aff8-f6c8ce16f783/APEGBC-Practice-Review-Guide.pdf.aspx>

6. Can I avoid an investigation or discipline if I elect non-practising status?

No. Changing your status to non-practising will not affect any active investigation or disciplinary matter and will not stop an investigation or discipline arising from the time when you had practice rights.

7. What are the ramifications if I (inappropriately) resume the practice of professional engineering or professional geoscience work?

Pursuant to section 22 of the Act, the Association is entitled to apply to the Supreme Court of British Columbia for both injunctive relief and exemplary damages of up to \$25,000, including for a single occurrence of conduct prohibited by section 22.

8. I do not currently have practice rights in British Columbia, can I apply for non-practising status?

No, non-practising status is only available to current members or limited licensees of the Association. It is not available to applicants, EITs, GITs or other non-members.

NAME & TITLE

9. Must I use the qualifiers "(non-practising)" or "(retired)" if I have non-practising status or can I shorten the qualifiers?

If you have non-practising status then you must use the qualifiers in their full form. You are not permitted to shorten the qualifiers of "non-practising" or "retired".

10. Can I choose whether to qualify my non-practising status as "(non-practising)" or "(retired)"?

Yes, the decision whether to use the qualifier "non-practising" or "retired" is up to each individual who holds non-practising status. While the Association encourages individuals to choose one or the other qualifier and use it consistently, individuals who hold non-practising status are welcome to use either qualifier or alternate between qualifiers if they so desire.

11. Will my name appear on the Association's online member directory if I elect non-practising or retired status?

Yes, your name will continue to appear in the Association's online member directory, with an indication that you hold non-practising status.

SEAL

12. Can I keep my physical seal?

Yes. Non-practising members and non-practising limited licensees may keep their physical seal but are not permitted to use it.

13. What happens to my digital seal if I elect non-practising status?

Your digital seal will be inactivated automatically and you are not permitted to use it during the interim before inactivation.

BENEFITS FOR NON-PRACTISING MEMBERS

14. I plan to quit engineering or geoscience permanently. Do I have to join the non-practising class?

As an alternative to electing non-practising status, you have the option of resigning your membership entirely. However, becoming a non-practising member or non-practising limited licensee conveys a number of benefits not available to those who resign, including access to discounts through the affinity programs, the ability to continue using a form of the P.Eng. or P.Geo. designations (with "non-practising" or "retired") qualifiers, vote, and participate on certain non-technical boards or committees.

15. Will I still receive publications and communications from the Association?

Yes. You will still receive publications and communications from the Association, including Innovation Magazine.

16. Can I participate in an Association committee or taskforce?

Yes. A non-practising member or non-practising limited licensee can participate in a non-technical committee or taskforce, provided that the application of professional engineering or geoscience principles is not required.

17. Can I still attend and vote at the AGM?

Yes. Non-practising members, life members, and non-practising limited licensees may still attend and vote at the AGM.

18. Are non-practising members still eligible to participate in the Secondary Professional Liability Insurance Program?

For additional information and questions about your secondary professional liability coverage contact the Program Hotline at 1.800.361.9080 or refer to the master policy at: [https://www.egbc.ca/getmedia/db403268-8773-4bea-9711-aa795f97935f/Wording-March-2018-\(E\)-XLSIC.pdf.aspx](https://www.egbc.ca/getmedia/db403268-8773-4bea-9711-aa795f97935f/Wording-March-2018-(E)-XLSIC.pdf.aspx).

RETURN TO PRACTICE

19. Is non-practising status meant for those members and limited licensees on leave or is there another category for those on leave?

There is no other category for members on leave, such as for parental leave, elder care leave, returning to school, volunteering in another country or for retired members. Members should determine whether the intended duration of their absence merits converting to non-practising membership. It is recommended that members take into account the implications of electing non-practising status such as the elimination of practice rights, the restricted title, the resumption of practice requirements, the non-practising fees, and the reapplication fees. Please see our policies on "Resuming Practice Rights & Reinstating Membership": <https://www.egbc.ca/Become-a-Member/How-to-Apply/Resuming-Practice-Rights-Reinstating-Membership/Resuming-Practice-Rights>.

20. Do I have to report my practising status annually? How do I do it?

As a non-practising member or non-practising limited licensee you will declare your non-practising status annually when you renew your registration or license online. It is a straightforward process.

