



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OVERALL AGENDA

DATE	December 1, 2023
	Hybrid Event
LOCATION	Engineers and Geoscientists BC office (Dan Lambert Boardroom) & Virtually Via Teams (<i>Meeting Link Sent Via Outlook Invitation</i>)

Meeting Schedule

08:30 – 08:50	CEO/Chair Meeting Framing
08:50 – 10:10	Open Session
10:10 – 10:20	Morning Break
10:20 – 11:50	Open Session (continued)
11:50 – 12:10	Board Photo Session
12:10 – 12:40	Lunch Break
12:40 – 13:25	Open Session (continued)
13:25 – 15:20	Closed Session
15:20 – 15:25	Open Session (continued)
15:25	Adjournment

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



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OPEN AGENDA

DATE	December 1, 2023
TIME	08:50 – 13:25 (preceded by CEO/Chair Meeting Framing at 8:30 am) 15:20 – 15:25 (Open Session continues)
LOCATION	Hybrid Event Engineers and Geoscientists BC Office (Dan Lambert Boardroom) & Virtually Via Teams (<i>Meeting Link Sent Via Outlook Invitation</i>)

08:50 (3 mins)	1.0 OPEN SESSION – Welcome Greetings & Call to Order Chair: Michelle Mahovlich, P.Eng., P.Geo., FCSSE MOTION: That the Board approve the Open Agenda in its entirety.	
08:53 (2 mins)	1.1 Declaration of Conflict of Interest	
08:55 (10 mins)	1.2 Safety Moment	
09:05 (5 mins)	2.0 OPEN CONSENT AGENDA MOTION: That the Board approve all items (2.1 to 2.3) on the Open Consent Agenda.	
	2.1 October 28, 2023 Open Minutes MOTION: That the Board approve the October 28, 2023 Open Meeting minutes as circulated.	October 28, 2023 Open Minutes <hr/>
	2.2 Professional Practice Guidelines - Seismic Retrofit Guidelines	Professional Practice Guidelines - Seismic Retrofit Guidelines <hr/>

	<p>MOTION: That Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves <i>Seismic Retrofit Guidelines, 2023 Edition (SRG 2023) and Seismic Performance Analyzer I, Version 4.1</i>, to be published following editorial and legal review. The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> • the standard guideline development process was followed; and • a robust and appropriate review and consultation process was followed. <p><i>Allison Chen, P.Eng., Practice Advisor, PPSD</i></p>	
	<p>2.3 Professional Practice Guidelines - Microzonation Mapping</p> <p>MOTION: That Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves <i>Development and Use of Seismic Microzonation Maps in BC, Version 1.0</i>, to be published following editorial and legal review. The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> • the standard guideline development process was followed; and • a robust and appropriate review and consultation process was followed. <p><i>Allison Chen, P.Eng., Practice Advisor, PPSD</i></p>	<p>Professional Practice Guidelines -- Microzonation Mapping</p> <hr/>
09:10	3.0 OPEN REGULAR AGENDA	
09:10 (30 mins)	<p>3.1 AGM Motions</p> <p>MOTION 1: That the Board approve consideration of Motion 1 and 2 to be scheduled for the February 16, 2024 meeting.</p> <p>MOTION 2: That the Board approve consideration of Motion 3 to be scheduled for the April 19, 2024 meeting.</p> <p><i>Deesh Olychick, Director of Corporate Governance & Strategy</i></p>	<p>AGM Motions</p> <hr/>
09:40 (20 mins)	<p>3.2 Data Governance Information and Data Gathering</p> <p>For information only.</p> <p><i>Derrick Underwood, Director, Information Systems</i></p>	<p>Data Governance Information and Data Gathering</p> <hr/>

<p>10:00 (10 mins)</p>	<p>3.3 FY2024 Q1 Financial Results and Forecast Update For information only. <i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i> <i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	<p>FY2024 Q1 Financial Results and Forecast Update</p> <hr/>
<p>10:10 (10 mins)</p>	<p>MORNING BREAK</p>	
<p>10:20 (45 mins)</p>	<p>3.4 International Credentials Recognition Act For information only. <i>Jason Ong, Director, Registration</i></p>	<p>International Credentials Recognition Act</p> <hr/>
<p>11:05 (30 mins)</p>	<p>3.5 Board Succession For information only. <i>Deesh Olychick, Director, Corporate Governance & Strategy</i></p>	<p>Board Succession</p> <hr/>
<p>11:35 (15 mins)</p>	<p>3.6 Strategy Renewal - Year 3 Priorities For information only. <i>Liza Aboud, Chief Operating Officer</i></p>	<p>Strategy Renewal - Year 3 Priorities</p> <hr/>
<p>11:50 (20 mins)</p>	<p>BOARD PHOTO SESSION (group photos plus headshots of new Board members)</p> <ul style="list-style-type: none"> • Avoid white shirts, but it's ok under a jacket • Avoid all really bright or neon colours • Avoid busy or very small patterns on clothes • Avoid short sleeves, or bring a jacket to wear over shirt with short sleeves 	
<p>12:10 (30 mins)</p>	<p>LUNCH BREAK</p>	
<p>12:40 (30 mins)</p>	<p>3.7 Annual Update from Engineers Canada Directors For information only. <i>Michael Wrinch, P.Eng., FEC, Engineers Canada Board Appointee</i> <i>Ann English, P.Eng., FEC, FCSSE, FGC (Hon), Engineers Canada Board Appointee</i></p>	
<p>13:10 (15 mins)</p>	<p>3.8 CEO Report (Open) For information only. <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>CEO Report (Open)</p> <hr/>

13:25	OPEN INFORMATION REPORTS	
	<p>Year 2 Strategic Plan Update <i>Liza Aboud, Chief Operating Officer</i></p>	<p>Year 2 Strategic Plan Update</p> <hr/>
	<p>Engineers and Geoscientists BC Board Road Map for 2023/2024 <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Road Map for 2023/2024</p> <hr/>
13:25	END OF OPEN SESSION	
13:25 (115 mins)	<p>CLOSED SESSION Please refer to Closed Agenda package for details.</p>	
15:20	OPEN SESSION (continued)	
15:20 (5 mins)	<p>7.1 Bylaw Amendments</p> <p>MOTION: That the Board pass the Recommended Motion, the attached amended draft bylaws, and authorize staff to forward the amended bylaws to the Office of the Superintendent of Professional Governance for filing with the minister pursuant to section 37 of the <i>Professional Governance Act</i>.</p> <p><u>RECOMMENDED MOTION:</u></p> <p>That the Board approve the following Bylaw amendments as set out in detail in the appendices:</p> <ul style="list-style-type: none"> • Substantive Amendments concerning: i) Extraordinary Action to Protect the Public; ii) Open Court Principle: Access to Discipline Hearing Records • Minor Amendments and Housekeeping; <p>and authorize staff to forward the amended bylaws to the Office of the Superintendent of Professional Governance for filing with the minister pursuant to section 37 of the <i>Professional Governance Act</i>.</p> <p><i>Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance</i> <i>Klara Hillmann, Senior Policy Analyst</i></p>	
15:25	END OF OPEN SESSION	

MINUTES OF THE OPEN SESSION OF THE FIRST MEETING of the 2023/2024 Board of Engineers and Geoscientists BC, held on October 28, 2023 at the Westin Resort & Spa, Alpine A/B in Whistler, BC.

Present

Board	
Mark Adams, P.Eng.	Immediate Past Chair (2023/2024)
Leslie Hildebrandt, LL.B, ICD.D	Board Member (2023/2024)
Veronica Knott, P.Eng.	Board Member (2023/2024)
Emily Lewis, CPA, CMA	Board Member (2023/2024)
Karen Ling, P.Eng.	Board Member (2023/2024)
Michelle Mahovlich, P.Eng., P.Geo.	Board Member (2023/2024)
Mahsoo Naderi-Dasoar, P.Eng.	Board Member (2023/2024)
Mark Porter, P.Eng., StructEng.	Board Member (2023/2024)
Matthew Salmon, P.Eng.	Board Member (2023/2024)
Jens Weber, P.Eng.	Board Member (2023/2024)
David Wells, JD	Board Member (2023/2024)

Regrets	
Suky Cheema, CPA, CMA	Board Member (2023/2024)

Guests	
Bill Chan, CPA, CGA, MBA, ICD.D	Incoming Board Member (effective 10.31.23)
Cathy McIntyre, MBA, C.Dir	Incoming Board Member (effective 10.31.23)

Staff	
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer
David Pavan, R. Ph.	Chief Regulatory Officer & Registrar
Jennifer Cho, CPA, CGA	Chief Financial & Administration Officer
Deesh Olychick	Director, Corporate Governance & Strategy
Tracy Richards	Executive Assistant to CEO & Board

OPEN SESSION – CALL TO ORDER

Mark Adams, P.Eng., Immediate Past Chair called the Open Session to order at 01:45 p.m.

The Immediate Past Chair began the meeting by acknowledging the ancestral, traditional and unceded Aboriginal territories of the Squamish and Lil'Wat First Nations on whose territory the meeting was held.

Deesh Olychick, Director, Corporate Governance & Strategy acted as the Governance Advisor for the meeting.

The Immediate Past Chair welcomed everyone to the meeting and announced that Board Member Suky Cheema sent her regrets. He also took a moment to introduce several new additions to the Board: Matthew Salmon, P.Eng., Veronica Knott, P.Eng., and Engineers and Geoscientists BC's two new government appointee representatives Bill Chan, CPA, CGA, MBA, ICD.D and Cathy McIntyre, MBA, C.Dir. The Chair commented that Bill & Cathy's terms will not officially begin until October 31, and that they were joining the meeting as observers at this time.

CO-24-01 OPEN AGENDA

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

CARRIED

CO-24-02 SIGNING OF THE OATH OF OFFICE

Mark Adams thanked all Board members for returning their executed Oaths of Office in advance of the meeting. He then invited David Pavan, R.PH., Chief Regulatory Officer & Registrar to recite the Oath of Office aloud with the Board swearing the same.

The Immediate Past Chair then advised that the Oaths of Office would be counter-signed by the Chief Regulatory Officer & Registrar following the meeting.

CO-24-03 REVIEW OF UPCOMING MEETINGS

The Immediate Past Chair walked the Board through the upcoming Board events that have been scheduled in the coming weeks.

END OF OPEN SESSION

The meeting ended at 02:00 p.m.



OPEN SESSION

ITEM 2.2

DATE	November 14, 2023
REPORT TO	Board for Decision
FROM	Allison Chen, P.Eng., Practice Advisor, PPSD
SUBJECT	<i>Seismic Retrofit Guidelines, 2023 Edition (SRG 2023) & Seismic Performance Analyzer I, Version 4.1</i>
LINKAGE TO STRATEGIC PLAN	Enhance members' awareness and use of professional practice resources.

Purpose	For Board review and decision.
Motion	<p>Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves <i>Seismic Retrofit Guidelines, 2023 Edition (SRG 2023) and Seismic Performance Analyzer I, Version 4.1</i>, to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> a) the standard guideline development process; and b) a robust and appropriate review and consultation process were followed.

Pursuant to the *Professional Governance Act*, Engineers and Geoscientists BC is responsible for establishing, monitoring, and enforcing the standards of practice, conduct, and competence for Engineering/Geoscience Professionals. One way that Engineers and Geoscientists BC exercises these responsibilities is by publishing and enforcing the use of professional practice guidelines, as per Section 7.3.1 of the Engineers and Geoscientists BC Bylaws.

