



COUNCIL MEETING

DATE	April 27, 2018
LOCATION	Dan Lambert Boardroom, 2 nd Floor (Large Room, Upstairs) Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street, Burnaby, BC

Meeting Schedule

08:30 – 08:45	Engineers and Geoscientists BC Foundation Extraordinary General Meeting
08:45 – 09:05	Closed Session
09:05 – 10:35	Open Session
10:35 – 10:50	Morning Break
10:50 – 11:50	Open Session (continued)
11:50 – 13:05	Lunch Break
13:05 – 14:50	Open Session (continued)
14:50 – 15:05	Break Before In-Camera Session
15:05 – 16:05	In-Camera Session
16:05	Adjournment

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

OPEN AGENDA

DATE	April 27, 2018
TIME	09:05 – 14:50
LOCATION	Dan Lambert Boardroom, 2 nd Floor (Large Room, Upstairs) Engineers and Geoscientists BC Offices, 200 – 4010 Regent Street, Burnaby, BC

09:05	4.0 OPEN SESSION CALL TO ORDER	
	<i>Chair: Caroline Andrewes, P.Eng., CPA, CMA, President</i>	
09:05 (5 min)	4.1 Declaration of Conflict of Interest	
09:10 (5 min)	4.2 Safety Moment	
09:15 (20 min)	5.0 OPEN CONSENT AGENDA	
	MOTION: That Council approve all items (5.1 to 5.10) on the Open Consent Agenda.	
	5.1 February 9, 2018 Open Minutes MOTION: That Council approve the February 9, 2018 Open Meeting minutes as circulated.	February 9, 2018 Open Minutes
	5.2 Appointments Approval MOTION 1: That Council approve the recommended appointment to the Engineers Canada Qualifications Board, subject to approval by the Executive Committee, as applicable. MOTION 2: That Council approve the recommended re-appointments to the Editorial Board, as applicable. MOTION 3: That Council approve the recommended re-appointments to the CPD Committee, as applicable.	

	<p><u>MOTION 4:</u> That Council approve the recommended re-appointments to the Nomination & Election Review Task Force, as applicable.</p> <p><u>MOTION 5:</u> That Council approve the recommended re-appointment to the Standing Awards Committee, as applicable.</p> <p><u>MOTION 6:</u> That Council approve the recommended appointment to the Practice Review Committee, as applicable.</p>	
	<p>5.3 Council Policy on the Development of Professional Practice Guidelines</p> <p>MOTION: That Council approve the Council Policy on the Development of Professional Practice Guidelines.</p> <p><i>Peter Mitchell, P.Eng., Director of Professional Practice, Standards and Development</i></p>	Council Policy on the Development of Professional Practice Guidelines
	<p>5.4 Update to the Executive Committee Terms of Reference</p> <p>MOTION: That Council approve the proposed revisions to the Executive Committee's Terms of Reference.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p>	Executive Committee Terms of Reference
	<p>5.5 Update to the Geoscience Committee Terms of Reference</p> <p>MOTION: That Council approve the updates to the Geoscience Committee Terms of Reference.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p>	Geoscience Committee Terms of Reference
	<p>5.6 Update to the Advisory Task Force on Corporate Practice Terms of Reference</p> <p>MOTION: That Council approve the revised Terms of Reference for the Advisory Task Force on Corporate Practice.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p>	Advisory Task Force on Corporate Practice Terms of Reference

	<p>5.7 Convert Accredited Employer Member-in-Training Program from Pilot to Permanent</p> <p>MOTION: That subject to prior approval of the Registration Committee, the Accredited Employer Member-in-Training Program pilot be ended and that the program be implemented on an ongoing basis.</p> <p><i>Registration Committee</i></p> <p><i>Brock Nanson, P.Eng. – Acting Chair, Registration Committee</i></p>	Accredited Employer Member-in-Training Program Pilot
	<p>5.8 Policy on Risk-Based Limited License Assessment</p> <p>MOTION: That Council approve that the ‘low risk’ profiles and recommended tools be used in a pilot process by staff in the Registration Department to determine if they are effective in reducing the processing time of Eng. L. applications.</p> <p><i>Registration Committee</i></p> <p><i>P.B.P. (Philippe) Kruchten, PhD, P.Eng., FEC, Chair of the Registration Committee</i></p>	Policy on Risk-Based Limited License Assessment
	<p>5.9 30 By 30 Champion Group</p> <p>MOTION: That Council establish the 30 By 30 Champion Group and direct the Terms of Reference for the group to be reviewed by the Governance Committee.</p> <p><i>Executive Committee</i></p> <p><i>Deesh Olychick, Director member Services</i></p>	30 By 30 Champion Group
	5.10 Information Reports	
	<p>5.10.1 CEO & Registrar Report</p> <p><i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p>	CEO Report
	<p>5.10.2 Engineers Canada Directors' Report</p> <p><i>Russ Kinghorn, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i></p> <p><i>Jeff Holm, P.Eng., FEC, FGC (Hon.), Engineers and Geoscientists BC Director to Engineers Canada</i></p>	EC Directors' Report
	<p>5.10.3 Geoscientists Canada Director's Report</p> <p><i>Garth Kirkham, P.Geo., FGC, Engineers and Geoscientists BC Director to Geoscientists Canada</i></p>	GC Director's Report
	<p>5.10.4 Canadian Engineering Accreditation Board Report</p> <p><i>Julius Pataky, P.Eng., Canadian Engineering Accreditation Board Appointee</i></p>	CEAB Report

	<p>5.10.5 National Engineering and Geoscience Month Report <i>Megan Archibald, Director of Communications and Stakeholder Engagement</i></p>	NEGM Report
	<p>5.10.6 Investigation & Discipline Committee Report <i>Neil Nyberg, P. Eng., Chair, Investigation Committee</i> <i>Paul Adams, P. Eng., Chair, Discipline Committee</i></p>	I&D Report
	<p>5.10.7 Enforcement Report <i>Rohan Hill, Staff Lawyer, Regulatory Affairs</i></p>	Enforcement Report
	<p>5.10.8 Financial Results as at March 31, 2018 (Q3) <i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p>	Q3 Financial Report
	<p>5.10.9 Engineers and Geoscientists BC Road Map for 2017-2018 <i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p>	Road Map
	<p>5.10.10 Committee Attendance Summary <i>Ann English, P.Eng., Chief Executive Officer & Registrar</i></p>	Committee Attendance Summary
09:35	<p>6.0 OPEN REGULAR AGENDA</p> <p>MOTION: That Council approve the Open Regular Agenda (with any additions from the Consent Agenda).</p>	
09:35 (60 min)	<p>6.1 Engineers and Geoscientists BC 2019 Draft Budget</p> <p><u>MOTION 1:</u> That Council approve a \$35 annual member fee increase effective January 1, 2019.</p> <p><u>MOTION 2:</u> That Council approve the FY 2019 Engineers & Geoscientists British Columbia operating and capital budget.</p> <p><u>MOTION 3:</u> That Council receive FY2020 proforma budget with the possibility of an associated fee increase in the range of up to \$35 as presented.</p> <p><i>Executive Committee</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p>	2019 Budget
10:35 (15 min)	<p>MORNING BREAK</p>	

<p>10:50 (30 min)</p>	<p>6.2 Process for AGM Motions</p> <p>MOTION: That Council approve the following six recommended actions:</p> <p>i) For the 2018 AGM, follow the rules of order as approved by the assembly at the 2017 AGM allowing members' motions to be submitted up to 10:00 am on the day of the AGM.</p> <p>ii) At the 2018 AGM, ask the assembly to approve the requirement to submit members' AGM motions at least 30 days in advance as a Special Rule of Order for all AGMs going forward pursuant to Bylaw 2(i) of the Association commencing with the 2020 AGM.</p> <p>iii) That staff develop and implement a more robust communications strategy to persuade members that the proposed changes would provide them with the necessary information ahead of the AGM so that they can make informed decisions on such motions.</p> <p>iv) The Association continues its efforts to encourage members to provide as much information as possible in support of their AGM motions. This may include the provision of forms and/or templates prompting the member to provide essential information such as relevancy to the Association's mandate/current strategic plan, potential resource implications, urgency, etc...</p> <p>v) Develop a transparent set of criteria against which a member-approved AGM motion will be assessed to assist Council in deciding the appropriate action(s) to take in response to the motion.</p> <p>vi) Develop a comprehensive but user-friendly information package which will be easily accessible to members wishing to submit AGM motions. This package will include the information outlined in motions 4 and 5 above as well as the entire process for submitting motions and how they will be dealt with after the AGM.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p>	<p>Managing AGM Motions from Members</p>
<p>11:20 (15 min)</p>	<p>6.3 Recording Negative Votes at Council Meetings</p> <p>MOTION: That Council formally approve the Governance Committee's January 2017 recommendation not to record in the Council minutes how each individual councilor had voted at a Council meeting.</p> <p><i>Governance Committee</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p>	<p>Recording Negative Votes on Request</p>

11:35 (15 min)	<p>6.4 Registration Fairness Panel Annual Report</p> <p><i>Fairness Panel</i></p> <p><i>Garth Kirkham, P.Geo., FGC, Phil Sunderland, P.Eng., FEC, FGC (Hon.), and John Watson, P.Eng., FEC, FGC (Hon.), Chair of the Fairness Panel</i></p>	Registration Fairness Panel Annual report
11:50 (75 min)	BREAK FOR LUNCH	
13:05 (20 min)	<p>6.5 Election Material</p> <p><u>MOTION 1:</u> That Council delegate the decision for incorporating the Q&A for Council elections as an ongoing component of the election material and if included, the selection of questions to a standing sub-committee of Council consisting of the four government appointees and the President.</p> <p><u>MOTION 2:</u> That Council delegate the decision for incorporating short videos as a pilot for the 2018 election for the positions of President and Vice President and if included, approval of the guidelines for the videos to a sub-committee of Council consisting of the four government appointees and the President.</p> <p><i>Deesh Olychick, Director, Member Services</i></p>	Election Material for Candidates
13:25 (15 min)	<p>6.6 Advertising Campaign Implementation Report</p> <p><i>Maria-Carmen Kelly, Marketing Specialist</i></p>	Advertising Campaign Implementation
13:40 (10 min)	<p>6.7 AGM Motion # 8 – Diversity Award Recommendation</p> <p><u>MOTION:</u> That Council approve the development of an initiative to promote and profile organizations that support diversity and promote recruitment and advancement of women in engineering and geoscience with the goal of providing learning opportunities for other organizations by promoting and publicizing best practices in recruitment, retention, and inclusion, which will work in concert with the association’s action plan for diversity and 30 By 30 initiatives.</p> <p><i>Standing Awards Committee</i></p> <p><i>Sabina Russell, P.Eng.</i></p>	Diversity Award Recommendation

<p>13:50 (60 min)</p>	<p>6.8 Life Membership or Licensure and Associated Non-Practicing Bylaw Changes</p> <p><u>MOTION 1:</u> That the proposed restricted titles:</p> <ul style="list-style-type: none"> i. Professional Engineer (Non-Practising) or P.Eng. (Non-Practising) ii. Professional Geoscientist (Non-Practising) or P.Geo. (Non-Practising) iii. Limited Licensee (Non-Practising) or Eng.L. (Non-Practising); and iv. Limited Licensee (Non-Practising) or Geo.L. (Non-Practising) <p>be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure.</p> <p><u>MOTION 2:</u> That the proposed requirement to annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure; and that staff be directed to develop a user-friendly online and companion paper solution for reporting this requirement.</p> <p><u>MOTION 3:</u> That staff be directed to prepare a guideline consistent with the Act and Bylaws for the approval of Council that sets out the rights and responsibilities of members who hold non-practising status.</p> <p><u>MOTION 4:</u> That staff be directed to bring a proposal to Council's June 15, 2018 meeting to repeal bylaws Bylaw 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.</p> <p><u>MOTION 5:</u> That the current award structure that includes the President's Awards, the Engineers and Geoscientists Canada's Fellowships and the Council service awards be deemed to be sufficient for recognizing members' and non-members' contributions to the professions.</p> <p><u>MOTION 6:</u> That staff be directed to bring a proposed reduced fee schedule to Council in June with revenue projections for bylaw pass and fail scenarios and a proposal for an amount from the General Operating Fund that may be needed to offset possible resulting revenue losses for the 2019 fee year.</p> <p><u>MOTION 7:</u> That the proposed bylaws be presented for voting in two pairs with one vote for each pair as follows:</p> <ul style="list-style-type: none"> i. 10 (c) Non-Practising membership and 10(c.1) Life Membership or Licensure; and ii. 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership. 	<p>Life Membership or Licensure and Associated Non-Practicing Bylaw Changes report</p>
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Engineers and Geoscientists BC Open Agenda

	<p><i>Megan Archibald, Director of Communications and Stakeholder Engagement</i></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar</i></p> <p><i>Gillian Pichler, P.Eng., Director, Registration</i></p> <p><i>Efrem Swartz, LLB, Director of Legislation, Ethics, and Compliance</i></p>	
<p>14:50 (15 min)</p>	<p>END OF OPEN SESSION AND BREAK BEFORE IN-CAMERA SESSION</p>	
<p>15:05 (60 min)</p>	<p>IN-CAMERA SESSION</p>	

**MINUTES OF THE OPEN SESSION OF THE SECOND MEETING OF THE 2017/2018 COUNCIL of
Engineers and Geoscientists BC, held on FEBRUARY 9, 2018 in the DAN LAMBERT BOARDROOM,
ENGINEERS AND GEOSCIENTISTS BC OFFICES, BURNABY, BC**

Present

Council

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

Guests

Russ Kinghorn, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada
Jeff Holm, P.Eng., FEC, FGC (Hon.)	Engineers and Geoscientists BC Director to Engineers Canada
Garth Kirkham, P.Geo., FGC	Engineers and Geoscientists BC Director to Geoscientists Canada
Mahmoud Mahmoud, P.Eng., FEC	Canadian Engineering Qualifications Board Appointee
Charles Joyner, ASCT, Registrar	ASTTBC Representative
Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC	Presenter

Staff

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

Regrets

Dr. Catherine Hickson, P.Geo., FGC	Councillor
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OPEN SESSION – CALL TO ORDER

Caroline Andrewes, President and Chair, called the meeting to order at 09:34 am. Tony Chong, Chief Regulatory Officer and Deputy Registrar, acted as the Parliamentarian, Councillor Larry Spence acted as the Membership Engagement Champion, and Councillor Susan Hayes acted as the 30 by 30 Champion.

Guests: The Chair advised that Russ Kinghorn, P.Eng., FEC, FGC (Hon.), of Engineers Canada, Jeff Holm, P.Eng., FEC, FGC (Hon.), of Engineers Canada, Garth Kirkham, P.Geo., FGC, of Geoscientists Canada, and Mahmoud Mahmoud, P.Eng., FEC of the Canadian Engineering Qualifications Board would be joining for the Open Session. Charles Joyner, ASCT, Registrar would also be joining the meeting as an ASTTBC Representative and Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC will be attending for item 6.3.

4.1 Declaration of Conflict of Interest

Councillor Susan Hayes declared that since she was involved in the development of the Professional Practice Guidelines – Whole Building Energy Modelling, there could be a perceived conflict of interest. She will therefore not participate in any discussions or vote under item 5.3 on the agenda.

CO-18-25 OPEN CONSENT AGENDA

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

Motions carried by approval of the Consent Agenda:

- 5.1 **MOTION** that Council approve the November 24, 2017 Open Meeting minutes as circulated.
- 5.2 **MOTION** that Council approve the recommended appointments and reappointments to Engineers and Geoscientists BC Volunteer Groups and to outside Organizations, as applicable.

Individual, Designation	Position	Engineers and Geoscientists BC Volunteer Group/Outside Organization	Staff Contact	Start Date	Expiry Date	New/Returning/ * Over 6 Years
Re-appointments (under six years)						
Jeffrey, Holm, P.Eng., FEC, FGC, 109952	Member	Engineers Canada Board	Ann English	June 20, 2018	June 20, 2020	Returning
New Appointments and Re-Appointments (over six years)						
Neil Nyberg, P.Eng., FEC, 115351	Member	Investigation Committee	Efrem Swartz	February 9, 2018	February 9, 2020	*Over 6 Years
Garry Stevenson, P.Eng., P.Geo., FGC, 116457	Member	Investigation Committee	Efrem Swartz	February 9, 2018	February 9, 2020	New
Michelle Mahovich, P.Eng., P.Geo., 122596	Member	Investigation Committee	Efrem Swartz	February 9, 2018	February 9, 2020	New
Johan (Joel) Kerkhoff, P.Eng., 145248	Member	Investigation Committee	Efrem Swartz	February 9, 2018	February 9, 2020	New
Avy Woo, P.Eng., 122274	Member	Investigation Committee	Efrem Swartz	February 9, 2018	February 9, 2020	New

- 5.3 **MOTION** that Council approve the Professional Practice Guidelines - Whole Building Energy Modelling for final editorial and legal review prior to publication.

** Councillor Susan Hayes abstained from discussing and voting on this item due to a possible perceived conflict of interest.*

- 5.4 **MOTION 1:** that Council approve the revised General Division Terms of Reference.

MOTION 2: that Council approve the revised Municipal Engineering Division Terms of Reference.

MOTION 3: that Council approve the revised Engineering and Geoscience in the Resource Sector Division Terms of Reference.

MOTION 4: that Council approve the revised Energy Efficiency and Renewable Energy Division Terms of Reference.

MOTION 5: that Council approve the revised Environmental Professionals Division Terms of Reference.

MOTION 6: that Council approve the Women in Engineering and Geoscience Terms of Reference.

- 5.5 **MOTION** that Council approve the revised Terms of Reference for the Continuing Professional Development Committee.

- 5.6 **MOTION** that Council approve the revisions to the Registration Policy on Currency of Experience.

- 5.7 **MOTION** that Council approve the revisions to Registration Policy on Non-Accredited Reputable International Programs.

- 5.8 **MOTION 1:** that Council approve the Registration Policy on Remote Videoconference Interviews.

MOTION 2: that Council approve a remote interview scheduling fee of \$200.00 plus applicable tax.

- 5.9 The following informational reports were received by Council:

- CEO & Registrar Report
- Report on Engineers and Geoscientists BC's Role in Geoscience Competency Assessment
- Engineers Canada Director's Report
- Geoscientists Canada Director's Report
- Canadian Engineering Qualifications Board Report
- Divisions Activity Report
- Update on AGM Motions (#3, #7, #8)

- Update on the National Competency-Based Agreement Project
- Quarterly Financial Report
- Branch Engagement
- Life, Honorary, Honorary Life and Non-Practicing Membership/Licensure Bylaw Consultation Update
- Registration Admissions and Membership Report for Calendar 2017
- Update on Key Performance Indicator Results
- Engineers and Geoscientists BC Road Map for 2017-2018
- Committee Attendance Summary

CO-18-26 OPEN REGULAR AGENDA

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

CO-18-27 CPD PROBLEM ASSESSMENT

MOTION 1: It was moved and seconded that whereas Engineers and Geoscientists BC has a responsibility to demonstrate the necessary leadership to maintain the privilege of self-regulation, that Council:

- thanks the committee for their work to date;
- endorses the CPD Committee's assessment that a CPD program will enhance public safety and confidence, as well as support member competence;
- endorses the preliminary program elements identified by the committee that should be considered in the development of a new program; and
- directs the CPD Committee to develop a program in concert with Engineers and Geoscientists BC's other regulatory initiatives.

CARRIED

MOTION 2: It was moved and seconded that Council directs staff to engage Compass Resource Management to support the CPD Committee's Phase 2 development of a new program to be funded by the contingency budget and if additional funds are required in fiscal 2019, to be included in the 2019 budget.

CARRIED

CO-18-28 AGM MOTION # 4 - ACTION PLAN FOR ACHIEVING OBJECTIVES UNDER
ENGINEERS CANADA'S POLICY OF 30 BY 30 AND ENGINEERS AND
GEOSCIENTISTS BC'S HUMAN RIGHTS AND DIVERSITY GUIDELINE

MOTION It was moved and seconded that Council direct staff to evaluate the current status of the 30 By 30 target and initiatives progress since the 2013 Women in Engineering and Geoscience Task Force recommendations, and suggest options for moving ahead to achieve the goal for 2030, within a 6-month period.

CARRIED

CO-18-29 ENGINEERS AND GEOSCIENTISTS BC'S ROLE IN CONSIDERING THE
TRUTH AND RECONCILIATION COMMITTEE RECOMMENDATIONS

Calvin VanBuskirk, P.Eng., P.Geo., FEC, FGC presented on the Truth and Reconciliation Committee's Recommendations and Engineers and Geoscientists BC's role in considering the recommendations as raised at the 2017 AGM.

Calvin addressed Council's questions. There was no motion.

CO-18-30 HOW ENGINEERS AND GEOSCIENTISTS GET IN TROUBLE – THE ANNUAL
REVIEW OF INVESTIGATION AND DISCIPLINE

Efrem Swartz, LLB, Director of Legislation, Ethics and Compliance provided Council with a presentation on how engineers and geoscientists can get into trouble. Topics of discussion included an introduction to self-regulation in BC, professional liability, the complaint procedure, common causes and types of complaints, the role of the investigation committee, discipline committee and discipline highlights over the past several years.

Efrem addressed Council's questions. There was no motion.

CO-18-31 UPDATE ON THE PROFESSIONAL RELIANCE MODEL REVIEW

Tony Chong, P.Eng., Chief Regulatory Officer provided Council with an update on the status of the Professional Reliance Model review. He also provided Council with a background on the purpose, stated outcomes, project components and informed Council of the other participating Professional Associations/Regulators.

Tony addressed Council's questions. There was no motion.

END OF OPEN SESSION

The Open Session ended at 3:08 pm.

DATE	April 11, 2018
REPORT TO	Council for Decision
FROM	Peter Mitchell, P.Eng., Director, Professional Practice, Standards and Development
SUBJECT	Council Policy on the Development of Professional Practice Guidelines
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards

Purpose	To review and recommend that Council approve the revised Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines.
Motion	That Council approve the Council Policy on the Development of Professional Practice Guidelines.