21. Is there a cost for changing my status to regain practice rights?

Yes. For fees and estimated reinstatement times please see our policy "Resuming Practice Rights": <https://www.egbc.ca/Become-a-Member/How-to-Apply/Resuming-Practice-Rights-Reinstating-Membership/Resuming-Practice-Rights>.

FOR MORE INFORMATION

- For more information on resuming practice rights, please refer to the website at: <https://www.egbc.ca/Become-a-Member/How-to-Apply/Resuming-Practice-Rights-Reinstating-Membership>. You may also contact register@egbc.ca or by telephone at 604-412-4856
- For further guidance on the activities you can perform related to professional engineering and professional geoscience as a non-practising member, please contact the Legislation, Ethics and Compliance Department at enforcement@egbc.ca

NON-PRACTISING FEE, REVENUE FORECASTS AND REDUCED FEE SCHEDULE FOR 2019

May 31, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

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NON-PRACTISING FEE

Background

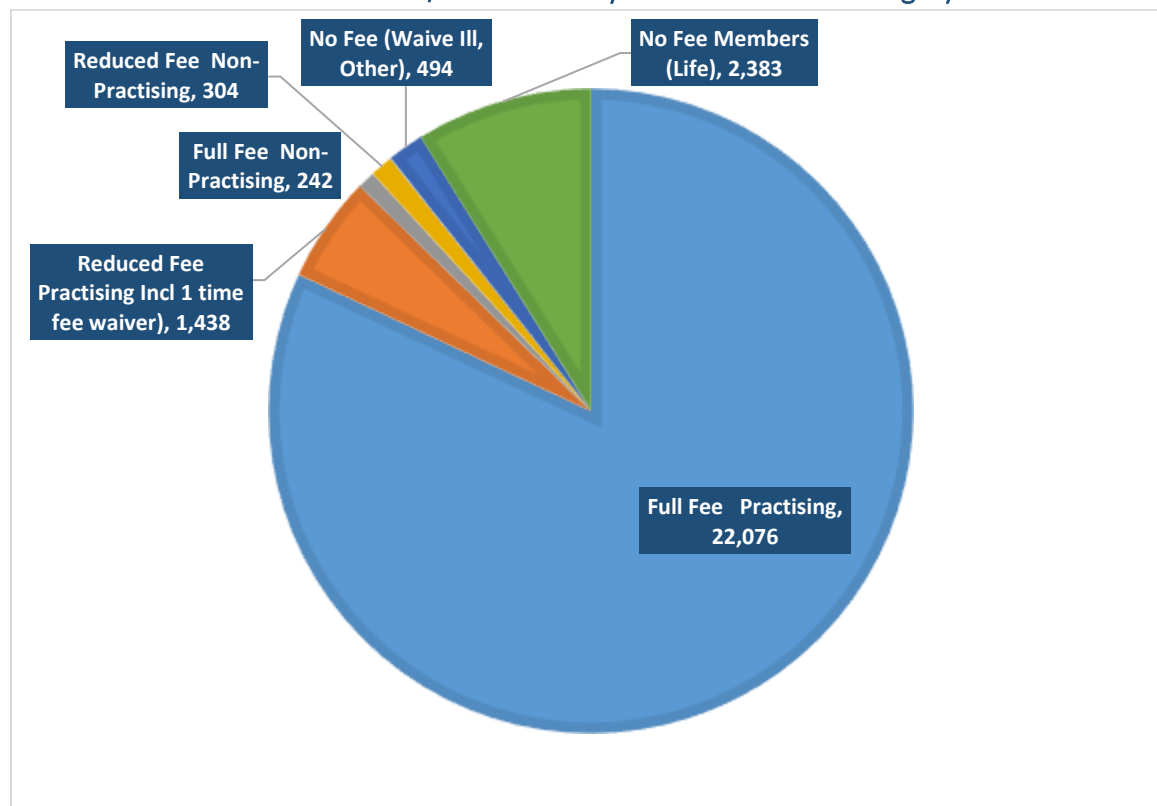
Member consultation has indicated a preference for a low non-practising membership fee that is commensurate with the associated reduced rights and restricted title and reflective of the variable cost of keeping a non-practising member on the register

Establishment of a non-practising fee has been considered with respect to Council's principles for a final solution. Considerations related to these goals are:

