

BOARD MEETING AGENDA

DATE May 28, 2025

TIME 09:00 – 11:00

LOCATION Virtually Via Teams (*Meeting Link Sent Via Outlook Invitation*)

09:00 (4 mins)	1.0 OPEN SESSION – Welcome Greetings & Call to Order Chair: Mark Porter, P.Eng., Struct.Eng., FEC MOTION: That the Board approve the Open Agenda in its entirety.	
09:04 (1 mins)	1.1 Declaration of Conflict of Interest	
09:05	2.0 OPEN REGULAR AGENDA	
09:05 (10 mins)	2.1 FY2025 Q3 Financial Results For information only. <i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i> <i>Alicia Tan, CPA, CMA, Director, Finance</i>	FY2025 Q3 Financial Results <hr/>
09:15 (75 mins)	2.2 Engineers and Geoscientists BC Draft FY2026 Budget Summary MOTION: That the Board approve: a) Scenario A of the Draft FY2026 Engineers and Geoscientists BC Operating and Capital Budget with no fee increase; b) The National Professional Practice Examination (NPPE) fee be increased to \$293.00 and Schedule C of the Bylaws be amended to reflect the fee change pursuant to section 50 of the Professional Governance Act; and	Engineers and Geoscientists BC Draft FY2026 Budget Summary <hr/>

	<p>c) all other ancillary fees for individual and firm registrants remain unchanged for FY2026.</p> <p><i>Finance, Audit & Risk (FAR) Sub-Committee</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	
10:30	ADJOURNMENT	

OPEN SESSION

ITEM 2.1

DATE	May 28, 2025
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	FY2025 Q3 Financial Results
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For the Board to review the financial results for third quarter FY2025 ending March 31, 2025.
Motion	For information.

BACKGROUND

Quarterly financial reports are to be made to the Board for review to ensure the Board is kept fully apprised of the financial and operational situation of the organization. This financial report was reviewed by the Finance, Audit, and Risk Sub-Committee on May 6th, 2025.

YEAR-TO-DATE FINANCIAL RESULTS AS AT END OF MARCH 31, 2025

This update includes a comparison of FY2025 year-to-date (YTD) 9-months actual results to the second forecast as presented to the Board in April, and to FY2025 budget, with a summary of major variances (in '000's).

The Q3 financial result as at March 31, 2025 ended with a year-to-date (YTD) surplus of \$1,625K (A6). This is \$115K lower than the forecast YTD surplus of \$1,740K (C6). A more detailed variance report is outlined in [Appendix A](#).

Table 1		A	B	C	D	E
		YTD Mar (9 months) Actuals	YTD Mar (9 months) Budget	YTD Mar (9 months) Forecast 2	FY2025 (Full Year) Budget	FY2025 (Full Year) Forecast 2
Summary						
1	Revenue	23,657	24,208	23,869	32,813	33,075
2	Salaries and benefits	14,153	14,725	14,131	20,466	19,678
3	Expenditures	8,030	8,750	8,139	12,213	12,120
Surplus (Deficit)						
4 = (1-2-3)	Before Grants and External Projects	1,474	732	1,599	133	1,277
Surplus (Deficit) from Grants and External Projects						
5	Projects	151	(29)	141	92	164
6 = (4+5)	Surplus (Deficit)	1,625	704	1,740	225	1,440

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

FY2025 Q3 Actuals vs YTD Forecast 2

YTD revenue is \$213K lower than forecast 2 primarily due to:

- lower revenue on Affinity Program due to timing on revenue (\$226K)
- higher BC Online Seminar revenue (\$25K) than expected
- lower investment revenue due to lower interest rate (\$12K)

YTD expenditure is \$88K lower than forecast 2 primarily due to:

- lower overall contract services (\$98K) due to timing difference in project pending schedule
- lower expenses in events, travelling and office, general and miscellaneous (\$128K) due to timing difference for spending
- higher legal expenses (\$49K) due to timing and rate of settlement on disciplinary files

FY2025 Q3 YTD Actuals vs FY2025 YTD Budget

YTD revenue is \$552K lower than budget primarily due to:

- lower other revenue on Affinity Program due to timing of revenue receive (\$268K)
- lower annual conference revenue due to a reduction in in-person attendees(\$197k)
- lower application/registration volume (\$138K) than budgeted
- lower than expected candidates for academic exam (\$86K) offset by higher professional practice exam (\$56K)
- higher individual annual registrant revenue (\$13K) and firm annual registrant fees (\$93K)

YTD expenditure is \$1,293K lower than budget primarily due to:

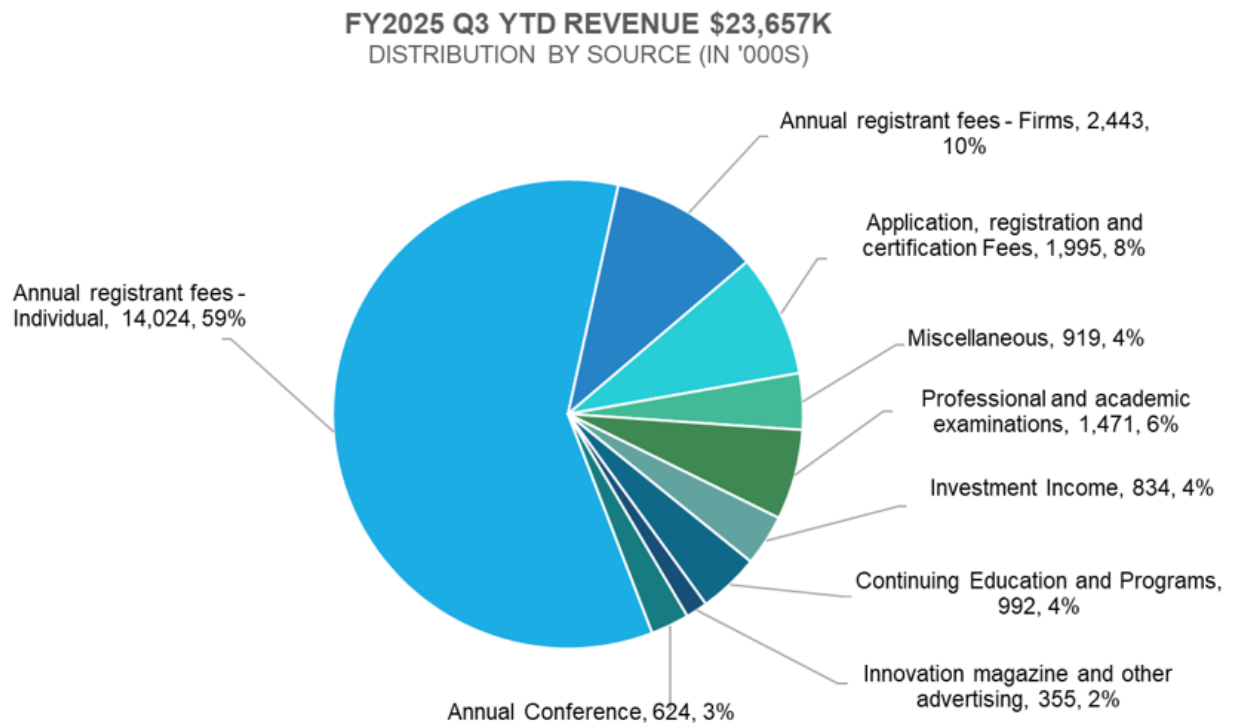
- lower salaries and benefits expenses (\$573K) due to delay in filling vacancies,
- lower overall contract services (\$217K) due to timing difference in project pending schedule
- lower expenses in office, general and miscellaneous and meeting and travelling (\$516K) due to general cost saving and reduced external meetings and travel cost.

YTD Revenues

YTD total revenue is \$23,657K (cell A1).

Figure 1 below shows the distribution of this revenue by source.

Figure 1

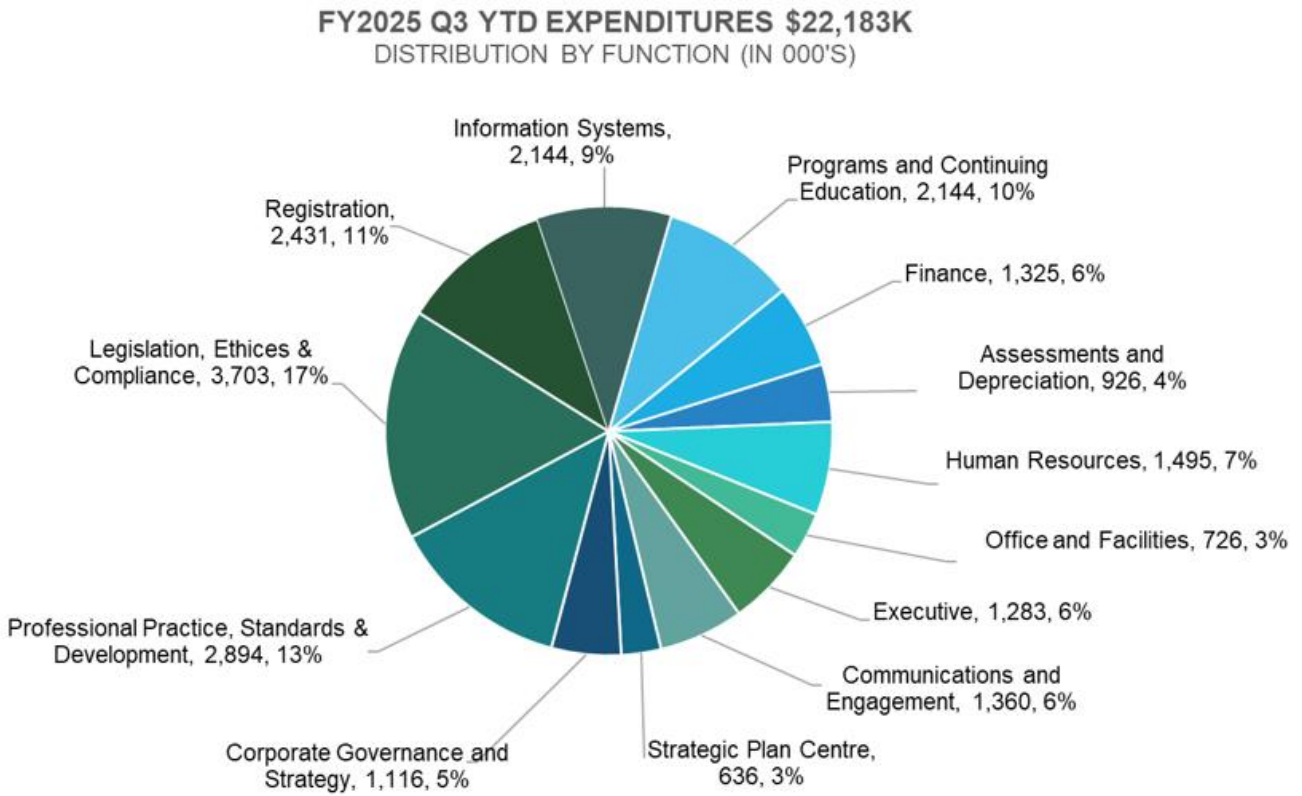


YTD Expenditures including salaries

YTD total operating expenditure is \$22,183K (cell A2 and A3).