BACKGROUND

Over the last decade, the association has followed a progressive approach in developing Engineers and Geoscientists BC professional practice guidelines. These guidelines identify how an association professional can carry out a particular professional activity within the practice of professional engineering and/or geoscience in a manner, which meets their professional obligations under the Act, and Bylaws, which includes protecting the public interest. In support of this initiative, Council requested that a formal policy be developed.

A policy for the development of Engineers and Geoscientists BC Professional Practice Guidelines was first developed and approved by Council in 2008, and amended in 2011. In an effort to regularly review Engineers and Geoscientists BC policies, it was determined that the Council Policy on the Development of Engineers and Geoscientists BC Practice Guidelines required revisions to reflect updated processes and methodologies.

DISCUSSION

Engineers and Geoscientists BC Professional Practice Guidelines have become a highly valued resource for our members and other stakeholders and the number of guidelines produced and revised each year has grown. As a result, the Professional Practice, Standards and Development

Department has strengthened and streamlined the process and methodology for the development of these guidelines, the proposed revisions reflect this.

The revised policy was reviewed and approved by the Engineers and Geoscientists BC Professional Practice Committee and the Governance Committee.

RECOMMENDATIONS

It is recommended that Council approve the Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines.

MOTION

That Council approve the Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines.

ATTACHMENT A – Revised Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines with the revisions highlighted using tracked changes.

ATTACHMENT B – Clean version of the revised Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines with all revisions accepted.



Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines

A. Identification Process

(I) New Guidelines

There are three ways in which new professional practice guidelines can be identified for development:

1. Demand Based - as a result of a request/recommendation from:
 - 1.1 a group of member practitioners
 - 1.2 an Engineers and Geoscientists BC Committee, Division or Task Force
 - 1.3 government
2. Practice Support Based – to support members in the various fields of practice by addressing on a proactive basis, practice quality and skill set (training, education and experience) issues brought to Council's attention through practice reviews, disciplinary proceedings, and industry/public feedback.
3. Strategic Needs Analysis Based – as a result of a strategic analysis in response to specific initiatives being taken in government, industry or the professional community.

(II) Existing Guidelines

The identification process used to prioritize which existing professional practice guidelines require updating is time based. The goal is to have all existing guidelines go through a process of review, on a 5 year cycle (or less if issues arise which require the review and updating exercise to be expedited) ,to see if updating is required-.

B. Process and Methodology

Complete or partial funding from industry, business, government or other professional associations will be sought as deemed appropriate. Professional practice guidelines will be communicated to the membership, government, industry and the public using a web based format with limited hard copies available unless specifically requested. Staff are to follow the guidance in the document “Professional Practice Guidelines Development Process for Project Managers” during the development or revision of guidelines.

A consultative approach utilizing the relevant practice committees, divisions, task forces, experts in the field and external stakeholders will be followed in the development of all professional practice guidelines. This information will be captured in a tracking spreadsheet and presented at the Professional Practice Committee (PPC) meetings. The PPC will provide input on the review process and who is involved in the development and review of professional practice guidelines. ~~The PPC~~ ~~The Committee~~ will confirm to Council that a satisfactory consultation process was followed. However, Council will retain ultimate control of the form and content of Professional Practice Guidelines.

For new or existing professional practice guidelines once a decision is made to develop a new guideline or update an existing guideline this information is to be communicated to the relevant membership so feedback/awareness can be provided on issues which need to be considered.

Professional practice guidelines are to be results or performance based and are to avoid being prescriptive except when it is essential for risk management purposes. An appropriate level of due diligence is to be established in the guideline so as to facilitate members being able to exercise their professional discretion when providing solutions/recommendations related to the carrying out of a particular professional activity.

Before being introduced into practice, all practice guidelines are to undergo an editorial and legal review. The editorial review ensures the guidelines are consistent with the Association's Engineers and Geoscientists BC writing style guide and are readable for the intended audience. The legal review ensures consistency with the *Engineers and Geoscientists Act*, Bylaws and Code of Ethics and other relevant legislation. In addition, the legal review is to address other matters as deemed appropriate including copyright provisions.

C. Objective for Practice Guidelines

The objectives of the Guidelines should be to:

- (1) Describe the standard of practice engineering/geoscience professionals should follow in providing professional services in a particular field of practice.
- (2) Describe how engineering/geoscience professionals can meet their obligations under the *Engineers and Geoscientists Act (Act)* and Bylaws while practicing in a particular field of practice. Including how the seven quality management requirements are to be met.
- (3) Specify the professional services, tasks and level of effort that should be provided by engineering/geoscience professionals, without being overly prescriptive.

-
- (4) Where appropriate, describe the roles and responsibilities of the various participants/stakeholders involved in such work. . This will include addressing matters of practice overlap when relevant.
- (5) Where appropriate, identify the appropriate skill sets including education, training and experience recommended for those practicing in a particular area.
- (5)(6) Where appropriate give consideration to how the member/licensee can address climate change in their professional practice when carrying out a professional activity related to the field of practice covered by the guideline.
- (6)(7) Confirm that not following one or more aspects of the Guidelines does not in itself mean the member has failed to meet the appropriate standard of care in the performance of their professional services but failure to meet the intent of the Guidelines could be evidence of unprofessional conduct.

Date Approved by Council: April 25, 2008 (CO-08-59)
Amended by Council April 1, 2011 (CO-11-89)
Staff Contact: Peter Mitchell, P.Eng.
Director, Professional Practice, Standards & Development



Council Policy on the Development of Engineers and Geoscientists BC Professional Practice Guidelines

A. Identification Process

(I) New Guidelines

There are three ways in which new professional practice guidelines can be identified for development:

1. Demand Based - as a result of a request/recommendation from:
 - 1.1 a group of member practitioners
 - 1.2 an Engineers and Geoscientists BC Committee, Division or Task Force
 - 1.3 government
2. Practice Support Based – to support members in the various fields of practice by addressing on a proactive basis, practice quality and skill set (training, education and experience) issues brought to Council's attention through practice reviews, disciplinary proceedings, and industry/public feedback.
3. Strategic Needs Analysis Based – as a result of a strategic analysis in response to specific initiatives being taken in government, industry or the professional community.

(II) Existing Guidelines

The identification process used to prioritize which existing professional practice guidelines require updating is time based. The goal is to have all existing guidelines go through a process of review, on a 5 year cycle (or less if issues arise which require the review and updating exercise to be expedited) to see if updating is required.

B. Process and Methodology

Complete or partial funding from industry, business, government or other professional associations will be sought as deemed appropriate. Professional practice guidelines will be communicated to the membership, government, industry and the public using a web based format with limited hard copies available unless specifically requested. Staff are to follow the guidance in the document "Professional Practice Guidelines Development Process for Project Managers" during the development or revision of guidelines.

A consultative approach utilizing the relevant practice committees, divisions, task forces, experts in the field and external stakeholders will be followed in the development of all professional practice guidelines. This information will be captured in a tracking spreadsheet and presented at the Professional Practice Committee (PPC) meetings. The PPC will provide input on the review process and who is involved in the development and review of professional practice guidelines. The PPC will confirm to Council that a

satisfactory consultation process was followed. However, Council will retain ultimate control of the form and content of Professional Practice Guidelines.

For new or existing professional practice guidelines once a decision is made to develop a new guideline or update an existing guideline this information is to be communicated to the relevant membership so feedback/awareness can be provided on issues which need to be considered.

Professional practice guidelines are to be results or performance based and are to avoid being prescriptive except when it is essential for risk management purposes. An appropriate level of due diligence is to be established in the guideline so as to facilitate members being able to exercise their professional discretion when providing solutions/recommendations related to the carrying out of a particular professional activity.

Before being introduced into practice, all practice guidelines are to undergo an editorial and legal review. The editorial review ensures the guidelines are consistent with the Engineers and Geoscientists BC writing style guide and are readable for the intended audience. The legal review ensures consistency with the *Engineers and Geoscientists Act*, Bylaws and Code of Ethics and other relevant legislation. In addition, the legal review is to address other matters as deemed appropriate including copyright provisions.

C. Objective for Practice Guidelines

The objectives of the Guidelines should be to:

- (1) Describe the standard of practice engineering/geoscience professionals should follow in providing professional services in a particular field of practice.
- (2) Describe how engineering/geoscience professionals can meet their obligations under the *Engineers and Geoscientists Act (Act)* and Bylaws while practicing in a particular field of practice. Including how the seven quality management requirements are to be met.
- (3) Specify the professional services, tasks and level of effort that should be provided by engineering/geoscience professionals, without being overly prescriptive.
- (4) Where appropriate, describe the roles and responsibilities of the various participants/stakeholders involved in such work. . This will include addressing matters of practice overlap when relevant.
- (5) Where appropriate, identify the appropriate skill sets including education, training and experience recommended for those practicing in a particular area.
- (6) Where appropriate give consideration to how the member/licensee can address climate change in their professional practice when carrying out a professional activity related to the field of practice covered by the guideline.
- (7) Confirm that not following one or more aspects of the Guidelines does not in itself mean the member has failed to meet the appropriate standard of care in the performance of their professional services but failure to meet the intent of the Guidelines could be evidence of unprofessional conduct.

Date Approved by Council:

April 25, 2008 (CO-08-59)

Amended by Council

April 1, 2011 (CO-11-89)

Staff Contact:

Peter Mitchell, P.Eng.

Director, Professional Practice, Standards & Development

OPEN SESSION

ITEM 5.4

DATE	April 3, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar on behalf of the Governance Committee
SUBJECT	Proposed revisions to the Executive Committee Terms of Reference
LINKAGE TO STRATEGIC PLAN	Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.

Purpose	To review and update the Executive Committee's Terms of Reference taking into consideration recent legal advice and the recommendations of the Governance Committee.
Motion	That Council approve the proposed revisions to the Executive Committee's Terms of Reference.

BACKGROUND

As part of the on-going review of Council Governance, an external lawyer was retained to carry out a review of the authority of Council under the Engineers and Geoscientists Act & Bylaws and how Council delegates its authority to the various Committees. The findings of the external review were shared with both the Governance and Executive Committees. One of the key recommendations is to revise the Executive Committee's Terms of Reference to clarify its role and authority.

DISCUSSION

The Governance Committee, the Executive Committee and staff have completed their review of the current Executive Committee's Terms of Reference, taking into consideration the legal comments and suggestions. A summary of the proposed revisions is as follows:

1. A new *Definition Section* has been added at the beginning of the Terms of Reference.
2. The Executive Committee's primary role is to review issues assigned to it by Council and provide advice.
3. The Executive Committee's decision-making powers should be limited to administrative matters.

4. Should significant decisions have to be made between scheduled Council meetings, the preference is to convene a special Council meeting.
5. In order for the Association to continue its functions, the Executive Committee will still be called upon to act on behalf of Council when disaster strikes and convening a special Council meeting is not feasible. Such events fall into the definition of “emergent situations”.
6. The option of increasing the Executive Committee composition by two members has been deleted because this option has not been exercised in recent years. Council can always increase the size of the Committee should the need arises.
7. There are a number of other revisions throughout the Terms of Reference that are intended to eliminate duplication, achieve clarity and better format the document.

Staff will be available to clarify any of the proposed revisions as shown on the attached redlined Terms of Reference Document.

RECOMMENDATIONS

That the Terms of Reference for the Executive Committee as revised by both the Executive and Governance Committees be forwarded to Council for Approval.

MOTION

That Council approve the proposed revisions to the Executive Committee’s Terms of Reference.

ATTACHMENT A – Red-lined copy of the Executive Committee Terms of Reference showing the proposed revisions.

ATTACHMENT B – The Executive Committee Terms of Reference with the proposed revisions included.



Item 5.4 – Attachment A

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TERMS OF REFERENCE

1. Name: EXECUTIVE COMMITTEE

2. Type/Reporting Relationship:

2.1 Type: Advisory Committee

2.2 Reporting to: Council

3. Definitions:

3.1. “Associations” means the Associations of Professionals Engineers and Geoscientists of BC operating as Engineers and Geoscientists BC.

3.2. “Emergent” means a situation where a significant incident has arose unexpectedly and a call for prompt action is required to protect the interests of the Association but the convening of a Council meeting is not feasible due to insufficient quorum of members of Council being available.

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3.4. Purpose:

~~3.1.4.1.~~ To act on behalf of Council and report to Council on all matters that require action between Council meetings. The decision of the Committee should be generally limited to administrative matters. An example would be making a decision on how a Council Forum or Workshop will be facilitated. On significant policy related issues, the calling of a special meeting of Council is preferred. relating to the overall administrative, financial, human resource, operational and national and international affairs of the Association.

~~3.2.4.2.~~ To act on behalf of Council and report to Council on matters relating to financial affairs within the limits as delegated by Council.

~~3.3.4.3.~~ To act on behalf of Council and report to Council on matters relating to Human Resources, and specifically:

~~3.3.4.3.1.~~ To recommend the compensation of the Chief Executive Officer (CEO) and to define and manage the performance evaluation process of the CEO.

~~3.4.4.4.~~ To recommend or bring forward for Council's consideration nominees with respect to APEGBC the Association's representatives on other organizations.

~~3.5.4.5.~~ To advise the CEO & Registrar, on matters relating to Council meeting agendas, Council's planning activities and the development of Council initiatives.

4.5. Authorities of the Committee

~~4.1.5.1.~~ Within the authority delegated by Council, the Committee shall act on the behalf of Council in emergent situations, on which the Committee will report to Council on the action taken for information.

~~4.2.~~ The Committee shall have the authority to develop, review and recommend to Council, policies relating to operating and capital budget financial matters, short and long term financial and budget operating targets with input from the CEO and Registrar.

~~4.3.5.2.~~ The Executive Committee can approve expenditures within its delegated authority and/or in emergent situations and report back to Council for information or ratification.

~~4.4.5.3.~~ The Committee shall have the authority to develop, review and recommend to Council, policies relating to Human Resources, and specifically the CEO's Compensation Plan including Incentive Plan(s) and the CEO's performance evaluation process and outcomes.

~~5.6.~~ Functions/Deliverables

~~5.1.6.1.~~ General

~~5.1.1.6.1.1.~~ To act on behalf of Council on administrative matters ~~relating to the overall administrative, financial, human resources, operational and national affairs of the Association~~ requiring immediate action between regular meetings of Council and to report to Council on such actions for information ~~or ratification~~.

~~5.1.2.~~ ~~To assist the CEO between Council meetings with decisions on urgent matters requiring a decision before acting on behalf of APEGBC and to report to Council on such actions for information and/or ratification at the next meeting.~~

~~5.1.3.6.1.2.~~ To assign, as necessary, individual members or task forces to handle issues or tasks as defined within the stated terms of reference. Task forces may report to Executive Committee or Council as appropriate.

~~5.1.4.6.1.3.~~ To assign, as necessary, external resources to advise on matters within the purview of the Executive Committee.

~~5.1.5.6.1.4.~~ To recommend to Council the need for, and structure, of any Committee deemed necessary as may arise from the work of the Executive Committee.

~~5.1.6.6.1.5.~~ To consider annually and update as necessary the Committee's Work Plan.

~~5.2.6.2.~~ Financial Affairs

~~5.2.1.6.2.1.~~ To seek assurance from the CEO and the Chief of Financial and Administration that ~~APEGBC's the Association's~~ Financial Policies meet the statutory and regulatory requirements and other applicable legislation.

~~5.2.2.6.2.2.~~ To monitor and review on a quarterly basis the Association's financial and operating performance results within the context of the Annual Strategic Service Plan Report & Annual Financial Statements on behalf of Council.

~~5.2.3.6.2.3.~~ To recommend to Council appropriations to, and between the

Unrestricted and Restricted Reserve Funds.

~~5.2.4.6.2.4.~~ To approve expenditures as determined by the Council Procurement Policy.

~~5.2.5.6.2.5.~~ To review and recommend to the Council, finance related policy recommendations proposed by Management or, as may be required, recommendations developed by outside advisors working with Management and members of the Committee.

~~5.2.6.6.2.6.~~ To review and recommend to Council the Annual Work Plan with Operating and Capital Budgets for the next fiscal year.

~~5.2.7.6.2.7.~~ To review and recommend to Council the appropriate targeted levels for the Restricted and Unrestricted Reserve Funds.

~~5.2.8.6.2.8.~~ To recommend to Council the appropriate level of the Annual Fee for ensuring the Association can meet its financial obligations and commitments with respect to the Act and By-Laws, the Strategic Plan and the Annual Work Plan.

~~5.2.9.6.2.9.~~ To seek assurance that all insurance coverage provides the appropriate level of risk management.

~~5.2.10.6.2.10.~~ To review and ~~approve~~ recommend to Council the general parameters of ~~APEGBC-the Association's~~ Building leases, specifically the level of Base Rents and lease terms.

~~5.3.6.3.~~ Human Resources

~~5.3.1.6.3.1.~~ To seek assurance that ~~APEGBC's-the Association's~~ Employment HR Policies meet the statutory and regulatory requirements of ~~the~~ Employment Standards ~~Act, the~~ Human Rights ~~Code~~ and other applicable legislation.

~~5.3.2.6.3.2.~~ To review and recommend to Council, with respect to volunteer management, Human Resources policies developed by ~~Management-staff~~ or outside advisors working with ~~Management-staff~~ and members of the Committee.

~~5.3.3.6.3.3.~~ The President and Vice President, or alternate as ~~dictated-directed~~ by the Executive Committee, to undertake the annual performance evaluation of the CEO including objective setting; defining and managing the CEO performance evaluation process and reporting outcomes to Council.

~~5.3.4.6.3.4.~~ To review annually the compensation package accorded the CEO and make recommendations for Council approval.

~~5.3.5.6.3.5.~~ To receive annually, a confidential summary report from the CEO that comments generally on the CEO's direct reports including such items as competency, experience, performance, salary scales and incentive compensation.

~~5.3.6.6.3.6.~~ To receive an annual report on the Employee compensation program.

~~5.3.7-6.3.7.~~ To review with the CEO annually a Human Resources Contingency Plan regarding ~~APEGBC's~~the Association's human resource complement.

~~5.3.8-6.3.8.~~ To review the retirement and severance arrangements of ~~departing members of~~ the CEO's direct reports when they leave the Association.

~~5.3.9-6.3.9.~~ To tri-annually review ~~APEGBC's~~the Association's compensation philosophy and principles.

~~5.3.10-6.3.10.~~ To facilitate the search, as necessary, for a qualified individual to become the CEO. The full Council has the final responsibility for the selection of ~~a~~ CEO. The Executive Committee may recommend that Council appoint a Task Force for this function.

~~5.4.6.4.~~ **Nominations**

~~5.4.1-6.4.1.~~ To bring forward to Council nominees and/or recommendations of ~~APEGBC~~the Association's appointees to external bodies, including Engineers Canada and Geoscientists Canada.

~~5.5-6.5.~~ **Advice to CEO**

~~5.5.1-6.5.1.~~ To work with the CEO in between Council meetings to review significant matters and prepare background information for discussions at Council meetings.

~~5.5.2-6.5.2.~~ To provide advice to the CEO on Council's planning activities and the development of Council initiatives

~~6.7.~~ **Membership**

~~6.4.7.1.~~ The Executive Committee is established by Council annually following the Annual General Meeting. Council shall appoint an Executive Committee consisting of:

- President
- Immediate Past President
- Vice-President
- One member at large of Council who is not a government appointee
- One member at large of Council who is a government appointee
- ~~Up to two additional appointees as described in Section 6.7.5 below.~~

The two members at large of Council shall be elected by a vote of Council in accordance with established Council policies and procedures.

~~6.2.7.2.~~ The President of Council shall be the Chair of the Committee.

~~6.3.7.3.~~ The President, Vice-President and Past President are appointed for their tenure of office.

~~6.4.7.4.~~ The CEO shall be ex-officio non-voting member of the committee.

~~6.5. Council may appoint up to two additional Council members to the Executive Committee at the request of the Executive Committee or the President. If any member(s) of the Executive Committee is unable to fulfill his/her responsibilities as an Executive~~

~~Committee member, then Council, on the recommendation of the President, may appoint a substitute Council member(s) to the Executive Committee as a replacement or as a temporary substitute.~~

7.8. Quorum

~~7.4.8.1.~~ Majority of members.

8.9. Frequency of Meetings

The committee will meet at the call of Chair, minimum of four times a year.

9.10. Conduct of Meetings

~~10.1.~~ ~~12.4~~ The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.

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~~10.2.~~ ~~12.2~~ On occasion, a Committee Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Committee Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the committee. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Committee meeting and recorded in the minutes of that meeting.

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10.11. Minutes

Minutes of meetings of the Committee will be made available to any Councillor upon request to the CEO. Any other supporting information reviewed by the Committee is available for examination, within privacy policy and legislation, by any Councillor upon request to the CEO.

11.12. Periodic Reporting and Annual Review:

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

12.13. Staff Support

The following staff members are a standing resource to the committee: ~~CEO, Chief Operating Officer of Strategic Operations,~~ Chief Regulatory Officer, ~~Director-Chief of~~ Finance and Administration, Manager Human Resources; Assistant as assigned by the CEO; other Leadership Team members or delegates, responsible for particular areas or issues.

| Approved by Council: June 20, 2014 (Minute #CO – 14-65)
Revised and Approved by Council: September 12, 2014 (Minute #CO – 14-84)
Revised and Approved by Council: June 19, 2015 (Minute #CO-15-69)
| Editorial Changes Approved by Governance Committee: December 7, 2015
Changes Recommended by Governance Committee: February 22, 2018

TERMS OF REFERENCE

1. Name: EXECUTIVE COMMITTEE

2. Type/Reporting Relationship:

2.1 Type: Advisory Committee

2.2 Reporting to: Council

3. Definitions:

- 3.1. “Associations” means the Associations of Professionals Engineers and Geoscientists of BC operating as Engineers and Geoscientists BC.
- 3.2. “Emergent” means a situation where a significant incident has arose unexpectedly and a call for prompt action is required to protect the interests of the Association but the convening of a Council meeting is not feasible due to insufficient quorum of members of Council being available.