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| i. Duty to Protect the Public Interest; and ii. Compliance with the Engineers and Geoscientists Act, Bylaws and other legislation | An attractive (low) annual fee for non-practising members may tempt members with practice rights who are no longer practising to convert to non-practising. This can: a. decrease the practice of engineering or geoscience by members who are intermittent practitioners and/or have not remained current/competent b. increase compliance with non-practising requirements if restricted titles are mandatory c. provide the association with a clearer picture of how many members are non-practising |
| iii. Fiscal responsibility to the membership | a. Downside revenue risk must be managed. b. Best estimate of additional members converting to non-practising is a guess as drivers to do so are known but not how they will affect each cohort |
| iv. Inclusivity and alignment with other grades of membership | Alignment among fee categories is necessary as is consideration of member situations: a. Members practising part-time due to family commitments (care for dependent children or elderly parents), availability of work, moving to retirement, part-time attendance at school, medical reasons that restrict hours of practice etc. b. Members involuntarily unemployed c. Members voluntarily unemployed (sabbatical, retirement) d. Members medically unable to work e. Long-serving older members who intended to become Life Members if the category were still available |
| v. Consistency and fairness of application | Clarity of choice and clear policies for eligibility and application |
| vi. Consideration of stakeholder feedback from consultation | Non-practising membership fee that is commensurate with elimination of practice rights and possible restricted title; possibly a fee that is reflective of the variable cost of keeping a member on the register and offering member services (magazine, emails, affinity programs, reduced CPD) |

The Market for Non-Practising Membership

a. All Professional Members/Licensees – by Fee and Practice Category



b. All Professional Members/Licensees – by Age Range, Fee and Practice Category

| Age | Full Fee Practising | Reduced Fee Practising | Full Fee Non-Practising | Reduced Fee Non-Practising |
|--------------|---------------------|------------------------|-------------------------|----------------------------|
| 60 and Under | 17,277 | 485 | 164 | 106 |
| Over Age 60 | 4799 | 953 | 78 | 198 |
| Over Age 70 | 1002 | 404 | 24 | 107 |
| Over Age 80 | 116 | 58 | 2 | 13 |

c. All Professional Members/Licensees – by Age Range, Industry and Practice Category

| Age | Industry is Engineering/Geoscience | | Industry is Non- Engineering/Geoscience | |
|--------------|------------------------------------|-------------------------------------|-----------------------------------------|-------------------------------------|
| | Practising | Non-Practising (not including Life) | Practising | Non-Practising (not including Life) |
| 60 and Under | 16,921 | 236 | 841 | 34 |
| Over Age 60 | 5390 | 239 | 362 | 37 |
| Over Age 70 | 1331 | 121 | 75 | 10 |

d. Drivers of demand for non-practising membership status

- Cost of maintaining membership when not practising
- Reasonableness of restricted title with respect to life situation
- Age related to cessation of practice
- Employment status (retired or unemployed vs employed, on leave including caring for dependent, return to school)
- Return to practice requirements and cost
- Waiver of regulatory requirements such as CPD reporting (future) and Practice Review (now)
- Employer business (engineering/geoscience vs not related)
- Ability to serve as a volunteer with respect to supporting the professions

e. Assumptions

- The non-practising fee level not subject to a 50% reduction for low income members
- The reduced fee for all professional grades of membership or licence is 50% of the full member fee. This will apply to non-practising members as long as the non-practising member fee exceeds 50% of the full member fee.
- If they no longer need practice rights and/or they feel the non-practising fee is too high, some members will resign and/or protest to staff and Council

f. Forecasted Uptake

Forecasted uptake of non-practising status and revenue implications are detailed page on the next three pages. They consider:

- a. Best, Low and High Estimates – with assumptions of member uptake (from practising) and incremental resignations due to member dissatisfaction with the solution
- b. Three levels of non-practising fee: 75%, 50% and 25% of the full member fee
- c. Bylaw Pass/Fail Scenarios
- d. 2019 Revenue gain/loss
- e. 2019 Net Revenue gain/loss net of former Life Membership annual uptake revenue loss of approximately \$60,000.

To manage the downside risk to revenues it is suggested that in 2019, the non-practising fee be introduced at a higher level (75% of the full member fee); and that Council consider reducing it in 2020 and 2021 after the results of the bylaw vote and the uptake of non-practising membership is known.