Each professional practice guideline describes expectations and obligations of professional practice that all Engineering/Geoscience Professionals are expected to have regard for in relation to specific professional activities.

Having regard for professional practice guidelines means that Engineering/Geoscience Professionals must follow established and documented procedures to stay informed of, be knowledgeable about, and meet the intent of any professional practice guidelines related to their area of practice. By carefully considering the objectives and intent of a professional practice guideline, an Engineering/Geoscience Professional can then use their professional judgment when

applying the guidance to a specific situation. Any deviation from the guidelines must be documented and a rationale provided. Where the guidelines refer to professional obligations specified under the *Professional Governance Act*, the Engineers and Geoscientists BC Bylaws, and other regulations/legislation, Engineering/Geoscience Professionals must understand that such obligations are mandatory.

DISCUSSION

The intent of the Seismic Retrofit Guidelines is to identify common minimum evaluation and mitigation measures and to ensure that all provincial School Boards have a balanced seismic safety program for their existing stock of buildings.

Since 2004, through ongoing contracts with the provincial government and in partnership with the University of British Columbia (UBC), as well as the local and international earthquake engineering community, Engineers and Geoscientists BC has been assisting the BC Ministry of Education to implement their Seismic Mitigation Program for the seismic assessment and retrofit of low-rise (3 stories or less) school buildings in British Columbia. These Seismic Retrofit Guidelines, 2023 Edition (SRG 2023) form part of the Ministry of Education's Seismic Mitigation Program.

As with previous versions, SRG 2023 provides information on seismicity by community and common school construction types, prioritizes structural elements that are at greatest risk, and includes a complementary web-based tool (Seismic Performance Analyzer I, Version 4.1) which allows practitioners to instantly generate seismic resistance criteria for various types of construction. SRG 2023 is comprised of 14 volumes and over 2000 pages. The primary enhancements in SRG 2023 as compared to SRG 2020 address:

- refinements to the research and guidance on Vs30 (shear wave velocity in the top 30 m of soil) and site-specific response analysis (SSRA);
- incorporation of Vs30 into Analyzer I;
- updates to post-earthquake evaluations; and
- additional retrofit strategies, particularly for wood frame classrooms.

As directed by and funded through the BC Ministry of Education, the Seismic Retrofit Guidelines were created to provide a consistent and rational engineering approach to the seismic assessment and retrofit of low-rise school buildings in BC. They have now been adopted for use by other government ministries for use on other types of existing buildings. This includes university buildings under the BC Ministry of Advanced Education. Also, the Building and Safety Standards Branch engaged Engineers and Geoscientists BC to expand the use of the Seismic Retrofit Guidelines (2020 onward) to other types of low-rise buildings in BC.

The Seismic Retrofit Guidelines have received provincial, national, and international recognition through the following awards:

- Canadian Society of Civil Engineering - Excellence in Innovation in Civil Engineering (2010)
- Association of Consulting Engineering Companies BC - 'Lieutenant Governor's Award for Engineering Excellence' and 'Award of Excellence - Soft Engineering' (2013)
- Association of Consulting Engineering Companies Canada - 'Engineering a Better Canada Award' and 'Award of Excellence - Special Projects' (2013)

- Applied Technology Council (ATC) and Structural Engineering Institute (SEI) of the American Society of Civil Engineers - 'Champions of Earthquake Resilience Award - Extraordinary Innovation in Seismic Protection of Buildings' (2015)

The BC Ministry of Education recently exercised their option to extend their contract with Engineers and Geoscientists BC to continue working on the refinement, use, and application of the SRG through September 2026.

REASON FOR INITIATION

- Demand-Based
- Practice-Based
- Strategic Based
- Reaction-Based

Additional Information:

These guidelines were funded by the Ministry of Education and form part of the Ministry of Education's Seismic Mitigation Program for the seismic assessment and retrofit of low-rise school buildings in BC.

WAS THE STANDARD DEVELOPMENT PROCESS FOLLOWED AS PER THE POLICY ON PROFESSIONAL PRACTICE GUIDELINES?

- Yes
- No

Additional Information:

As per the Board Policy on Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

Digital access to SRG 2023 and Analyzer I can be provided upon request.

AUTHORS, REVIEWERS, AND CONSULTATION

Authors:

- Adam Lubell, Ph.D., P.Eng., Struct.Eng. – Read Jones Christofferson Ltd.
- Andy Mill, P.Eng., Struct.Eng. – David Nairne & Associates Ltd.
- Armin Bebamzadeh, Ph.D., P.Eng. – University of British Columbia
- Carlos Ventura, P.Eng., FEC – University of British Columbia
- Chris Weech, P.Eng. – Thurber Engineering Ltd.
- Graham Taylor, P.Eng. – TBG Seismic Consultants Ltd.
- Jim Alkins, P.Eng. (non-practicing) – Alkins Project Services Inc.
- John Sherstobitoff, P.Eng. – Ausenco Engineering Canada Inc.
- John Wallace, P.Eng., Struct.Eng. – John A Wallace Engineering Ltd.
- Lee Rowley, P.Eng. – Herold Engineering Ltd.
- Richard Mastschuch, P.Eng., Struct.Eng. – WSP Canada Inc.
- Roberto Olivera, P.Eng. – WSP Canada Inc.
- Timothy White, Ph.D., P.Eng. – Bush Bohlman & Partners

Reviewers:

- Farzad Naiem, Ph.D., SE – Farzad Naeim, Inc.
- Youssef Hashash, Ph.D. – University of Illinois at Urbana-Champaign

Consultation:

The following motion was passed by the Professional Practice Advisory Group at their meeting on October 29, 2020.

“The Professional Practice Advisory Group recommends that Council endorse the Seismic Retrofit Guidelines 2020 and the Seismic Performance Analyzer 1 version 4.0 for use on low-rise school buildings in British Columbia.”

RECOMMENDATIONS

That the Board approve the *Seismic Retrofit Guidelines, 2023 Edition* and the Seismic Performance Analyzer I, version 4.0 for use on low-rise school buildings in British Columbia.

MOTION

Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves the *Seismic Retrofit Guidelines, 2023 Edition* and the Seismic Performance Analyzer I, Version 4.0 for use on low-rise school buildings in British Columbia. The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

- The standard guideline development process was followed; and
- A robust and appropriate review and consultation process was followed.

DATE	November 14, 2023
REPORT TO	Board for Decision
FROM	Allison Chen, P.Eng., Practice Advisor, PPSD
SUBJECT	<i>Professional Practice Guidelines – Development and Use of Seismic Microzonation Maps in BC, Version 1.0</i>
LINKAGE TO STRATEGIC PLAN	Enhance members' awareness and use of professional practice resources.

Purpose	For Board review and decision.
Motion	<p>Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves <i>Professional Practice Guidelines – Development and Use of Seismic Microzonation Maps in BC V1.0</i> to be published following editorial and legal reviews. The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> a) the standard guideline development process; and b) a robust and appropriate review and consultation process were followed.

Pursuant to the *Professional Governance Act*, Engineers and Geoscientists BC is responsible for establishing, monitoring and enforcing the standards of practice, conduct, and competence for Engineering/Geoscience Professionals. One way that Engineers and Geoscientists BC exercises these responsibilities is by publishing and enforcing the use of professional practice guidelines, as per Section 7.3.1 of the Engineers and Geoscientists BC Bylaws.

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Having regard for professional practice guidelines means that Engineering/Geoscience Professionals must follow established and documented procedures to stay informed of, be knowledgeable about, and meet the intent of, any professional practice guidelines related to their area of practice. By carefully considering the objectives and intent of a professional practice

guideline, an Engineering/Geoscience Professional can then use their professional judgment when applying the guidance to a specific situation. Any deviation from the guidelines must be documented and a rationale provided. Where the guidelines refer to professional obligations specified under the *Professional Governance Act*, the Engineers and Geoscientists BC Bylaws, and other regulations/legislation, Engineering/Geoscience Professionals must understand that such obligations are mandatory.

DISCUSSION

Southwestern British Columbia is one of the most seismically active regions in Canada. Seismic hazards are any hazard resulting from an earthquake; common examples include ground shaking, liquefaction, and landslides.

Seismic microzonation maps depict areas of similar seismic hazard based on local site conditions. They are interpretations of seismological, geological, geotechnical, and geophysical data and can primarily be used to inform regional, emergency management, and post-disaster recovery planning for local authorities as well as preliminary assessments, feasibility studies, conceptual designs, and project planning/scoping for geotechnical and structural engineering professionals.

Engineering and geoscience professionals have been studying and working to mitigate the effects of earthquakes for decades. The first seismic microzonation maps for ground shaking (amplification) in Vancouver were published in the 1940s. Since then, as the ability to collect, analyze, and map data improved, a number of subsequent seismic microzonation maps have been published for the Victoria and Metro Vancouver regions to depict ground shaking and/or liquefaction hazards. Earthquake-induced landslides have not been included in seismic microzonation mapping to date.

However, this will change in 2024 with the completion of the seven-year Metro Vancouver Seismic Microzonation Mapping Project (MVSMMMP). The MVSMMMP is an initiative crafted and implemented by the Institute for Catastrophic Loss Reduction (ICLR) and the University of Western Ontario (UWO) and supported and funded by Emergency Management and Climate Readiness BC, to generate comprehensive seismic hazard maps for the Metro Vancouver region. This project involves the assessment and mapping of ground shaking hazards, liquefaction hazards, and landslide hazards.

Engineers and Geoscientists BC was provided funding to help facilitate the peer review process for the development of the seismic microzonation maps as well as to develop professional practice guidelines. These professional practice guidelines complement the MVSMMMP and provide a common approach to:

- Professionals developing the SMMs by identifying considerations for development and reporting.

- Professionals – particularly structural and geotechnical professionals – using the SMMs by describing considerations for how and when they can be applied, and how to interpret and use the information provided in them.
- Other parties – including approving authorities, the public, and related industries – to introduce terminology and identify the role SMMs can play in the planning and operation of communities.

REASON FOR INITIATION

- Demand-Based
- Practice-Based
- Strategic Based
- Reaction-Based

Additional Information:

These guidelines were funded by Emergency Management and Climate Readiness and complement the Metro Vancouver Seismic Microzonation Mapping Project (an initiative by Emergency Management and Climate Readiness, the Institute of Catastrophic Loss Reduction, and the University of Western Ontario).

WAS THE STANDARD DEVELOPMENT PROCESS FOLLOWED AS PER THE POLICY ON PROFESSIONAL PRACTICE GUIDELINES?