Figure 2 below shows the distribution of this expenditure by function.

Figure 2



APPENDIX A - FY2025 Q3 Statement of Revenue and Expenses Compared to Budget and Forecast 2

2.1 - APPENDIX A

FY2025 Q3 Statement of Revenue and Expenses Compared to Budget and Forecast 2 (in '000's)

	A	B	D* = A vs B		C	E* = A vs C	
	FY2025 YTD Mar Actual	FY2025 YTD Mar Budget	Variance - Actual vs Budget	Comments - Actual vs Budget	FY2025 YTD Mar Forecast 2	Variance - Actual vs Forecast 2	Comments - Actual vs Forecast 2
Revenue							
1 Annual registrant fees - Individual	14,024	14,011	13	Higher interim fee revenue due to higher-than-expected new applicants	14,029	(6)	
2 Annual registrant fees - Firms	2,443	2,350	93	Higher than budgeted firm annual fee	2,443	(1)	
3 Application, registration and certification Fees	1,995	2,133	(138)	Lower registration / application volume than budget level	1,992	3	
4 Professional and academic examinations	1,471	1,501	(30)	Less Academic exam candidates lead to lower revenue than budgeted	1,465	5	
5 Continuing Education and Programs	992	978	14	Higher than budgeted BC Online Seminar revenue offset by lower CE seminars attendance	967	25	Higher than forecasted recording revenue and BC online seminar revenue for P. Eng and Geo.
6 Miscellaneous	883	736	147	Legal recoveries and CE and AIR late fees are higher than budget level	885	(2)	

	A	B	D* = A vs B		C	E* = A vs C		
	FY2025 YTD Mar Actual	FY2025 YTD Mar Budget	Variance - Actual vs Budget	Comments - Actual vs Budget	FY2025 YTD Mar Forecast 2	Variance - Actual vs Forecast 2	Comments - Actual vs Forecast 2	
7	Investment Income	834	1,019	(185)	Reduced funds being transferred into investments to better align with the organization's cash needs and lower-than-expected interest rate	846	(12)	Lower than forecasted investment revenue due to lower interest rate
8	Annual conference	624	822	(197)	Lower than expected in-person attendance offset slightly by higher sponsor revenue	624	0	
9	Affinity program	36	274	(238)	Lower mainly due to timing of revenue	269	(233)	Lower mainly due to timing of revenue
10	Innovation magazines and other advertising	355	386	(31)	Less revenue from career advertising revenue than budgeted	348	8	
11	Total Revenue	23,657	24,208	(552)		23,869	(213)	
	Salaries and Expenses							
12	Salaries and employee benefits	14,153	14,725	573	Savings due to delay in filling new positions and vacancies	14,131	(21)	

13	Contract and consulting services	2,671	2,888	217	Timing in project spending schedules across the organization	2,769	98	Timing in project spending schedules across the organization
14	Office, general and miscellaneous	1,539	1,761	222	Timing of actual expense vs budget	1,601	61	Timing of spending

		A	B	D* = A vs B		C	E* = A vs C	
		FY2025 YTD Mar Actual	FY2025 YTD Mar Budget	Variance - Actual vs Budget	Comments - Actual vs Budget	FY2025 YTD Mar Forecast 2	Variance - Actual vs Forecast 2	Comments - Actual vs Forecast 2
15	Legal	787	693	(94)	Higher disciplinary files costs than expected	738	(49)	
16	Amortization	579	571	(8)		577	(2)	
17	Meetings, room rentals and special events	534	691	157	Timing difference for meetings and events	575	41	Timing difference for meetings and events
18	Examinations	533	571	38	Less spending on Academic Exam than budgeted	527	(6)	
19	IT and Telecommunications	498	568	70	Timing difference for spending	477	(21)	
20	Premises and operating costs	353	343	(10)		331	(22)	
21	Printing, publication and distribution costs	310	301	(9)		293	(17)	
22	Travel	226	363	137	Timing of travelling	251	25	Less travel than expected
23	Total Salaries and Expense before Grants and External Projects	22,183	23,476	1,293		22,271	88	

24 = 11-23	Surplus before Grants and External Projects	1,474	732	742		1,599	(125)
25 26 = 24+25	Surplus (Deficit) from Grants and External Projects	151	(29)	180	Timing of grant progress	141	10
	Total Surplus (Deficit)	1,625	704	922		1,740	(115)

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



OPEN SESSION

ITEM 2.2

DATE	May 28, 2025
REPORT TO	The Board for Decision
FROM	Finance, Audit & Risk (FAR) Sub-Committee Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	EGBC Draft FY2026 Budget Summary
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For the Board to review draft FY2026 budget scenarios and provide guidance on specific items.
Motion(s)	That the Board approve: a. Scenario A of the Draft FY2026 Engineers and Geoscientists BC Operating and Capital Budget with no fee increase. b. The National Professional Practice Examination (NPPE) fee be increased to \$293.00 and Schedule C of the Bylaws be amended to reflect the fee change pursuant to section 50 of the <i>Professional Governance Act</i> . c. All other ancillary fees for individual and firm registrants remain unchanged for FY2026.

BACKGROUND

In the fall of 2021, the organization embarked on the journey of creating a new multi-year Strategic Plan. At the April 2022 Board meeting, the new 5-year Strategic Plan was approved. The Strategic Plan will provide direction and focus the organization's decisions and activities over the coming years. For Fiscal Year 2026 (FY2026), we will be entering Year 4 of the Strategic Plan, and the tandem budgeting process began with the creation and approval of the Budget Guidelines

for FY2026 Budget at the February Board meeting. The Budget Guidelines serve as a guiding post for the creation of a budget.

In developing the draft budget, consideration must be given to the Strategic Plan, Budget Guidelines, and the overall landscape of what the organization faces working under the requirements of the PGA. The organization is a regulator and continues to integrate the PGA into our operations as well as divest its advocacy activities. It is an important reminder in this process that the cost of regulation is what determines the cost to the registrant and not vice versa. This budget aims to support work towards balancing our capacity and delivering on our Strategic Plan.

The organization has gone through a significant period of change and growth over the last few years. As we look to FY2026, we want the organization to stabilize and give ourselves time to utilize the new resources from the past years. As such, we are not looking for large increases in staffing (1 new FTE & 6 contracts). The fourth year (FY2026) of the Strategic Plan will be focused on continuing our work of proactive regulation where EGBC is taking steps towards being a modern regulator responding to changing societal expectations. The key strategic objectives for FY2026 are the continuation of Synergy (our #1 Risk of staff capacity & capability), moving forward with data governance, as well as embarking on our Climate Action Strategy and our EDI and TNR strategies.

The draft FY2026 Budget was created with two major components:

- **Base Budget** - revenues and expenditures required to operate the business as it is today; and
- **Strategic Plan – Year Four** – highlights of funding strategic imperatives in the fourth year of the Strategic Plan.

FY2026 Base Budget considerations are:

- Divesting of association activities – reduction of Affinity & Career Advertising revenue
- Establishing a comprehensive government relations strategy
- Addressing FIPPA compliance requirements
- Managing the increasing number and cost of complaints, investigations, disciplinary hearings and FOI requests
- Increasing trends in individual registrant applications
- An upswing in the volume of online examinations required
- Maintaining an effective hybrid work environment
- Ongoing inflationary pressures for the cost of doing business
- Short term contracts to balance & stabilize organizational workload in targeted areas
- Significant year over year surpluses

The FAR Sub-Committee met in May 2025 to review the draft FY2026 EGBC Operating & Capital budget and recommend to the Board to approve the motions as laid out in the memo.

INTERNAL BUDGET PROCESS

In this year's budgeting process, particular emphasis was placed on review of requests for new full-time positions as we are balancing the growth of the organization over the last few years with ensuring we have adequate resources needed to operate. A business case was provided for each position request, supported with data, good reasoning, criticality (critical = hole in the boat) and

consequences if the position was not approved. Positions that were not critical or could be delayed without significant consequences were not included in this budget. Some positions that were seen to be short term or needing further time for evaluation of the need for the long term, are included in this budget as contract roles. These roles will be re-evaluated in the following budget cycle.