REVENUE FORECASTS

a. Revenue Scenarios - Summary

| | Best Estimate | | Low Estimate | | High Estimate | |
|--------------------------------|-------------------------|-------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|
| | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss |
| Scenario 1: Bylaws Pass | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | \$ (26,990) | \$ 33,011 | \$ (19,000) | \$ 41,000 | \$ (51,884) | \$ 8,116 |
| 50% of full member fee | \$ (30,984) | \$ 29,016 | \$ (19,000) | \$ 41,000 | \$ (46,674) | \$ 13,327 |
| 25% of full member fee | \$ (74,599) | \$ (14,599) | \$ (29,925) | \$ 30,075 | \$ (165,072) | \$ (105,072) |
| Scenario 2: Bylaws Fail | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | \$ (34,979) | \$ 25,021 | \$ (19,000) | \$ 41,000 | \$ (43,700) | \$ 16,300 |
| 50% of full member fee | \$ (38,974) | \$ 21,026 | \$ (19,000) | \$ 41,000 | \$ (68,400) | \$ (8,400) |
| 25% of full member fee+A3:A4 | \$ (94,478) | \$ (34,478) | \$ (40,850) | \$ 19,150 | \$ (208,335) | \$ (148,335) |

b. Best Estimate Detail

Assumes:

- Fee is a motivator
- Restricted title will limit uptake for members under age 60
- Return to practice requirements will restrict uptake for members on temporary (<18 months)
- Members not in engineering or geoscience may continue to value full title

| | Best Estimate | | | | | |
|--------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|
| | Incremental Non-Practising Uptake | | | Incremental Resignations | Revenue Increase (Loss) | |
| | Practising members >age 60 currently on reduced fees (50% of full member fee) | Practising members <age 60 not in engineering or geoscience | Full Fee Practising members <age 60 who work in engineering or geoscience | Non-Practising members currently paying reduced fees | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss |
| Scenario 1: Bylaws Pass | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 84 | 0 | 100 | \$ (26,990) | \$ 33,011 |
| 50% of full member fee | 0 | 126 | 0 | 100 | \$ (30,984) | \$ 29,016 |
| 25% of full member fee | 475 | 210 | 0 | 50 | \$ (74,599) | \$ (14,599) |
| Scenario 2: Bylaws Fail | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 168 | 0 | 100 | \$ (34,979) | \$ 25,021 |
| 50% of full member fee | 0 | 210 | 0 | 100 | \$ (38,974) | \$ 21,026 |
| 25% of full member fee | 475 | 420 | 0 | 50 | \$ (94,478) | \$ (34,478) |

c. Low Estimate Detail

Assumes:

- Fee is not a motivator
- Restricted title is not seen to be acceptable except for members over age 60 using the Retired qualifier
- Other members will continue to value the full title

| | Low Estimate | | | | | |
|--------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|
| | Incremental Non-Practising Uptake | | | Incremental Resignations | Revenue Increase (Loss) | |
| | Practising members >age 60 currently on reduced fees (50% of full member fee) | Full Fee Practising members <age 60 not in engineering or geoscience | Full Fee Practising members <age 60 who work in engineering or geoscience | Non-Practising members currently paying reduced fees | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss |
| Scenario 1: Bylaws Pass | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 0 | 0 | 100 | \$ (19,000) | \$ 41,000 |
| 50% of full member fee | 0 | 0 | 0 | 100 | \$ (19,000) | \$ 41,000 |
| 25% of full member fee | 115 | 0 | 0 | 100 | \$ (29,925) | \$ 30,075 |
| | | | | | | |
| Scenario 2: Bylaws Fail | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 0 | 0 | 100 | \$ (19,000) | \$ 41,000 |
| 50% of full member fee | 0 | 0 | 0 | 100 | \$ (19,000) | \$ 41,000 |
| 25% of full member fee | 230 | 0 | 0 | 100 | \$ (40,850) | \$ 19,150 |

d. High Estimate Detail

Assumes:

- Fee is a motivator
- Either Restricted title is acceptable regardless of employment or age
- Return to practice requirements will restrict uptake for members on temporary (<18 months) leave
- Members in engineering or geoscience industries will choose non-practising if they are no longer taking responsibility for engineering or geoscience work

| | High Estimate | | | | | |
|--------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|
| | Incremental Non-Practising Uptake | | | Incremental Resignations | Revenue Increase (Loss) | |
| | Practising members >age 60 currently on reduced fees (50% of full member fee) | Full Fee Practising members <age 60 not in engineering or geoscience | Full Fee Practising members <age 60 who work in engineering or geoscience | Non-Practising members currently paying reduced fees | Revenue Increase (Loss) | Revenue Increase (Loss) minus \$60,000 typical annual Life Member conversion revenue loss |
| Scenario 1: Bylaws Pass | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 126 | 20 | 200 | \$ (51,884) | \$ 8,116 |
| 50% of full member fee | 0 | 251 | 40 | 100 | \$ (46,674) | \$ 13,327 |
| 25% of full member fee | 953 | 505 | 80 | 100 | \$ (165,072) | \$ (105,072) |
| Scenario 2: Bylaws Fail | | | | | | |
| Non-Practising Fee | | | | | | |
| 75% of full member fee | 0 | 210 | 50 | 100 | \$ (43,700) | \$ 16,300 |
| 50% of full member fee | 0 | 420 | 100 | 100 | \$ (68,400) | \$ (8,400) |
| 25% of full member fee | 953 | 840 | 200 | 100 | \$ (208,335) | \$ (148,335) |

Reduced Fee Schedule

Staff has also reconsidered the current limit of two consecutive years for members with an annual active income of \$31,000 or less to qualify to pay the reduced fee. Council approved this limit in 2016 for the 2017 and 2018 fee years. We have heard concern from members who are practising part-time, on family or educational leave or retired from employment that a two-year limit does not take into account these situations. With the current accounting systems, the two-year limit is also extremely difficult to track and administer,

It is recommended that the reduced fee schedule for 2019 remain the same as for 2018 except for:

- No limit to the time a member can remain on reduced fees
- Elimination of the interim solution fee waiver; and
- Addition of a non-practising fee that is 75% of the full annual fee.

| Grade of Membership | Current Fee (2018) | Proposed Fee (2019) (fee increase not included) | Comments |
|---------------------------------------------------------------------------------|--------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| All Members, Licensees and Members-in-Training | | | |
| Special one time Fee Waiver (2018 interim solution) | \$0.00 | n/a | Discontinued. Options for Fee remission for inability to pay are Benevolent Fund application or resignation |
| Medically Unfit to Work (Non-Practising Status) | \$0.00 | \$0.00 | |
| Registered Member | | | |
| Practising or Non - Practising - Full Fee | \$361.90 | \$361.90 | |
| Non - Practising - Full Fee | \$361.90 | \$271.43 | Recommended at 75% of full fee with review in 2020 and 2021 |
| Reduced Fee (50%) - Practising or Non-Practising based on Active Income Level * | \$180.95 | \$180.95 | |
| Non-Resident Licence | | | |
| Full Fees | \$564.40 | \$564.40 | |
| Reduced Fee (50%) based on Active Income Level * | \$282.20 | \$282.20 | |
| Limited Licence | | | |
| Full Fees - Practising | \$332.02 | \$332.02 | |
| Non-Practising | | \$249.01 | Recommended at 75% of full fee with review in 2020 and 2021 |
| Reduced Fee (50%) - Practising or Non-Practising based on Active Income Level * | \$166.01 | \$166.01 | |
| Provisional Membership | | | |
| Full Fees | \$214.29 | \$214.29 | |
| Reduced Fee (50%) based on Active Income Level * | \$107.15 | \$107.15 | |
| Medically Unfit to Work | \$0.00 | \$0.00 | |
| Engineer- or Geoscientist-in-Training | | | |
| Full Fees | \$210.48 | \$210.48 | |
| Reduced Fee (50%) based on Active Income Level * | \$105.24 | \$105.24 | |

* A member whose Active Income is \$31,000 or less is eligible to apply for a reduced annual fee for a maximum of two consecutive years. Active Income includes gross income from all employment or director's fees and/or net income from self employment; it does not include pension or other retirement income, investment income, unemployment insurance income, support payments, scholarships, bursaries or disability income. All other sources of income are considered "active".