4. Purpose:

- 4.1. To act on behalf of Council and report to Council on all matters that require action between Council meetings. The decision of the Committee should be generally limited to administrative matters. An example would be making a decision on how a Council Forum or Workshop will be facilitated. On significant policy related issues, the calling of a special meeting of Council is preferred.
- 4.2. To act on behalf of Council and report to Council on matters relating to financial affairs within the limits as delegated by Council.
- 4.3. To act on behalf of Council and report to Council on matters relating to Human Resources, and specifically:
 - 4.3.1. To recommend the compensation of the Chief Executive Officer (CEO) and to define and manage the performance evaluation process of the CEO.
- 4.4. To recommend or bring forward for Council's consideration nominees with respect to the Association's representatives on other organizations.
- 4.5. To advise the CEO & Registrar, on matters relating to Council meeting agendas, Council's planning activities and the development of Council initiatives.

5. Authorities of the Committee

- 5.1. Within the authority delegated by Council, the Committee shall act on the behalf of

Council in emergent situations, on which the Committee will report to Council on the action taken for information.

- 5.2. The Committee shall have the authority to develop, review and recommend to Council, policies relating to operating and capital budget financial matters, short and long term financial and budget operating targets with input from the CEO and Registrar. The Executive Committee can approve expenditures within its delegated authority and/or in emergent situations and report back to Council for information or ratification.
- 5.3. The Committee shall have the authority to develop, review and recommend to Council, policies relating to Human Resources, and specifically the CEO's Compensation Plan including Incentive Plan(s) and the CEO's performance evaluation process and outcomes.

6. Functions/Deliverables

6.1. General

- 6.1.1. To act on behalf of Council on administrative matters requiring immediate action between regular meetings of Council and to report to Council on such actions for information.
- 6.1.2. To assign, as necessary, individual members or task forces to handle issues or tasks as defined within the stated terms of reference. Task forces may report to Executive Committee or Council as appropriate.
- 6.1.3. To assign, as necessary, external resources to advise on matters within the purview of the Executive Committee.
- 6.1.4. To recommend to Council the need for, and structure, of any Committee deemed necessary as may arise from the work of the Executive Committee.
- 6.1.5. To consider annually and update as necessary the Committee's Work Plan.

6.2. Financial Affairs

- 6.2.1. To seek assurance from the CEO and the Chief of Financial and Administration that the Association's Financial Policies meet the statutory and regulatory requirements and other applicable legislation.
- 6.2.2. To monitor and review on a quarterly basis the Association's financial and operating performance results within the context of the Annual Strategic Service Plan Report & Annual Financial Statements on behalf of Council.
- 6.2.3. To recommend to Council appropriations to, and between the Unrestricted and Restricted Reserve Funds.
- 6.2.4. To approve expenditures as determined by the Council Procurement Policy.
- 6.2.5. To review and recommend to the Council, finance related policy recommendations proposed by Management or, as may be required, recommendations developed by outside advisors working with Management and members of the Committee.

- 6.2.6. To review and recommend to Council the Annual Work Plan with Operating and Capital Budgets for the next fiscal year.
- 6.2.7. To review and recommend to Council the appropriate targeted levels for the Restricted and Unrestricted Reserve Funds.
- 6.2.8. To recommend to Council the appropriate level of the Annual Fee for ensuring the Association can meet its financial obligations and commitments with respect to the Act and Bylaws, the Strategic Plan and the Annual Work Plan.
- 6.2.9. To seek assurance that all insurance coverage provides the appropriate level of risk management.
- 6.2.10. To review and recommend to Council the general parameters of the Association's Building leases, specifically the level of Base Rents and lease terms.

6.3. Human Resources

- 6.3.1. To seek assurance that the Association's Employment HR Policies meet the statutory and regulatory requirements of the Employment Standards Act, the Human Rights Code and other applicable legislation.
- 6.3.2. To review and recommend to Council, with respect to volunteer management, Human Resources policies developed by staff or outside advisors working with staff and members of the Committee.
- 6.3.3. The President and Vice President, or alternate as directed by the Executive Committee, to undertake the annual performance evaluation of the CEO including objective setting; defining and managing the CEO performance evaluation process and reporting outcomes to Council.
- 6.3.4. To review annually the compensation package accorded the CEO and make recommendations for Council approval.
- 6.3.5. To receive annually, a confidential summary report from the CEO that comments generally on the CEO's direct reports including such items as competency, experience, performance, salary scales and incentive compensation.
- 6.3.6. To receive an annual report on the Employee compensation program.
- 6.3.7. To review with the CEO annually a Human Resources Contingency Plan regarding the Association's human resource complement.
- 6.3.8. To review the retirement and severance arrangements of the CEO's direct reports when they leave the Association.
- 6.3.9. To tri-annually review the Association's compensation philosophy and principles.
- 6.3.10. To facilitate the search, as necessary, for a qualified individual to become the CEO. The full Council has the final responsibility for the selection of a CEO. The Executive Committee may recommend that Council appoint a Task Force for

this function.

6.4. Nominations

- 6.4.1. To bring forward to Council nominees and/or recommendations of the Association's appointees to external bodies, including Engineers Canada and Geoscientists Canada.

6.5. Advice to CEO

- 6.5.1. To work with the CEO in between Council meetings to review significant matters and prepare background information for discussions at Council meetings.
- 6.5.2. To provide advice to the CEO on Council's planning activities and the development of Council initiatives

7. Membership

- 7.1. The Executive Committee is established by Council annually following the Annual General Meeting. Council shall appoint an Executive Committee consisting of:

- President
- Immediate Past President
- Vice-President
- One member at large of Council who is not a government appointee
- One member at large of Council who is a government appointee

The two members at large of Council shall be elected by a vote of Council in accordance with established Council policies and procedures.

- 7.2. The President of Council shall be the Chair of the Committee.

- 7.3. The President, Vice-President and Past President are appointed for their tenure of office.

- 7.4. The CEO shall be ex-officio non-voting member of the committee.

8. Quorum

- 8.1. Majority of members.

9. Frequency of Meetings

The committee will meet at the call of Chair, minimum of four times a year.

10. Conduct of Meetings

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

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

11. Minutes

Minutes of meetings of the Committee will be made available to any Councillor upon request to the CEO. Any other supporting information reviewed by the Committee is available for examination, within privacy policy and legislation, by any Councillor upon request to the CEO.

12. Periodic Reporting and Annual Review:

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

13. Staff Support

The following staff members are a standing resource to the committee: CEO, Chief of Strategic Operations, Chief Regulatory Officer, Chief of Finance and Administration, Manager Human Resources; Assistant as assigned by the CEO; other Leadership Team members or delegates, responsible for particular areas or issues.

Approved by Council: June 20, 2014 (Minute #CO – 14-65)

Revised and Approved by Council: September 12, 2014 (Minute #CO – 14-84)

Revised and Approved by Council: June 19, 2015 (Minute #CO-15-69)

Editorial Changes Approved by Governance Committee: December 7, 2015

Changes Recommended by Governance Committee: February 22, 2018

OPEN SESSION

ITEM 5.5

DATE	April 10, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar on behalf of the Governance Committee
SUBJECT	Revision to the Terms of Reference for the Geoscience Committee
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards

Purpose	To revise the Terms of Reference of the Geoscience Committee to reflect current practice.
Motion	That Council approve the updates to the Geoscience Committee Terms of Reference.

BACKGROUND

The Geoscience Committee Terms of Reference last underwent a revision in 2012. The Geoscience Committee recently initiated a review of its Terms of Reference (TOR) in November 2017. In accordance with the implementation of the Engineers & Geoscientists BC brand launch, the Committee reviewed its existing TOR and has proposed an updated one in the new format for consideration.

DISCUSSION

At its January 11, 2018 meeting the Geoscience Committee reviewed its TOR and suggested some minor changes to better reflect the current operation of the committee. Most of the elements in the original TOR have been kept and some of the wording and responsibilities clarified. These changes are in the following sections:

- In section 7.4, the word “may” has been introduced to indicate that the Engineers & Geoscientists BC representative to the Geoscientists Canada Standards Council does not need to be a Geoscience Committee member.

- In section 11.1, updated wording is provided to better reflect the committee's current schedule.
- In section 15.1, the wording now reflects current staff support.

On January 17, 2018, the revised TOR for the Geoscience Committee were provided to the Registration Committee as an information only agenda item. The Governance Committee reviewed the revised TOR on February 22, 2018 and has endorsed the document and recommended that it be forwarded to Council for approval.

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

RECOMMENDATIONS

That the revisions to the Terms of Reference be adopted.

MOTION

That Council approve the updates to the Geoscience Committee Terms of Reference.

ATTACHMENT A – Current 2012 version of the Terms of Reference for the Geoscience Committee.

ATTACHMENT B – Revised 2018 version of the Terms of Reference for the Geoscience Committee with new format.

TERMS OF REFERENCE

1. **NAME:** Geoscience Committee.
2. **TYPE:** Advisory to Council and reporting directly to Council in respect of geoscience affairs.
3. **PURPOSE:**
 - 3.1 To advise Council about issues, trends and other considerations regarding the Geoscience community that may influence Association policy.
 - 3.2 To advise Council concerning matters of policy and administration that particularly affect the Geoscience membership.
 - 3.3 To review the academic qualifications and experience of applicants for registration, non-resident licenses, and limited licenses taking policies of Council into consideration, and to advise the Registration Committee accordingly.
4. **MEMBERSHIP:**

Two (2) Councilors, seven (7) or more registered members or licensees, including the APEGBC representative to the Geoscientists Canada Standards Board, and the BC Director of Geoscientists Canada. A Geoscientist-in-Training may also be appointed to the committee.
5. **METHOD OF APPOINTMENT:**

By Council, upon the advice of the Geoscience Committee or Associate Director, Admissions.
6. **TERMS OF OFFICE:**
 - 6.1 Councilors are appointed for a specific term, normally one year, but continue until replacements are appointed.
 - 6.2 Registered Member or Non-Councilor appointments are for a two-year term with a maximum of two reappointments, unless further extension is deemed appropriate.
7. **SELECTION OF OFFICERS:**
 - 7.1 The Chair is appointed by Council upon recommendation of the committee from within the committee. The Chair will normally be a senior member of the practicing community.
 - 7.2 The Vice Chair is appointed by the committee from within the committee.

8. FUNCTION:

- 8.1 To advise Council about policies that may affect Geoscience members.
- 8.2 To review, through the Councilors and/or the Chair, confidential letters and to make recommendations to the Registration Committee.
- 8.3 To respond to inquiries for advice, reviews and other matters referred from other Committees, and from the Geoscience membership, within the policies established by Council.
- 8.4 To discuss issues and make recommendations to Council regarding Geoscientists Canada and to the Registration Committee, regarding the Geoscientists Canada Standards Board.
- 8.5 To define qualifications, both academic and experience, required of applicants for registration; to advise the Registration Committee regarding the Geoscience syllabus; and to recommend suitable examiners for Geoscience subjects.
- 8.6 To conduct reviews, by interview if necessary, of experience for the purpose of assessing whether applicants have reached a level of practice that qualifies for professional registration.
- 8.7 To recommend to the Registration Committee specific action to be taken with respect to the qualifications and experience of applicants.
- 8.8 To discuss issues and make recommendations to the BC Director of Geoscientists Canada and to the representative to the Geoscientists Canada Standards Board.
- 8.9 To provide input to the Standing Awards Committee on various APEGBC and Geoscientists Canada awards candidates.

9. QUORUM:

The Quorum shall be five (5) members, including any one (1) of the following

- a) the Chair; or
- b) the Vice-Chair; or
- c) one (1) member of Council.

10. FREQUENCY OF MEETINGS AND MINUTES:

Normally once a month. Minutes are kept by the Associate Director, Admissions and/or Association Staff.

APPROVED BY COUNCIL: January 13, 1994 (Minute #CO-94-22)
AMENDED BY COUNCIL: March 24, 1999 (Minute #CO-99-58)
AMENDED BY COUNCIL: July 24, 2003 (Minute #CO-03-120)
AMENDED BY COUNCIL: March 24, 2004 (Minute #CO-04-60)
AMENDED BY COUNCIL: May 4, 2012 (Minute #CO-12-75)



TERMS OF REFERENCE

1. **Name:** Geoscience Committee
2. **Type/Reporting Relationship:**
The Committee is appointed by Council and reports to Council.
3. **Purpose:**
To advise Council concerning matters of policy and administration that affect the Geoscience membership as well as issues, trends, and other considerations regarding the Geoscience community and to review the academic and experience qualifications of applicants for registration, non-resident licenses, and limited licenses taking policies of Council into consideration, and to advise the Registration Committee accordingly.
4. **Authorities of the Committee:**
The Committee is authorized to provide advice, guidance, and recommendations to Council. Recommendations to Council will be based on a majority vote of all Committee members.
5. **Function/Deliverables:**
 - 5.1 To advise Council about policies that may affect Geoscience members
 - 5.2 To review, through the Councilors and/or the Chair, confidential letters and to make recommendations to the Registration Committee
 - 5.3 To respond to inquiries for advice, reviews and other matters referred from other Committees, and from the Geoscience membership, within the policies established by Council
 - 5.4 To discuss issues and make recommendations to Council regarding Geoscientists Canada and to the Registration Committee, regarding the Geoscientists Canada Standards Council
 - 5.5 To define qualifications, both academic and experience, required of applicants for registration; to advise the Registration Committee regarding the Geoscience syllabus; and to recommend suitable examiners for Geoscience subjects
 - 5.6 To Conduct reviews, by interview if necessary, of experience for the purpose of assessing whether applicants have reached a level of practice that qualifies for professional registration
 - 5.7 To recommend to the Registration Committee specific action to be taken with respect to the qualifications and experience of applicants
 - 5.8 To discuss issues and make recommendations to the BC Director of Geoscientists Canada and to the representative to the Geoscientists Canada Standards Council
 - 5.9 To provide input to the Standing Awards Committee on various Engineers & Geoscientists BC and Geoscientists Canada award candidates

- 6. Budget:**
- 6.1 Except as set out above and as allocated in the Association's annual budget, the committee has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.
- 7. Membership:**
- 7.1 Two Members of Council; plus
- 7.2 Seven or more other registered members of the Association
- 7.3 The BC Director to Geoscientists Canada
- 7.4 The Engineers & Geoscientists BC representative to the Geoscientists Canada Standards Council may also be appointed to the committee
- 7.5 A Geoscientist-in-Training may also be appointed to the committee
- 8. Term of Office:**
- 8.1 Appointments of Members of Council are for a one-year term that is renewable and continuing until members are reappointed or relieved.
- 8.2 Appointments are two years normally, renewable twice unless otherwise extended by Council.
- 9. Selection of Officers:**
- 9.1 The Chair is appointed by Council upon recommendation of the committee from within the committee.
- 9.2 The Vice Chair is selected by the Committee.
- 10. Quorum:**
- 10.1 Five (5) members, including any one (1) of the following:
- 10.1.1 the Chair; or
- 10.1.2 the Vice-Chair; or
- 10.1.3 one (1) current or former member of Council.
- 11. Frequency of Meetings:**
- 11.1 Meetings are held 6 times per annum or as needed.
- 12. Conduct of Meetings:**
- 12.1 The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members may simultaneously hear each other and participate during the meeting.
- 12.2 On occasion, a Committee Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Committee Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the committee. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Committee meeting and

recorded in the minutes of that meeting.

13. Minutes:

- 13.1 Minutes are the responsibility of key staff support as designated by the Association.
- 13.2 Minutes are confidential and distributed only to Committee members.

14. Periodic Reporting and Review of Terms of Reference:

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

15. Staff Support:

- 15.1 The key Staff Support for the Geoscience Committee is the Manager, Examinations, Geoscience Registration and Member-in-Training Program. The administrative support for the Committee will be provided by member(s) of staff as designated for this purpose.

APPROVED BY COUNCIL: January 13, 1994 (Minute #CO-94-22)
AMENDED BY COUNCIL: March 24, 1999 (Minute #CO-99-58)
AMENDED BY COUNCIL: July 24, 2003 (Minute #CO-03-120)
AMENDED BY COUNCIL: March 24, 2004 (Minute #CO-04-60)
AMENDED BY COUNCIL: May 4, 2012 (Minute #CO-12-75)

DRAFT

OPEN SESSION

ITEM 5.6

DATE	April 12, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar on behalf of the Governance Committee
SUBJECT	Advisory Task Force on Corporate Practice
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards

Purpose	To review and approve the revisions to the Terms of Reference for the Advisory Task Force on Corporate Practice.
Motion	That Council approve the revised Terms of Reference for the Advisory Task Force on Corporate Practice.

BACKGROUND

Engineers and Geoscientists BC's Council has formed the Advisory Task Force on Corporate Practice (ATFOCP) (regulation of engineering and geoscience companies/organizations) to guide consultation activities and consider member and stakeholder feedback in order to develop an informed opinion on whether Engineers and Geoscientists BC should pursue regulatory authority for corporate practice.

At their meeting on October 15, 2015 Council approved the Terms of Reference (TOR) for the ATFOCP so that staff could proceed with the recruitment of volunteers and bring the recommended appointments to Council for approval at the Council meeting in February 2016.

At their meeting on March 31, 2016 the ATFOCP met to review their TOR and revisions were made which were approved by the Governance Committee at their meeting in June 2016.

DISCUSSION

The Engineers and Geoscientists BC's Council Meeting on April 28, 2017 approved the following motions:

MOTION 1 It was moved and seconded that Council thanks the Task Force for its comprehensive and thorough work on this project. **CARRIED**

MOTION 2 It was moved and seconded that Council directs staff to publish the report “Phase 1 Recommendations Report of the Advisory Task Force on Corporate Practice”. **CARRIED**

MOTION 3 It was moved and seconded that Council approves:

- a. That APEGBC pursue regulatory authority over corporate practice.
- b. That a corporate regulatory model be developed which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.
- c. That the corporate regulatory model be scaled according to the size and nature of the organization and be administratively efficient. **CARRIED**

MOTION 4 It was moved and seconded that Council directs staff to work with the Advisory Task Force on Corporate Practice to review its Terms of Reference as the first step in proceeding with phase 2 for the September 2017 Council meeting. **CARRIED**

In response to Motion 4, the ATFOCP reviewed their TOR and the attached documents reflect the recommended changes so they could proceed with Phase 2 of this initiative (Recommend a Model for Corporate Practice Oversight).

The ATFOCP approved the revised TOR at their meeting on November 2, 2017 and they were forwarded to the Governance Committee for their consideration.

At their meeting on February 22, 2018 the Governance Committee recommended that the attached revised TOR for the ATFOCP be approved by Council.

The ATFOCP has been aggressively pursuing the delivery of recommended regulatory model for corporate practice. At their meeting on January 16, 2018 they targeted forwarding their recommendations to the June 2018 Council meeting.

MOTION

That Council approve the revised Terms of Reference for the Advisory Task Force on Corporate Practice.

ATTACHMENT A – Revised TOR for the ATFOCP with the revisions highlighted using tracked changes.

ATTACHMENT B – Blacklinked version of the revised TOR for the ATFOCP with all revisions accepted.



TERMS OF REFERENCE

1. Name:

Advisory Task Force on Corporate Practice

2. Type/Reporting Relationship:

2.1 Task Force

2.2 Reporting Relationship:

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

3. Purpose:

Through consultation with members and stakeholders, to examine the issue of regulating companies, organizations, and sole practitioners that provide professional engineering and geoscience services, ~~and to deliver recommendations to Council on whether APEGBC Engineers and Geoscientists BC should pursue regulatory authority in this area, and to propose a legislative and business model that would support this regulatory framework.~~

4. Authorities of the Committee/Task Force:

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

5. Function/Deliverables:

5.1 Implement the following collaborative, three-phased approach to evaluate the regulation of engineering and geoscience organizations employing professional engineers, professional geoscientists, and licensees including sole proprietorships:

5.1.1 Phase 1 – Strategic Consultation and Recommendation

- Guide consultation and consider member and stakeholder feedback in order to develop an informed opinion on whether ~~APEGBC Engineers and Geoscientists BC~~ should pursue regulatory authority for corporate practice.
- ~~Define the types of entities, if any, that should be subject to APEGBC regulatory oversight.~~
- Document options identified through the consultation process that could inform a potential approach to corporate practice oversight.
- Upon completion of Phase 1, ~~the Task Force will~~ provide a recommendation to Council on whether to pursue regulatory authority for corporate practice. Council may consider the recommendation and determine how to proceed.

5.1.2 Phase 2 ~~(Subject to Council approval)~~ – Recommend a Model for Corporate Practice Oversight

- ~~Develop~~ Propose a corporate regulatory model which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.
 - Consider changes of legislative elements (Act, regulations, bylaws, etc.) which may be required to implement the business model.
 - Guide consultation with stakeholders on matters deemed appropriate by the Task Force.
 - Further develop options for corporate practice oversight.
 - Consider regulatory measures that would not be detrimental to OQM but compliment and support it.
 - Keep relevant APEGBC-Engineers and Geoscientists BC volunteer groups informed.
 - Define the types of entities that should be subject to APEGBC-Engineers and Geoscientists BC regulatory oversight.
 - ~~and e~~ Ensure that the proposed corporate regulatory model be is scalable to accommodate the size, and nature of the organizations, and be administratively efficient.
 - Review and comment on the current authority in the Act to regulate corporate practice.
 - ~~Develop a preliminary regulatory model for corporate practice oversight and determine whether further consultation is required.~~
 - Obtain a legal review of the preliminary regulatory model, and a suggested legislative framework to support the proposed model.
 - ~~Update the proposed regulatory model.~~
 - Make a recommendation to Council on the proposed regulatory model, including legislative framework.
- 5.1.3 Phase 3 (Subject to Council Approval of Phase 2) – Develop a Business Plan
- Identify resource requirements to implement the regulatory model approved by Council.
 - Develop a business plan with timelines.

6. Resources:

6.1 ~~The Task Force will be allocated one-time funding of \$20,000 to carry out its purpose.~~ Funding for the work of the Task Force will be allocated by Council upon receipt of a request from the Task Force.

7. Membership:

7.1 A maximum of 19 members, with representation invited from the following groups/sectors:

- ACEC-BC
- ~~AMEBC~~
- Non-ACEC-BC consulting firm
- OQM-certified organization
- Investigation or Discipline committee
- Professional Practice ~~e~~Committee ~~(Council representative)~~
- Council member sitting as a government appointee (Council representative)
- Manufacturing industry
- Hi-tech industry
- Mining industry
- Construction industry

- Municipal government
- Provincial government
- Federal government
- Sole practitioners
- Small organization with less than five APEGBC Engineers and Geoscientists BC professionals
- A major consumer of engineering or geoscience services
- ~~A member-at-large~~

7.2 If APEGBC Engineers and Geoscientists BC members are not available as representatives from the sectors above, non-members may be appointed.