- Yes
- No

Additional Information:

As per the Board Policy on Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

AUTHORS, REVIEWERS, AND CONSULTATION

Authors:

- *Upul Atukorala, Ph.D, P.Eng. – WSP Canada Inc.*
- *Adam Lubell, Ph.D., P.Eng., Struct.Eng. – Read Jones Christofferson Ltd.*
- *Tamsin Mills – Adaptation Collaborative*
- *Sheri Molnar, Ph.D. – University of Western Ontario*
- *Patrick Monahan, Ph.D., P.Geo. – Monahan Petroleum Consulting*
- *Matthew Osler, P.Eng. – City of Surrey*

- *John Sherstobitoff, P.Eng. – Ausenco Engineering Canada Inc.*
- *Carlos Ventura, P.Eng., FEC – University of British Columbia*
- *Guoxi Wu, Ph.D., P.Eng. – BC Hydro*
- *Martin Zaleski, P.Geo. – BGC Engineering Inc.*

Reviewers:

- *Amanda Broad – Ministry of Emergency Management and Climate Readiness*
- *Trevor Carey, Ph.D. – University of British Columbia*
- *John-Carlos Carvajal, Ph.D., P.Eng. – Thurber Engineering Ltd.*
- *John Cassidy – Geological Survey of Canada*
- *John Clague – Simon Fraser University*
- *Heather Crow – Geological Survey of Canada*
- *Jason Dowling, P.Eng. – Associated Engineering (BC) Ltd.*
- *Micah Hilt – City of Vancouver*
- *Tiegan Hobbs, Ph.D. – Geological Survey of Canada*
- *Alireza Javanbakht – University of Western Ontario*
- *Paul Kovacs – Institute of Catastrophic Loss Reduction*
- *Albert Leung, Architect AIBC - City of Vancouver*
- *Jennifer Lotz – Ministry of Emergency Management and Climate Readiness*
- *TJ MacDonald – City of Seattle*
- *Melissa McCabe – Ministry of Emergency Management and Climate Readiness*
- *Roberto Olivera, P.Eng. – WSP Canada Inc.*
- *Charmaine Pflugrath – City of Burnaby*
- *Lee Rowley, P.Eng. – Herold Engineering Ltd.*
- *Sergio Sepulveda, Ph.D. – Simon Fraser University*
- *Daniel Stevens – City of Vancouver*
- *Thuraisamy Thabaraj, P.Eng. – Klohn Crippen Burger Ltd.*
- *Chris Weech, P.Eng. – Thurber Engineering Ltd.*

Consultation:

- *Association of Consulting Engineering Companies – British Columbia (ACEC-BC)*
- *BC Housing*
- *Engineers and Geoscientists BC Building Codes Advisory Group (BCAG)*
- *Engineers and Geoscientists BC Professional Practice Advisory Group (PPAG)*
- *Engineers and Geoscientists BC Structural Practice and Competence Advisory Group (SPCAG)*
- *GeoBC (Province of British Columbia)*
- *Insurance Bureau Canada*
- *Ministry of Housing*
- *Structural Engineers Association of British Columbia*
- *United States Geological Survey (USGS)*
- *Vancouver Geotechnical Society*
- *A few additional contacts and municipalities who expressed interest.*

RECOMMENDATIONS

That the Board approve the *Professional Practice Guidelines – Development and Use of Seismic Microzonation Maps in BC*, Version 1.0 for final editorial and legal review prior to publication.

MOTION

Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves *Professional Practice Guidelines – Development and Use of Seismic Microzonation Maps in BC* V1.0 to be published following editorial and legal reviews. The Board's approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

- The standard guideline development process was followed; and
- A robust and appropriate review and consultation process was followed.



OPEN SESSION

ITEM 3.1

DATE	December 1, 2023
REPORT TO	Board for Decision
FROM	Deesh Olychick, Director of Corporate Governance & Strategy
SUBJECT	AGM Motions
LINKAGE TO STRATEGIC PLAN	We have effective and efficient systems in place to enable modern regulation

Purpose	To provide the Board with recommendations on when the registrant motions carried at the 2023 should be brought forward to the Board for consideration.
Motion 1	That the Board approve consideration of Motion 1 and 2 to be scheduled for the February 16, 2024 meeting.
Motion 2	That the Board approve consideration of Motion 3 to be scheduled for the April 19, 2024 meeting.

BACKGROUND

Engineers and Geoscientists BC’s Annual General Meeting (AGM) was held on October 28, 2023. In accordance with our Bylaws, registrants had the opportunity to submit motions in advance. Two motions were submitted in advance of the meeting and debated by registrants. The assembly voted to split the first motion into two separate motions.

The motions carried at the 2023 AGM are as follows:

- Motion 1: That the Board consider past surpluses when setting future annual licensing fees.
- Motion 2: That the Board consider limiting future increases to no more than 2% per year.
- Motion 3: That the Board consider that a larger seed fund be given to the new advocacy body to be spent on expenses of existing programs being transferred to it, plus a reasonable staffing budget for those programs.

DISCUSSION

Motions carried at an AGM are non-binding but will be added to the Board's workplan and brought forward for discussion at the appropriate time.

Motion 1 & 2

The first two motions refer to the Board's consideration of annual licensing fees. It is recommended that these motions be first discussed with the Finance, Audit and Risk Sub-committee and brought forward for the Board at its February 16, 2024 meeting. This timing aligns with when the Board will be considering its budget guidelines for FY2025.

Motion 3

The third motion refers to the establishment and transfer of existing programs to the new advocacy body. The inaugural board of the advocacy body has been made aware of this motion. The advocacy body's workplan has their board building a 12-month operating budget by end of June 2024. It is at that time that the Board of the advocacy body will have a better understanding of its operating expenses. It is recommended that this motion be brought forward for initial consideration at the Board's April 2024 meeting. This will allow the Board to determine the information they may need from the advocacy body in order to consider further funding.

MOTIONS

That the Board approve consideration of Motion 1 and 2 to be scheduled for the February 16, 2024 meeting.

That the Board approve consideration of Motion 3 to be scheduled for the April 19, 2024 meeting.



OPEN SESSION

ITEM 3.2

DATE	November 15, 2023
REPORT TO	Board for Information
FROM	Derrick Underwood, Director, Information Systems
SUBJECT	Data Governance Information and Data Gathering
LINKAGE TO STRATEGIC PLAN	Strengthen our data governance to deliver an improved framework for data management, integrity, and protection.

Purpose	To provide information to the Board covering the application of EGBC Data Governance to the information they work with. To understand and gather any unique processes or needs the Board has in working with EGBC information.
Motion	No motion required. For information only.

BACKGROUND

Below are the vision and mission of Data Governance at EGBC:

Vision

To enable efficient, easy, and secure management of data across EGBC that drives operational and regulatory excellence.

Mission

We empower our organization with a trusted, accessible and integrated data ecosystem that allows us to deliver on our regulatory mandate.

In an increasingly privacy-oriented environment, EGBC is currently formalizing its Data Governance rules, expectations, policies and procedures to increase protection for the data we hold and work with. There will also be systems developed and implemented to fulfill that objective of protection.

Before we implement any changes, we need to fully understand how EGBC works with information and integrate these findings into any set of solutions designed.

DISCUSSION

The team leading the implementation of Data Governance has identified a number of scenarios that require deeper analysis and information gathering. We are engaging in a process of understanding how each EGBC department works with information, training them on the guiding principles of Data Governance, and designing policies and systems to enable their work and fulfill our Data Governance objectives.

EGBC also has several supporting bodies and individuals that have requirements that differ substantially from department requirements such as the Board, Statutory Committees, Investigation Subcommittees, and other groups. These bodies may require unique solutions tailored to their needs.

With respect to the Board, the Data Governance team is working with internal resources to understand the types of information used by Board members, and their unique needs. To ensure completeness of this understanding, we will collect information about how the Board works with EGBC information through a survey and hold a brief discussion at the December 1, 2023 EGBC Board meeting.

RECOMMENDATIONS

Not applicable.

MOTION

Not applicable.



OPEN SESSION

ITEM 3.3

DATE	November 14, 2023
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA Chief Financial and Administration Officer Alicia Tan, CPA, CMA Director, Finance
SUBJECT	FY2024 Q1 Financial Results and Forecast Update
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For Board to review financial results for first quarter FY2024 ending September 30, 2023, and FY2024 financial forecast.
Motion	No motion required. For information only.

BACKGROUND

The financial results for the first quarter (Q1) of fiscal year 2024 (FY2024) as of end of September 30, 2023 is provided here for information. This information package includes:

- 1) highlights of the financial results for the Q1 of FY2024 covering the period of July 1, 2023 to September 30, 2023 with comparisons to the budget for the same period, with a highlight on major variances; and
- 2) a forward-looking financial forecast for FY2024 ending June 30, 2024 with highlights on key items compared to Budget.

FY2024 Q1 FINANCIAL RESULTS

SUMMARY STATEMENT OF REVENUE AND EXPENSES

Table 1		A	B	C*
		YTD SEP Actual	YTD SEP Budget	YTD Variance Actual vs Budget
Summary				
1	Revenue	6,560	6,545	15
2	Salaries and Benefits	3,747	4,030	283
3	Expenditures	1,705	1,956	251
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	1,108	559	549
5	Surplus (Deficit) from Grants	28	17	11
6=(4+5)	Surplus (Deficit)	1,135	576	560

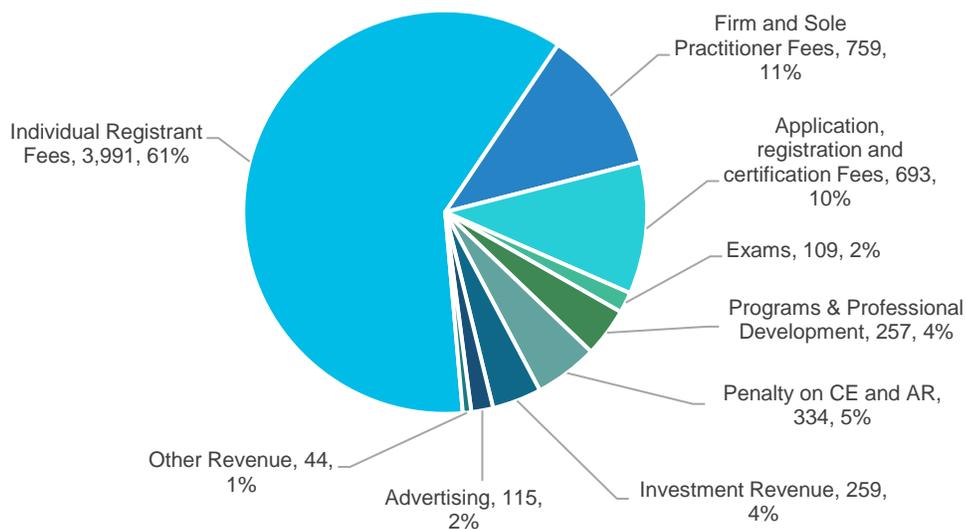
* Positive figures add to the surplus and negative figures reduce surplus.

The Q1 financial result as at end of September 30, 2023 ended with a year-to-date (YTD) surplus of \$1,135K (A6). This is \$560K (C6) higher than the budgeted YTD surplus of \$576K (B6). A more detailed variance report is outlined in **Appendix A**.