As a part of the normal budgeting process, the Executive Team and Finance Team scrutinized each budget item and ensured that estimates for revenue and expenditures are realistic. Savings in salaries and benefits will be reduced significantly as there are not many new positions that require long recruitment cycles causing vacancy savings. Initiatives have been scoped and timed appropriately to workload capacity. Several iterations of the draft budget were completed before a finalized draft budget was created. Review of the Strategic Plan initiatives, risk register items, and departmental plan items were done to ensure appropriate funding is in place. Consideration of our reserves, prior year surpluses and fee increases, and the current year (FY2025) forecast were a part of the process as we developed the draft budget.

The end result is the Draft Engineers and Geoscientists BC FY2026 Budget. The Finance, Audit & Risk Sub-Committee met on May 6, 2025 and reviewed the two scenarios. The draft budget scenarios have been prepared in accordance with the Board approved FY2026 Budget Guidelines (**Appendix A – FY2026 Budget Guidelines**).

FY2025 FORECAST

The draft FY2026 Budget is built from the latest forecast for current year (FY2025) to incorporate the latest factors and conditions that affect the organization.

As presented to the Board on April 25th, 2025, for FY2025, Engineers and Geoscientists BC is forecasting a financial surplus in the range of \$1M to \$1.5 Million compared to a \$225K surplus budget set for the fiscal year.

Table 1		A	B	A-B*
		FY2025 Forecast 2	FY2025 Budget	FY2025 Forecast 2 vs FY2025 Budget
Summary				
1	Revenue	33,075	32,813	262
2	Salaries and Benefits	19,678	20,466	788
3	Expenditures	12,120	12,213	93
4=(1-2-3)	Surplus (Deficit) Before Grants, External Projects	1,277	133	1,143
5	Surplus (Deficit) from Grants	164	92	(72)
6=(4+5)	Surplus (Deficit)	1,440	225	1,215

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

The variance of \$1,215K between Forecast 2 and FY2025 Budget is primarily driven by these factors:

- Projected higher volume of candidates for Academic exams for other jurisdictions
- Anticipating higher legal recovery following the conclusion of disciplinary cases
- Less office expenses, meetings, events and travel expenses across the organization
- Vacancies and delays in recruiting new positions

FY2026 BUDGET ASSUMPTIONS

Two scenarios of the draft budget have been created for the Board to consider. All scenarios include the following assumptions:

General

- Compliance with the Budget Guidelines
- Allowance of \$200K of contingency fund – consistent with prior year policy

Revenues

- Revenue changes as summarized in **Appendix B**
- Individual registrant revenue net growth of 5% prior to any fee increase
- Regulation of firms' revenue consistent with prior year as revenue levels are stable
- Continued growth in new registrant applications resulting in revenue growth of 5%
- Academic Exam demand for other jurisdictions net growth of 29%
- Removal of Affinity Revenue and Career Advertising Revenue from Activities Review

Salaries and Expenditures

- Salary and expenditure changes as summarized in **Appendix C**
- Merit increase allocation of 4% as per Mercer recommendation memo considering general industry standards to ensure the organization continues to maintain competitive market position
- Government Relations Consultant for the enhancement of this work including the development of a long-term strategy
- Over \$744K in funding for expenditures related to planned initiatives as summarized in **Appendix D – 4.1 Initiatives**. This includes \$ 458K of funding on key initiatives under the Strategic Plan:
 - Synergy Program: Decision Making Approach & Matrix, Leadership Development, Implementation of a Learning Calendar, Establishment of a formal Succession Planning framework
 - Trusted Partnerships Pillar: External Communications Strategy/Building Trust with Registrants & Public
 - Process Pillar: Continuation of Data Governance and completion of data migration
 - People and Culture Pillar: Activities Transition – Struct. Eng Program Review
 - People and Culture Pillar: Advancing Volunteer Management Program – implementation of recommendations
 - Social Responsibility Pillar: Creation of a Strategy in the areas of EDI/Indigenous Reconciliation.

- Social Responsibility Pillar: Create a Climate Change Strategy with a trial pilot to one area.
- The addition of 1 new full-time employee (FTE) and 6 contracts to fill the current resource gap - **See Appendix D – 4.2 New Positions** for details. Approximately \$629K of staff resources to enable flexibility to execute and sustain Organizational activities.

CAPITAL BUDGET SUMMARY

The draft FY2026 Budget includes capital investments in hardware, intangible assets, and furniture and fixtures related to building upgrade.

Table 2 – Summary of Capital Spending

Categories	FY2025 Forecast	FY2026 Budget	Amortization Period	Comments
Hardware	161	90	3 years	FY25 - audio/visual intercom system, building security system and new hardware for new hires; FY26 - mainly to refresh old hardware previously deployed to staff and new hardware for new hires and the Board.
Intangible Assets	268	260	3 years	FY25 & FY26 Internal software development to support the improvement and expansion of IS infrastructure to support various new programs and requirements under PGA.
Furniture and fixtures	209	95	10 years	FY25 - heat pumps and bike storage; FY26 - Dan Lambert Meeting room floating floor implementation and Meeting room improvement project
Total Capital spending	638	445		

ANCILLARY FEES

As noted in **Appendices E-F**, it is recommended that the National Practice Examination (NPPE) fee be increased to \$293 and that all other ancillary fees for individual and firm registrants remain unchanged for FY2026. The NPPE is currently managed and administered by APEGA and EGBC has been notified recently that the NPPE administration fee will increase, thus leading to a recommendation to flow through the increase to the registrant. There is minimal impact to EGBC's budget once this cost is flowed through.

With fees being part of Schedule C of our bylaws, s.37 of the PGA requires that a bylaw be delivered to the OSPG and filed with the minister before the change is valid, however, s1.9 of the PGA carves out bylaw changes related to fees as follows:

Filing bylaws

1.9 (1) A bylaw described in section 50 (1) [*fees and special assessments*] of the Act is not required to be delivered or filed under section 37 (1) [*filing of bylaws*] of the Act.

As per s 1.9 of the PGA, EGBC is not required to file Schedule C, however, EGBC will notify OSPG of the fee change as a courtesy in case they receive concerns about the fee change. Staff will notify the OSPG of the change to Schedule C shortly after the Board approves the change.

BENCHMARKING TO SISTER ASSOCIATIONS & INFLATION CONSIDERATION

Please refer to **Appendix I** for the benchmark comparison of annual dues for both individuals and firm registrants to sister associations across the country. Engineers and Geoscientists BC is currently on the mid to high end of the spectrum in terms of annual dues. Many factors affect the fees being charged by different organizations. This may include the size of the organization, the number of registrants they support, mix of registrants or member types, mix and quality of programs, fee structure, as well as external environment challenges like the one we have been navigating through.

This chart is updated to April 2025 and does not consider the 2026 fee increases that sister associations may apply.

TWO DRAFT FY2026 BUDGET SCENARIOS TO CONSIDER

Two draft FY2026 budget scenarios have been created for the Board to consider. Please note both scenarios are deficit scenarios. This is not a common practice for the organization, however, with multiple years of significant surpluses the organization is able to absorb a reasonable deficit budget for next fiscal year. For context, the deficits listed are less than a month's operating expenses.

Scenario A: Without a Fee Increase – results in a \$900K deficit budget

Scenario B: With an \$15 (3%) Inflationary Fee Increase on Professional Registrant categories (P. Eng and P. Geo), and no change on Trainees (EIT and GIT) – results in a \$675K deficit

Table 3 – Summary of Scenario A and B (in '000s)

Draft FY2026 Budget	Scenario A \$0 Fee Increase	Scenario B +\$15 (P.Eng/P.Geo)
Fee Increase (Professional Registrants)	\$0	\$15
Current Regular Full Fee	\$535	\$535
New Annual Fee (P.Eng/P.Geo)	\$535	\$550
Non/Practicing Fees	\$134	\$138
(in \$'000)		
Revenue	\$33,015	\$33,240
Salaries and Benefits	21,729	21,729
Expenditures	11,708	11,708
Strategic Initiative Funding	458	458
General Contingency	200	200
Gross Surplus/(Deficit) before grants	(1,080)	(855)
Net Surplus (Deficit) from External Grants/Projects	179	179
Surplus/(Deficit)	(900)	(675)
Transfer to Building Reserve	0	0
Change to General Operating Fund	(\$900)	(\$675)

RESERVES

As per Budget Guideline 5, a review and assessment of the appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund (Building Reserve), the Legal & Insurance Fund and the Advocacy Fund is to be done as a part of the budgeting process.

Table 4 – Projected Changes in Net Assets and Reserve Funds

Scenario A - \$535 Annual Fee - No Fee Increase	General Fund ('000's)		Internally Restricted Funds ('000's)			Total Net Assets ('000's)
	Operating Fund	Invested in property and equipment	Advocacy Body Fund	Property, Equipment and Systems Replacement	Legal and Insurance	
June 30, 2024	15,154	2,467	627	2,005	1,000	21,253
FY2025 Forecast	2,268	229	(627)	(370)	0	1,500
FY2025 Forecast Transfer	(31)	-	31	-	-	-
June 30, 2025 Forecast	17,390	2,697	31	1,635	1,000	22,753
Draft FY2026 Budget	(652)	(32)	(31)	(185)	0	(900)
Draft FY2026 Budget - transfer				-	-	-
June 30, 2026 Estimate - Scenario A	16,738	2,665	(0)	1,450	1,000	21,852

The net assets on June 30, 2025 are projected to be approximately \$22.8M with the assumption of a surplus of approximately \$1.5M in the current fiscal year (FY2025). The Board can at any point in time re-appropriate the Legal & Insurance Fund and the Property, Equipment and Systems Replacement Fund back to the General Operating Fund.

Property, Equipment and Systems Replacement Fund (Building Reserve)

The balance of the Property, Equipment and Systems Replacement Fund is projected to be approximately \$1.6M at the end of FY2025. This balance is sufficient to address building maintenance and expected major repairs for the longer term as per the Stantec building assessment report completed in 2021. Work on the building will advance as per the suggested Stantec recommendations.