7.3 Failure to obtain a Task Force member from any of the sectors above does not invalidate the Task Force activity.

~~7.34 At least T~~two members of the Task Force must be current members of Council.

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

8. Term of Office:

8.1 The terms of office are until ~~February~~December 2018 or later as directed by Council.

9. Selection of Officers:

9.1 The Chair is appointed by Council.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

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

12.2 ~~On occasion, t~~The Task Force Chair may communicate with ~~all~~Task Force members by e-mail as appropriate.

12.3 The Task Force Chair may use e-mail to ~~and, with supporting information,~~ propose and call for a consent resolution. ~~At his or her discretion, t~~The Task Force Chair may or may not allow limited e-mail discussion on the matter. Beyond this, Task Force members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Task Force. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Task Force. (In the case of an urgent matter, this

may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and ~~is~~should be ratified at the subsequent Task Force meeting and recorded in the minutes of that meeting.

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

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

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

14.2 The Task Force shall review its Terms of Reference on ~~establishment commencement of each phase~~ and shall recommend any changes to the Terms of Reference (through the Governance Committee) ~~and set out a Work Plan with budget implications for approval.~~

15. Staff Support:

Director, Professional Practice, Standards and Development ~~and~~ with participation of the Director, Communications and Stakeholder Engagement.

Approved by Council: October 15, 2015 (CO-15-94)

Revised and Approved by Council: June 17, 2016 (CO-16-58)



TERMS OF REFERENCE

1. Name:

Advisory Task Force on Corporate Practice

2. Type/Reporting Relationship:

2.1 Task Force

2.2 Reporting Relationship:

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

3. Purpose:

Through consultation with members and stakeholders, to examine the issue of regulating companies, organizations, and sole practitioners that provide professional engineering and geoscience services, to deliver recommendations to Council on whether Engineers and Geoscientists BC should pursue regulatory authority in this area, and to propose business model that would support this regulatory framework.

4. Authorities of the Committee/Task Force:

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

5. Function/Deliverables:

5.1 Implement the following collaborative, three-phased approach to evaluate the regulation of engineering and geoscience organizations employing professional engineers, professional geoscientists, and licensees including sole proprietorships:

5.1.1 Phase 1 – Strategic Consultation and Recommendation

- Guide consultation and consider member and stakeholder feedback in order to develop an informed opinion on whether Engineers and Geoscientists BC should pursue regulatory authority for corporate practice.
- Document options identified through the consultation process that could inform a potential approach to corporate practice oversight.
- Upon completion of Phase 1, provide a recommendation to Council on whether to pursue regulatory authority for corporate practice. Council may consider the recommendation and determine how to proceed.

5.1.2 Phase 2 – Recommend a Model for Corporate Practice Oversight

- Propose a corporate regulatory model which demonstrates positive impacts to protect the public interest and the environment, and provides benefit to the regulated organizations and professionals they employ.

- Consider changes of legislative elements (Act, regulations, bylaws, etc.) which may be required to implement the business model.
 - Guide consultation with stakeholders on matters deemed appropriate by the Task Force.
 - Further develop options for corporate practice oversight.
 - Consider regulatory measures that would not be detrimental to OQM but compliment and support it.
 - Keep relevant Engineers and Geoscientists BC volunteer groups informed.
 - Define the types of entities that should be subject to Engineers and Geoscientists BC regulatory oversight.
 - Ensure that the proposed corporate regulatory model is scalable to accommodate the size and nature of organizations, and be administratively efficient.
 - Review and comment on the current authority in the Act to regulate corporate practice.
 - Obtain a legal review of the preliminary regulatory model, and a suggested legislative framework to support the proposed model.
 - Make a recommendation to Council on the proposed regulatory model, including legislative framework.
- 5.1.3 Phase 3 (Subject to Council Approval of Phase 2) – Develop a Business Plan
- Identify resource requirements to implement the regulatory model approved by Council.
 - Develop a business plan with timelines.

6. Resources:

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

7. Membership:

7.1 A maximum of 19 members, with representation invited from the following groups/sectors:

- ACEC-BC
- Non-ACEC-BC consulting firm
- OQM-certified organization
- Investigation or Discipline committee
- Professional Practice Committee
- Council member sitting as a government appointee (Council representative)
- Manufacturing industry
- Hi-tech industry
- Mining industry
- Construction industry
- Municipal government
- Provincial government
- Federal government
- Sole practitioner
- Small organization with less than five Engineers and Geoscientists BC professionals
- A major consumer of engineering or geoscience services

7.2 If Engineers and Geoscientists BC members are not available as representatives from the sectors above, non-members may be appointed.

7.3 Failure to obtain a Task Force member from any of the sectors above does not invalidate the Task Force activity.

7.4 At least two members of the Task Force must be current members of Council.

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

8. Term of Office:

8.1 The terms of office are until December 2018 or later as directed by Council.

9. Selection of Officers:

9.1 The Chair is appointed by Council.

10. Quorum:

10.1 Majority of members.

11. Frequency of Meetings:

11.1 Meetings are at the call of the Chair.

12. Conduct of Meetings:

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

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

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

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

13. Minutes:

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

14. Periodic Reporting and Review of Terms of Reference:

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

14.2 The Task Force shall review its Terms of Reference on commencement of each phase and shall recommend any changes to the Terms of Reference (through the Governance Committee).

15. Staff Support:

Director, Professional Practice, Standards and Development with participation of the Director, Communications and Stakeholder Engagement.

Approved by Council: October 15, 2015 (CO-15-94)

Revised and Approved by Council: June 17, 2016 (CO-16-58)

OPEN SESSION

ITEM 5.7

DATE	April 12, 2018
REPORT TO	Council for Decision
FROM	Brock Nanson, P.Eng. – Acting Chair, Registration Committee
SUBJECT	Accredited Employer Member-in-Training Program Pilot
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards. Promote and protect the professions of engineering and geoscience .

Purpose	To report back to Council regarding the progress of the Accredited Employer Member-in-Training Program after the conclusion of the pilot extension that was granted in April 2017.
Motion	That subject to prior approval of the Registration Committee, the Accredited Employer Member-in-Training Program pilot be ended and that the program be implemented on an ongoing basis.

BACKGROUND

In April 2014, Council endorsed in principle for implementation by Engineers and Geoscientists BC, five recommended promising practices, as detailed in the final report of the Special Task Force on Alternative Admissions and Registration Systems.

One of the five recommendations was to implement an Accredited Employer Training Program, based on the competency assessment framework, whereby engineering and geoscience employers will be able to create their own training programs and apply to have the programs accredited by Engineers and Geoscientists BC. Applicants who have completed their training through an accredited training program will join the Low Risk Expedited Review (LRE) registration pathway and therefore not have their applications scrutinized as closely as others. Engineers and Geoscientists BC will only need to check a percentage of applications from accredited training programs as part of an accreditation auditing process.

On February 13, 2015 Council passed two motions approving the framework for the Engineers and Geoscientists BC Accredited Employer Member-in-Training (MIT) Program as well as the Pilot Project Plan.

An update was provided to Council in April 2017 and permission was granted to extend the pilot for one calendar year. This was based on a recommendation from the Employer Advisory Committee which was pleased with the results reached, but felt another year of the pilot would allow for more

firms and subsequently more Engineers-in-Training (EITs) to take part in the program and build a stronger case for the program's full implementation.

DISCUSSION

Since the last update to Council in April 2017, the pilot has continued to move forward. Much focus has been on increasing the number of participants in the program. As of April 12, 2018 an additional six employers have received accreditation bringing the total number of EITs participating in the program to 129. 15 firms have received accreditation after a detailed review of their internal training programs and completion of formalized training on Engineers and Geoscientists BC competency requirements.

Initial Pilot Employers (2015)	# of EITs
Integral Group	5
Ministry of Transportation & Infrastructure	17
Omicron	5
COWI Bridge North America	3
Employers added in 2016/2017	
Aplin Martin	15
Dynamic Attractions	12
Fast + Epp	3
AES Engineering	7
Glotman Simpson Consulting Engineers	12
Employers added in since March 2017	
City of Richmond	4
JRS Engineering	7
Hemmera	4
Golder	2
Binnie	26
Herold Engineering	7

The formalized training at each employer is mandatory and provided to the:

1. EITs who are gaining experience and will be applying for Professional Engineering (P.Eng.) membership
2. Supervisors of EITs who will be fostering work environments that allow for exposure to competencies and who will validate the experience gained
3. MIT Review Panel members which are comprised of senior engineers who will conduct competency assessments

On March 8, 2018, the Employer Advisory Committee met to review the cumulative progress of not only the last year, but of the three-year pilot overall. The committee was given a detailed presentation by staff analyzing the results and feedback from various participating stakeholders. Some of the key highlights are the following:

- 34 Engineers-in-Training (EITs) have received their P.Eng. license through the program
- The assessment time has averaged 24 days

- 87 MIT Review Panel members (Competency Assessors) across the 15 accredited employers have been trained
- The accreditation process has been continuously refined so as to maintain the standard of entry while not making the process too onerous for the employer to participate
- 19 quality control audits were performed on the 34 assessments confirming that current entry-to-practice standards are being maintained
- The program has fostered a collaborative relationship between Engineers and Geoscientists BC and the accredited employers which has resulted in the emergence of a self-sustaining, low-risk registration pathway

A more detailed summary on the results of the pilot can be found in the attached *Accredited Employer Member-in-Training Program Pilot Summary Report*.

RECOMMENDATIONS

Engineers and Geoscientists BC's Registration staff along with the program's Employer Advisory Committee strongly recommends (subject to the endorsement by the Registration Committee on April 25, 2018) that Council conclude the pilot phase and consider directing staff to establish the Accredited Employer Member-in-Training Program as a permanent registration program moving forward.

MOTION

That subject to the prior approval of the Registration Committee, the Accredited Employer Member-in-Training Program pilot be ended and that the program be implemented on an ongoing basis.

APPENDIX A – Accredited Employer Member-in-Training Program Pilot Summary Report.

APPENDIX B – Accredited Employer Member-in-Training Program Pilot Status Update Presentation.

OPEN SESSION

ITEM 5.8

DATE	March 27, 2018
REPORT TO	Council for Decision
FROM	P.B.P. (Philippe) Kruchten, PhD, P.Eng., FEC, Chair of the Registration Committee
SUBJECT	Report on the Policy on Risk-Based Limited Licence Assessment
LINKAGE TO STRATEGIC PLAN	Continue to implement best practice in governance

Purpose	To present the rationale for adopting tools to reduce the processing time of applications for Limited Licences.
Motion	That Council approve that the 'low risk' profiles and recommended tools be used in a pilot process by staff in the Registration Department to determine if they are effective in reducing the processing time of Eng. L. applications.

BACKGROUND

The time required to process applications for Engineering Licences is perceived to be too long by applicants and may be creating an impression that Engineering Licences are too difficult to obtain. Consequently, a study and analysis of the processing time for Engineering Licence applications was carried out.

The data show that there are areas where the processing of Engineering Licence applications is slower than other types of applications.

The data also indicate that some low risk profiles for Eng L applicants, analogous to ones used to process P. Eng. applications, could be used along with the streamlining of some process steps to reduce processing times.

DISCUSSION

The analysis of process data by staff led to the conclusion that some improvements could be introduced based on the use of 'low risk' profiles, similar to the ones used for P. Eng. applications.

Staff analyzed data from past applications along with the outcome and found data to support establishing two 'low risk' profiles.

The first would apply to applicants who are members of an engineering faculty. A significant number of members of engineering faculties who apply for an Eng. L. are interviewed but the outcome of the interview and then discussion by the Limited Licence Subcommittee (LLSC) do not change the scope for which they applied. These applicants did not need to be interviewed.

The proposed criteria for 'low risk' applicants in this category are:

- Over 10 years of experience teaching and carrying out research at an institution of higher education
- An education matching the discipline of evaluation
- A minimum of four P.Eng., P.Geo., or PE in-discipline references, with a minimum of two supervisor references
- A positive reference profile, including positive supervisor's comments

Such applications will be reviewed by the Associate Director, Engineering Admissions before being sent to the Registration Committee, without a review by the LLSC. This would save considerable time and resources.

The second would apply to non-faculty applicants. A significant number applicants are interviewed but the outcome of the interview and then discussion by the Limited Licence Subcommittee (LLSC) do not change the scope for which they applied. These applicants did not need to be interviewed.

The proposed criteria for 'low risk' applicants in this category are:

- Over 10 years of experience
- An education matching the discipline of evaluation with a minimum two year technical diploma
- A minimum of four P.Eng., P.Geo., or PE in-discipline references, with a minimum of two supervisor references
- Positive reference profile, including positive supervisor's comments

All applications that meet these criteria will be sent to the Associate Director for confirmation and then the application shall be brought to the Limited License Sub-committee (LLSC). The scope and experience are reviewed by the LLSC. Once the scope is approved by the LLSC, the

application is brought to the Registration Committee for final discussion, without an interview. This would save considerable time and resources.

RECOMMENDATIONS

It is recommended that these criteria be adopted along with implementing a triage process for applications to identify those that meet these 'low risk' criteria.

A scope review for non-transfer applications by the Associate Director, Engineering Admissions prior to presenting the case to the LLSC as well as refining a tool to help develop scope wording should also be introduced.

At the February 7, 2017 meeting, the LLSC carried a motion (LLSC 18-09) directing staff to run a pilot project that includes these improvements.

The effect of these improvements on processing times should be reviewed by the LLSC and the Registration Committee once sufficient data are available.

MOTION

That the 'low risk' profiles and recommended tools be used in a pilot process by staff in the Registration Department to determine if they are effective in reducing the processing time of Eng. L. applications.

ATTACHMENT A – Clean version of the Policy



PROCEDURE & POLICY	Risk-Based Limited Licence Assessment
DATE OF PROCEDURE & POLICY	April 27, 2018
APPROVED BY	Registration Committee Council
REVIEW DATE	April 27, 2018 (CO 18–XX)

POLICY & PROCEDURE STATEMENT

The purpose of this policy and procedure is to provide a review on a risk management basis of applicants for an engineering licence.

PURPOSE

Review of the experience of applicants for an engineering licence on a risk-management basis allows efficient utilization of volunteer resources and expedites the process, allowing the Registration Committee to screen potential for low risk applicants with respect to interviews; and to focus on more complex decisions.

APPLICATION AND SCOPE

This procedure applies to the following engineering licence application types:

- Standard Faculty applications
- Regular non-Faculty applications

PROCEDURE

Registration Staff review applications for an engineering licence to see if the applicant meets the criteria to be characterized as a low risk applicant.

If the applicant does meet these criteria, the application is sent to the Associate Director, Engineering Admissions for further review.

The Associate Director reviews the applications that meet the requirements for a low risk application and determines if the application can be fast-tracked.

There are two categories of applications to which this policy applies:

1. Standard Faculty applications

For applicants who intend to teach in an institution of higher education, meeting the following criteria shall be sufficient to meet the definition of a low risk application:

- Over 10 years of experience, and carrying out research in an institution of higher education
- In Discipline Education
- Min 4 P. Eng., P.Geo. (or PE) in discipline references, Minimum 2 supervisors
- Positive reference profile, including positive supervisor's comments

All applications that meet these criteria will be sent to the Associate Director for confirmation and then the application shall be brought to the Registration Committee

2. Non-Faculty Regular applications:

For applicants who intend to practice in industry, meeting the following criteria shall be sufficient to meet the definition of a low risk application:

- Over 10 years of experience
- In Discipline Education with a minimum 2 years technical diploma
- Min 4 P. Eng./P.Geo (or PE) in discipline references, Minimum 2 supervisors
- Positive reference profile, including positive supervisor's comments

All applications that meet these criteria will be sent to the Associate Director for confirmation and then the application shall be brought to the Limited License Sub-committee (LLSC). The scope and experience are reviewed by the LLSC. Once the scope is approved by the LLSC, the application is brought to the Registration Committee for final discussion.

CROSS REFERENCE

Policy on Screening of Looking to Exempt Interviewees

REVIEW DATES

April 27, 2018

Initial approval

OPEN SESSION

ITEM 5.9

DATE	April 10, 2018
REPORT TO	Council for Decision
FROM	Deesh Olychick, Director Member Services, on behalf of the Executive Committee
SUBJECT	30 by 30 Champion Group
LINKAGE TO STRATEGIC PLAN	We foster diversity and inclusion.

Purpose	To receive Council support to formally establish the 30 by 30 Champion Group in BC.
Motion	That Council establish the 30 by 30 Champion Group and direct the terms of reference for the group to be reviewed by the Governance Committee.

BACKGROUND

At the March 29, 2018 meeting of the Executive Committee, the following motion was carried:

MOTION: It was moved and seconded that the Executive Committee recommends that Council establish the 30 by 30 Champion Group and direct the terms of reference for the group to be reviewed by the Governance Committee.

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

At the February 9, 2018 Council meeting, a motion was approved directing staff to research past successes and current conditions, then create a plan for achieving the 30 by 30 goal in the coming years. This means that the coming year will be focused on planning; however, this 30 by 30 group can continue supporting the previous recommendations and assist in planning for the future.

The branches will play an important role in the future plan and having a representative at each branch will help continue to promote the group goals around the province. Industry and educational institution representatives are also being considered, to provide a voice for members at various stages of the “pipeline”.

A draft Terms of Reference to formalize the group, clarify their roles, responsibilities and limitations, and the inclusion of members representing industry and educational facilities is included as Appendix A. It is recognized that should Council support creating the group, the terms of reference will need to be reviewed by the Governance Committee.

DISCUSSION

Branch Representatives

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

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

Industry Representatives

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

Educational Institutions

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

Women in Engineering and Geoscience Division

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

by 30 Champion will provide for this connection and this group could become a sub-group of the division.

Resources

To support this group, it is anticipated that the following staff resources will be required:

- Group administration (tracking appointments, maintaining contact list, email correspondence)
- Coordinating meetings (meeting logistics, preparing agendas, taking minutes)
- Group support (creating online space to share resources, updating resources)

It is estimated that support for this group will be 55 hours per year, which will need to be resourced.

RECOMMENDATION

The 30 by 30 group has been created informally. The Executive Committee recommends that Council formally establish the 30 by 30 group. Should Council approve the creation of the group, the proposed terms of reference would be reviewed by the Governance Committee with a recommendation back to Council.

MOTION

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

ATTACHMENT A – Draft Terms of Reference



Item 5.9 – Attachment A

TERMS OF REFERENCE

- 1 **Name:** BC 30 by 30 Champion Group
- 2 **Structure:**
 - 2.1 Type:
Advisory Committee
 - 2.2 Reporting Relationship:
The 30 by 30 Champions report to the Council BC 30 by 30 Champion.
- 3 **Purpose:**
 - 3.1 To provide self-referential support for BC 30 by 30 Champions in their role to:
 - 3.1.1 advocate for policy development and decision-making to maximize the retention and recruitment of women in engineering,
 - 3.1.2 advocate for gender-inclusive language in all policies and communications, and
 - 3.1.3 share successes, lessons and ideas between the network of BC 30 by 30 Champions.
- 4 **Authorities of the Committee:**
 - 4.1 The Committee's authority is in an advisory and information sharing capacity only.
- 5 **Function/Deliverables:**
 - 5.1 Upon request from staff, members, Council, committees, etc:
 - 5.1.1 provide advice on inclusive language, and
 - 5.1.2 share information on current strategies underway to recruit and retain women in engineering.
 - 5.2 Liaise with branches, divisions, members, Council, staff to identify ways to promote the retention of women in engineering by utilizing new or existing branch and division initiatives.
- 6 **Resources/Budget:**
 - 6.1 The advisory committee has no budget authority beyond reasonable expenses for teleconference or ancillary expenses. Additional resources may be allocated at the discretion of the CEO.
- 7 **Membership:**

Commented [SH1]: This is in line with other association groups (ex. Climate Change Advisory Group). To me, "forum" sounds like a meeting, or an online platform

7.1 All members must be Engineers and Geoscientists BC members in good standing.

7.2 Members are to be considered from:

7.2.1 Branches

7.2.2 Divisions

7.2.3 Industry groups/ companies

7.2.4 Educational institutions

Commented [SH2]: This could potentially limit the membership of educators, for example

8 **Term of Office:**

8.1 Engineers and Geoscientists BC 30 by 30 Champion appointment: Two years with a maximum of two re-appointments. Additional reappointments may be made at the discretion of the CEO.

Commented [SH3]: Just to clarify, this is the member appointment (not the Council appointment), correct? Appointment suggests approval by Council, etc... can we just make it voluntary & renewed annually?

9 **Officers:**

9.1 No officers are required for this advisory committee. Leadership will be provided by the Council 30 by 30 Champion.

Commented [D04]: It would be great to have these renewed annually and less administrative.

10 **Quorum:**

10.1 Not applicable.

11 **Frequency of Meetings:**

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

12 **Conduct of Meetings:**

12.1 The agenda will be determined by the Council 30 by 30 Champion in consultation with BC 30 by 30 Champions.

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

13 **Minutes:**

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

14 **Periodic Reporting and Review of Terms of Reference:**

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

15 **Staff Support:**

15.1 Director, Member Services

OPEN SESSION

ITEM 5.10.1

DATE	April 11, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng., Chief Executive Officer & Registrar
SUBJECT	CEO and Registrar Report to Council
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

Purpose	This report highlights some of the activities of the Association related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties since the February 9, 2018 meeting of Council.
Motion	No motion required.

1. INTERNAL OPERATIONS

a. COMPLIANCE STATEMENT

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

2. MEMBER AND PUBLIC AFFAIRS

a. EVENT PARTICIPATION AND SUPPORT

Engineers and Geoscientists BC has participated in and supported several events so far this year. These activities bolster our efforts to engage with our stakeholders, communicate with target audiences, and raise awareness of our brand.

JANUARY 2018

- Gold sponsorship of the Society of Punjabi Engineers and Technologists of BC (SPEATBC) for 2018 and attendance at their annual gala.