YTD Revenues

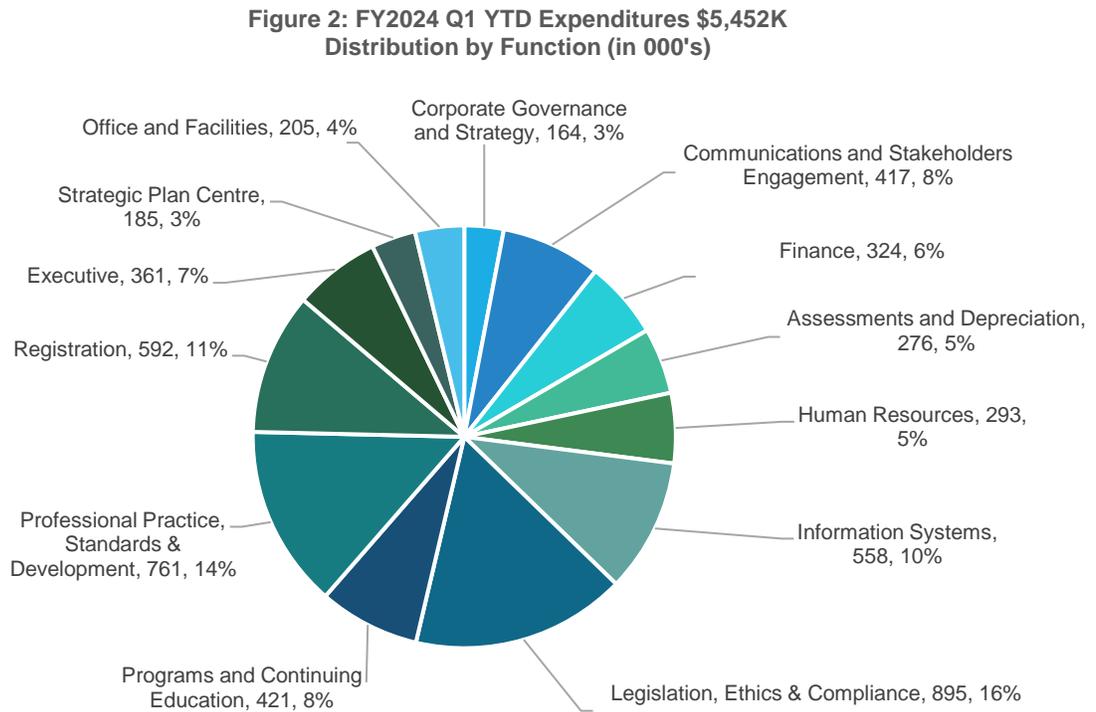
YTD total revenue is \$6,560K (cell A1) and within \$15K (cell C1) of budget. Figure 1 below shows the distribution of this revenue by source.

Figure 1: FY2024 Q1 YTD Revenue \$6,560K
Distribution by Source (in '000's)



YTD Expenditures including salaries

YTD total operating expenditure is \$5,452K (cell A2 and A3). Figure 2 below shows the distribution of this expenditure by function.



YTD expenditure is \$533K (cell C2 and C3) lower than budget primarily due to:

- lower salaries and benefits expenses from vacancies,
- lower legal expenses due to timing and rate of settlement on disciplinary files,
- lower expenses in meetings, events and travelling.

FY2024 FIRST FINANCIAL FORECAST

This update includes a comparison of latest FY2024 Forecast to Budget, with a summary of major variances (in '000's).

Table 2		A	B	C*
		FY2024 Forecast 1	FY2024 Budget	Forecast 1 vs Budget
Summary				
1	Revenue	29,083	29,133	(50)
2	Salaries and Benefits	18,241	18,726	485
3	Expenditures	10,947	10,425	(521)
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	(104)	(18)	(86)
5	Surplus (Deficit) from Grants	104	18	86
6=(4+5)	Surplus (Deficit)	0	0	0

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

Engineers and Geoscientists BC is currently projecting a break-even for FY2024. As it is still early in the fiscal year, the next forecast (following Q2 December Results) will be more reflective and closer to where the organization will land for year end.

It is important to note that it is early days for the Advocacy Body as they have just formed, and their expenditures will be coming in pending on the pace of their strategy which has not been reflected in this forecast. The Board has set aside \$250K in a reserve fund for the start-up costs of the Advocacy Body and as we receive expenditures from them, they will flow through EGBC's income statement which will then reduce the reserve fund by what was spent. Once there is more information from the Advocacy Body, the forecast will reflect it.

Forecasted Revenue FY2024

Current forecast for total revenue is within \$50K (cell C1) of budget, primarily due to:

- lower firm annual fee revenue due to lower-than-expected number of firms
- smaller registrant base and fewer than expected reinstatement from CE removal
- offset by higher revenue in academic examination, practice exam, and annual conference due to higher-than-expected volume of attendees.

Forecasted Expenditures FY2024

Current forecast for total expenditure is within \$36K (cell C2 and C3) of budget primarily due to:

- higher overall expenses due to increased cases and timing of investigations and disciplinary files,
- higher contract services as we advance on our several strategic plan initiatives,
- offset by lower salaries and benefits expenses mainly due to delay in filling vacancies

A more detailed variance report is outlined in **Appendix B**.

FY2024 Q1 Statement of Revenue and Expenses Compared to Budget (in '000's)

	A	B	C*	D	
	FY2024 YTD Sep Actual	FY2024 YTD Sep Budget	Variance	Comments	
REVENUE					
1	Annual Registrant Fees - Individual	3,991	4,022	(31)	Less interim fee revenue due to less than expected new applicants
2	Annual Registrant Fees - Firm	759	820	(61)	Due to lower than expected new firms
3	Application, registration and certification fees	693	617	76	Higher individual registration/application volume
4	Professional and academic examinations	109	93	15	More than expected candidates for professional practice exam
5	Annual conference, innovation magazine and other	448	454	(6)	
6	Investment Income	259	239	20	Higher investment revenue due to rising interest rate
7	Continuing Education Revenue & Affinity program	263	260	2	
8	Miscellaneous revenue and LEC recoveries	39	39	(0)	
9					
10	TOTAL REVENUE	6,560	6,545	15	
SALARIES AND EXPENSES					
11	Salaries and Employee Benefits	3,747	4,030	283	Due to delay in filling vacancies
12	Contract and consulting services	581	606	26	Due to timing of projects and spend across organization
13	Office, general and miscellaneous	630	660	30	Timing of actual expense vs budget
14	Legal	198	306	108	Due to timing and rate of settlement on disciplinary files
15	Premises and operating costs	102	128	26	Lower property management fee
16	Events, travel and other	195	256	61	Timing of meetings, events and travelling
17	Total Salaries and Expenses before Grants	5,452	5,986	553	
18= (10-17)	Surplus before Grants and External Projects	1,108	559	549	
19	Surplus (Deficit) from Grants and External Projects	28	17	11	Timing of grant progress
20= (18+19)	Total Surplus (Deficit)	1,135	576	560	

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

FY2024 Financial Forecast Compared to Budget (in '000's)

	A	B	C*	D	
	FY2024 Forecast 1	FY2024 Budget	Variance	Comments	
REVENUE					
1	Annual Registrant Fees – Individual	16,750	17,209	(459)	Lower than expected reinstatements from CE removal
2	Annual Registrant Fees – Firm	3,005	3,318	(313)	Lower than expected number of firms
3	Penalty on CE and AR	375	400	(25)	Higher than expected CE compliance rate
4	Application, registration and certification fees	2,818	2,490	328	Higher than expected registration/application volume
5	Professional and academic examinations	1,439	1,165	274	More than expected attendees for academic examination from other jurisdictions and for PPE
6	Investment and Other Revenue	1,606	1,671	(65)	Less funds into investment to better suit organizational cash needs
7	Annual conference and innovation magazine	1,064	943	121	Higher than expected number of attendees, especially for the Live stream
8	Continuing Education Revenue and Affinity program	1,898	1,767	131	Higher volume of attendees for continuing education events
9	LEC recoveries	128	170	(42)	Timing and rate of settlement on disciplinary cases
10	TOTAL REVENUE	29,083	29,133	(50)	
SALARIES AND EXPENSES					
11	Salaries and Employee Benefits	18,241	18,726	485	Savings due to delay in filling vacancies
12	Contract and consulting services	3,652	3,305	(347)	Higher investigation and disciplinary related costs and advancing strategic plan initiatives.
13	Office general, and examination	4,066	4,011	(56)	Higher exams costs
14	Legal	921	851	(70)	Anticipating higher spending due to volume of disciplinary files
15	Printing, publication, distribution, and premise and operating costs	1,015	1,022	7	
16	Events, travel and other	1,292	1,237	(56)	
17	Total Salaries and Expenses before Grants	29,187	29,151	(36)	
18= (10-17)	Surplus before Grants and External Projects	(104)	(18)	(86)	
9	Surplus (Deficit) from Grants and External Projects	104	18	86	Timing of grant progress
20= (18+19)	Total Surplus (Deficit)	0	(0)	0	

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



OPEN SESSION

ITEM 3.4

DATE	November 15, 2023
REPORT TO	Board for Information
FROM	Jason Ong, Director, Registration
SUBJECT	International Credentials Recognition Act
LINKAGE TO STRATEGIC PLAN	Process – We have efficient and effective systems in place to enable modern regulation

Purpose	To update the Board regarding the new International Credentials Recognition Act that received Royal Assent on November 8, 2023.
Motion	No motion required. For information only.

BACKGROUND

In March 2023, EGBC, along with other professional regulators, engaged in various consultation sessions with representatives from the Credentials Recognition Improvement Branch, the Office of the Superintendent for Professional Governance (OSPG), as well as with the Honourable Andrew Mercier, Minister of State for Workforce Development. The main takeaways from the consultations were that the province of BC expects one million job openings in the next decade and that internationally trained professionals currently face unfair barriers and prolonged wait times before they can work in the profession. It was announced that the BC government intended to introduce fair credentials recognition legislation to address these barriers.

The BC government embarked on a public engagement initiative on international credentials recognition. Through virtual roundtables and an online survey, 1,450 individuals participated and consisted of stakeholders such as:

- Internationally Trained Professionals
- Immigrant Serving Organizations
- Educational Institutions
- Regulatory Authorities and Professional Associations

Their findings were published in the July 2023 [What We Heard: Public Engagement on International Credentials Recognition](#) report.

In August 2023, the BC government released their Draft Standards Guide intended to form the basis of incoming legislation outlining fair registration practices that will encompass a host of activities such as pre-arrival information for international applicants as well as prescribed assessment and communication timelines. EGBC's Registration Department conducted a benchmarking exercise to review all current admissions processes against the 25 draft standards. Overall, it is felt that EGBC's current admissions policies and processes are closely aligned with the intent of the standards which encompass broad areas such as Accountability, Fairness, Transparency, Efficiency, Flexibility, and Collaboration. A Benchmarking Report was produced and staff engaged the Credentials Committee and Geoscience Subcommittee for their review and feedback prior to providing a response to the Credential Recognition Improvement Branch. A copy of this Benchmarking Report is in the appendix titled *Memo – Analysis of Draft Standards Guide ICR (Sept 6, 2023)*.

On an expedited timeframe, the BC government proposed the new legislation on October 23, 2023 and after several readings in the legislature, the *International Credentials Recognition Act* received Royal Assent on November 8, 2023. A version of the approved Act can be found on the website for the Legislative Assembly of BC [here](#).

TIMELINE

Legislation Process

- October 23, 2023 – Legislation introduced
- November 8, 2023 – Legislation received Royal Assent

Implementation

- Winter/Spring 2024
 - Establish Office of the Superintendent and develop regulations to support implementation (Confirmation has been received that the Office of the Superintendent of Professional Governance (OSPG) will be merging with the Credentials Recognition Improvement Branch to form a single, combined unit that administers the *Professional Governance Act*, the *International Credentials Recognition Act*, and the *Labour Mobility Act*)
 - Engage with regulatory authorities on transition to new responsibilities and the development of regulations
 - Continued engagement on implementation
- Summer 2024
 - Legislation in effect

DISCUSSION

At the time of authoring this report, the new *International Credentials Recognition Act* has just received Royal Assent on November 8, 2023. Due to the media coverage, EGBC's Communications Department has been working with several news outlets that have requested comment. There have also been some questions from applicants and registrants asking how the new legislation will impact current applications as well as overall entry-to-practice standards.