The current balance of the fund is sufficient for building repairs (\$750K) and possible renovations to accommodate immediate and short-term space needs or new working conditions. We have had the opportunity to complete the short-term space needs study and have options available to continue to use the current space for the next 3-5 years. Evaluation of future space needs will be completed in FY2026 as part of Future Space Needs Project in the Strategic Plan. Once this information is available, further evaluation of what funds are required can be determined.

However, from previous work done by the Building & Future Space Planning Task Force, the recommendation for any future options starts with building up this reserve fund early on in small quantities each year to ensure that future options can be executed. Most future options (i.e., extension of current building, building new building, buy new building, capital improvements for lease) are expensive and would require a significant amount of funds estimated to be in the million dollar plus category. There should be a focus to build up this fund, thus, the FY2025 remaining surplus should be diverted to this fund. FAR can make recommendations to the Board as it sees fit year over year.

Legal & Insurance Fund

The current balance of the Legal & Insurance fund is \$1M. This fund is sufficient to cover the cost of two large unexpected legal cases. This fund was increased 3 years ago to ensure there were sufficient funds given the addition of Regulation of Firms.

Advocacy Body Fund

The Board approved the creation of this fund in FY2023 in the amount of \$250K to fund the formation of an independent Advocacy Body for the professions. Subsequently in July 2024, the Board approved an allocation of a further \$500K into this fund. By the end of FY2025, the total of this \$750K will have been fully disbursed to BCSEG. Included in draft FY2026 Budget is \$31K for the contract role approved by the Board to support BCSEG's activities until December 2025.

General Operating Fund

Not-for-profit industry practice is that reserves should be a minimum of 3-6 months and can be expanded to up to 12 months. What the target is set at is contingent on organizational needs. At the September 11, 2020 Board meeting, the Board approved the organization maintain a minimum 6 months of operating expenses.

Consideration to increase the target of operating reserves would need to consider whether the current target is sufficient to provide financial stability and help the organization weather unexpected challenges. Such challenges could include sudden changes in revenue or expenditure that would cause cash flow shortages. EGBC has been resilient and had very stable revenue even in adverse situations of a pandemic, recession, and major unplanned political demands. With the FY2025 surplus forecast, the General Operating Fund will achieve the 6-month operating expense target set by the Board.

The organization has not had to use the contingency budget or dip into reserves in the past and we have fortunately benefited from many years of surpluses due to unanticipated increases in revenue and delayed schedules for hiring. This means for the immediate year ahead; we anticipate financial stability with the current reserves and would not recommend revising the fund target for the General Operating Fund.

RECOMMENDATION

Since FY2021, EGBC has been building up the General Operating Fund minimum goal from 3 months operating expenses to 6 months operating expenses. By the end of the current fiscal year (FY2025), we will reach the target of 6 months reserve, ensuring there are sufficient funds for short-term unexpected issues. For context, earlier expectation by the Board was that this journey may take upwards of 10 years to complete.

As per Budget Guideline 6 – consideration of past surpluses when setting future annual fee increases has been considered in the 2 proposed scenarios for the Board to consider. Both scenarios are deficit scenarios that the organization can absorb through multiple years of surpluses. The only difference between the scenarios is whether there is an inflationary fee increase which results in a smaller deficit.

When considering the two scenarios, we need to consider that there are initiatives that were started in FY2025 that are continuing into FY2026 which results in a deficit of 250K. These costs that were delayed into FY2026 are rightfully being covered by a prior year surplus. In addition, there is 200K in the contingency budget that may not be utilized, which will reduce the deficit by up to 200K. Lastly, though staff have put in their best efforts to predict what application and exam revenues will be, there is still a possibility that the actual revenues will outperform budget estimates resulting in surplus budget.

Note that EGBC has increased fees for the last few years (FY2022 - \$10, FY2023 - \$10, FY2024 - \$50, FY2025 - \$15) which covers inflation for the year it was incurred and in our financial analysis sufficiently covers inflation in FY2026.

With all these considerations in mind, and the ability to absorb a deficit budget, it is difficult to justify a fee increase for FY2026. Thus, both the Finance, Audit & Risk Sub-Committee and staff recommend Scenario A – no fee increase be approved by the Board.

MOTIONS

That the Board approves:

- a. Scenario A of the Draft FY2026 Engineers and Geoscientists BC Operating and Capital Budget with no fee increase;**
- b. The National Professional Practice Examination (NPPE) fee be increased to \$293.00 and Schedule C of the Bylaws be amended to reflect the fee change pursuant to section 50 of the Professional Governance Act; and**
- c. All other ancillary fees for individual and firm registrants remain unchanged for FY2026.**

APPENDIX – FY2026 BOARD BUDGET BOOK

**Engineers and Geoscientists BC
Draft FY2026 Budget Book**

Table of Contents

#	Item	Description	Appendix #
1	Budget Guidelines	The guidelines are observed and incorporated in the process of preparing and compiling draft FY2026 Budget.	<u>A</u>
2	Program Statement (Scenario A) Revenues	Comparative of draft FY2026 Budget against FY2025 Forecast 2 Revenues	<u>B</u>
3	Program Statement (Scenario A) Expenditures	Comparative of draft FY2026 Budget against FY2025 Forecast 2 Expenditures	<u>C</u>
4	List of Initiatives and New Positions 4.1 Initiatives 4.2 New Positions	List of Initiatives and new positions	<u>D</u>
5	Other Fees 5.1 Ancillary Fees	Annual review of Individual ancillary fees	<u>E</u>
6	Schedule C - Individuals	Ancillary fees for Individual Registrants	<u>F</u>
7	Regulation of Firms Ancillary Fee Review	Annual review of Firm ancillary fees	<u>G</u>
8	Schedule C - Firms	Ancillary fees for Firm Registrants	<u>H</u>
9	Benchmark Report of Engineers and Geoscientists BC and other provincial associations	Provides visual comparison of regular full-fee rate amongst cross-country sister associations.	<u>I</u>
10	Capital Budget Spending	Provides a proposed draft capital budget for FY2026 required to support the operations of the Association.	<u>J</u>

Engineers and Geoscientists BC
Draft FY2026 Budget
Budget Guidelines

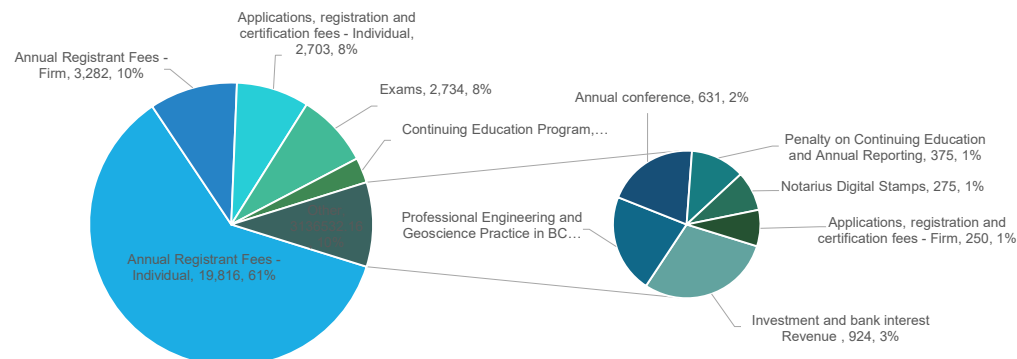
Budget guidelines

1. All initiatives/projects and expenditures are aligned to the Strategic Plan.
2. Revenue sources, including registrant fees, are reviewed, and analyzed with a financial sustainability mindset, which includes but not limited to the following elements:
 - i. Consider an appropriate fee increase
 - ii. Consider all revenue sources and expected growth for registrant and firm related fees
 - iii. Distinction between single year versus sustained revenue sources
 - iv. Consider any potential fluctuation or interruption of revenue sources
3. There is an annual review to explore efficiencies of the organization. Such a review would consider the following elements:
 - a. Salaries and Benefits
 - i. Evaluate essential resource needs
 - ii. Compare in-house resources against contracted services for efficiencies and value evaluation
 - iii. Review short-term staffing needs versus long-term permanent staffing needs
 - iv. Annual merit increases
 - b. Expenditures
 - i. Review departmental spend for efficiency and value of service
 - ii. Distinction between short-term initiatives/projects versus recurring commitments
 - iii. Consider potential savings and new requirements
4. Review and assess any necessary funding to address Risk Register items and mitigation strategies.
5. Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund, the Legal and Insurance Fund, and the Advocacy Body Funds.
6. Consider past surpluses when setting future annual licensing fee increases for registrants and firms.
7. Capital budget created to ensure funding is in place for planned necessary building improvements, and replacement, scheduled hardware replacement, and scheduled software development costs.
8. Final 2026 budget approval will be finalized at the Board meeting in May 2025.