POLICY Return to Practice Policy

DATE OF POLICY March 8, 2013

APPROVED BY Council (CO-1~~82-56XX~~)

POLICY STATEMENT

Members of the Association who hold non – practicing membership are not permitted to practice independently.

PURPOSE

To outline the requirements to return to active practice with Engineers and Geoscientists British Columbia.

APPLICATION AND SCOPE

Eligibility for Non-Practising Status

While on 'non-practising status, a member

- must commit in writing to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing;
- must meet any minimum continuing professional development requirements for non-practising status set by the Council;
- must continue to subscribe to the secondary professional liability insurance program; and
- commits that if, at any time during the year the member intends to practise professional engineering or professional geoscience, the member will apply for resumption of practising status, will pay the applicable fees set by Council, will comply with any requirements for return to practice; and will not practice professional engineering or professional geoscience until practising status has been granted to the member by Council.

Resumption of Practising Status

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

RETURN TO PRACTICE REQUIREMENTS FOR NON-PRACTISING MEMBERS AND FORMER MEMBERS

On non-practising status for six months or less (includes members removed for Non-Payment of Fees and Requesting Continuation of Practice Rights (expedited application))

- Complete an online application for resumption of practising status;
- Complete a 'Good Character' declaration;(included in the application); and
- Pay 1/6 of the resumption of practice application fee as set by Council

On non-practising status ~~from or less than one year~~ six to eighteen months:

- Complete an online application for resumption of practising status;
- Provide a letter of explanation as to why the member/applicant wishes to resume practising status;
- Sign a declaration (included in the application) that the member has read and is familiar with the guidelines published by Council relevant to the practice of the member/applicant;
- Complete a 'Good Character' declaration (included in the application);
- Pay 1/3 50% of the resumption of practice application fee as set by Council; and
- Submit proof that CPD has been maintained at the mandatory level for non-practising members as set by the Council.

On non-practising status for more than ~~one year~~ eighteen months and less than three years:

- Complete an online application for resumption of practising status;
- Pay 100% of the resumption of practice application fee as set by Council
- Provide a letter of explanation as to why the member wishes to resume practising status
- Sign a declaration (included in the application) that the member has read and is familiar with the guidelines published by Council relevant to the practice of the member/applicant;
- Submit proof that CPD has been maintained during the year prior to application, at the mandatory level for non-practising members as set by the Council. In the case where there is a rolling average based on a three year cycle, the candidate will need to prove that he or she has achieved the annual pro-rated equivalent for the period that he or she has been non-practising.
- Complete a 'Good Character' declaration;
- Supply an updated professional experience record, for review by the Council; supply professional references who can attest to the character and practice competency of the member or former member in accordance with the Act and Bylaws; and
- Complete the Professional Engineering and Geoscience Practice in BC Online Seminar unless it or the Law and Ethics Seminar has previously been attended-completed by the candidate

On non-practising status for three years or more:

- Complete an online application for resumption of practising status;
- Pay 100% of the resumption of practice application fee as set by Council;
- Provide a letter of explanation as to why the member wishes to resume practising status;
- Sign a declaration (included in the application) that the member has read and is familiar with the guidelines published by Council relevant to the practice of the member/applicant;

- Submit proof that CPD has been maintained during the year prior to application, at the mandatory level for non-practising members as set by the Council. In the case where there is a rolling average based on a three year cycle, the candidate will need to prove that he or she has achieved the annual pro-rated equivalent for the period that he or she has been non-practising;
- Complete a 'Good Character' declaration (included in the application);
- Supply an updated professional experience record, for review by the Council;
- Supply professional references who can attest to the character and practice competency of the member or former member;
- ~~Attend-Complete the Professional Engineering and Geoscience Practice in BC Online Seminar the Law & Ethics Seminar~~, regardless of whether the candidate has completed it or previously attended the Law and Ethics Seminar;
- Write and pass the Professional Practice Examination if not written and passed previously; and
- Work under professional supervision for a period and on such terms as set by the Council and provide references from professional supervisor.

Limit of Non-Practising Period

- There is no limit to the period of time that a member can be on non-practising status.

REVIEW DATES

BY COUNCIL: June 10, 2008 (CO 13-53)

BYLAW 10 (C) Revision: October 8, 2010

COUNCIL: March 8, 2013 (CO 13-53)

COUNCIL: June 15, 2018 (CO 18-XX)

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