Staff across the Registration Department and Legislation, Ethics, and Compliance Department are currently in the process of reviewing the legislation in detail. The BC government has informed regulatory authorities that there will be consultations into 2024 for the purposes of developing the regulations. At this time, it is too early to determine if any Bylaw revisions will be required.

After an initial review of the legislation, Registration staff continue to feel that EGBC's admissions policies and processes are mostly in alignment with the main elements of the new Act. The table below outlines the key elements that regulatory authorities are being asked to come into compliance with along with where EGBC's current admissions practices stand.

New Responsibilities under the Act	Current EGBC Practice
<p>Removal of unfair Canadian work experience requirements and focus on alternate competency-based assessment for certification</p>	<p>EGBC developed a competency-based assessment (CBA) framework along with an online reporting system for all engineering and geoscience professional applicants.</p> <p>With the <i>Professional Governance Act (PGA)</i> coming into force in February 2021, the Bylaws were amended to remove the one-year mandatory Canadian Environment Experience requirement in favour of assessing Canadian Environment Competencies. This allows international applicants the opportunity to use work experience gained abroad to demonstrate that they have the appropriate level of awareness and understanding of Canadian codes, standards, and practices.</p>
<p>Honour valid English language test results supplied by applicants at the time of application, reducing the burden of unnecessary language tests</p>	<p>EGBC does not currently require applicants to provide proof of standardized English language test results.</p> <p>English language proficiency is currently addressed across several methods:</p> <ul style="list-style-type: none"> • Submitted experience on the CBA system (Written) • Successful completion of the National Professional Practice Examination (Reading comprehension) • A possible registration interview (Speaking/Listening) • Rating and feedback from validators such as supervisors and colleagues

	The Credentials Committee has the option to individually assign remedial action to an applicant if it feels the language skills are an issue for licensure.
Charge international applicants comparable fees to those charged to domestic applicants and reduce the reliance on third-party credentialing services	EGBC has always charged applicants the same application fee regardless of demographic background. EGBC does not use any third-party credentialing services and performs all assessments internally with a combination of staff and volunteer resources.
Regulators should have robust data collection and application tracking	EGBC currently tracks all applications using business analytics software and reports data internally and externally to several entities such as the OSPG, Engineers Canada, and Geoscientists Canada on a recurring basis.
Publication of credential assessment processes (pre-arrival web content, admissions policies)	This is an area for improvement that has been identified. It is recognized that while there are numerous admissions pathways for a variety of internationally trained applicants, how that information is displayed can be often overwhelming and unclear. A promising practice that has already been identified is to transition the core admissions related policies so that they can be outward facing and available for reference online.
“Reasonable” application processing timelines (Assessment timelines)	Regulatory authorities have been informed that the BC government will look to establish clearly defined timelines for various parts of an application process. This will be determined after consulting with regulators. EGBC currently tracks KPIs for a number of processes such as the assessment time (time to a decision) for an application. <ul style="list-style-type: none"> • 97% of P.Eng. applications processed in 180 days or less • 42% of P.Geo. applications processed in 180 days or less • Mobility applications processed in an average of two business days

NEXT STEPS

When the detailed analysis of the new Act is completed, staff will be meeting with the Credentials Recognition Improvement Branch to go over any identified points for clarification on intent. A potential application to the Credentials Assessment Improvement Fund (CAIF) is in progress and will also be discussed as there is funding available to regulatory authorities to assist with coming into compliance with the new Act. Staff are currently preparing a proposal for funding to address planned improvements in relation to how pre-arrival information for international applicants is displayed as well as the work in relation to making admissions policies outward facing.

Now that the *International Credentials Recognition Act* has received Royal Assent, a multi-department working group will be set up to ensure the organization can meet the requirements for compliance by summer 2024. As the consultations to determine the regulations continue, staff will provide recurring updates at future Board meetings.

RECOMMENDATIONS

Not applicable.

MOTION

Not applicable.

APPENDIX A – Memo – Analysis of Draft Standards Guide ICR (Sept 6, 2023)



MEMORANDUM TO COMMITTEES

CONFIDENTIAL

DATE	September 6, 2023
REPORT TO	Executive Team for Information
FROM	Ivy Ko, Senior Policy Analyst Vicki Charman, Associate Director, Admissions Jason Ong, Director, Registration
SUBJECT	Overview of the Draft Standards Guide – International Credential Recognition Processes from the Ministry of Post-Secondary Education and Future Skills

PURPOSE: To provide the Executive Team with the latest update from the Ministry of Post-Secondary Education and Future Skills regarding the development of new international credential recognition legislation.

BACKGROUND

Regulatory authorities are authorities that have been granted authority under legislation or regulations to establish occupational standards or licensure requirements, assess workers against those requirements, and provide official recognition that an individual meets those standards. The BC government (the government) identified one issue that is commonly faced by all BC regulators – how to assess the qualifications of internationally trained professionals quickly and fairly, relative to the occupational standards or licensure requirements the body established or administers.

Currently, there are few common standards, expectations, or enforcement mechanisms across regulators regarding international credential recognition (ICR) and no overall approach to collecting and reporting on data, resulting in a fragmented view of ICR processes and outcomes for internationally trained professionals in BC. The government created a draft standards guide aimed to improve ICR processes and remove barriers for internationally trained professionals. The draft standards are currently under consultation with BC regulators and are a precursor to new legislation. While not all standards will be included in the legislation, they are meant to give BC regulators a sense of government priorities for ICR.

DRAFT STANDARDS

The government provided 25 draft standards organized around six themes: Accountability, Fairness, Transparency, Efficiency, Flexibility, and Collaboration. Engineers and Geoscientists BC (the organization) staff completed an initial analysis and self-assessment of the draft standards, identifying the following:

1. Whether the organization is aligned with the draft standards;
2. Areas of improvement for the organization; and
3. Additional comments from staff regarding specific draft standards.

SELF-ASSESSMENT

ACCOUNTABILITY

Goal:

Regulators are held accountable as leaders who protect public health, safety, and the environment through modern and inclusive regulatory processes.

Draft Standard – Accountability	Fully aligned	Mostly aligned	Partially aligned	Not aligned
1. Data are collected and reported out regularly on the number of internationally trained applicants, location/source of training and experience, application processing timelines, and application outcomes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Robust bylaws and policies are in place to ensure international credential assessment practices are fair, efficient, and transparent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bylaws and policies are reviewed regularly and amended as necessary to reduce barriers for internationally trained applicants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reasonable steps are taken to ensure that any third parties relied upon to assess the qualifications of an internationally trained applicant conducts the assessment in a way that is fair, efficient and transparent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Policy and practice are established for regular training of assessors, staff, and volunteers, focused on administrative fairness, human rights and cultural awareness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure accountability:

- Applicant data is collected and analyzed to help predict trends and changes in volume. At various points throughout the year, staff report on data internally to the Credentials Committee and Board, as well as to external parties such as Engineers Canada, Geoscientists Canada, and the Office of the Superintendent of Professional Governance.
- Staff who are subject matter experts review bylaws and policies to identify amendments as necessary to reflect current practices.
- Volunteer assessors receive training and guidance on how to conduct assessments of applicant qualifications.

Areas for improvement:

- Standards 2 and 3 – While the organization has numerous admissions related policies, there is a recognition that more work to ensure regular, proactive review and transparency to stakeholders is necessary.
- Standards 4 and 5 – Since the organization relies on volunteers to take on elements of the assessment process, the organization can do more to ensure that the volunteers have the appropriate training and understanding of policies and processes to complete objective and rational evaluations of applicant credentials.

Additional comments:

- The regulators' highest priority is to ensure protection of the public and the environment through the licensure of only qualified individuals who are competent to practise. This is mentioned as part of the regulators' role in the government's goal for the Accountability draft standards; however, this role is not covered in the draft standards themselves. The draft standards or pending legislation need to recognize that ICR is a qualifications process and not everyone who applies will qualify for licensure if they are deemed to have not fulfilled the basic requirements for safe practice.
- In the government's view, what is the difference between "qualifications" and "credentials"? For example, Standard 2 mentions international credential assessment but Standard 4 mentions assessing the qualifications of an internationally trained applicant. Are these two terms being used interchangeably?

FAIRNESS

Goal:

Applicants can rely on professional licensure policies and processes to be fair and non-discriminatory.

Draft Standard – Fairness	Fully aligned	Mostly aligned	Partially aligned	Not aligned
6. Processes are designed so all qualified applicants can be certified promptly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Draft Standard – Fairness	Fully aligned	Mostly aligned	Partially aligned	Not aligned
7. Application/processing fees for international applicants are equivalent to fees charged to domestic applicants unless the difference is linked directly to average actual costs incurred by the regulator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Applicants have access to an appeal or reconsideration process that is responsive and unbiased.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Credential recognition processes and the people involved in administration/decision-making are free from conflicts of interest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure fairness:

- Application/processing fees for international applicants are equivalent to fees charged to domestic applicants. Depending on an applicant’s specific circumstances, some fees may differ (e.g., if an applicant submits documentation in a language other than English, they are responsible for getting the documentation translated and for all costs associated with the translation).
- Following a decision made by the Credentials Committee and upon receipt of a decision, applicants are provided with information on how they may apply for a reconsideration of a decision or a review on the record.
- The organization has a Policy on Conflict of Interest and Impartiality for volunteers to ensure that there is no conflict of interest or bias in the admissions processes.
- The organization has a Policy on Referees and Validators which provides guidance on when a referee or validator may be in a personal or financial relationship to the applicant and how to maintain administrative fairness when a replacement referee or validator with equivalent first-hand knowledge of the applicant’s work is not available.

Areas for improvement:

- Standard 6 – The organization has several pathways to licensure, which helps to streamline the application process for certain applicant demographics. However, more could be done to simplify the processes even further to ensure that applicants get treated more consistently and in a timelier manner.
- Standard 7 – Although application/processing fees for international applicants are equivalent to fees charged to domestic applicants, the organization can consider providing a complete list of the fees associated with an application involving international applicants, including unknown costs (e.g., a fee may be required for you to obtain a copy of your transcripts).

TRANSPARENCY

Goal:

Applicants have access to all necessary information to understand the pathways and requirements to professional licensure.

Draft Standard – Transparency	Fully aligned	Mostly aligned	Partially aligned	Not aligned
10. Information is published online on ICR processes and related timelines, including aspects of work completed by third parties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Information is published online on all pathways to licensure and related requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Online resources are organized in a way that is easy to find, written in plain language, complete and accurate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Applicants waiting for assessment results are provided with regular and timely status updates, clarifying next steps and who is responsible for them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. All materials created and used in assessing an application are made available to the applicant upon request.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure transparency:

- The organization publishes online information on ICR processes and related timelines and pathways to licensure and related requirements.
- Applicants have the ability to login to an online account on the organization’s website to view the status of their application. They also have the ability to contact the Registration Department via email, phone, and can submit a request for a virtual consultation.
- The organization has a process for handling Freedom of Information requests related to application documentation.