Engineers and Geoscientists BC
Draft FY2026 Budget Scenario A
(in \$'000)

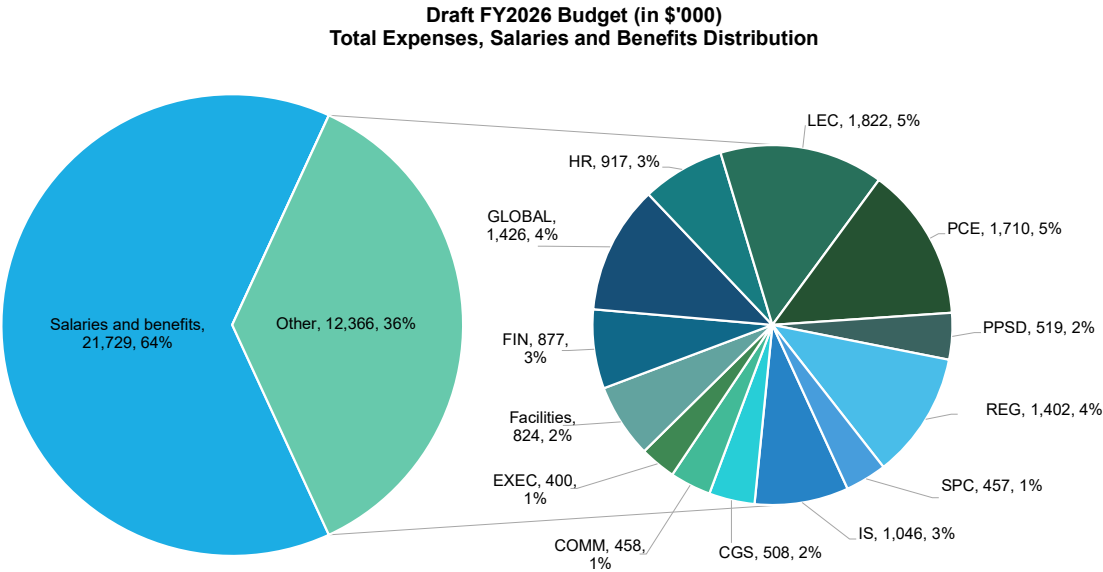
Revenues by Programs	FY2026 Budget
Annual Registrant Fees - Individual	19,816
Annual Registrant Fees - Firm	3,282
Applications, registration and certification fees - Individual	2,703
Exams	2,734
Continuing Education Program	929
Investment and bank interest Revenue	924
Professional Engineering and Geoscience Practice in BC Online Seminar	682
Annual conference	631
Penalty on Continuing Education and Annual Reporting	375
Notarius Digital Stamps	275
Applications, registration and certification fees - Firm	250
Advertising	208
Legal recoveries	205
Grand Total	33,015

Draft FY2026 Budget Revenue Distribution



	A	B	C = B - A	*Positive variances indicate higher revenue and negative variances indicate lower revenue	
Revenue Type	FY2025 FCST	FY2026 Budget	Variance \$	Variance %	Comments
Annual Registrant Fees - Individual	18,851	19,816	966	5.1%	Due to a larger registrant base
Annual Registrant Fees - Firm	3,219	3,282	63	2%	Due to increased number of firms in FY2025
Applications, registration and certification fees - Individual	2,580	2,703	123	5%	Overall increase in applicant volume offset by less mobility applications
Exams	2,775	2,734	(40)	-1%	
Continuing Education Program	754	929	175	23%	With the full team at capacity, more courses to be offer in FY2026
Investment and bank interest Revenue	1,380	924	(456)	-33%	Due to lower interest rate
Professional Engineering and Geoscience Practice in BC Online Seminar	637	682	45	7%	
Annual conference	635	631	(4)	-1%	
Penalty on Continuing Education and Annual Reporting	444	375	(69)	-15%	
Notarius Digital Stamps	250	275	25	10%	
Applications, registration and certification fees - Firm	245	250	5	2%	
Advertising	455	208	(247)	-54%	Due to career advertising will be closed down at end of August 2025
Legal recoveries	306	205	(101)	-33%	Due to significant influx of discipline files in FY2025 lead to more recoveries
Affinity programs and other revenue	544		(544)	-100%	Affinity program discounted in FY2026
Total Revenue	33,075	33,015	(60)	(0.2%)	

Engineers and Geoscientists BC
Draft FY2026 Budget Scenario A
(in \$'000)



A	B	C	D	*E = A - B	*Positive variances indicate lower expenses and negative variances indicate higher expenses	
FY2025 FCST 2	FY2026 Budget	FY2026 Budget Base	FY2026 Budget Initiative	Variance \$ - FY25 FCST vs FY26 Budget	Comments	
Expenses	12,120	12,366	11,622	744	(246)	See variance analysis below
Salaries and benefits	19,678	21,729	21,100	629	(2,051)	FY2026 Budgeted Salaries include a 4% merit increase, filled new positions from FY2025, and new positions. See Appendix D 4.2 for information on proposed new staff resources.
Total Expenses, Salaries & Benefits	31,798	34,095	32,722	1,372	(2,297)	

A			B	C	D	E	*F = A - B	*Positive variances indicate lower expenses and negative variances indicate higher expenses
Dept	Program	FY2025 FCST 2	FY2026 Budget	FY2026 Budget Base	FY2026 Budget Initiative	FY2026 Budget Saving	Variance \$ - FY25 FCST vs FY26 Budget	Comments
CGS	Annual General Meeting (AGM)	81	93	93			(13)	
	Board Planning Education	136	92	135		(43)	44	Due to no hybrid option for Board forum in FY26
	CGS Other	14	10	10			4	
	Governance	46	70	45	35	(10)	(24)	Due to Board remuneration review and evaluation approach take place in FY26
	Government Relations	91	130	90	40		(39)	Due to expected new Government Relations events in FY26
	Nominations	76	70	70			6	
	Strategy and Business Planning	4	43	52		(9)	(38)	Due to department off-site meetings planned in FY26
CGS Total		449	508	495	75	(62)	(60)	
COMM	Comms Other	13	12	12			1	
	Consultation and Engagement	73	48	48			25	Due to FY25 projects delayed
	Innovation Magazine	310	296	296			14	
	Public Relations	59	92	92			(33)	Due to boosted posts on social media and support on Governance relations in FY26
	Publications & Printing	11	12	12			(0)	
COMM Total		465	458	458	0	0	7	
EXEC	Board	182	191	191			(9)	
	Executives Other Program	66	68	68			(2)	
	Special Projects	140	141	141			(2)	
EXEC Total		388	400	400	0	0	(11)	
Facilities	Building Operations	632	636	636			(4)	
	Office and Administrative Service	161	151	151			10	
	Work From Home	30	37	37			(7)	
Facilities Total		823	824	824	0	0	(1)	
FIN	Finance Other	3	3	3			1	
	Bank Charges, Financial Audit and Services	768	802	802			(33)	higher cost in bank service charge and audit fee
	Risk & Insurance	64	72	72			(8)	higher cost in risk management and insurance
FIN Total		835	877	877	0	0	(41)	
GLOBAL	Assessment - Engineers Canada & Geoscientists Canada	613	665	665	0	0	(51)	Due to higher Geoscientists Canada assessment fee
	Depreciation & Miscellaneous Allocation	779	662	662	0	0	117	less capital spending in FY26
	General Contingency	100	100	100	0	0	0	
GLOBAL Total		1,492	1,426	1,426	0	0	66	
HR	Compensation Management	194	30	30			164	Due to no triennial comp review in FY26
	Employee Programs	118	108	108			10	
	FST (Flourishing Staff Team)	82	94	94				
	HR Other	12	12	12				
	Human Resources Development - Other	41	44	44			(3)	
	Occupational Health and Safety	20	23	23			(2)	
	Recruitment	264	162	162			103	Due to no Executive recruitment in FY26
	Staff Training	211	262	262			(51)	DiSC delayed to FY26
	Strategic HR and Organizational Development		70		70		(70)	Due to Performance appraisal program revamp and engagement survey in FY26
	Volunteer Management	116	114	114			2	
HR Total		1,060	917	847	70	0	154	

A			B	C	D	E	*F = A - B	
Dept	Program	FY2025 FCST 2	FY2026 Budget	FY2026 Budget Base	FY2026 Budget Initiative	FY2026 Budget Saving	Variance \$ - FY25 FCST vs FY26 Budget	Comments
IS	Business Continuity - IS	844	954	954				Due to operationalizing AI expense in FY26, increase subscription
	Information Systems - Other	19	12	12			(111)	costs, more headcount, higher USD exchange rate and inflation
	Telecommunications	81	79	79			6	
IS Total		944	1,046	1,046	0	0	2	(102)
LEC	Discipline	930	1,004	1,004			(73)	Due to larger volume of discipline files
	Enforcement	55	124	94	30		(69)	Higher costs in legal counsel
	Investigations	373	476	476			(103)	Due to larger volume of investigation files
	LEC - Other	155	218	185	33		(63)	
LEC Total		1,514	1,822	1,759	63	0	(308)	
PCE	Annual Conference	543	617	617			(73)	Higher costs in AV, venue, food and rental costs
	Continuing Education	442	536	486	60	(10)	(95)	Costs on CE content creation
	Diversity Initiative	98	103	103			(4)	
	Induction Ceremony	190	126	126			64	Reducing the number of Induction Ceremonies.
	Mandatory Continuing Education	53	70	70			(18)	
	Mentoring	34	34	34			0	
	PCE - Other	31	24	24			7	
	Professional Engineering and Geoscience Practice in BC Online Seminar	135	76	76			59	Delayed project from FY25 spanning into FY26
	Reconciliation with Indigenous People	11	51	32	19		(40)	
	Student Program	58	75	75			(17)	Due to expansion of the Student program in FY26
PCE Total		1,595	1,710	1,642	79	(10)	(116)	
PPSD	Registrant Audit Program	175	172	172			4	
	Registrant Practice Review	65	44	44			21	
	PPSD - Others	3	28	28			(26)	
	Professional Practice	264	209	209			55	
	Training Expenses	60	65	65			(5)	
PPSD Total		567	519	519	0	0	48	
REG	Applications/Registration	217	229	229			(12)	
	Exams	1,116	1,157	1,157			(41)	Due to higher costs in PPE Exam marking fee
	REG-Other	19	16	16			3	
REG Total		1,352	1,402	1,402	0	0	(51)	
SPC	People and Culture	278	150		150		128	Due to no Advocacy Body expenses in FY26
	Process	137	153		153		(16)	
	Social Responsibility	150	115		115		35	
	Stakeholder Engagement	30	40		40		(10)	
	Strategic Plan General	42			0		42	
SPC Total		637	457	0	457	0	180	
Grand Total		12,120	12,366	11,694	744	(72)	(246)	

Note:

CGS Corporate Governance Strategy

COMM Communication & Engagement

EXEC Executive & Board

FIN Finance

HR Human Resources Development

IS Information Systems

LEC Legislation, Ethics & Compliance

PCE Programs and Continuing Education

PPSD Professional Practice, Standards & Development

REG Registration

SPC Strategic Plan Centre

2.2 - Appendix D (Initiatives)

Engineers and Geoscientists BC Initiatives in Draft FY2026 Budget

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
1	Corporate Governance and Strategy	Government Relations Activities	As part of the new government relations strategy, additional money is required to ramp up the new program. These funds will be used for in-person presence through events in Victoria and raising profile through attendance at various events.	40,000	N	The new Government Relations strategy cannot be implemented
2		Board Remuneration Review	Every two years the Board reviews its remuneration. In 2024, a light touch approach was completed by staff. The Governance Subcommittee recommended that the next cycle should be a deeper dive and be conducted by an external consultant.	20,000	Y	The review will be completed by staff and not be as depth as expected by the Board
3		Board Evaluation Approach	The Board expressed interest in reviewing the approach for Board evaluations and investing more time in this effort. The Board has also expressed interest in evaluating Board Effectiveness. These topics are related. The Governance Subcommittee has recommended completing a more in-depth evaluation process this year and that it be externally led	15,000	Y	The evaluation will be completed by survey, contrary to what the board has requested
4	Human Resources	Engagement Survey	Completing a full employee engagement survey with all staff. Last survey done 2 years ago.	55,000	Y	Board asking. Staff expecting. Delayed results.
5		Performance Appraisal Program Redevelopment	Planning Phase of the redesign of the performance appraisal program. Clean slate approach. Subsequent phases will fall into FY27.	15,000	Y	Already delayed. Very poor optics.
6	Legislation, Ethics & Compliance	Enforcement efficiency consultant work	Enforcement efficiency consulting work to look at processes, procedures and resource utilization.	30,000	Y	Lost opportunity to improve efficiency of enforcement processes and resource usage.
7		Privacy Policy Update	Our EGBC-wide Privacy Policy has not been updated since 2018. It needs a complete overhaul given the movement in technology and the law. We intend to retain external counsel to provide a new policy, customized to our unique needs.	25,000	Y	Continued risk of not meeting our privacy expectations.
8		Training for statutory committees (Investigation Committee and Discipline Committee)	Specialty training for committees on items specific to each committee group - investigative interviewing, report writing, decision making, running administrative tribunals	8,000	Y	Lack of adequate training for continuing and new committee members which could have potential consequences in the quality of investigation work or disciplinary hearings

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
9	Programs and Continuing Education	CE content to be created by an external party	As part of the CE program, we wish to create original content for our Knowledge Centre that will be of interest to our registrants and help them fulfill their annual CE requirement.	60,000	Y	This was put into the budget instead of the hiring of a full time 'instructional designer' who would have created the content.
10		All staff event and other activities to help staff internalize reconciliation	An all staff event near the National Day of Remembrance held on site with catering	18,500	N	Our reconciliation efforts will be less effective.
11	Strategic Plan	DG - Digital Migration	Completion of the project for remaining departments.	110,500	Y	
12		DG - Classification	Implementation of classification of documents	32,500	Y	
13		Synergy Work Plan	Synergy is a program designed to address key priorities and capacity challenges identified in the Peer Nominated Team's (PNT) report. It uses the 7S model, a change framework that views an organization's systems, culture, and strategy as interconnected and equally important. Instead of treating issues separately, the model emphasizes a holistic approach—ensuring that weaknesses in one area do not negatively impact the entire organization.	95,000	Y	
14		Struct. Eng Transition	1. Complete the partner working group process. 2. Define and complete the necessary EGBC-internal activities to arrive at a decision on the Struct. Eng transition approach 3. Communicate the decision to affected groups, and engage with those groups to obtain feedback on the decision that may inform future work planning.	55,000	Y	
15		Firm Sustainability Program	Starting a new multi-year project to implement the OCCS, in FY26 this project will initiate a new voluntary sustainability program for registrant firms, leveraging engagement with key internal and external partners to produce the foundational elements of such a program.	50,000	Y	
16		Public Engagement Strategy Project	Discovery type work to expose public preferences for engagement with our organization, and to define improvements or changes to our ongoing communications operations to adapt to those learnings	40,000	Y	
17		Reconciliation Strategy	Develop the organization's reconciliation strategy	40,000	Y	
18		EDI Strategy	Develop the organization's EDI strategy	25,000	Y	

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
19		Volunteer Program Phase 3	Implementation of the items developed in phase 2, particularly: JazzHR for volunteer recruitment management Volunteer role classification, including required legal costs.	9,600	Y	
				744,100		

2.2 - Appendix D (New Positions)

Engineers and Geoscientists BC
New Full Time Employees (FTE) in Draft FY2026 Budget

FTE#	Department	FTE Title	Position Responsibilities	No. of months in FY2026	Annual rate including benefits	FY2026 Budget amount including benefits	Consequence if foregone/Justification
1	HR	Coordinator, Volunteer Program	Provide coordination support for the Volunteer Program reporting to the Manager, Volunteer Program	12	\$ 81,366	\$ 81,366	Request contract extension of existing contractor scheduled to end Oct 2025.
2	LEC	Unauthorized Practice Investigator (Contract)	Hiring a third UPI will help achieve the Strategic Plan's vision by strengthening public confidence and future-readiness through adequate resources to combat unauthorized practice and misuse of title. Additionally, it will enhance the "People and Culture" strategic imperative by improving staffing in a high-demand regulatory area, fostering a more sustainable work environment.	12	\$ 112,072	\$ 112,072	Without hiring a third UPI, the backlog of unauthorized practice and misuse of title files will continue to grow, potentially leading to delays in addressing high-risk cases. Investigators are already at full capacity, and increasing file openings may further strain resources. This limitation will hinder proactive enforcement campaigns expected by the OSPG. Additionally, excessive workload pressures risk creating a stressful environment, increasing the likelihood of burnout and staff resignations.
3	CGS	Government Relations Specialist (Contract)	To ramp up, establish and drive the new government relations strategy; support the planning and implementation of the government relations program; keep up to date on legislative, regulatory, and policy issues; provide government relations expertise through research and analysis; prepare memos, briefing notes, presentation materials, environmental scans; assess and monitor priority issues for engagement; develop, track and maintain issue notes; support planning and delivery of meetings with government officials and other relevant partners; provide other general governance support to the team	12	\$ 112,050	\$ 112,050	The current government relations strategy is unlikely to succeed due to insufficient resources. Moving forward with board approval would be ineffective, as efforts would remain reactive, fragmented, and lacking strategic direction. Key components such as regular minister meetings, opposition engagement, and annual legislature events would be absent, ultimately failing to achieve the intended goals of positioning CGS as a forward-thinking regulator.
4	PPSD	Junior Practice Advisor extension (Contract)	Responding to practice inquiries, leading less complex practice projects, carrying out professional practice research	12	\$ 91,731	\$ 91,731	Overloading remainder of team with additional workload
5	LEC	Complaint Intake Analyst (Contract)	The CIA plays a crucial role in the preliminary complaint intake process, handling General Concern (GC) files, managing inquiries via email and phone, and working alongside the Complaint Intake Manager and Legal Administrative Assistant to open files in the case management system. Responsibilities include reviewing new complaints, communicating with relevant parties, organizing large volumes of information, and ensuring efficient intake procedures. Maintaining this position is essential for sustaining complaint management efforts.	12	\$ 83,016	\$ 83,016	Failing to approve the CIA contractor could lead to significant operational challenges, as the workload would shift to an already overburdened team. Key consequences include an inability to fully meet Engineers and Geoscientists BC's mandate, non-compliance with triage policies, and a growing backlog in complaint intake, causing delays and frustration among complainants and registrants. Additionally, complaints to the Executive Team and OSPG may increase due to extended processing times. The overcapacity Complaint Intake team faces risks of burnout and turnover, while quality control in complaint handling may decline—potentially leading to mismanaged cases. The registration process for EIT/GIT registrants under investigation would be further delayed, and there would be limited ability to proactively address media-related issues lacking formal complaints. Maintaining the CIA position is essential for operational efficiency and service excellence.
6	PCE	Program coordinator (Contract)	Support to the Student program, the mentoring program and Induction Ceremonies	10	\$ 92,757	\$ 77,298	The Student program expansion will not happen as per schedule, the mentoring, inductions ceremony and events management programs will not be supported properly.

FTE#	Department	FTE Title	Position Responsibilities	No. of months in FY2026	Annual rate including benefits	FY2026 Budget amount including benefits	Consequence if foregone/Justification
7	REGN	Registration Assistant (Contract)	The role contributes to department-wide functions by supporting the Academic Assessment team, handling emails and calls through Registration Reception, reviewing and cataloging application-related documents, producing registrant and trainee certificates for mailing, and assisting key staff during high-demand periods like Annual Renewal and Reporting.	12	\$ 71,324	\$ 71,324	<p>The Academic Assessment team within the Registration Department would experience significant staff resource challenges that could cause severe consequences in the form of increased complaints, legal challenges as well as staff burnout.</p> <p>Application volumes continue to increase especially from internationally trained applicants. The increased scrutiny from the OSPG under the ICRA regulations requires the registration team to ensure the continued and timely assessment of applications to manage risk for the organization.</p>
					\$ 644,317	\$ 628,857	



MEMORANDUM

CONFIDENTIAL

DATE	April 29, 2025
TO	Board for Decision
FROM	Jason Ong, Director, Registration
SUBJECT	Registration Ancillary Fee Review and Recommendations
LINK TO STRATEGIC PLAN	Process – We have efficient and effective systems in place to enable modern regulation

PURPOSE: To update and make recommendations to the Board on Registration ancillary fees for Fiscal 2026.

MOTION:

- i. that the National Professional Practice Examination (NPPE) Fee be increased to \$293.00
- ii. that all other registration ancillary fees remain unchanged for Fiscal 2026.