- BC Natural Resources Forum: attendance as an exhibitor.
- Mineral Exploration Roundup: attendance as an exhibitor.

FEBRUARY 2018

- Association of BC Forest Professionals Annual Conference: attended as an exhibitor.

MARCH 2018

- Sponsorship of the Canadian Water Resources Association (BC Chapter) World Water Day.

APRIL 2018

- Gold sponsorship and attendance at the ACEC-BC Awards Gala.
- Sponsorship of Understanding Risk+BC (emergency preparedness conference).
- Building Officials Association of BC annual conference: attendance as an exhibitor.

3. PROFESSIONAL MEMBER INDUCTION CEREMONY

The next professional member induction ceremony will be held on Thursday, June 14th from 5:00 to 7:00 pm and will be followed by a cocktail reception until 8:30 pm. Councillors are encouraged to attend this event to meet the Association's newest members. The event will be held at the Sheraton Wall Centre in the Pavillion Ballroom located at 1088 Burrard Street, Vancouver.

4. PAST PRESIDENTS DINNER

The annual dinner with Past Presidents is scheduled for Friday, June 15th from 5 pm to 8 pm. Once the venue has been confirmed, details will be forwarded. As decided by Council, this year's format will not include a forum but will be an opportunity for Councilors to interact, listen and discuss issues more informally with Past Presidents. Councillors are encouraged to attend this event.

5. SPRING BRANCH AND DIVISION REPRESENTATIVES MEETING

The annual dinner with branch and division representatives will be held on Thursday, May 10th in Richmond from 5 pm to 8:30 pm. This is an excellent opportunity to connect with the branch and division representatives and to learn more about the work they do to support the goals outlined by Council. The discussion topic for the Thursday evening event will be 30 by 30. This will be an

opportunity to learn from the branch and division perspective and identify how Engineers and Geoscientists BC can play a greater role in achieving 30 by 30. The main business meeting of the Branch and Division Representatives will take place on Friday, May 12th from 8:00 am to 4:30 pm. Council is also welcome to attend this working session as observers. More information will be circulated by email.

6. **AIRTIGHTNESS TESTING**

At the April 28th, 2017 Council meeting, Council passed a motion for the Association to consider working towards net zero emissions with the initial step being to undertake an audit of office energy use and carbon emissions for the Association office building. As an initial step, in October 2017, the Association in partnership with BC Housing and RDH Building Science Inc., conducted an airtightness test of the Association's building in general conformance with *ASTM E 779-10 Standard Test Method for Determining Air Leakage Rate by Fan Pressurization*. The purpose of the test was to measure and report on the airtightness of the building.

The Association in conjunction with performing the test, held a professional development event at the office for members of the building industry, engineers and public officials to observe the airtightness test. As a result of this partnership, funding for the test was heavily subsidized by BC Housing and RDH. The actual test was performed by RDH. The results of the test indicated that the office is a very airtight building enclosure by current standards. The report is available on the website at: egbc.ca/Practice-Resources/Climate/Climate-Change-Information-Portal/Resources-for-Buildings-Sector.

Going forward, the industry is working towards conducting airtightness testing on new construction projects, thus leading to more airtight designs and practices for more energy-efficient buildings.

7. **ASTTBC**

On April 6, 2018 ASTTBC Council announced the appointment of their new CEO. The name of the new CEO is Theresa McCurry. Her background is in communications. Prior to joining ASTTBC on April 9, she was the Senior Director, Agency & External Communications for the Provincial Health Services Authority. Staff has made arrangements to meet with her in the near future to build relationships and to discuss common issues.

8. **AGM MOTIONS**

Following is an update on the action being taken on the following two motions carried at the October 2017 AGM:

i) **MOTION 5:** That Council consider:

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

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

RECOMMENDATION (approved at the Nov. 24, 2017 Council meeting): That this motion be referred to the Professional Practice Committee for consideration and report back to Council with recommendations.

As per the discussion and presentation made at the Council meeting on February 9, 2018 Engineers and Geoscientists BC has engaged Nalaine Morin to carry out a review of the Calls to Action in the Truth and Reconciliation Report. She will be considering which ones are relevant to the association's duties and objects as defined in the *Engineers and Geoscientists Act*. A report is being prepared with the goal is to present it to the June 2018 Council meeting.

Timeline for a Report Back to Council: Council Meeting on June 15, 2018

ii) **MOTION 6:** That Council give consideration to creating a task force to prepare a guidance document for the provincial government to establish tolerable levels of landslide risk with respect to residential development within BC.

CARRIED

RECOMMENDATION (approved at the Nov. 24, 2017 Council meeting): That this motion be referred to the Professional Practice committee for consideration and report back to Council with recommendations. The Professional Practice Committee should review the work previously done on this issue in response to a similar AGM motion approved in 2012.

The member making this motion made a related motion at the AGM in 2012, which read, "*That council consider working with the provincial government to establish a level of acceptable landslide risk.*" As a result, an advisory group of three subject matter experts was formed and they provided a recommendation to Council in a report dated April 18, 2013. Council approved the recommendation that the province establish a high-level government advisory body on natural hazards and they should determine an acceptable level of landslide risk. This was reported to the members in the 2013 Annual Report. To date government has not established an acceptable level of landslide risk.

As a result of this most recent motion, the association is consulting with the same group of subject matter experts who provided the above referenced recommendation to Council in 2013. A report is being prepared and the goal is to present a recommendation to the June 2018 Council meeting.

Timeline for a Report Back to Council: Council Meeting on June 15, 2018

OPEN SESSION

ITEM 5.10.2

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Directors to Engineers Canada
SUBJECT	Engineers Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

BACKGROUND

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

DISCUSSION

New CEO

Gérard McDonald officially joined Engineers Canada on February 12.

<https://engineerscanada.ca/news-and-events/news/engineers-canada-names-gerard-mcdonald-as-chief-executive-officer>

Why Engineers Canada Exists

Based on consultation with all of the Regulators across Canada, the Board has compiled the following and is recommending its incorporation into the Engineers Canada Bylaw to the AGM in May:

Purpose of Engineers Canada

The purpose of Engineers Canada is to serve the regulators, to promote and maintain the interests, honour and integrity of the Canadian engineering profession, and to do all such lawful things as are incidental to or conducive to the attainment of the foregoing purpose, including:

To serve the regulators and strengthen the profession by:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and amongst the regulators.
3. Providing services and tools that; enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that affect the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.
8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of engineering professionals.
9. Promoting diversity and inclusion in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

Governance, Strategic Planning and Consultation Project (GSPC Project)

Governance Phase I (establish purposes per above, guiding principles, purpose of the Board, Board term limits and Board size) is complete. Two Board size options (reduce to 12 directors and reduce to 16 directors) have been determined and will be submitted to the AGM in May for consideration of the Members (Regulator presidents) who may also decide to leave the Board as is at 23 voting directors.

Development of a 3-year Strategic Plan is well underway with consultations with the Regulators. Engineers and Geoscientists BC did their consultation on March 12. The plan includes all operational items as well so that there is complete transparency as to what Engineers Canada does. The consultation is also to identify performance indicators that will be used in ongoing monitoring of Engineers Canada's work.

The Strategic Plan will be finalized by the Executive Committee on May 11 for consideration at the AGM in May.

Engineers Canada Funding Model Task Force

Terms of Reference for the task force have been approved and include the CEO of APEGA as an advisor to the group.

Government Relations

Canadian Senate Standing Committee receives EC's Testimony on Transportation and Communications <https://engineerscanada.ca/news-and-events/news/engineers-canadas-testimony-to-the-senate-standing-committee-on-transport-and-communications>

"Hill Day" to contact Members of Parliament in person will be held April 24. Engineers Canada's position statements (available at <https://engineerscanada.ca/public-policy/national-position-statements>).

Respectfully submitted,

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



OPEN SESSION

ITEM 5.10.3

DATE	April 5, 2018
REPORT TO	Council for Information
FROM	Engineers and Geoscientists BC Director to Geoscientists Canada
SUBJECT	Geoscientists Canada Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

BACKGROUND

On April 5, 2018, Geoscientist Canada held the 53rd directors' meetings in Vancouver, BC. The directors' meetings addressed regular items of business and discussions.

DISCUSSION

All 9 Directors and full Executive Committee present. Ann English attended. Ollie and Andrea Waldie both attended. President Jeff O'Keefe chaired.

The meeting was to transact the business of Geoscientists Canada, submit reports from Committees and Task Groups and to vote on motions as presented. Andrea has fully taken on her role as CEO and GC office will continue to reside in the EGBC office. Rakesh is now a fulltime employee of GC.

The QP Short Course is being presented at RFG in July and feedback was received by all jurisdictions that have offered the course to date. Adjustments and improvements will be implemented prior to July. RFG 2018 presence will be substantial at technical presentations.

The ASTII Project has been launched and Keith Johnstone has been appointed Project Manager.

The G4S piece is nearly complete and will be ready for release shortly.

A Practice Review Committee was struck to investigate avenues and direction related the practice of geosciences nationally. Requesting comments on the committee Terms of Reference by May 11, 2018.

The 2017 audited financial report and statements were presented and approved.

We will revisiting the GC Strategic/Implementation plan at the AGM in June in Saint Johns, NFLD which is the next meeting date and location.

Respectfully submitted,

Garth Kirkham, P.Geo., FGC

Director, Geoscientists Canada

OPEN SESSION

ITEM 5.10.4

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Engineers and Geoscientists Representatives to the Engineers Canada Accreditation Board
SUBJECT	Engineers Canada Accreditation Board Update
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions

BACKGROUND

The Canadian Engineering Accreditation Board (CEAB) is a committee of the Board of Engineers Canada. The Accreditation Board accredits Canadian Engineering programs in order to ensure Canada's engineering education system remains amongst the best in the world; to set national standards for engineering education; and to provide expertise and efficiency in assessing engineering education on behalf of provincial and territorial engineering regulatory bodies. The CEAB held its regular meeting on February 10, 2018.

DISCUSSION

Agenda items of note for the interest of Engineers and Geoscientists of BC Council are as follows:

Nominations Task Force Report: This Task Force, formed by the Engineers Canada Board with a mandate to review the Board's nominating procedures, composition, term limits and succession planning for the CEAB(AB) and the CEQB(QB). The task force representative provided its draft report on the extensive consultation process and task force's 17 recommendations. The AB's input during this consultation process included i) strengthening qualifications descriptions to include Board of Examiners experience to strengthen linkages to Regulators; ii) describing more clearly the skills and benefits a nominee will bring to the AB and QB; iii) recognition of the increasing workload of the AB in limiting the number of members; and iv) consultation with regulators throughout the nomination process while maintaining the good governance practices across the the Boards, Engineers Canada and its member organizations.

Accreditation Unit (AU) Task Force Report: In February 2017, the AU Task Force was established by the Executive Committee of the Accreditation Board with a mandate to:

- consider the definition of an AU in its present form (criteria 3.4.1.1) and to identify the advantages, disadvantages and ramifications of any definition change on existing criteria; and
- to envisage how curriculum content requirements could be linked to student outcomes/graduate attributes whatever system of AU counts is used. The CEAB is an enduring Committee of the Board of Engineers Canada and regularly reviews, assesses and accredits engineering programs at Canadian institutions of higher education. The AB deploys well-established process employing both paper review elements and site visits and interviews. The AB issues accreditation decisions on the basis of recommendations from the visiting team and after review of the recommendation by the AB.

The Task Force presented its Draft report with recommendations which was to be presented to the Engineers Canada Board for consideration at the end of February.

The Task Force undertook a number of investigation activities to arrive at its recommendations:

- Survey of current non-classroom delivery methods
- Developing a “learning unit” definition or refining AU definition
- Consideration of examples of different learning methodologies
- Assessment of AU ranges of accredited programs
- Accreditation visit training
- Considering more detailed AU data from site visits (statistical, historical)
- Linking AU and learning outcomes

The key recommendations of the Task Force are:

1. Consider additional flexibility in the curriculum, possibly with the redefinition of Learning Unit.
2. That a preliminary measure of a Learning Unit be equivalent to 2.5 hours of learning time.
3. That the CEAB enter a national consultation on the recommendations 1 and 2 above
4. Recommendation that the initiative of linking Accreditation Units with Graduate Attributes be continued with the creation and presentation of concrete examples based on currently accredited program data to demonstrate the benefits from applying this linkage. This could lead to a potential redefinition of AU.

The Task Force is currently undertaking broad consultations on their report and recommendations.

RECOMMENDATIONS

None applicable.

OPEN SESSION

ITEM 5.10.5

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Megan Archibald, Director, Communications and Stakeholder Engagement
SUBJECT	National Engineering and Geoscience Month: Summary
LINKAGE TO STRATEGIC PLAN	Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2).

Purpose	To provide an update of the activities of National Engineering and Geoscience Month in BC.
Motion	No motion required.

BACKGROUND

National Engineering and Geoscience Month (NEGM) is a celebration of engineering and geoscience held every year in March. This month-long event promotes awareness of the engineering and geoscience professions, highlights career choices in these fields and reminds the public of the many ways in which engineering and geoscience touch everyday life.

DISCUSSION

This March, Engineers and Geoscientists BC and our branches around the province organized family-oriented events such as Popsicle Stick Bridge Building contests and Science Games. 2018 events and activities included:

- 14 branch events throughout the province
- 121 entries for the NEGM drawing contest
- 145 participants in the seventh-annual Science Games, held at the Telus World of Science, and engaging children in entertaining, hands-on activities involving science, math and problem-solving skills.
- Member support of Dig Day at the Britannia Mining Museum and at the H.R. MacMillan Space Centre for their event Engineer in Space.

In addition, we partnered with the Ministry of Transportation and Infrastructure, TRIUMF Lab, and the Society for Canadian Women in Science and Technology to further promote engineering, geoscience, math, and science to kids, teens, and young adults and their families.

The third phase of our brand advertising campaign also spanned the month of March, offering increased exposure and recognition for both the professions and the association. Information on that campaign will be delivered via a separate report.

Promotion and Engagement

NEGM was promoted through the association's main communications channels, including the website, ENews, Twitter, and our student-focused Facebook page. A news release was circulated to BC-wide media outlets on February 28, 2018 to promote NEGM.

Website traffic saw spikes in activity throughout the month, especially on March 1, and just prior to branch events.

We noted increased activity on social media, and broad campaign pickup by members, industry, and government.

Twitter saw a particular increase in activity:

- **68 mentions**, representing an increase of 100% over previous month.
- **1,164 profile visits**, representing an increase of 52% over previous month.
- **39 new followers** gained.
- **19.7 thousand** (K) tweet impressions during the reporting period (from 15 tweets)

Staff also developed a strategic outreach plan to engage government during National Engineering and Geoscience Month. On March 10, 2018, Bowinn Ma, Parliamentary Secretary and MLA for North Vancouver-Lonsdale attended the 7th annual Science Games at Science World in Vancouver. MLA Ma addressed the crowd on behalf of the BC Government and participated in the presentation of medals to student teams at the closing ceremonies. On April 7, 2018, Shirley Bond, MLA for Prince George – Valemont attended the Popsicle Stick Bridge Building Contest hosted by the Central Interior Branch. MLA Bond attended the opening ceremonies, brought greetings on behalf of the Opposition Caucus, and participated in award presentations.



For 2019, we will be working with branches to enhance delivery of our support materials and templates with the goal of supporting more advanced promotion in their individual communities, as well as earned media.



OPEN SESSION

ITEM 5.10.6

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Neil Nyberg, P. Eng. Chair, Investigation Committee Paul Adams, P. Eng. Chair, Discipline Committee
SUBJECT	Investigation & Discipline Status Report
LINKAGE TO STRATEGIC PLAN	Establish, maintain and enforce qualifications and professional standards.

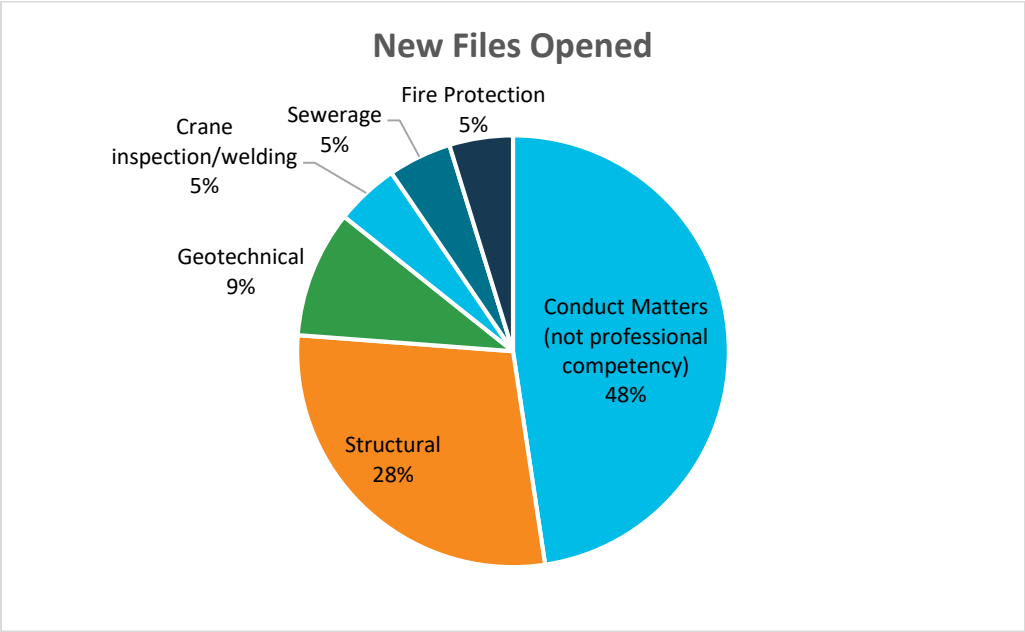
Purpose	Investigation & Discipline Status report for the period November 1, 2017 to February 28, 2018
Motion	For information only.

INVESTIGATION

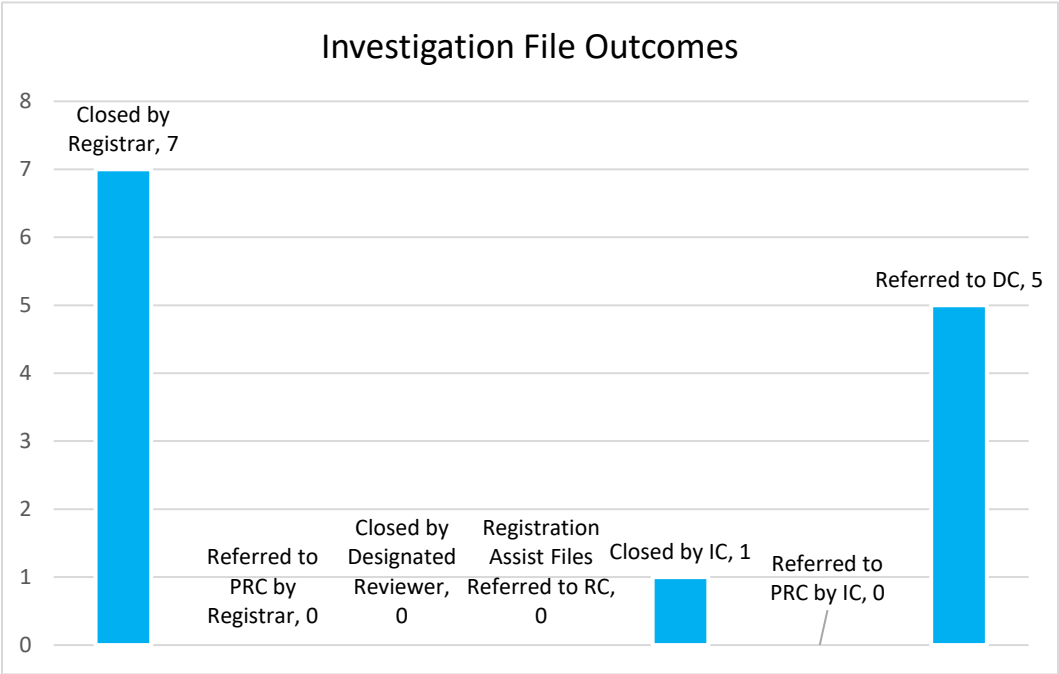
Investigation File Summary November 1, 2017 to February 28, 2018

INVESTIGATION FILES	
Total open investigation files carried forward as of October 31, 2017:	74
New Complaint Files Opened between November 1, 2017 to February 28, 2018:	21
New "Registration Assist" Files Opened between November 1, 2017 to February 28, 2018:	0
Investigation Files Closed between November 1, 2017 to February 28, 2018:	8
Investigation Files sent to Discipline between November 1, 2017 to February 28, 2018:	5
Total Investigation Files Open at February 28, 2018:	82

New Files: The following is a breakdown of the categories of the 17 complaint files received. The categories are approximate only and are not necessarily reflective as to the issues that the Investigation Committee isolated on its review of the complaints:



Outcomes of Investigation Files between November 1, 2017 and February 28, 2018



PRC: Practice Review Committee; **IC:** Investigation Committee; **RC:** Registration Committee
DC: Discipline Committee



Neil Nyberg, P.Eng.
Chair, Investigation Committee

DISCIPLINE

Boris Klarich, P.Eng.: Mr. Klarich was served a Notice of Inquiry on May 18, 2017 regarding his use of his engineering seal. In lieu of proceeding to a disciplinary inquiry, Mr. Klarich agreed to a Consent Order dated January 22, 2018. By way of the Consent Order, Mr. Klarich admitted that he demonstrated unprofessional conduct by affixing his engineering seal to a letter (the “Letter”) addressed to Dick’s Lumber that he knew contained statements that were untrue as of the date he sealed it, namely that:

- a) the site inspection had been completed on the roof truss or trusses at a property in Vancouver;
- b) the site inspection found the trusses were manufactured in accordance with the truss drawings; and
- c) all bracing, hangers, and installation of the trusses had been completed in a satisfactory manner.

Mr. Klarich admitted that he issued the Letter to a representative of Dick’s Lumber when he knew that the representations were untrue as of the date he issued it. Mr. Klarich further admitted that he issued the Letter to a representative of Dick’s Lumber who was not licensed to engage in the practice of professional engineering, in circumstances where:

- d) Mr. Klarich had not carried out the engineering work necessary to support the representations;
- e) Mr. Klarich knew that the engineering work necessary to support the representations would be, or had been, carried out by the representative of Dick’s Lumber without Mr. Klarich having implemented appropriate quality management procedures in respect of direct supervision; and
- f) the representative of Dick’s Lumber was left to decide whether and when to issue the Letter to third parties.