Areas for improvement:

- Standards 10 to 14 – While information is published online about the ICR processes, this information should be reviewed periodically to ensure that it is accurate and easy to understand.
- The organization webpages contain many links to external resources. There should be a regular review to ensure that the links still lead to the relevant information.

Additional comments:

- Staff may need additional support for web development and from the Communications department to ensure that online resources are organized and written in plain language.

EFFICIENCY

Goal:

Regulators provide an applicant-centric user experience that allows international applicants to achieve licensure more quickly.

Draft Standard – Efficiency	Fully aligned	Mostly aligned	Partially aligned	Not aligned
15. Licensing decisions are made as quickly as possible and without exceeding published maximum processing timelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Complete applications may be submitted pre-arrival to Canada and do not require proof of BC residency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Reasonable steps are taken to consider assessments made for immigration purposes as permissible evidence wherever possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Reasonable efforts are made to validate foundation competencies from top countries of immigration to Canada, reducing time required for individual assessments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure efficiency:

- The organization does not have a requirement for BC residency. Applicants do not physically need to be in Canada to complete their application.
- The organization accepts non-Canadian government-issued identification documents as proof of the applicant's identity. Applicants may have their identification documents certified by lawyers or notaries public outside of Canada.
- The organization conducts its own assessments on academic documentation so third-party assessments from institutions such as World Education Services (WES) and International Credential Evaluation Service (ICES) are not required. However, the academic documentation they provide can be accepted towards applications if authenticity can be verified.
- The organization has several low-risk pathways that allow for expedited registration of qualified professionals applying from international jurisdictions. The organization also has a policy that allows for mature practitioners to address academic knowledge gaps through experience competencies which is mainly applied to international applicants.

Areas for improvement:

- Standard 15 – The organization provides approximate processing timelines for different categories of applicants (e.g., engineers applying in Canada for the first time will have a different processing timeline from engineers who are already licensed as professional engineers in another Canadian province or territory) on its website. The organization can do more to identify ways to streamline the processes even more.

Additional comments:

- Standards 17 and 18 – more clarification/examples needed from the government.
- Does the government plan to put in legislation specifying processing timelines?

FLEXIBILITY

Goal:

Regulators take a competency-based approach to defining and assessing certification requirements and offer flexibility that is commensurate with the severity of the risk to the public interest.

Draft Standard – Flexibility	Fully aligned	Mostly aligned	Partially aligned	Not aligned
19. All certification requirements are directly linked to an aspect of regulatory risk management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Any existing Canadian work experience requirements are replaced by clearly defined competency-based requirements for specific skills or knowledge an applicant must demonstrate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Valid English language test results submitted at the time of application are considered valid until a certification decision is made and any appeal/reconsideration process is complete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Reasonable steps are taken to define alternative pathways to certification, for example, through provisional certification options, and flexibility on how evidence of competency is provided.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure flexibility:

- Applicants who may not have direct Canadian environment experience may submit international examples to satisfy Canadian environment competencies. The onus is on the applicant to ensure that the information provided about the international examples is sufficient to establish equivalency with the Canadian environment competencies.

- Engineering applicants who lack direct experience in a Canadian workplace (or equivalent) but have demonstrated strong knowledge and abilities in all competency areas may be assigned the Working in Canada Seminar as a supplement.
- English language test results must be valid at the time that the applicant submits them to the organization. If test results are initially accepted and then expire during the application process, the organization will continue to accept them unless there is an extraordinary circumstance that would warrant reassessment of the applicant's English language competency.
- For applicants who currently do not meet the requirements for registration, information is provided to inform what the missing requirements are and in certain cases, applicants are advised to consider applying for alternate designations.

Areas for improvement:

- Standard 19 – The organization should continue to evaluate all certification requirements to ensure that they are directly linked to an aspect of regulatory risk management.

COLLABORATION

Goal:

Regulators proactively seek collaborative relationships with system partners to create better experiences and outcomes for internationally trained applicants.

Draft Standard – Collaboration	Fully aligned	Mostly aligned	Partially aligned	Not aligned
23. Reasonable steps are taken to collaborate with education providers and employers to develop programs that assist applicants in obtaining certification (e.g., alternative licensing pathways).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Reasonable steps are taken to collaborate with other jurisdictions to maintain and share equivalency assessments of international credentials to create efficiencies in ICR processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Information on mutual recognition agreements with regulators in other jurisdictions is maintained and made easily available to the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current policies and practices to ensure collaboration:

- Staff will do presentations at educational institutions and employers to provide an overview of the registration process. The organization has a student program whereby those enrolled at various BC post-secondary institutions can have a relationship with the organization and facilitate the potential transition to trainee and professional designations.

- The Accredited Employer Program helps participating engineering and geoscience companies that employ trainees to work with the organization to offer work environments that support trainees in their efforts to satisfy experience requirements when applying for their professional engineer or geoscientist designation.
- The organization does not have any involvement in the creation of programs by education providers. All engineering regulators in Canada are aligned with Engineers Canada which reviews and accredits post-secondary programs. While there is no accreditation of geoscience programs, all geoscience regulators are aligned with the Geoscientists Canada Geoscience Knowledge and Experience Requirements for Professional Registration in Canada (GKE).
- The organization website provides information on the Washington Accord (Canada is represented by Engineers Canada) – signatories recognize that their approaches and systems for accrediting engineering programs are comparable. This facilitates the expeditious review of the academic credentials of an applicant engineer from one party by the licensing/regulatory body of another party. This is monitored every 3-6 years to ensure they maintain comparability.
- The organization website provides a list of agreements that allow for a more streamlined process towards professional registration:
 - Engineers Australia Mutual Recognition Agreement
 - Hong Kong Institution of Engineers Mutual Recognition Agreement
 - Engineers Ireland Mutual Recognition Agreement
 - Institute of Geologists of Ireland Mutual Recognition Agreement

SUMMARY



OPEN SESSION

ITEM 3.5

DATE	November 16, 2023
REPORT TO	Board for Discussion
FROM	Deesh Olychick, Director, Corporate Governance & Strategy
SUBJECT	Board Succession
LINKAGE TO STRATEGIC PLAN	Our talent, tools and work environment create an engaged organizational culture.

Purpose	To gather the Board's perspective on the Board's Succession Planning.
Motion	No motion required. For information only.

BACKGROUND

In accordance with the *Professional Governance Act*, the organization has established a merit-based nomination process for Board elections. This process is administered by the Nomination Committee and follows a candidate selection framework approved by the Board. This framework includes a combination of a gap analysis, an assessment of candidate skills and competencies against desired skills and competencies, as well as diversity considerations. A copy of the candidate selection framework is included as **Appendix A**.

The list of skills and competencies is scheduled for renewal and will be part of the Governance Sub-committee's workplan, however, the current list will guide the Nomination Committee's work for the upcoming year.

DISCUSSION

The gap analysis is one of the first steps of the nomination process and is led by the Chair of the Nomination Committee, the Board Chair, and the CEO. This group reviews and assesses the strengths of the continuing Board members against the desired skills and competencies to determine the high, medium, and low priority recruitment areas to ensure balanced leadership for the upcoming year. It also provides a forum to highlight the Board's strategic priorities that may require emphasis on specific skillsets.

This process is enhanced by:

- Gathering perspective from the broader Board to inform the work of the Nomination Committee.
- Raising awareness amongst the Board of the desired skills/competencies
- Encouraging Board members to identify candidates from their networks aligned with the desired skills/competencies

For the 2024 Board Election, there are three registrant Board member vacancies. In addition, there will be one lay Board member vacancy to be filled through the Crown Agency and Board Resourcing Office (CABRO) – see note below. While there is a separate process to fill lay board member vacancies, the organization can still identify candidates with the specific skills required.

The table below provides a snapshot of the current Board, those continuing, those up for re-election, and those completing their terms.

[The Board member profiles](#) are linked, for reference.

	Continuing Board members
	Eligible for re-election / re-appointment
	Ineligible for re-election / re-appointment

Position	Name	Year First Elected / Appointed	Term Length	Term Expiry / Renewal Date	Eligible for Re-Election / Appointment
Board Chair	Michelle Mahovlich*	2020	1	2024	N
Board member	Mark Porter	2022	3	2025	Y
Board member	Karen Ling	2022	3	2025	Y
Board member	Mahsoo Naderi-Dasoar	2022	2**	2024	Y
Board member	Jens Weber	2021	3	2024	Y
Board member	Matthew Salmon	2023	3	2026	Y
Board member	Veronica Knott	2023	3	2026	Y
Lay Board member	Emily Lewis	2021	2	2024	Y
Lay Board member	Leslie Hildebrandt	2018	4	2024	N
Lay Board member	Bill Chan	2023	1	2024	Y
Lay Board member	Cathy McIntyre	2023	1	2024	Y
Immediate Past Board Chair	Mark Adams	2023	1	2024	N***

*Will become Immediate Past Chair in October 2024

**Serving remaining time of Mark Adams' Board position

***An immediate past Board Chair is technically eligible for re-election but traditionally has not re-applied

Lay Board Member Appointments

Lay board members are generally appointed for an initial one-year term, followed by a two-year term and a final 3-year term, totally the 6-year term limit. Next fall (2024), Leslie will complete her final term, Emily will be eligible for re-appointment for her final 3-year term and both Bill and Cathy will have completed their initial 1-year term and be eligible for further re-appointments.

Questions to consider:

- Reflecting on the strengths of the continuing Board as a whole and the desired skills and competencies, what are the high priority areas from your perspective?
- Is there any additional feedback you would like the Nomination Committee to consider as it begins its process?

RECOMMENDATIONS

Not applicable.

MOTION

Not applicable.

APPENDIX A – Candidate Selection Framework



MERIT-BASED CANDIDATE SELECTION FRAMEWORK

Engineers and Geoscientists BC is a large, complex organization that holds legislated responsibilities to the public and to government. The Board sets the strategic direction for the organization, which is supported by more than 150 staff, 1,400 volunteers, and has a budget of over \$29M. For the Board to achieve its goals and meet its fiduciary responsibilities, the Board has identified the need for diverse voices, with a blend of the following skills and competencies.

It is not necessary for each member of the Board to have advanced experience in each area; as part of its process, the Nomination Committee conducts a gap analysis to determine the priority areas for the upcoming year.