BACKGROUND

The Professional Governance Act Section 47 allows for the Board to make bylaws to set fees associated with the admissions and examination processes. Fees are described in their associated sections of the bylaws and the amounts of all fees referenced in the bylaws are set out in Schedule C – Fees, Section 1.1.

Appendix F provides ancillary fees for individual registrants as set out in Schedule C of the bylaws.

DISCUSSION

RECOMMENDED INCREASE OF THE NATIONAL PROFESSIONAL PRACTICE EXAMINATION (NPPE) FEE

The National Professional Practice Examination (NPPE) confirms knowledge of professionalism, law, and ethics. Engineers and Geoscientists BC is one of fourteen engineering and geoscience self-regulatory organizations in Canada that currently use the NPPE. The NPPE is administered online with virtual proctoring and is offered five times per year. An applicant for professional registration must successfully complete the NPPE to qualify for licensure.

The NPPE is currently managed and administered by the Association of Professional Engineers and Geoscientists of Alberta (APEGA). In early 2025, APEGA formally informed all participating associations that their administration fee (which had remained unchanged for several years) was increasing to keep pace with rising expenses mainly due to the renewal of vendor contracts. The increased examination administration fee will be applied to the September 8-10, 2025 examination session and all subsequent ones. APEGA currently charges \$112.00 per examination candidate. An increase of \$33.00 will bring the examination fee to \$145.00 per examination candidate. Engineers and Geoscientists BC currently charges \$260.00 per applicant that registers for the NPPE to be able to cover the examination administration fee to APEGA as well as the costs for overseeing the registration and logistics managed by our Registration staff for each session.

It is recommended that the existing NPPE fee in Schedule C be increased to \$293.00 from the current pricing of \$260.00.

This fee increase is intended to maintain the current revenue margin after expenses and will not affect the overall budget for Fiscal 2026.

NO INCREASES RECOMMENDED FOR OTHER REGISTRATION ANCILLARY FEES

An analysis and benchmarking of existing ancillary application fees has been conducted. For Fiscal Year 2026, no increase is recommended.

Staff will be reviewing all application fees for a potential adjustment in Fiscal Year 2027 and beyond.

RECOMMENDATIONS

a. that the National Professional Practice Examination (NPPE) Fee be increased to \$293.00; and

b. that all other registration ancillary fees remain unchanged for Fiscal 2026.

Appendix F – Schedule C - Individuals

Schedule C – Fees

[amended 2025-01-13]

1. Fees for Individual Registrants

Fee Description	Amount
APPLICATION FEES	
Application fee for Trainee (EIT/ GIT) Applicant	
a. who is an academically qualified EIT, GIT, MIT, ing jr, géo jr, or CPI in another Canadian province/territory and is applying for the same designation as they hold in the other province or territory [amended 2023-12-01]	\$0.00
b.1 who applies for EIT designation within 12 months of graduation from an engineering post-secondary degree program [amended 2023-12-01]	\$0.00
b.2 who applies for GIT designation within 12 months of graduation from a geoscience post-secondary degree program [amended 2023-12-01]	\$0.00
c.1 who applies for EIT designation more than 12 months after graduation from an engineering post-secondary degree program [amended 2023-12-01]	\$475.00
c.2 who applies for GIT designation more than 12 months after graduation from a geoscience post-secondary degree program [amended 2023-12-01]	\$475.00
Application fee for professional licensee engineering/ professional licensee geoscience Applicant	
a. First time Applicant not licensed or registered in another Canadian province/territory	\$475.00
b. Who holds an equivalent licence or registration in another Canadian province/territory	\$250.00
c. Application for Minor Change to authorized area of Reserved Practice [amended 2021-04-23]	\$200.00
d. Application for Major Change to authorized area of Reserved Practice [amended 2021-04-23]	\$400.00
Application fee for professional engineer/ professional geoscience Applicant	
a. First time Applicant not registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	\$475.00
b. Applicant who is registered with another registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	\$250.00

c. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and whose EIT/GIT application fee was waived	\$325.00
d. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and who paid an application fee for EIT/GIT application	\$0.00
Application fee for designated structural engineer Applicant	\$500.00
Application fee for reinstatement as a Professional Registrant	
a. within 6 months of resignation, removal or conversion to non-practising registration	\$50.00
b. after 6 months and within 18 months of resignation, removal or conversion to non-practising registration	\$100.00
c. over 18 months after resignation, removal or conversion to non-practising registration <i>(who are current registrants of another Canadian engineering and/or geoscience regulator)</i>	\$250.00 [amended 2025-01-13]
d. over 18 months after resignation, removal or conversion to non-practising registration <i>(who are NOT current registrants of another Canadian engineering and/or geoscience regulator)</i>	\$300.00 [amended 2025-01-13]
Application fee for reinstatement as a Trainee, non-practising Registrant, life member or life limited licensee Registrant	\$50.00
EXAMINATION FEES	
Examination fee for Trainee (EIT/ GIT) Applicant, Professional Engineer Applicant, or Professional Geoscientist Applicant [amended 2021-12-15]	
a. Per Examination	\$360.00 [amended 2021-04-23]
b. Defer Examination to a subsequent session	\$220.00
c. Request Examination Re-read per Examination	\$330.00 [amended 2021-04-23 and 2023-05-01]
Examination fee for designated structural engineer Applicant	
a. BC Codes and Practices Examination	\$500.00
b. [Repealed 2023-06-27]	
Examination fee for professional licensee engineering/ professional licensee geoscience Applicant	
a. Per Examination	\$360.00 [amended 2021-04-23]
b. Defer Examination to a subsequent session	\$220.00
c. Request Examination Re-read per Examination	\$330.00 [amended 2021-04-23 and 2023-05-01]
Professional Practice Examination fee for all applicable Applicants or Registrants	
a. Multiple Choice [amended 2023-06-27]	\$260.00 \$293.00 [amended 2021-04-23]

b. [Repealed 2021-04-23]	
INTERVIEW FEES	
Interview fee for all applicable Applicants	
a. In-person interview at EGBC office	\$0.00
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	\$200.00 [amended 2021-04-23]
c. Remote Interview by Videoconference	\$200.00
Interview fee for reinstatement as a Professional Registrant	
a. In-person interview at EGBC office	\$0.00
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	\$200.00
c. Remote Interview by Videoconference	\$200.00
COURSE FEES	
Course fee for Professional Engineering and Geoscience in BC Seminar for all applicable Applicants or Registrants	\$275.00
Course fee for Working in Canada Seminar	
• Per unit	\$50.00
• Four-unit Seminar	\$200.00
REGISTRATION & DESIGNATION FEES	
Registration fee for registration as an individual Registrant (other than a Trainee)	\$270.00
Annual fee for designation as a designated structural engineer	\$300.00 [amended 2021-12-15] [amended 2021-12-15]
ANNUAL FEES	
Annual fee (2024)	
Trainee (EIT/GIT)	
a. Full Fee	\$286.00
b. Reduced Fee for Hardship	\$143.00
c. Medically unable to work	\$0.00
Professional Registrant	
a. Professional Engineer/Professional Geoscientist Full Fee	\$520.00
b. Professional Engineer/Professional Geoscientist Reduced Fee for Hardship	\$260.00
c. Professional Licensee Engineering/Professional Licensee Geoscience Full Fee	\$468.00
d. Professional Licensee Engineering/Professional Licensee Geoscience Reduced Fee for Hardship	\$234.00
Non-practising Registrant	
a. Professional Engineer/Professional Geoscientist	\$130.00
b. Professional Licensee Engineering/Professional Licensee Geoscience	\$117.00
c. Registrant medically unable to work (non-practising)	\$0.00

Annual fee for a Registrant granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated annual fee
Annual fee (2025)	
Trainee (EIT/GIT)	
a. Full Fee	\$286.00
b. Reduced Fee for Hardship	\$143.00
c. Medically unable to work	\$0.00
Professional Registrant	
a. Professional Engineer/Professional Geoscientist Full Fee	\$535.00
b. Professional Engineer/Professional Geoscientist Reduced Fee for Hardship	\$267.50
c. Professional Licensee Engineering/Professional Licensee Geoscience Full Fee	\$483.00
d. Professional Licensee Engineering/Professional Licensee Geoscience Reduced Fee for Hardship	\$241.50
Non-practising Registrant	
a. Professional Engineer/Professional Geoscientist	\$133.75
b. Professional Licensee Engineering/Professional Licensee Geoscience	\$120.75
c. Registrant medically unable to work (non-practising)	\$0.00
Annual fee for a Registrant granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated annual fee
REPLACEMENT / ADDITIONAL FEES	
Additional Manual Seal	
a. 30 mm Rubber Stamp	\$30.00 [amended 2021-04-23]
b. 30 mm Self Inking Stamp (black ink unless specified)	\$50.00 [amended 2021-04-23]
c. 50 mm Rubber Stamp	\$35.00 [amended 2021-04-23]
d. 50 mm Self Inking Stamp (black ink unless specified)	\$55.00 [amended 2021-04-23]
e. Long Reach Seal	\$85.00 [amended 2021-04-23]
f. Professional Licensee Rubber Stamp	\$40.00 [amended 2021-04-23]
g. Professional Licensee Self Inking Stamp	\$50.00 [amended 2021-04-23]
Additional certificate of registration	\$25.00 [amended 2021-04-23]
Rush Order Fee for Stamp and/or Certificate Order	\$20.00 [amended 2021-04-23]
LATE FEES	

Late fee for failure to pay annual fee	15% of Annual fee for Registration category
Late fee for failure to pay a special assessment	15% of Special assessment fee
Late reporting fee for:	\$100.00
<ul style="list-style-type: none"> a. Failure to provide certain information published on the register or personal and unique email address b. Failure to submit a completed CEP Declaration 	[amended 2021-07-14]
[Repealed 2023-05-01]	
Late completion fee for failure to complete continuing education plan, continuing education hours, required ethical learning, required regulatory learning, required technical learning (in the case of a designated structural engineer)	\$200.00
RECONSIDERATION AND REVIEW ON THE RECORD FEES	
Reconsideration fee	\$300.00
Review on the record fee	\$500.00



DATE	April 8, 2025
REPORT TO	The Board for Decision
FROM	Kelly Dayman, P.L.Eng., FEC, FGC (Hon.), Associate Director, Regulation of Firms
SUBJECT	Regulation of Firms Ancillary Fee Review and Recommendations
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To update and make recommendations to the Board on Regulation of Firms ancillary fees for Fiscal 2026.
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BACKGROUND

The Professional Governance Act Section 47 allows for the Board to make bylaws to set fees for admission as a registrant which includes Registrant Firms. Fees are described in their associated sections of the bylaws and the amounts of all fees referenced in the bylaws are set out in Schedule C – Fees, Section 1.2.