Concerning the circumstances of items d) to f) above, Mr. Klarich admitted that he had enabled the representative of Dick’s Lumber to fulfill the role of a professional engineer.

As part of the Consent Order, Mr. Klarich agreed to the following:

1. His membership in Engineers and Geoscientists BC is suspended for a period of two months, commencing on March 1, 2018.
2. From the date of signing the Consent Order until March 1, 2018, Mr. Klarich will limit his practice to projects he is currently engaged on and will not take on any new engineering work.
3. Upon the resumption of his practice following the suspension, he will undergo a Practice Review conducted by Engineers and Geoscientists BC and will pay the costs associated with the Practice Review.
4. He must, on or before May 15, 2018, complete and pass the Professional Practice Examination of Engineers and Geoscientists BC.
5. He must, on or before May 15, 2018, complete the Professional Engineering and Geoscience Practice in BC Online Seminar.
6. He will pay \$6,000 towards the costs incurred by Engineers and Geoscientists BC within 30 days of the date of the Consent Order.
7. If he fails to comply with any of the terms of the Consent Order, his membership in Engineers and Geoscientists BC will be suspended until every default has been remedied.

Ahmed Raza Syed, P.Eng.: Mr. Syed was served with two Notices of Inquiry on June 15, 2017 related to two separate complaint matters. The Notices of Inquiry concerned Mr. Syed's failure to comply with requests by the Investigation Committee of Engineers and Geoscientists BC that he provide his complete files for multiple projects that were the subject of the complaint matters (the "Projects").

A disciplinary inquiry was held on July 20, 2017. A panel of the Discipline Committee (the "Panel") heard evidence from witnesses and Mr. Syed in relation to the allegations set out in the Notices of Inquiry.

On September 18, 2017, the Panel issued its Determination, which stated that the allegations set out in the Notices of Inquiry were proven on the balance of probabilities and constitute a breach of s.30(4) of the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c. 116.

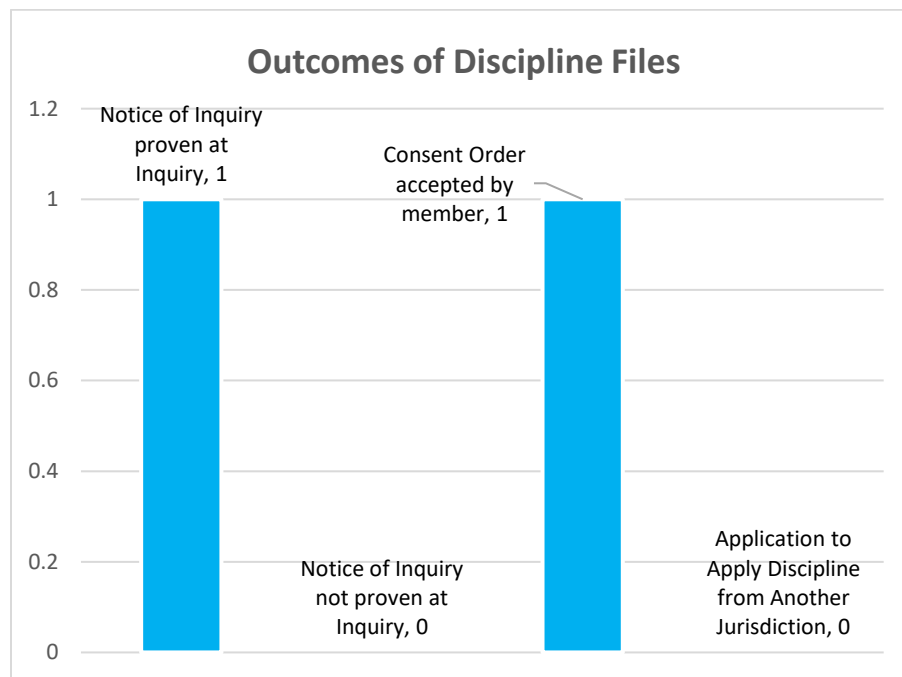
On February 4, 2018, the Panel issued its Decision and Order on Penalty and Costs, and imposed the following conditions on Mr. Syed's membership with Engineers and Geoscientists BC:

1. He must pay a fine in the amount of \$5,000.
2. He must complete and pass the Engineers and Geoscientists BC Professional Practice Examination and provide written notice once he has done so.
3. He must complete the Professional Engineering and Geoscience Practice in BC Online Seminar and provide written notice once he has done so.
4. He must pay costs to Engineers and Geoscientists BC in the amount of \$7,500.
5. If he does not fulfill the requirements of items 1–4 by May 31, 2018, his membership in Engineers and Geoscientists BC will be suspended until he has done so.

Discipline File Summary November 1, 2017 to February 28, 2018

DISCIPLINE FILES	
Open discipline files carried forward as of October 31, 2017 ¹ :	7
Files received from Investigation Committee	5
Direct applications to the Council to Apply Discipline from another Jurisdiction	1
Application to the Discipline Committee for Breach of a Consent Order	0
Application to the Discipline Committee for Interim Suspension	0
Discipline Files Closed between November 1, 2017 and February 28, 2018:	2
Total Discipline Files Open at end of February 28, 2018:	11

Outcomes of Discipline Files between November 1, 2017 and February 28, 2018



¹ For files in progress, this statistic is now measured from the date the Investigation Committee approves the Notice of Inquiry.



Paul Adams, P.Eng.
Chair, Discipline Committee

OPEN SESSION

ITEM 5.10.7

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Rohan Hill, Staff Lawyer, Regulatory Affairs
SUBJECT	Fiscal 2018 Periodic Enforcement Report #2
LINKAGE TO STRATEGIC PLAN	To promote and protect the professions of engineering and geoscience.

Purpose	This report is to update Council on enforcement activities undertaken by the Legislation, Ethics & Compliance (“LEC”) Department from November 1, 2017 to February 28, 2018 (the “Reporting Period”).
Motion	For information only.

BACKGROUND

The LEC Department’s “enforcement” activities mainly refer to steps undertaken pursuant to sections 22, 23, and 27 of the Act to stop:

- The unauthorized **practice** of professional engineering and professional geoscience by non-members of the association.
- The unauthorized **use of titles** by non-members of the association in a manner that contravenes the Act.

An enforcement file is typically opened in response to a complaint from the public, information received from other public bodies, or from association staff coming to suspect that potential unauthorized practice or misuse of title requires investigation. Historically, a small portion of enforcement files have ultimately required Court action for resolution, because the vast majority of enforcement targets agree to bring themselves into compliance following the communication of demands from the LEC Department. Compliance is typically achieved by the target either ceasing to engage in prohibited practices or registering with the association.

In appropriate cases, the LEC Department is prepared to seek remedies via Court action, and has done so on many occasions in the past.

The length of time that each file may remain open will vary depending on the responsiveness and compliance of the enforcement target, the complexity of the file, the length of time required for the LEC Department's investigation, whether Court action is necessary and the length of monitoring required after the enforcement target agrees to come into compliance with the Act.

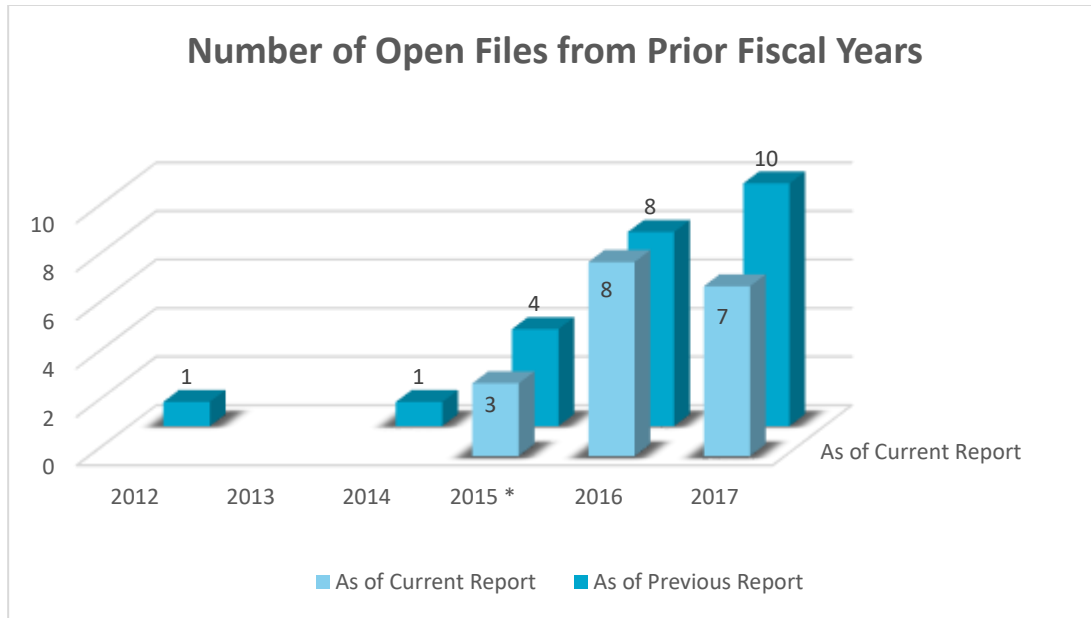
DISCUSSION

The following is a summary of enforcement file opening and closure statistics for the Reporting Period:

Open files carried into Reporting Period:	55
New files opened during Reporting Period:	23
Files closed during Reporting Period:	15
Files remaining open at end of Reporting Period:	63

The number of new files opened during this Reporting Period, 23, is not as high as the figure during the first 4 months of fiscal 2018 (which was 37) but is still higher than the historical average per 4 month period. In total, 60 enforcement files have been opened during the first 8 months of fiscal 2018, which exceeds the number of enforcement files opened in all of fiscal 2017 (which was 58). The rate of new file openings in fiscal 2018 is trending to exceed 100 by year end, which would represent the highest figure since fiscal 2013 and the second highest figure (after fiscal 2013) in the past 10 years.

As noted in the first periodic report of fiscal 2018, this increase in new file openings is in part due to increased efforts undertaken by the LEC Department to proactively identify enforcement targets. We have also received several complaints from the public that identified multiple individuals in the same complaint and resulted in multiple file openings, as well as complaints about individuals that led us to other employees at the same company that were similarly offside.



During the Reporting Period, certain highlights of the LEC Department's enforcement efforts have included:

- Entering into a letter of undertaking with a non-member who engaged in the practice of professional geoscience and used the title “geophysicist” in connection with his name for over a decade while employed at various companies in BC. The non-member agreed to, among other things, cease and desist from asserting status as a professional geoscientist, put in place a supervising professional geoscientist until he obtains registration, and pay the Association exemplary damages of \$5,000. He further agreed to publication of the letter of undertaking on the Association's website and in its magazine.
- Finalizing the content for a dedicated software engineering landing page that provides information about the legal requirement to become registered with the association, Council's designation of software engineering as a discipline of professional engineering, and the options available to prospective software engineers for obtaining registration with the association (the landing page went live on the Association's website shortly after the end of the Reporting Period).

* Of the 3 files from 2015 that were open as of the end of this reporting period, two involved potential litigation that was under consideration and the third file was substantially resolved in fiscal 2015 and could have been marked closed at the time but had not been.



OPEN SESSION
ITEM 5.10.8

DATE	April 10, 2018
REPORT TO	Council for Information
FROM	Jennifer Cho, CPA, CGA Chief Financial and Administration Officer
SUBJECT	Financial Results as at March 31, 2018
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in governance.

Purpose	For Council to review the 3rd quarter financial results.
Motion	That Council receive the Engineers and Geoscientists BC financial results as at March 31, 2018.

BACKGROUND

As approved by Council at the September 12, 2014 meeting, quarterly financial reports will be made to the Executive Committee and Council for review. The same information package will be provided to the Audit Committee for information. The timing of the Executive committee & Council meetings did not match up to when the 3rd quarter results were available for review, thus both the Executive & Audit committees have not had a chance to review this quarter's financial results. As a result, a more detailed financial results summary is provided to Council for review.

DISCUSSION

This update includes a comparison of year-to-date actual results to budget, with a summary of major variances.

	A	B	C	D	E	F
1		YTD			FY2017 Actual	FY2018 Budget
2		Actual	Budget	Variance		
3	REVENUE					
4	Members	7,752	7,735	17	9,975	10,332
5	Others	3,644	3,689	(45)	4,900	4,949
6	Total Revenue	11,396	11,424	(28)	14,874	15,281
7						
8	EXPENDITURES					
9	Operating	10,567	11,666	(1,099)	14,279	15,378
10	Operating Income Before External Contracts	829	(243)	1,072	595	(97)
11						
12	EXTERNAL CONTRACTS					
13	Revenue	632	638	(5)	1,347	850
14	Expenditures	596	601	(5)	1,267	802
15	Operating Income - External Contracts	36	36	0	80	48
16						
17	Net Operating Income/(Loss)	865	(207)	1,072	675	(49)

YEAR-TO-DATE REVIEW - BEFORE EXTERNAL CONTRACTS

A. MEMBER FEES & OTHER REVENUES

Total revenues are \$28K (cell D6) under budget, primarily due to:

- CPD sessions in July and August were affected with higher-than-expected cancellations and lower registration
- Application and registration revenue due to volume decrease

B. EXPENDITURES

Expenditures are \$1,099K (cell D9) below budget primarily due to:

- Savings in salaries and benefits primarily due to unfilled positions
- Savings in legal expenses by using in-house legal staff
- Savings in professional development operating costs such as room rental and speaker fee
- Savings in practice review operating expenses due to timing

Year-To-Date Review – External Contracts

The YTD contribution margin is on track towards annual budget.

A more detailed variance report by departments/programs is outlined in Attachment A.

FY2018 FORECAST

The financial forecast for June 30, 2018 is that EGBC will be in a surplus position of approximately \$306K.

There are savings in salaries expenses due to unfilled positions, maternity leave replacements and delayed hiring. Currently, the association is experiencing a growth of 1.3% higher than expected membership revenues offset by a lower than expected volume of applicants/registrants. Other savings include unused contingency.

The following table illustrates the high level budget cost variances and the FY2018 forecast result (in \$'000):

FY2018 budget	(49)
Plus significant budget revenue/cost variances:	
Forecasted higher member volume growth by 1.3%	120
Lower than expected application volume	(140)
Payroll savings	297
Unused Contingency	95
Other	(17)
Estimated FY2018 Surplus	306*

*It is important to note that with three more months before year end, a conservative calculation of the surplus would have been \$211K if contingency is used.

RECOMMENDATIONS

That Council receive the Engineers and Geoscientists BC financial results as at March 31, 2018.

MOTION

That Council receive the Engineers and Geoscientists BC financial results as at March 31, 2018.

ATTACHMENT A – Q3 Financial Statements

ATTACHMENT B- Monthly Increment Revenue and Expenses

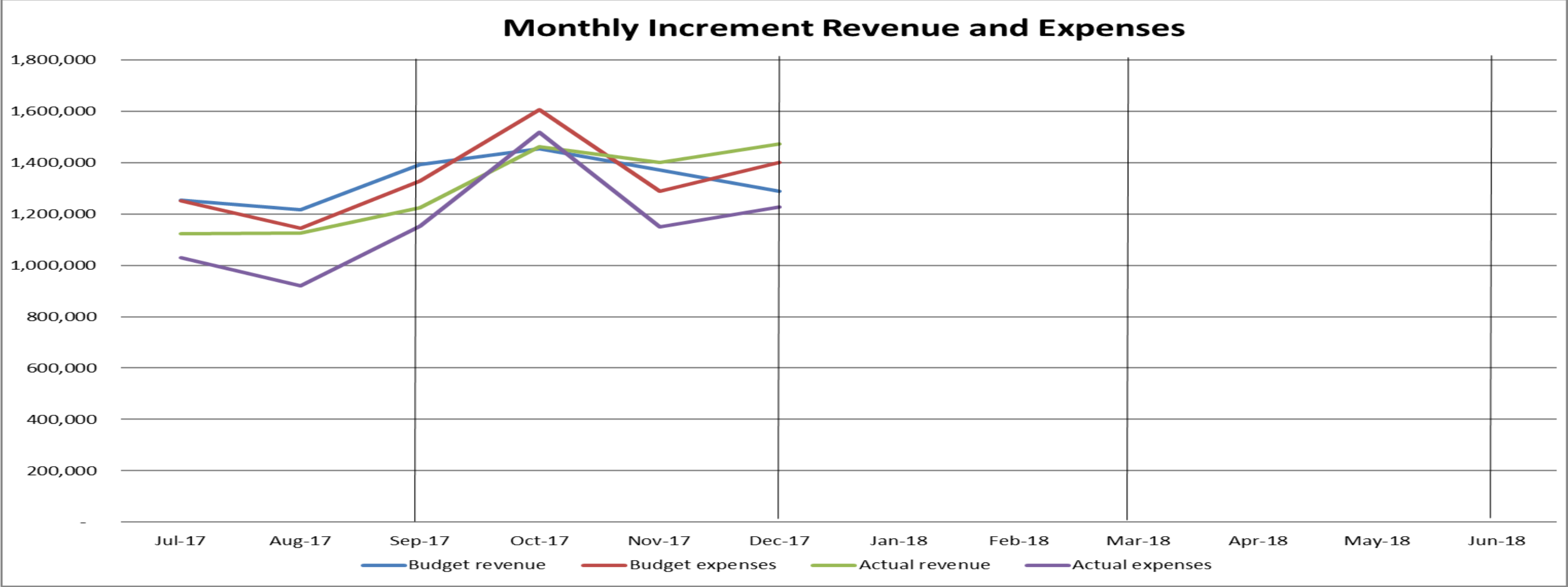
Item 5.10.8 - Attachment A

(in \$'000)	2017/18 Budget	2017/18 YTD Budget	FY2017/18 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
-					
REVENUES					
Member Services					
Affinity Program	408	343	281	(62)	Timing difference in Marsh rebate
Annual Conference	273	273	302	29	
Professional Development	1,012	792	751	(41)	Lower revenue due to higher cancellation in Fall 2017.
	1,693	1,408	1,334	(74)	
Communications & Stakeholder Engagement					
Innovation Magazine	190	158	144	(13)	
Sponsorship Revenue	8	8	10	2	
Membership Advantage Program for Students and Student Membership	45	2	6	4	
Employment Web Advertising	320	240	288	48	
	563	408	448	41	
Professional Practice, Standards & Development					
Certified Professional Program	53	53	(5)	(58)	Forecasted to be slightly under budget. Current variance is due to accounting adjustment (prior year accrual) and timing of current year's revenue
Organizational Quality Management	224	168	148	(20)	Expected to align with annual budget at end of year
Grant	850	638	632	(5)	
	1,127	858	775	(83)	
Registration					
Academic Exams	35	18	24	6	
Applications/Registration	1,427	1,070	969	(101)	Lower volume in application for professional designations and in Working in Canada applications
Limited License	18	14	16	2	
Professional Practice Exams	429	270	280	9	
Structural Qualifications	55	44	59	15	Increase due to stronger interim memberships
Registration External Projects	109	86	15	(71)	Estimated to be about \$70K revenue for the year. Decrease due to changes in deliverables
	2,072	1,501	1,363	(139)	
Annual Membership Fees	10,249	7,705	7,719	15	Increase due to stronger interim memberships
Late Fee	40	30	33	2	Late fees collected lowered due to improved billing management
Investment Revenue	54	40	66	26	
Other Revenue	120	96	198	102	
National Programs - CBA Engineer Canada	192	0	93	93	Forecasted for \$225K based on contract
National Programs - OQM National	20	15	0	(15)	Program has not gone ahead.
TOTAL REVENUE	16,131	12,061	12,028	(33)	

EXPENDITURE					
(in \$'000)	2017/18 Budget	2017/18 YTD Budget	FY2017/18 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
<u>Finance & Corporate Services</u>					
Annual Invoicing	42	41	42	(0)	
Building Operations	360	288	356	(69)	Variance due to fully amortized prepaid expenses.
Administrative Services	36	28	10	18	
Green Team	1	1	0	1	
Non Program Specific	668	548	566	(18)	
Salaries & Benefits	855	641	673	(32)	
	1,962	1,547	1,647	(100)	
-					
<u>Human Resources</u>					
Staffing	26	20	68	(48)	Higher recruitment expenses due to CSO recruitment related costs
Training and Development	81	61	58	2	
Staff Recognition	42	31	29	2	
Occupational Health and Safety	1	1	2	(2)	
Volunteer Management	28	21	0	21	Timing difference. Expected to slightly over budget for the year
Compensation Management	5	4	30	(26)	Variance to additional job description reviews completed by Mercer
Strategic HR and Organizational Development	20	15	1	14	
Non Program Specific	2	1	1	0	
Salaries & Benefits	247	185	200	(15)	
	452	339	390	(51)	
-					
<u>Information Technology</u>					
Run - Business Continuity	346	259	216	43	Savings from using MS SQL standard system instead of enterprise version
Telecommunications	86	64	31	33	Savings due to renewed contracts for internet, land lines, Kelowna connection and mobile phones
Grow - Systems & Development	10	8	3	5	
Non Program Specific	7	5	0	5	
Salaries & Benefits	931	698	641	57	Savings from higher capitalization of staff resources
	1,379	1,034	891	143	
-					
<u>Member Services</u>					
Affinity Program	1	1	0	1	
Annual Conference	373	373	337	36	Savings in special events speakers' costs
Professional Development	500	394	327	67	In relation to lowered PD revenue, reduced expenses in room rental, speaker fee and travel
Mentoring	16	12	0	12	
Branches/Divisions	68	51	23	28	Variance due to timing difference
Member CPD Requirements	6	5	(0)	5	
Induction Ceremony and Former Presidents Dinner	82	51	54	(3)	
Gender Diversity	8	6	8	(2)	
Nomination & Election Task Force	6	4	2	2	
Salaries & Benefits	806	605	648	(44)	Overage due to staff turnover from maternity leaves
	1,866	1,501	1,398	103	
<u>Communications & Stakeholder Engagement</u>					
Awards	56	56	56	(1)	
Innovation Magazine	307	255	216	39	
Public Relations	254	144	196	(52)	Expected to be aligned with budget at end of year. Variance due to timing difference
Publications	44	37	27	10	
Stakeholder Engagement	47	35	34	1	
Student Membership & Sponsorship	53	34	35	(2)	
Branding Collateral Renewal	0	0	0	0	

(in \$'000)	2017/18 Budget	2017/18 YTD Budget	FY2017/18 YTD Actual	YTD Budget vs YTD Actual Variance	Comments
Non Program Specific	23	17	1	16	
Salaries & Benefits	1,594	1,196	1,113	83	Savings mainly due to vacant position
	2,311	1,690	1,426	264	
National Programs	183	137	0	137	
Total Expenditure from above	15,551	11,867	10,722	1,145	
Amortization	531	398	441	(43)	
Contingency	95	0	0	0	
Foundation	3	2	0	2	
Benevolent Fund Society	1	0	0	0	
TOTAL EXPENDITURE	16,180	12,268	11,163	1,105	
SURPLUS/(DEFLICIT)	(49)	(207)	865	(1,072)	

			Q1			Q2			Q3			Q4	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Budget revenue	1,253,394	1,216,000	1,393,099	1,452,718	1,370,602	1,287,299							7,973,113
Budget expenses	1,251,309	1,145,022	1,328,360	1,607,168	1,287,251	1,401,018							8,020,128
Budget margin	2,086	70,978	64,740	(154,450)	83,351	(113,720)	-	-	-	-	-	-	(47,015)
													Year To Date
Actual revenue	1,124,372	1,127,056	1,224,490	1,460,794	1,401,444	1,472,660							7,810,816
Actual expenses	1,028,909	921,084	1,151,938	1,516,857	1,149,009	1,226,357							6,994,153
Actual margin	95,463	205,973	72,552	(56,063)	252,435	246,302	-	-	-	-	-	-	816,663



OPEN SESSION

ITEM 5.10.9

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng. Chief Executive Officer and Registrar
SUBJECT	Council Road Map (as at April 27, 2018)
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.