Leadership	Strategy	Financial Literacy	Risk Management	Governance Experience	Regulatory Understanding	Human Resources	Engineering and/or Geoscience Experience
<i>Demonstrated confidence and good judgment in directing the efforts of others to achieve desired outcomes, while modeling respect, commitment, integrity and accountability.</i>	<i>Understanding of and experience with an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.</i>	<i>Understanding of financial statements, cash flow, budgeting, financial planning and investing that allow an organization to make informed and effective decisions about their financial resources.</i>	<i>Knowledge of enterprise risk management, risk assessment, and risk policies and procedures to enable effective risk management oversight of the organization.</i>	<i>Understanding and knowledge of board governance and the roles and responsibilities of board members, usually demonstrated through previous board experience.</i>	<i>Knowledge of regulations and regulatory organizations, including the purpose of regulation, gained from working with legislation, having experience being a part of a regulator, or working in a heavily regulated industry.</i>	<i>Knowledge and understanding of HR policies related to employees and volunteers, including equity, diversity and inclusion policies, performance management, succession planning and ensuring sufficient resources to fulfill an organization's responsibilities.</i>	<i>Technical proficiency in the practice of engineering and/or geoscience</i>

MERIT-BASED CANDIDATE SELECTION FRAMEWORK

MERIT-BASED PROCESS

The following framework outlines the steps followed by the Nomination Committee in its selection of candidates:

1. Confirm criteria and desired skills and competencies for Council positions
 - a. Conduct a gap analysis, prioritize desired skills, competencies, and experience for the upcoming year
 - i. Includes consideration of diversity, such as disciplinary, gender, and regional
2. Confirm the number of openings available for each position. The Committee will make a reasonable attempt to nominate at least one more than the number of vacancies per position.
3. Place a Call for Nominations
 - a. Require all potential nominees to provide the following:
 - i. Written summary of their interest to serve on the Board (up to 250 words)
 - ii. Current CV and references
 - iii. Provide details of their experience related to the desired skills and competencies in 2-3 sentences for each applicable area (maximum 100 words)
 - iv. Complete supplementary conflict of interest and declaration questions (yes/ no)
4. Complete an internal check to determine potential nominee is eligible to run for election, is in good standing with Engineers and Geoscientists BC and is not the subject of any disciplinary action
5. Committee to review and assess all potential nominees based on the desired skills and competencies
6. Committee to shortlist candidates and identify candidates for interviews
7. Committee to conduct background check, reference checks and other steps to confirm experience and competence, as appropriate
8. Committee to finalize its list of candidates for election and confirm acceptance of the nomination
9. Committee to deliver final list of nominees for election to the Chief Executive Officer

DIVERSITY

Engineers and Geoscientists BC strongly values the benefits that diversity brings to its Board. There are many aspects to diversity, including area of expertise, experience, regional representation, gender diversity and ethnic background, amongst others. We believe diversity and inclusion promotes different perspectives and ideas, mitigates against groupthink and ensures the organization has the opportunity to benefit from all available talent in support of good board governance. The Board is committed to promoting diversity and inclusion as part of its nomination process.



OPEN SESSION

ITEM 3.6

DATE	November 16, 2023
REPORT TO	Board for Information
FROM	Liza Aboud, Chief Operating Officer
SUBJECT	Strategy Renewal – Year 3 Priorities
LINKAGE TO STRATEGIC PLAN	We serve the public interest as an inclusive, progressive, and future-focused regulator

Purpose	To share the outcomes of our Strategy Renewal process and the confirmed Year 3 annual plan for the organization.
Motion	No motion. For information only.

BACKGROUND

Engineers and Geoscientists BC 2022-2027 Strategic Plan was approved by the Board in April 2022. To ensure our Strategic Plan continues to be directionally correct, the organization completes a yearly strategy renewal process. This process enables the organization to reflect on what has been accomplished, understand our current state, and ensure we are equipped for the future. This process includes perspectives and considerations from our senior leadership team, the Executive team, the Board and external outreach (as needed).

DISCUSSION

This year's process kicked off in May 2023, with external outreach conducted in June 2023, followed by a workshop with our Senior Leadership Team in July 2023 and a workshop with the Board in September 2023.

Senior Leadership Team Workshop

The objectives of the Senior Leadership Team workshop were to:

- Reflect on strategy implementation to date and identify areas of improvement
- Seek input from Directors on how the organization can enable the execution of our strategy

- Assess the landscape in which we operate and determine any impacts on our strategy
- Gather considerations on achievable priority areas for Year 3

After reflecting on Year 1 strategic plan implementation, the Senior Leadership Team participated in a prioritization exercise which resulted in a draft list of priorities for Year 3 of the Strategic Plan.

Board Workshop

Building on the consideration and perspectives provided by Directors on July 25, a similar session was held with the Board on September 14. This half day session was designed to achieve the following outcomes:

- Gather the Board’s reflections and perspectives on Year 1
- Provide an update on Year 2 priorities
- Gather perspectives on EGBC’s external landscape, emerging risks and opportunities
- Gather considerations on the proposed priorities for Year 3 of EGBC’s Strategic Plan

The session yielded insightful, thoughtful discussion. Key highlights from the discussion with the Board are noted below:

- Our strategy continues to be directionally correct and reflects what is most critical to us
- The organization has done an exceptional job navigating massive change; the Leadership Team is to be commended; the Board has immense pride and values its relationship with the Leadership Team
- The Board recognizes the volume of accomplishments; and also acknowledges the pace of change, capacity and resourcing challenges
- The Board signaled the need for balance between focusing on internal foundation setting priorities and ensuring we are positioned to respond to accelerating changes: emerging areas of practice, technology/AI, climate change

Next Steps

After carefully considering feedback from both the Senior Leadership Team and the Board, the Executive team, guided by key decision questions, has confirmed its list of Year 3 Strategic Projects – which forms the Annual Organization Plan for FY25.

The confirmed Year 3 Annual Organization Plan will be presented to the Board at its December 1, 2023 meeting.

RECOMMENDATIONS

Not applicable.

MOTION

Not applicable.



OPEN SESSION

ITEM 3.8

DATE	November 20, 2023
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	CEO Report to Board

Purpose	This report highlights some of the activities of the Organization related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties since the September 15, 2023 Board meeting.
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. STRATEGIC PLAN UPDATE

Progress is being made to our Y2 strategic initiatives, and are provided in more detail in a separate information report.

There will also be a presentation on the status of our Year 3 Strategy Renewal process in the Open Regular Agenda.

3. PEOPLE UPDATE

Hires

We are currently on track with recruitment for the thirteen additional headcounts budgeted for FY24 with nine successful hires to date. The recruitment for the remaining roles is either progressing well or scheduled for later in the fiscal year.

Engagement Survey Update

We completed an engagement survey open to all employees. The survey closed on October 31, 2023, with a very strong employee participation rate of 96%. Review of the preliminary results will occur during November. Focus groups will occur in early December to offer a deeper understanding of the results. Review of the full results and feedback will occur in the new year and inform action planning.

4. CONFERENCE AND AGM RESULTS

Our first in-person Annual Conference in four years was held in Whistler, BC on October 26 and 27. One important new feature that was added to our program was the ability to attend the Continuing Education (CE) sessions via a live stream. This option proved to be highly successful and popular as it allowed registrants from all over the province to attend without having to travel. Over 1,100 people registered for the conference with 579 attending in person. The conference was highly successful with over twenty CE sessions aligned to the four areas of learning in the CE Program (Four ethical sessions, eight regulatory sessions, eight communications and leadership sessions and, 12 technical sessions). The rest of the program featured four dynamic keynote speakers, a sold out WiEG mix and mingle event, a Branch Representative meeting, a Student Representative meeting and the awards gala. The success of the live stream feature supports the incorporation of this option in future annual conferences.

Our AGM was held on October 28 as a hybrid event with registrants attending either in person or remotely online. The total of registered attendees for the AGM was 880, with just over 300 attending in person. Our CEO, Heidi Yang, and the Board Chair, Mark Adams along with the rest of the Executive Team answered several questions from in-person attendees as well as from those attending remotely.

Both events took place on the unceded land of the Skwxwú7mesh (Squamish) and Lil'wat peoples and were opened with a welcome from cultural ambassadors from the Skwxwú7mesh or Lil'wat Nations.

5. SOFTWARE ENGINEERING TITLE – PROPOSED CHANGES IN ALBERTA

Earlier this month, the Alberta government announced proposed changes to the Engineering and Geoscience Professions Act that will allow companies to use the software engineer title for recruitment of talent. In response, Engineers Canada wrote a letter to Premier Danielle Smith that represents the united position of engineering regulators across Canada. The letter expresses the strong opposition to the proposed legislation Bill 7. More details in the links below.

[Alberta proposes software engineer title expansion | alberta.ca](#)

[Notification of Changes to the Engineering and Geoscience Professions Act Regarding the Title of Software Engineer | APEGA](#)

[Canada's engineering regulators united in opposition to Alberta's Bill 7 | Engineers Canada](#)

6. INTERNATIONAL CREDENTIALS RECOGNITION ACT

In Spring 2023, all regulatory authorities were informed of impending fairness legislation intended to streamline the licensure process and remove any barriers for internationally educated applicants. EGBC has engaged in consultation sessions with various BC government groups, namely the Credentials Recognition Improvement Branch.

On an expedited timeframe, the BC government proposed the new legislation on October 23, 2023 and after several readings in the legislature, the *International Credentials Recognition Act* received Royal Assent on November 8, 2023. A version of the approved Act can be found on the website for the Legislative Assembly of BC [here](#).

During the open session, Jason Ong, Director, Registration will provide an update on the new Act and its anticipated impact on EGBC's admissions process. A memo has also been included in the open session agenda package.

7. OSPG UPDATE

In concert with the announcement of the International Credentials Recognition Act, confirmation has been received that the Office of the Superintendent of Professional Governance (OSPG) will be merging with the Credentials Recognition Improvement Branch to form a single, combined unit that administers the *Professional Governance Act*, the *International Credentials Recognition Act*, and the *Labour Mobility Act* under one superintendent. The OSPG will continue to sit within the Ministry of Post-Secondary Education and Future Skills.

8. PROFESSIONAL PRACTICE AND STANDARDS DEVELOPMENT UPDATE

CE/AR Update – The overall compliance rate is now at 99%. A total of 400 registrants are facing cancellation as compared to 800 at this time last year.

Practice Reviews for Individual Registrants – A total of 10 practice review files for individual registrants have been opened since the program was initiated in 2023, 2 files have been fully completed and adjudicated.

Audit Program for Individual Registrants – a total of 121 audits have been opened since July 2023, 18 have been completed.

No major issues have been uncovered. Minor issues relate back to lack of awareness and understanding. Initial feedback from registrants include appreciation of the educational and remedial approach to the programs.

9. HIGHLIGHTS FROM ENGINEERS CANADA

(Note that Directors of Engineers Canada will be providing a 30 minute presentation at the December 1st Board meeting)

On November 22, 2023, Engineers Canada staff will be meeting with Engineers and Geoscientists BC Chair, Vice Chair, past Chair and Executive Team to **consult on the 2025 to 2029 Engineers Canada Strategic Plan**.

On November 14, 2023, representatives from Engineers Canada visited EGBC as part of their face-to-face regulator consultations on the Purpose of Accreditation and the National Academic Requirement for Licensure under the **Futures of Engineering Accreditation (FEA)** initiative. The consultation session also included several representatives from the EGBC Board, Credentials Committee, Academic Examiners Subcommittee as well as Executive and Registration staff.

The FEA initiative is a long-term project for Engineers Canada and has the potential to modernize the accreditation process for engineering programs at higher education institutions and more updates will be forthcoming. A website has been setup to provide an overview and update on the project and can be accessed [here](#).

Engineers Canada (EC) had their Board meeting on October 5th, 2023 in Ottawa.

Highlights include:

- Half day consultation on Collaboration and Harmonization on Oct 4th (Strategic Priority 1.2)
- Half day consultation on the 2025 to 2029 Strategic Plan on Oct 4th
- A new National Position Statement on the Federal Public Service
- Discussion on draft budget and future assessment fees
- Engineering graduate/EIT program to be launched in Q3.2023 (Strategic Priority 2.2)

10. HIGHLIGHTS FROM GEOSCIENTISTS CANADA

Andrea Waldie, P. Geo., FGC and CEO of Geoscientists Canada has announced her **retirement** effective May 31, 2024 after six years at the helm. A comprehensive search for the next CEO has been initiated as Andrea transitions to retirement. Andrea has been a great contributor to our profession and will be missed!