Appendix H provides ancillary fees for Registrant Firms as set out in Schedule C of the bylaws.

The Regulation of Firms – Permit to Practice program was launched July 2, 2021, at the time of writing, it has been operating for three and a half years.

DISCUSSION

The Regulation of Firms – Permit to Practice program revenue per Registrant Firm continues to be in-line with the projections made in the Board approved business plan, which covered FY2020 through FY2025. There are currently over 4850 Permits to Practice in good standings.

RECOMMENDATIONS

The FY2026 fiscal year budget guidelines approved by the Board, specifically items number 1, 2, and 6 require that:

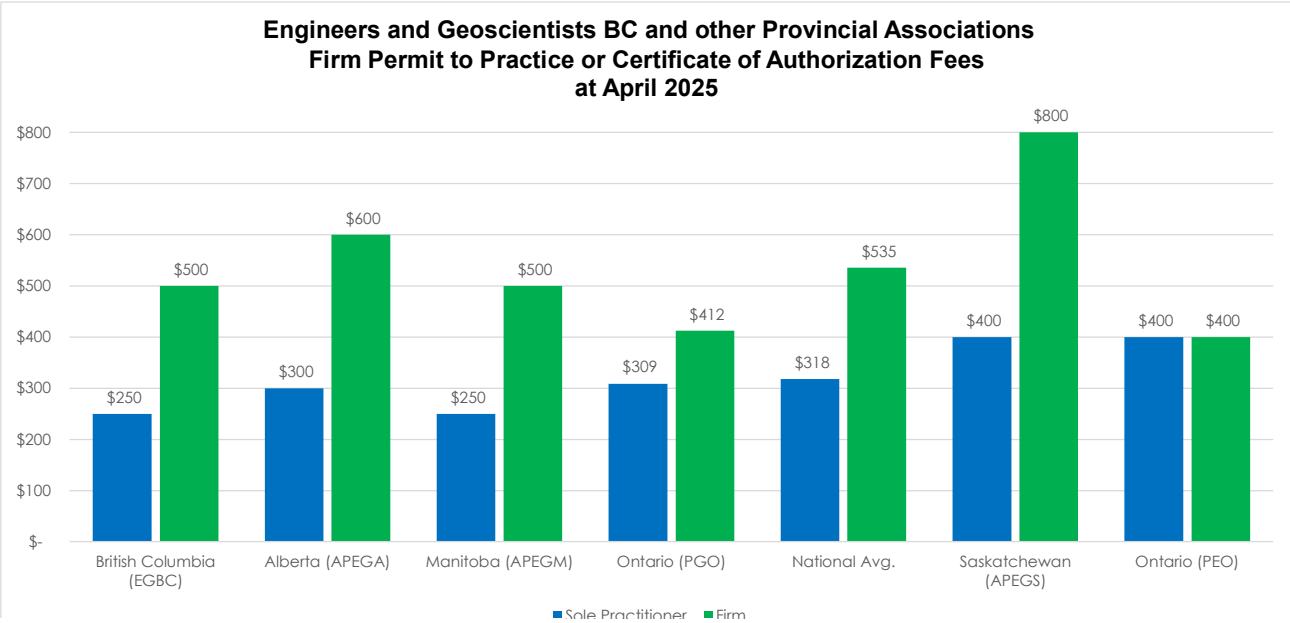
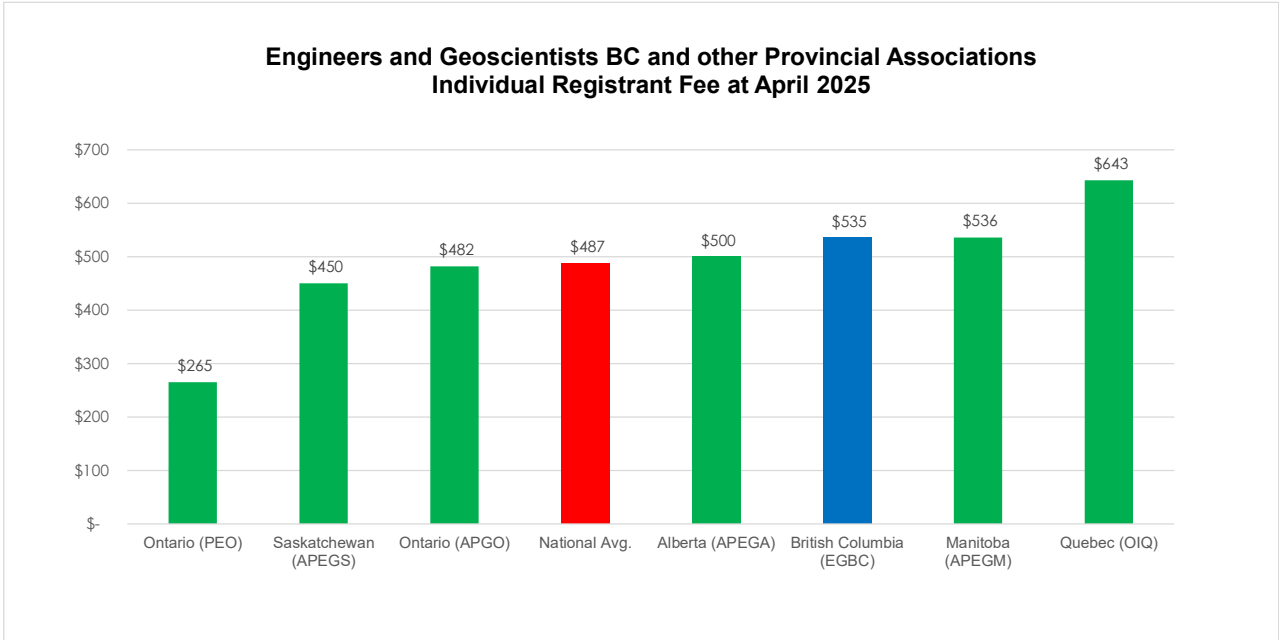
1. All initiatives and expenditures are aligned to the Strategic Plan.
2. Revenue sources, including registrant fees, are reviewed and analyzed with a financial sustainability mindset, which includes the following elements:
 - i. Consider a fee increase to cover inflation
 - ii. Consider all revenue sources and expected growth for registrant and firm related fees
 - iii. Distinction between single year versus sustained revenue sources
 - iv. Consider any potential fluctuation or interruption of revenue sources
6. Consider past surpluses when setting future annual licensing fee increases for registrants and firms.

The Regulation of Firms ancillary fees in place are sufficient to sustain the Permit to Practice program and the ancillary support activities provided by the other departments. As the program has been operational for less than five years, it is best not to increase fees at this point in time if not needed. Therefore, for fiscal year 2026 the recommendation is that no changes be made to the Regulation of Firms ancillary fees.

APPENDIX H – Schedule C - Firms

Bylaws of Engineers and Geoscientists BC, February 22, 2022; Schedule C –Fees, Section
1.2 Fees for Registrant Firms

APPLICATION FEE	
Application fee for Registration as a Registrant Firm	\$350.00
ANNUAL FEES	
Annual fee for Registrant Firm	
a. Registrant Firms with only one Professional Registrant employed by or under contract with the Registrant Firm:	\$250.00
b. Registrant Firms with more than one Professional Registrant employed by or under contract with the Registrant Firm, or Registrant Firms that are sole practitioners with more than 2 Trainees employed by or under contract with the Registrant Firm:	\$500*SQRT(n), where n = # of Professional Registrants and Trainees, but does not include non-practising individual Registrants employed by or under contract with the Registrant Firm.
Annual fee for a Registrant Firm granted enrolment/ registration at some time other than beginning of annual renewal cycle	Prorated, based on annual fee formula.
[Repealed 2021-07-14]	
SPECIAL ASSESSMENTS	
Special assessments (if any)	
LATE FEES	
Late fee for failure to pay annual fee	15% of Annual Fee of each category above
Late fee for failure to pay a special assessment	15% of special assessment
Late reporting fee for failure to provide:	\$100.00
a. Certain information published on the register	
b. Personal and unique email addresses for all Responsible Officers and Responsible Registrants	
Late completion fee for Regulation of Firms Training Program (for each Responsible Registrant who completes the Program late)	\$200.00
REVIEW ON THE RECORD FEE	
Review on the record fee	\$500.00



Engineers and Geoscientists BC
 Draft FY2026 Budget
 Capital Budget Spending

Category	Amount ('000's)	Amortization period	Comments
Hardware	90	3 years	Mainly to refresh old hardware previously deployed to staff and new hardware for new hires and Board.
Intangible Assets	260	3 years	Internal software development to support the improvement and expansion of IS infrastructure to support various new programs and requirements under PGA.
Furniture and fixtures	95	10 years	Dan Lambet Floating floor implementation and Meeting room improvement project
Total Capital spending	445		