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

BACKGROUND

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

Please note that the following items on the Work Plan have been carried forward to the June 15, 2018 Council meeting:

- The report on AGM Motion 9 has been shifted from the April 27th meeting to the June 15th meeting, as the item needs to be brought to the Executive Committee for approval before it is received by Council.
- The proposal to revise the Compensation Policy for the Discipline Committee has been carried forward to the June 15th meeting, as the proposal must be approved by the Discipline Committee before it is brought to Council for approval. The next Discipline Committee meeting is scheduled after the April 27, 2018 Council meeting.

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

- We were unable to arrange for a Dean to attend the April 27th Council meeting due to conflicting schedules.

Please note that the following items on the Work Plan have been carried forward to the November 23, 2018 Council meeting:

- The following Professional Practice Guidelines: Professional Practice (revision), Formwork and Falsework (new), Groundwater at Risk of Pathogens (new) and Structural Engineering Services for Part 3 Buildings (revision) tabled for review by Council at the April 27, 2018 meeting will be carried forward and submitted for review at the November 23, 2018 Council meeting. Due to the need to focus resources on higher priority projects, the guidelines were unable to be completed in time for review at the April 27, 2018 meeting.

Kindly note the following addition to the Work Plan:

- As part its mandate to protect the public interest, Engineers and Geoscientists BC has followed a progressive approach in developing professional practice guidelines. In support of this initiative, Council requested that a formal policy be developed. A policy for the development of Engineers and Geoscientists BC Professional Practice Guidelines was first developed and approved by Council in 2008, and amended in 2011. In an effort to regularly review Engineers and Geoscientists BC policies, it was determined that the Council Policy on the Development of Engineers and Geoscientists BC Practice Guidelines required revisions to reflect updated processes and methodologies and is now being presented to Council for approval at the April 27, 2018 meeting.

ATTACHMENT A – Council Road Map (as at April 27, 2018)

Engineers and Geoscientists BC Council Road Map for 2017-2018

	Strategies	November 24 (Council Meeting)	February 8 (Half Day Council Forum)	February 9 (Council Meeting)	April 26 (Half Day Council Forum)- CANCELLED	April 27 (Council Meeting)	June 14 (Full Day Council Forum)	June 15 (Council Meeting)	September 6 (Full Day Council Forum)	September 7 (Council Meeting)	October 19-20 (AC & AGM)
Goal 1 To uphold and protect the public interest through the regulation of the professions.	Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.		Review of Legislative Amendments	Life Membership Bylaw Update	Professional Reliance Audit Results (presented at Feb. 9, 2018 Council Mtg.)	Life Membership Bylaw - draft bylaws for review	PSA Audit Results	Life Membership Bylaw - final bylaws for approval	Strategic Planning	Member Engagement Plan Update	
						Member Engagement Plan Update					
						Report on AGM Motion 9					
	Identify and implement practices, programs, policies, bylaws, and Act amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.			Update on Software Engineering Enforcement/ Registration			Nomination & Election Review Task Force Recommendations	Nomination & Election Review Task Force Recommendations			
Goal 2 Establish, maintain and enforce qualifications and professional standards.	Enhance members' awareness and use of professional practice resources.	Professional Practice Guidelines: 1. Performance Based Seismic Design of Bridges (new)	Continuing Professional Development: Problem Assessment	Vancouver Building Bylaw Letters of Assurance (City of Vancouver requires endorsement by Council) Professional Practice Guidelines: 1. Whole Building Energy Modelling (new) Report on AGM Motion 3		Professional Practice Guidelines: 1. Professional Practice (revision) 2. Formwork and Falsework (new) 3. Groundwater at Risk of Pathogens (new) 4. Structural Engineering Services for Part 3 Buildings (revision)		Professional Practice Guidelines: 1. Geotechnical Engineering Services for Building Projects (revision) 2. Designing Guards for Buildings (revision) 3. Building Enclosure Engineering Services (revision) Report on AGM Motion 5		Professional Practice Guidelines: 1. Retaining Wall Design and Field Review Services (new) 2. Electrical Engineering Services for Building Projects (revision) 3. Professional Services in the Forest Sector - Forest Roads (revision)	
						Council Policy on the Development of Professional Practice Guidelines					
						Report on AGM Motion 6					
	Deliver timely, outcomes-focused complaints and enforcement processes.	Quarterly I&D and Enforcement Reports		(Closed Agenda) Possible Referral of a specific case to the Discipline Committee pursuant to s. 33.1(2) (or electronic meeting by email in January 2018)		Quarterly I&D and Enforcement Reports		Quarterly I&D and Enforcement Reports		Year End I&D and Enforcement Reports	
	Develop a system for corporate regulation that demonstrates enhanced public protection.							Report to Council by Advisory Task Force on Corporate Practice			
	Participate in initiatives that improve national harmonization of regulatory processes.			Report on APEGBC's Role in Geoscience Competency Assessment (Reg) Report on Competency SaaS Agreement with Participating Regulators							
Goal 3 Promote and protect the professions of engineering and geoscience (subject to goals 1 & 2).	Implement the new brand and increase awareness of the high standards that Engineers and Geoscientists BC must meet.		Induction Ceremony				Induction Ceremony		Induction Ceremony		
	Assess and improve admission processes and tools to facilitate robust and timely assessment of applicants.	Annual Update on Eng.L. to P.Eng. Bridging				Registration Fairness Panel Annual Rpt Convert Accredited Employer Training Program from Pilot to Permanent Policy on Risk-Based Limited Licence Assessment		Update: Enhanced MIT Program		Canadian Environment Experience Alternatives Report, Working in Canada Seminar - Policy and Implementation Approval (Reg) Report/Policy Bridge Eng.L. to P.Eng. (Reg) Update/Policy: Move Engl. to Competency Assessment (Reg)	
	Implement processes that support Engineers Canada's 30 by 30 program for improving the number of women in the professions.			Diversity Report (30 by 30 Initiatives) Report on AGM Motion 6 Report on AGM Motion 4							
	Clarify the association's regulatory role and responsibilities through ongoing communication and engagement with members and other stakeholders.	Member Engagement Plan Update Report on Engagement with Past Presidents		Report on AGM Motion 7		Dean's Presentation				Dean's Presentation	
Sustaining Operations		Budget Guidelines		KPI Update		2019 Budget				2018 Audited Financial Statements KPI Update	
Item Completed											
Item Behind Schedule (by end of September)											
New Item											
Items Advanced											

OPEN SESSION

ITEM 5.10.10

DATE	April 12, 2018
REPORT TO	Council for Information
FROM	Ann English, P.Eng., Chief Executive Officer and Registrar
SUBJECT	Council Attendance Summary (as at April 27, 2018)
LINKAGE TO STRATEGIC PLAN	To uphold and protect the public interest through the regulation of the professions.
Purpose	To provide updates on the Council attendance summary.
Motion	No motion required.

BACKGROUND

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

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

ATTACHMENT A – Council Attendance Summary

	Caroline Andrewes, P.Eng., CMA, CPA	Kathy Farnal-Lokhorst, P.Eng., FEC	Bob Stewart, P.Eng.	Suky Cheema, CA, CPA	David Wells, JD	Ken Lalonde, CPA, CA, TEP	John Turner, P. Ag. (ret)	Brock Nanson, P.Eng.	Larry Spence, P.Eng.	Susan Hayes, P.Eng.	Ross Rettie, P.Eng., FEC	Jeremy Vincent, P.Geo.	Lianna Mah, P.Eng., FEC	Doug Barry, P.Eng.	Dr. Catherine Hickson, P.Geo., FGC	Tim Watson, P.Eng.	Dr. Nimal Rajapakse, P.Eng.
Oct 21, 2017 (Inaugural Council)	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	
Nov 2, 2017 (ATFCP)						✓		✓									
Nov 1, 2017 (Orientation)	✓	✓	✓			✓					✓	✓	✓	✓	✓	✓	
Nov 1, 2017 (Reg Comm)							✓						✓			✓	
Nov 16, 2017 (Exec Comm)	✓	✓	✓			✓			✓								
November 22, 2017 (Councillor Agenda Teleconference)	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Nov 23, 2017 (New Council AG Walk-Thru)											✓	✓	✓	✓	✓	✓	✓
Nov 24, 2017 (Council)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
Nov 27, 2017 (CPD Comm)				✓			✓										
Dec 4, 2017 (Governance Comm)			✓		✓			✓				✓			✓		
Dec 7, 2017 (CCAG)								✓									
Dec 11, 2017 (CPD Comm)				✓			✓										
Dec 11, 2017 (Nom Comm)			✓														
Dec 13, 2017 (Reg Comm)							✓						✓			✓	
Dec 14, 2017 (Exec Comm)	✓	✓	✓			✓			✓								
Jan 11, 2018 (Geoscience Comm)										✓				✗			
Jan 15, 2018 (CPD Comm)				✓			✓										
Jan 16, 2018 (ATFCP)						✓		✓									
Jan 16, 2018 (Nom Comm)			✓														
Jan 24, 2018 (Reg Comm)							✓						✓			✓	
Jan 24, 2018 (Prof. Practice Comm)								✓				✓		✗			
Jan 25, 2018 (VP Branch Visit - Richmond/Delta)		✓															
Feb 7, 2018 (Councillor Agenda Teleconference)	✓	✓	✗	✗	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✗	✗
Feb 8, 2018 (Half Day Council Forum)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
Feb 8, 2018 (Induction Ceremony)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✓
Feb 9, 2018 (Council)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
Feb 16, 2018 (CPD Comm)				✓			✓										
Feb 22, 2018 (Governance Comm)			✓		✓			✓				✓			✓		
Feb 22, 2018 (VP Branch Visit - Vancouver Island)		✓															
Feb 28, 2018 (Nom Comm)			✓														
Feb 28, 2018 (Reg Comm)							✓						✓			✗	
Apr 5, 2018 (CCAG)									✓								
Mar 5, 2018 (Nom Election TF)					✓								✓				
Mar 14, 2018 (Geoscience Comm)											✓			✓			
Mar 15, 2018 (Exec Comm)	✓	✓	✓			✓			✓								
Mar 29, 2018 (Exec Comm)	✓	✓	✓			✓			✓								
Apr 5, 2018 (Prof. Practice Comm)								✓				✓		✗			
Apr 9, 2018 (ATFCP)						✓			✗								
April 18, 2018 (Gov't Opposition Luncheon)	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗	✓	✓	✓	✓	✗	✓	✗
April 18, 2018 (Gov't Caucus Reception)	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✓	✓	✓	✗	✓	✗
April 25, 2018 (Councillor Agenda Teleconference)	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
April 27, 2018 (Council)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

OPEN SESSION
ITEM 6.1

DATE	April 8, 2018
REPORT TO	Council for Decision
FROM	Executive Committee Jennifer Cho, CPA, CGA Chief Financial and Administration Officer
SUBJECT	Draft Engineers & Geoscientists British Columbia (EGBC) FY2019 Budget Summary & FY2020 Proforma Budget
LINKAGE TO STRATEGIC PLAN	Implement Best Practices in governance

Purpose	For Council to review and approve an annual member fee increase and FY2019 budget. To inform Council FY2020 budget
Motions	<ol style="list-style-type: none"> 1. That Council approve a \$35 annual member fee increase effective January 1, 2019. 2. That Council approve the FY 2019 Engineers & Geoscientists British Columbia operating and capital budget. 3. That Council receive FY2020 proforma budget with the possibility of an associated fee increase in the range of up to \$35 as presented.

BACKGROUND

At the April 28, 2017 Council meeting, Council approved the FY2018 Budget and accepted the FY2019 & FY2020 proforma budget as presented. The three year budget was fully aligned with the Association's Strategic Plan. With a three year budget, many advantages are realizable such as the following:

- Initiatives can be funded beyond fiscal years
- Enables longer term planning and more effective management of disruptions
- Greater predictability of budget and fee increases
- A directly linked three year budget to a three year strategic plan where years 2 and 3 budgets can be adjusted with updates to the plan and other minor "tweaking" as required

The Executive Committee met on March 15th and March 29th and reviewed the different options of the draft EGBC FY2019 budget. The Committee understood that there were many situations/factors affecting the association currently and into the future and reviewed different ranges of fee increases to address the financial impact of these factors. The Committee recommended draft EGBC FY2019 (Year 2) budget is before Council to be reviewed and approved. The draft budget has been prepared in accordance with the Council approved FY2019 Budget Guidelines (**Attachment A – Status of Budget Guidelines**). Details of the draft FY2019 budget are in Tab B of the budget binder.

WHERE WE ARE AT CURRENTLY - FY2018 FORECAST

The financial forecast for June 30, 2018 is that EGBC will be in a surplus position of approximately \$306K.

There are savings in salaries expenses due to unfilled positions, maternity leave replacements and delayed hiring. Currently, the association is experiencing a growth of 1.3% higher than expected membership revenues offset by a lower than expected volume of applicants/registrants. Other savings include unused contingency.

The following table illustrates the high level budget cost variances and the FY2018 forecast result (in \$'000):

FY2018 budget	(49)
Plus significant budget revenue/cost variances:	
Forecasted higher member volume growth by 1.3%	120
Lower than expected application volume	(140)
Payroll savings	297
Unused Contingency	95
Other	(17)
Estimated FY2018 Surplus	306*

*It is important to note that with two more months before year end, a conservative calculation of the surplus would have been \$211K if contingency is used.

CURRENT LANDSCAPE

The current fiscal year budget includes many initiatives that will continue into FY2019 budget such as PCI compliance measures, guideline improvements, OQM program growth, CBA stage 2 development, FQR project and consultation work for limited licenses etc. In addition to this, there are many factors on the horizon that the association will need to address in the very near future that will influence the budget for the next two years. These include the outcomes of the provincial review of the professional reliance model, PSA audit, FIPPA review etc. In addition to these unplanned issues that have arisen, there are expectations of the association that need to be addressed. There is an expectation of an increased level of business maturity which includes an increased level of transparency, higher sophistication of document management, and more scrutiny and compliance to privacy legislation just to name a few. There are changing and increased stakeholder expectations of the association such as with the increased complexity of discipline cases there is expected greater communication, expectation of higher degree of collaboration with external organizations, demand and need for increased rate of guideline updates, and expectations that come with a changing political environment just to name a few. To sustain the operations of the organization, one must not forget to plan for the future and resilience of the workplace which would include staffing resiliency, succession planning, PSA audit phase 2 outcomes and a new future space planning task force are all areas that need attention and have financial impact.

With these factors in mind, the Executive Committee recommends a fee increase in FY2019 and is foreseeing that there likely will be a need for a further fee increase in FY2020 to address the financial impact of such factors mentioned earlier.

DRAFT FY2019 BUDGET SUMMARY

Based on the Council approved Budget Guidelines and a multitude of changes that have arisen since the proforma FY2019 draft budget was accepted last April, the Executive Committee recommends the following draft budget associated with a \$35 fee increase for Council to consider.

Below are a summary of the draft budget.

REVENUE	\$35 Fee Increase 2019 revised
Membership	11,081,964
Other	5,074,083
External grants	1,100,000
Total Revenue	17,256,047

EXPENDITURES	
Operating	16,524,263
External grants	1,032,000
Surplus/(Deficit)	(300,216)
Transfer to Building Fund	
Transfer to General Fund	(300,216)

The following are some highlights of the draft budget:

1. \$35 fee increase generating an additional \$525K in revenue
2. Funding \$50K for an audit of the operations, security and facility to determine extent of compliance with FIPPA legislation. Further funds associated with the implementation of the FIPPA audit recommendations have not been included in the budget. FY2020 budget would require additional funding to address such needs.
3. Funding of \$50K for Phase 2 of PSA audit to review EGBC performance compared to a list of PSA Quality Assurance Indicators that are deemed to be best practice in regulation.
4. Inclusion of \$50K funding for building out of a Succession Planning Program.
5. Net funding of \$45K of a new position (potentially Corporate Secretariat, to be confirmed by the new CSO).
6. Funding of \$50K for IT penetration testing to evaluate security of IT infrastructure.
7. Transfer of \$250K to the Property, Equipment and Systems Replacement fund (Building Fund) to build up the fund to be used for future space planning requirements in FY2020.

Please see **Attachment B** for details of the changes from the initial Proforma FY2019 budget to the current draft budget.

ADDITIONAL NOTES TO THE DRAFT BUDGET OPTIONS

Item #8 Vacancy Savings – For the past 5 years, there has been a trend of savings from salaries & benefits due to unfilled positions or delayed hiring. As a method to address this occurrence, a five year average of the savings was calculated and placed in this draft budget as a line item of Vacancy Savings in the amount of \$170K. However, there is a risk that if the trend that has been observed of vacancy savings doesn't occur (ie. If positions are filled faster than currently), then these savings will not be realized and would result as a cost rather than a savings.

Item #15 New Provincial Payroll Tax – On February 20, 2018, the Provincial Government announced that a new Payroll Tax would be effective January 1, 2019. This tax is put in place to offset the loss from cancelling medical service premiums. With annual payroll costs over \$1.5M, the tax is calculated at a flat rate of \$29,250 + 1.95% of payroll over \$1.5M. Net effect for EGBC is estimated at \$88K for FY2019.

BENCHMARKING TO SISTER ASSOCIATIONS & INFLATION CONSIDERATION

Please refer to Appendix A for the benchmark comparison of annual dues to sister associations across the country. EGBC is currently on the lower end of the spectrum in terms of annual dues. The current national average of annual dues is \$421. Currently EGBC is at \$380. With a fee increase of \$35, EGBC's annual dues would be \$415 which is slightly under the current national average without inflation added.

In addition, it is important to note that if inflation of 2% were applied across the board to all current expenses (excluding salaries & benefits), additional funding of \$143K would be needed to fund the operations of EGBC just to keep the status quo.

THREE DRAFT FY2020 PROFORMA BUDGET SCENARIOS TO CONSIDER

As mentioned earlier, there would likely be financial impact on the association due to the many different situations/factors affecting the association currently and into the future. As a result, the Committee foresees that FY2020 is likely going to require a further fee increase in order to resource the association adequately.

Based on the Committee's recommendation, three different scenarios were developed to inform Council to consider for FY2020 – Option A zero fee increase, Option B \$16 fee increase, Option C - \$35 fee increase.

Below are a summary of the three scenarios.

		Option A	Option B	Option C
	\$35 Fee Increase 2019 revised	Nil Increase 2020 revised	\$16 Fee Increase 2020 revised	\$35 Fee Increase 2020 revised
REVENUE				
Membership	10,556,767	11,993,298	11,993,298	11,993,298
Fee increase	525,197		250,000	540,952
Other	5,074,083	5,211,285	5,211,285	5,211,285
External grants	1,100,000	1,000,000	1,000,000	1,000,000
Total Revenue	17,256,047	18,204,583	18,454,583	18,745,535
EXPENDITURES				
Operating	16,524,263	16,982,177	16,982,177	16,982,177
Cost increase			-	350,000
External grants	1,032,000	952,000	952,000	952,000
Surplus/(Deficit)	(300,216)	270,406	520,406	461,358
Transfer to Building Fund		250,000	500,000	500,000
Transfer to General Fund	(300,216)	20,406	20,406	(38,642)

The three scenarios all have transfers of a minimum of \$250K to the building fund/reserve. Option B and C have an additional \$250K transfer to make up for the missed transfer in FY2019.

Option B will have an additional \$250K to fund initiatives to address some of the anticipated issues in FY2020 that the association would face. Examples include partially addressing professional reliance and FIPPA/Privacy audit recommendations.

Option C will have an additional \$540K to fund all initiatives to address the anticipated issues in FY2020 that the association would face. Examples include addressing professional reliance and FIPPA/Privacy audit recommendations, IT penetration testing, PSA audit phase 2 recommendations, and 30 by 30 task force recommendations.

Both Options B&C would allow for greater financial stability and flexibility for the association to be able to deal with anticipated and unanticipated situations.

It is important to note that Council is being asked to review and approve the FY2019 Operating & Capital budget with a FY2019 \$35 fee increase and the FY2020 proforma budget. The FY2020 proforma budget will have an associated fee increase that could change in the coming year and Council is not being asked to approve a fee increase at this current Council meeting for this. It will be at the April 2019 Council meeting where Council will be asked to approve the FY2020 Capital and Operating Budget with any associated fee increases. The purpose of the proforma budget is to provide some insight and forewarning to Council for next year's budget.