Geoscientists Canada (GC) had their Board meeting on November 4th in Toronto.

Highlights include:

- Significant progress on the Public Reporting Course for Practitioners
- Review of the **Overall Implementation Plan** (the GC Strat Plan) rankings with all regulator inputs. Top 4 priorities as defined by the provincial regulators were:
 - Develop mechanisms to enhance public awareness and perception of the importance of geoscience
 - Advocate professional reliance for all geoscience activity in Canada
 - Promote consistency of registration decision-making through facilitating Member alignment of criteria and processes.
 - Promote awareness of Professional Geoscientists' ethical and regulatory obligations

11. REGISTRANT INSIGHTS SURVEY: NEXT STEPS

In February and March, Engineers and Geoscientists BC sought registrants' feedback through a comprehensive survey that aimed to measure overall understanding of our mandate, level of trust in the organization, level of engagement with the organization, and opportunities to improve communication. The results were presented to the Board in June 2023, followed by a brief update in September.

To explore and address registrant concerns, staff will be implementing a series of short- and long-term actions that fall under 5 areas of focus: Transparency, Customer Service, Trust Score (Geoscientists and Sole Practitioners), Engagement with Trainees, and Truth and Reconciliation.

These are the key recommendations that we will be focusing on this fiscal and next:

1. FY23: Centralize inquiries through a contact form on our website to increase efficiency.
2. FY23: Adapt our annual registrant survey to extract insights from geoscientists and sole practitioners to understand their lower engagement levels. Pilot two specialized email subscriptions to deliver specific information to these audiences.
3. FY23: Better clarify the pathway and steps for licensure for trainees on our website.

4. FY23-24: Clarify drivers for our financial decisions, why we are advancing Truth and Reconciliation, and address misconceptions about government interference in our work
5. FY24: Reinforce our role as a regulator to address confusion regarding our mandate.



OPEN SESSION

INFORMATION REPORT

DATE	November 14, 2023
REPORT TO	Board for Information
FROM	Liza Aboud, Chief Operating Officer
SUBJECT	Year 2 Strategic Plan Update
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation

Purpose	To update the Board on the status of Year 2 strategy projects and KPI development.
Motion	For information only.

BACKGROUND

While some organizational effort has been focused on our Strategy Renewal Process, work has continued to progress on strategic plan projects and further development of our organizational Key Performance Indicators. At the midway point of Year 2, the Strategy and Business Planning team continues to support project execution and KPI development. The following report outlines outcomes for this reporting period.

STRATEGIC PROJECT STATUS

Detailed below is a brief overview of organizational projects currently underway.

PGA Integration

Objective	<p>The objective of this project is to establish and develop new programs and processes within the organization so that it can implement the PGA effectively, by doing the following:</p> <ul style="list-style-type: none"> • Initiate and adapt key regulatory programs – Individual and firm audit and practice reviews, mandatory learning, annual reporting. • Add, modify, or eliminate policies and organizational stances to achieve compliance with the PGA – Advocacy review, temporary
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	<p>licenses and interprovincial mobility, understanding of “Reserved practice”, and approach to federally regulated industries.</p> <ul style="list-style-type: none"> • Implement business processes to support PGA-related logistics – OSPG coordination meetings, PGA advisory group meetings, declarations.
Overall Status	The project is current on track. There are no issues.
Notable Achievements	<p>During this reporting period had the following achievements:</p> <ul style="list-style-type: none"> • Held closeout meetings for Individual Audit, Individual Practice Review, and Continuing Education/Annual Reporting elements • Initiated element to determine recommendations for harmonizing registrant fees and deadlines. • Initiated element to examine temporary licensure options.
Open Risks	None

Data Governance

Objective	<p>During this phase of the project, the project team will do the following:</p> <ul style="list-style-type: none"> • Conduct change management assessments and define a change management approach to support the project • Implement prioritized recommendations from prior data governance consultation. • Create plan for FY24
Overall Status	The project is current on track
Notable Achievements	<p>During this reporting period had the following achievements:</p> <ul style="list-style-type: none"> • Agreed on the overall classification approach and process for organizational data. • With KPMG, developed a detailed “migration sprint” approach to execute migration of department data from legacy to target systems, along with classification of such data. • Initiated efforts to define a retention policy. • Engaged a dedicated Project Manager to support Data Governance Planning and execution. • Initiated Project Charter development for the comprehensive Data Governance Project for FY24 and beyond, including a project roadmap.
Open Risks	<p>Work on FY24 Data Governance development preceded charter development for the overall project. In addition, information gathered by staff subject matter experts (SMEs) has uncovered information pertinent to the project and gaps. There is a risk that some pre-Charter work is not aligned with the to-be-determined project plan and may need to be reworked or refined in the future.</p>

Mitigation Strategy	<ul style="list-style-type: none"> Review pre-start work regularly with project sponsor and staff subject matter experts. Assign a dedicated a project manager to support charter development and project execution.
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Volunteer Program

Objective	The Volunteer Program project aims to develop a Pathway that recommends short- and long-term priorities and initiatives for the Volunteer Program. The approved Pathway will guide the development of a Volunteer Program.
Overall Status	The project is experiencing minor delays.
Notable Achievements	<p>During this reporting period had the following achievements:</p> <ul style="list-style-type: none"> Completed 60+ Discovery Meetings with Leadership and volunteer support staff to solicit needs and Conducted following analysis of discovery meetings and assembled findings. Draft recommendations for potential future actions complete. Commenced collaboration sessions to solicit feedback on potential actions and resultant impacts.
Open Risks	Risk to ensuring FY25 project timeline and cost is accounted for in organizational planning if pathway outcomes miss budgeting deadline. Strong dependency on review and approval of report recommendations by executives
Mitigation Strategy	<ul style="list-style-type: none"> Proactively book executive meeting slots to ensure availability.

Workplace Modernization – Physical Space

Objective	<p>Phase 1 aims to establish a short-term office strategy to accommodate new staff within the current facility.</p> <p>Phase 2 aims to develop a long-term workspace strategy that answers the question of when space in the current facility will reach maximum capacity and confirms the optimum future workspace for the organization</p>
Overall Status	The project is current on track.
Notable Achievements	<p>During this reporting period had the following achievements:</p> <ul style="list-style-type: none"> Overall project started in early October. Kicked off work with the vendor on Phase 1; documentation provided to and being reviewed by the vendor Discussed Phase 2 risk mitigation approach with the vendor, specifically around the staff level projection approach.

	Added PMO resources to the project to support risk management and mitigation, as well as to assist with project administration.
Open Risks	Phase 2 deliverable long-term strategy is vulnerable to quality of staffing projections. If those projections are inaccurate the selected strategy may not be optimal or feasible.
Mitigation Strategy	<ul style="list-style-type: none"> • Employ a rigorous and comprehensive engagement strategy. • Regularly validate analysis assumptions

ORGANIZATIONAL PERFORMANCE

Following September's KPI and associated metric presentation to the Board, work on key performance indicators (KPIs) is ongoing and is currently focussed on the following:

- **Completion of metric development.**
One of the two outstanding metrics has been finalized. Work continues on the other.
- **Development of benchmarks, targets, and refining data gathering processes.**
Some benchmarks will be available through historic data, for others, the data collected for the February 2024 report will constitute the benchmark.
- **Development of the organizational reporting timetable.**
We are seeking to establish a regular cadence of reporting that fits in with other organizational activity, including the OSPG Performance Review, Annual Reporting and the budgeting cycle.
- **Development of the dashboard and board report.**
We anticipate that the dashboard and report for February 2024 will be a work in progress as we seek to integrate our wider organizational reporting framework, including the development of departmental KPIs.



OPEN SESSION

INFORMATION REPORT

DATE	November 14, 2023
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	2023/2024 Workplan
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To provide the Board with the current status of the actionable items listed on the Board Road Map for 2023/2024.
Motion	No motion required, for information only.

BACKGROUND

The attached document summarizes the expected agenda items that are planned to be brought forward to the Board during the 2023/2024 Board Year. The items are aligned with the Strategic Plan and assist the Board in seeing the progress on elements of the Strategic Plan. This road map is not exclusive and other additional items may be added throughout the year but will serve as a focus for this year's meetings.

APPENDIX A – Board Road Map (as of December 1, 2023)

2023/2024 Engineers and Geoscientists BC Board Workplan					
Date & Description	Strategic Plan	Fiduciary Responsibilities	Non-Fiduciary Responsibilities	Other Initiatives - Generative	
28-Oct-23	Inaugural Mtg		Selection of Chair & Vice Chair Oath of Office		
1-Dec-23	Board Mtg	YR 3 Strategic Plan Renewal YR 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Board Sub-Committee Appts & Branch Parings Volunteer appointments Practice Guideline approvals (placeholder) Quarterly financial statements approval Annual Board Succession Discussion Bylaw Amendments approval (placeholder) Other (as directed by OSPG)	Annual update from Discipline Cmtee Annual update from EC Directors	Regulated & Reserved Practice discussion
15-Feb-24	Board Forum	TBD	TBD	TBD	TBD
16-Feb-24	Board Mtg	Yr 2 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Budget Guideline approval Quarterly financial statements approval Approval of AGM Minutes Risk Register approval Other (as directed by OSPG)	Annual Update from H.E.I. Annual update from Credentials Cmtee	Regulated & Reserved Practice discussion
18-Apr-24	Board Forum	TBD	TBD	TBD	TBD
19-Apr-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Quarterly financial statements approval Bylaw approval (placeholder) Approval of AGM Date & Format Other (as directed by OSPG)	Annual update Audit & Practice Review Cmtee	Regulated & Reserved Practice discussion Presentation by Advocacy Body Chair
28-May-24	Special Mtg		Budget Approval		
20-Jun-24	Board Forum	TBD	TBD	TBD	TBD
21-Jun-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Budget approval (placeholder) Risk Register approval (placeholder) Approval of AGM Rules OSPG Audit Update Other (as directed by OSPG)	Annual update from VAA Annual update Nominating Cmtee	Regulated & Reserved Practice discussion
19-Sep-24	Board Forum	Annual review of strat plan			Annual discussion to develop Board Workplan for coming year
20-Sep-24	Board Mtg	Yr 3 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Annual Financial statements approval Risk Register approval AGM agenda approval Annual CEO Performance Review Board Sub-Committee Composition Matrices Review Board Sub-Committee Workplan Performance Review Other (as directed by OSPG)	Annual update from GC Director Annual update from Investigation Cmtee	Regulated & Reserved Practice discussion

Strategic Plan includes: PMO project updates, KPIs and annual review of the strategic plan.

Fiduciary Responsibilities includes: Board policies, Practice Guideline approvals, volunteer appointments, Budget & Budget Guideline approval, approval of financial statements, Risk Register, Bylaw approval, PGA audit updates, CEO Annual Performance Review process, Other - as directed by OSPG, AGM agenda approval.

Non-Fiduciary - Routine Related includes: Annual updates from External Boards, annual update from HEI's and annual updates from Statutory Committee Chairs.

Other Initiatives - Generative includes: Regulated and Reserve Practice discussion updates with ASTTBC and annual Board workplan development discussion.