Please see Appendix A for details of the different estimated costs associated to address anticipated situations for FY2020.

RESERVES

As per budget guideline 7, a review and assessment of the appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund and the Legal & Insurance Fund is to be done as a part of the budgeting process.

The projections of three fund balances are as per below:

\$35 fee increase FY2019 & no fee increase FY2020	General Operating Fund ('000's)	Property, Equipment and Systems Replacement ('000's)	Legal and Insurance ('000's)	Total Funds ('000's)
June 30, 2017	8,240	195	500	8,935
FY2018 Forecast	306			
June 30, 2018 Forecast	8,546	195	500	9,241
FY2019 Budget	(300)			
June 30, 2019 Forecast	8,246	195	500	8,941
FY2020 Budget	270			
FY2020 Budget - transfer	(250)	250		
June 30, 2020 Forecast	8,266	445	500	9,211

The above chart only indicates the effect of a \$35 fee increase from FY2019 and no fee increase in FY2020 as the exact fee increase cannot be determined at this point.

The reserves at June 30, 2018 are projected to be approximately \$9.2M. Council can at any point in time re-appropriate the Legal & Insurance Fund and the Property, Equipment and Systems Replacement Fund back to the General Operating Fund.

As the Property, Equipment and Systems Replacement Fund is depleted after the building renovations, it will be prudent to replenish this fund for future building repairs or future space requirements. It is recommended that any surplus funds from the current fiscal year end be transferred to this fund which is in line with Budget Guideline 11, Council is to strive to replenish the fund towards a target of \$1.6M.

Please note that a fee increase in FY2020 will also allow for the association to replenish the Property, Equipment and Systems Replacement Fund. An assessment of the building was done by Stantec in 2015 and the report indicated that \$1.5M would be required over the next 10-12 years to maintain the building. Some major items include new roof, new heat pumps, and window wall glazing. In addition to maintenance of the building, with the Future Space Planning Task Force starting its work soon, the monies in this fund will be needed to cover costs during the process of determining the options of what the future space options will be. Such costs could include, consultant (architect, engineer, commercial realtor) assessment work, site preparation work, design fees, license fees, etc.

As per independent consultant MNP, Industry standard of total reserve funds is 3-6 months of operating expenses. As per the projection above, EGBC has an appropriate and healthy level of reserves currently based on the projected surplus in the current year and taking into account the projected FY2019 budget in both options. EGBC will be able to maintain a minimum 6 months of operating expense (based on FY2017 actual expenses of \$1.2M per month).

MOTIONS

1. That Council approve a \$35 annual member fee increase effective January 1, 2019.
2. That Council approve the FY 2019 Engineers & Geoscientists British Columbia operating and capital budget
3. That Council receive FY2020 proforma budget with the possibility of an associated fee increase in the range of up to \$35 as presented.

APPENDIX A - Budget Book FY2018/2019 & 2019/2020

Item 6.1 - Attachment A

Budget guidelines	Status
The Sustainable Financial Management Policy will be the foundation for guiding budget preparation.	Achieved
Apply the Engineers & Geoscientists BC Strategic Plan, Council Work Plan (Roadmap) and Key Performance Indicators to budget development.	Applied
Strive to keep the overall budget increase to be less than 5% each year.	Applied
Strive for no more than a 2% per year increase of the annual professional member fee increase for 2019, 2020.	Not Met. \$35 fee increase in 2019
Consider potential changes to prior year budget as follows: Opportunities for efficiencies by programs & departments; new program initiatives/nondiscretionary budget changes.	\$133K savings
Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund and the Legal and Insurance Fund.	Applied
Staffing levels be generally determined by authorized program improvements, growth and membership growth.	Achieved. Additional 3 FTE in 2019 if approved
Review program contribution margins and strive for financial self-sustainability on a direct cost basis with the exception of CPD guidelines related courses to operate at most on a break even basis.	Applied
Final 2019 budget approval and 2020 proforma budget should be sought at the Council meeting in April 2018.	Applied
Strive for a minimum transfer of \$300K into the property, equipment and systems replacement fund in order to replenish the fund to build towards a future target of \$1.6M fund balance to support future building maintenance costs.	Not fully met. FY2019 transfer any incidental surplus to reserve.

		FY2019 budget	
	Original surplus	45,111	
Index	Revenue increase/(decrease)	\$35 fee increase	
1	Annual Membership Fees	525,852	1/2 year increase of \$35 fee increase
2	Applications/Registration	(93,400)	Using historical data and current year's trend, adjusted down volume of applications trend because of delay in implementation of Working in Canada Seminar
3	National Programs - CBA Engineers Canada	(69,113)	Adjusted as per signed contract with Engineers Canada due to reduction of scope and complexity
4	Geoscience Canada Recovery	(36,358)	Loss of overhead revenue recovery from Geoscience Canada
5	National Programs - OQM National	(32,500)	Contract not secured and need to remove from budget
6	Professional Development	(25,733)	6% reduction (\$45K) to account for 9 free practice guideline sessions, offset by higher distance education \$20K based on current trend
7	Professional Practice Exams and Books	20,000	Forecast to be 372K for FY2018. Adjusted 2019 budget based on this forecast.
	Total revenue increase	288,748	
	Expenses increase/(decrease)	\$35 fee increase	
8	Vacancy Savings	(170,000)	Estimated payroll savings from 5 year average due to unfilled positions
9	Contingency	(145,000)	Adjusted contingency based on estimated and historical events
10	Delay Triennial Staff Compensation Review	(30,000)	Delay market review of total compensation by third party consultant by one year to 2020
11	Professional Development Expenses	(20,311)	Savings related to lower revenue
12	Salaries & Benefits Adjustments	149,719	Mostly due to additional salaries required to accommodate CBA program requirements offset by CBA program funding
13	Consultant to advance CPD Program Development	100,431	Consultant (Compass) to guide CPD program development \$100K, partial could be covered in 2017 budget
14	Innovation Magazine	89,750	Rising costs to printing and adjusting costs to current trend
15	New Provincial Payroll Tax	88,216	new BC Health tax comprised of \$29,250 + 1.95% of payroll above \$1.5M effective Jan 1, 2019
16	Foreign Qualifications Research Projects	65,000	Canadian Environment Experience Project: Increased consulting costs based on Ministry's suggestion to undertake a new Employability market study. This project is cost neutral. Revenues were included in original FY2019 budget but costs were not.
17	Outreach Manager Position	61,967	As part of the re-org associated with the creation of the CSO position replacing the old COO position, the function related to providing support to the CPD Committee & the four Technical Divisions will be transferred to the Prof Practice Dept (PPSD). A new position is proposed to carry out these functions in PPCD. Additional new responsibilities include coordinating seminars relating to Professional Practice. Guidelines; outreach activities to share info & collaborate on practice related initiatives with external technical organizations such as CSCE, CGS, EERI, IEEE, NSERC, etc.
18	Credit Card Processing Fees & Administration Fees	60,126	Due to continued strong membership volume growth and improved online payment system there is an increase to credit card processing fees
19	PSA Audit Phase 2	50,000	Carry out Phase 2 of PSA audit to review EGBC performance compared to a list of PSA Quality Assurance Indicators that are deemed to be best practice in regulation
20	Succession planning	50,000	Succession planning for operation continuity and career development. Costs include planning, research, review, training and implementation
21	Implementation of Privacy/FIPPA Audit	50,000	Carry out detailed FIPPA Audit to determine extent of compliance as a part of prudent governance and duty of being a regulator

	Expenses increase/(decrease)	\$35 fee increase	
22	IT Penetration testing	50,000	To evaluate the security of IT infrastructure by safely trying to exploit vulnerabilities. These vulnerabilities may exist in operating systems, services and application flaws, improper configurations or risky end-user behavior
23	Web Communications Coordinator Contract position to permanent full time position	48,165	This position supports internal and external website maintenance and employment advertising. With growth of website use and organizational demands, this contract position has demonstrated to be required as a permanent role. This cost is offset by savings in related external costs, and using in-house staff
24	Corporate Secretariat Position	44,637	Funding to start July 1, 2018. Position to provide guidance and support to Council and governance, nomination and executive committees as well as assist with drafting framework of strategic plan and development of communications with key government officials/bureaucrats
25	Amortization	38,713	Increase due to higher capital expenditure in IT assets due to office expansion, PCI and other system security
26	General Legal Expenses	30,599	Restore the general legal expenses budget based on historical file volume, complexity and average of file fees
27	Other	22,061	Other misc operating adjustment
	Total expenses increase	634,074	
	Adjusted deficit	(300,216)	

OPEN SESSION

ITEM 6.2

DATE	April 3, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar on behalf of the Governance Committee
SUBJECT	Managing AGM Motions from Members
LINKAGE TO STRATEGIC PLAN	Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.

Purpose:	To apprise Council of the Governance Committee's discussions on the process for the management of AGM motions from members and the recommendations resulting from these discussions.
Motion:	That Council approve the following six recommended actions:
1.	For the 2018 AGM, follow the rules of order as approved by the assembly at the 2017 AGM allowing members' motions to be submitted up to 10:00 am on the day of the AGM.
2.	At the 2018 AGM, ask the assembly to approve the requirement to submit members' AGM motions at least 30 days in advance as a Special Rule of Order for all AGMs going forward pursuant to Bylaw 2(i) of the Association commencing with the 2020 AGM.
3.	That staff develop and implement a more robust communications strategy to persuade members that the proposed changes would provide them with the necessary information ahead of the AGM so that they can make informed decisions on such motions.
4.	The Association continues its efforts to encourage members to provide as much information as possible in support of their AGM motions. This may include the provision of forms and/or templates prompting the member to provide essential information such as relevancy to the Association's mandate/current strategic plan, potential resource implications, urgency, etc....

5.	Develop a transparent set of criteria against which a member-approved AGM motion will be assessed to assist Council in deciding the appropriate action(s) to take in response to the motion.
6.	Develop a comprehensive but user-friendly information package which will be easily accessible to members wishing to submit AGM motions. This package will include the information outlined in motions 4 and 5 above as well as the entire process for submitting motions and how they will be dealt with after the AGM.

BACKGROUND

The current practice of allowing members to submit AGM motions on the day of the AGM has been a concern of the Association for a number of years. Many of the motions submitted did not contain sufficient details to enable an informed vote to be cast by the members in attendance. Additionally, depending on the number of motions submitted on or before the deadline of 10:00 am on the day of the AGM, there was too much of a rush to review these motions to ensure that they met the minimum criteria for acceptance (ie., not defamatory, compliance with Human Rights and other legislation, etc....).

In 2017, on the recommendation of the Governance Committee, Council approved changes to the AGM rules such that members would be required to submit their AGM motions 30 days ahead with sufficient details so that they could be published for the information of all members ahead of the meeting. An exception was made for “urgent” AGM motions which could, on the approval of two-thirds of members present, be introduced for consideration and a vote of the assembly at the AGM. Notification was sent to all members informing them of this proposed change even though Council was aware that these changes to the AGM rules had to be approved by the members at the 2017 AGM before they are valid. Council’s focus was to publish information ahead of the meeting to allow members to be better informed when they vote on the AGM motions. This was done out of respect for the members attending the AGM. It was felt that should “urgent” AGM motions arise, permission could be sought from the assembly and if two-thirds present agreed, then the “urgent” motion could be considered on the day of the AGM.

Prior to the 2017 AGM, some members understood the rationale for the proposed changes to the AGM rules requiring the earlier deadline of 30 days prior to the AGM for the submission of motions and complied with the requirements. Others, led by a Past President of the Association, objected to the premature application of the changes to the AGM rules and have expressed such objections via an article in the Innovations magazine as well as at the 2017 AGM. Debate took place at the 2017 AGM on the proposed requirement to submit motions in advance of the AGM. Notwithstanding the logic behind the proposed requirement to submit motions in advance, it was ultimately not approved by the members in attendance.

At the November 24, 2017 Council meeting, concerns were expressed again on how AGM motions were being received and subsequently dealt with by the Association. Council then passed a motion requesting the Governance Committee to review the overall process again and return with further recommendations.

DISCUSSION

At the December 4, 2017 and February 22, 2018 Governance Committee meetings, detailed discussions took place on this matter covering a range of issues with recommended actions as follows:

1. Reasons for Rejecting the proposed changes to the AGM rules

The Committee identified a number of reasons why members in attendance may have voted against the changes. The list includes:

- Taking away the traditional rights of members to raise issues at the AGM without advanced notice.
- Proposed changes are too bureaucratic requiring members to do too much work prior to getting their motion accepted.
- The requirement to have only “urgent” motions accepted at the AGM creates two additional challenges for the members. First, what would be consider “urgent”? Secondly, such motion must receive two-third vote before being allowed to be considered by the assembly. This is much too onerous for motions that are only advisory for Council.
- If a member wants to take advantage of the propensity of the assembly for supporting their colleagues, one way to get support for a motion is not to have any information presented in advance that would lead someone to oppose the motion. Lack of information to the contrary would tend to support a motion introduced on the day of the AGM.
- Members don’t like change, especially if they feel that Council is trying to take their rights away. There is residual resentment towards Council for submitting Act amendments to Government in the recent past without a membership vote even though this is not a requirement.
- Members do not like to see proposed changes to the AGM rules implemented before they are approved by the members at the AGM even though it makes sense.
- The proposed changes to the AGM rules were not effectively communicated/explained to the members early enough.

Recommended Actions:

- a. *For the 2018 AGM, follow the rules of order as approved by the assembly at the 2017 AGM allowing members' motions to be submitted up to 10:00 am on the day of the AGM.*
 - b. *At the 2018 AGM, ask the assembly to approve the requirement to submit members' AGM motions at least 30 days in advance as a Special Rule of Order for all AGMs going forward pursuant to Bylaw 2(i) of the Association commencing with the 2020 AGM. This will give the members a two year transition period.*
 - c. *That staff develop and implement a more robust communications strategy to persuade members that the proposed changes would provide them with the necessary information ahead of the AGM so that they can make informed decisions on such motions.*
2. Should a general survey be conducted to determine how members feel about the proposed changes to the AGM rules requiring advanced submission of motions?

The Committee considered the merits of a survey to the membership. The following points were expressed:

- Surveys attract supporters and non-supporters on an issue with generally more non-supporters participating.
- Conducting surveys takes time and resources. Since general on-line survey is not statistically valid (statistically valid surveys are much more costly), even if the results are in support of the proposed changes, the non-supporters will likely dismiss the results.
- The time and resources needed to develop and conduct the survey could be better spent on other priorities.

Recommended Action: That a survey on this matter not be conducted.

3. How can the outcomes of the AGM motions submitted by members be more "value added" to the Association?

Members of the Committee expressed concerns regarding the outcomes associated with the current process of members submitting AGM motions. It was noted that often, member motions approved by the assembly at the AGM are subsequently not approved by Council for a range of valid reasons. This outcome is undesirable from many perspectives. In searching for a better process, the Committee identified the following areas needing attention:

- How much information is available to inform members of the purpose and the process of how AGM motions are accepted and dealt with by Council once

they are approved by the assembly at the AGM? It has been said that member AGM motions are “advisory” only. So, what does this mean? Does it mean that Council is not under any obligations to accept these motions even though they are well supported by the membership and make a lot of sense? What are the criteria which Council uses to assess whether to act on such member-approved AGM motions?

- It is clear that the mandate of the Association is very broad. Member AGM motions can cover a lot of issues ranging from taking a position on global issues such as climate change to internal matters such as changing the Association's policies and processes. How should these member-approved AGM motions be prioritized against existing priorities that are already in progress given the limited resources available? Members may approve a motion at the AGM. However, should a membership fee increase be attached to the same motion, it is likely that the outcome of the vote on the motion would change especially if the fee increase anticipated would be large.

After a robust discussion on this issue, the Committee came to the conclusion that we need to improve the current process so that better outcomes will be achieved. The Committee is also aware that this is a cultural shift that will likely take some time to change. It was suggested that a two year transition period may be required. Developing a better process, followed by repeated education of our membership is the appropriate approach to take going forward.

Recommended actions:

- a. *The Association continues its efforts to encourage members to provide as much information as possible in support of their AGM motions. This may include the provision of forms and/or templates prompting the member to provide essential information such as relevancy to the Association's mandate/current strategic plan, potential resource implications, urgency, etc....*
- b. *Develop a transparent set of criteria against which a member-approved AGM motion will be assessed to assist Council in deciding the appropriate action(s) to take in response to the motion.*
- c. *Develop a comprehensive but user-friendly information package which will be easily accessible to members wishing to submit AGM motions. This package will include the information outlined in a. and b. above as well as the entire process for submitting motions and how they will be dealt with after the AGM.*

RECOMMENDATION

That Council consider the six recommended actions stated in this report, and if acceptable, approve these recommendations for implementation.



OPEN SESSION

ITEM 6.3

DATE	April 4, 2018
REPORT TO	Council for Decision
FROM	Tony Chong, P.Eng., Chief Regulatory Officer/Deputy Registrar on behalf of the Governance Committee
SUBJECT	Recording Negative Votes on Request
LINKAGE TO STRATEGIC PLAN	Identify and implement practices that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.

Purpose:	To reconsider the request from a Council member to record negative votes cast by Council members on request.
Motion:	That Council formally approve the Governance Committee's January 2017 recommendation not to record in the Council minutes how each individual councilor had voted at a Council meeting.

BACKGROUND

This request is not new and was considered by the Governance Committee, at its meeting in January 2017, which recommended that the request not be approved. According to the Governance Committee Chair at that time, the Committee's recommendation on this matter was shared with the Council at the February In-Camera meeting and general agreement with the Governance Committee's recommendation was apparently reached.

Fast forward to January 2018, a similar request in writing was received from Councillor Ross Rettie (Appendix A) on this matter. Due to time constraints, the Executive Committee did not have time to discuss this request in advance. With the consent of the Executive Committee members, the President referred this request to this year's Governance Committee for a second review. This second review took place at the February 22, 2018 meeting of the new Governance Committee.

DISCUSSIONS

At the February 2018 Governance Committee meeting, the staff report dated January 12, 2017 prepared by the Director, Legislation, Ethics and Compliance (Appendix B) was reviewed by the new Governance Committee. The new Governance Committee took interest in the following comments from the attached staff report:

1. Roberts Rules noted that the use of the roll call vote is usually confined to representative bodies, where the proceedings are published, since it enables constituents to know how their representatives voted on certain measures. It should not be used in any assembly whose members are not responsible to a constituency.
2. The risk of introducing a rule, in advance, that a minority can force a roll call vote is that Council members may be reluctant to vote for matters that are in the public interest but are expected to be unpopular with members.
3. From the members' perspective, the result of a roll call vote is that the members would be able to hold individual Council members accountable for their voting record in the same manner that elected politicians are held accountable in some cases.

On balance, the new Governance Committee agree with last year's Committee in that the Council for the Engineers and Geoscientists BC can better serve the public interest if the use and/or recording of roll call votes are not adopted.

MOTION

That Council formally approve the Governance Committee's January 2017 recommendation not to record in the Council minutes how each individual councilor had voted at a Council meeting.

ATTACHMENT A - Agenda Item Request by Councillor Ross Rettie

ATTACHMENT B - Report to Governance Committee on Recording Votes at Council Meetings dated January 12, 2017

Agenda Item Request Form

Item Title:

Ability to have Negative Votes of Councillors Recorded when requested.

Short Description of issue:

It is my view that negative votes of Councillors should be recorded when requested, as a matter of openness and transparency. I feel very strongly that such recording, when requested, is a reasonable request and should be available as a democratic right of Councillors, for a variety of reasons, not the least of which is potential liability of Councillors.

For this change to occur, Council would need to approve a motion to refer this matter to the Governance Committee for review of the policy that currently prevents this from occurring, and return a recommendation to a future Council meeting for consideration. Although this issue was reportedly reviewed by the Governance Committee in January, 2017, the Governance Committee is now comprised of different Councillors, some of which were recently elected.

Revision to the policy would also involve modification to the Council Terms of Reference.

What specific decision needs to be made?

A decision of Council would be necessary to task the Governance Committee with the review of this policy, and to prepare a recommendation for the subsequent consideration and decision of Council.

How is this decision related to the strategic Plan:

This issue supports the strategic plan by promoting openness and transparency of Council operations in the accurate record keeping of voting when requested and, could potentially avoid some liability exposure of Councillors.

Have you raised this item with the related committee / division / branch? Yes – Council and Presidents.

Have you raised this item with the staff member for this program area? Yes – Tony Chong.

Requested by: Ross Rettie, P.Eng., FEC

Date: January 17, 2018

Date: January 12, 2017

Report to: **Governance Committee**

From: Efrem Swartz, LLB
Director, Legislation, Ethics and Compliance

Subject: Recording Votes at Council Meetings

Recommendation

That a report be forwarded to Council recommending that Council continue not to record in the minutes how each individual councillor votes at a Council meeting.

Background

It has not been the custom at APEGBC for the names of the Council members voting for or against motions to be recorded in the minutes of Council meetings.

The existing Council governance policies are designed to protect Council unity, that is, on official Council matters, Council is encouraged to speak with one voice once a decision has been made after everyone has had the opportunity to present their views on the issues at the meeting. **Policy CG-4** titled “**Roles and Responsibilities of Council Officers**” states that one of the duties of the President is “...representing Council to outside parties (including media) for the purpose of announcing Council-stated positions and interpretations.”

Furthermore, individual Council members are not authorized to speak for Council. **Policy CG-6** titled “**Code of Conduct for Council Members**” (the “Code of Conduct”) includes the following provision at item #2:

Council Decisions. Council members should discuss all issues freely and openly at Council meetings, presenting both supporting and contrary points of view, regardless of their memberships in any committees reporting on the issues. They should vote in the public interest in the practice of the professions, and – unless there is a conflict with the public interest – in the best interests of the membership as a whole. They are expected to accept and respect Council decisions. Unless specifically delegated to do so, they are not authorized to speak on behalf of Council regarding its decisions. [A very similar statement is also found section 4.9 of **Policy GG-5** titled “**Council Support Structure**”.]

The Code of Conduct reads at item #6:

Individual Authority. Council members may not attempt to exercise individual authority over APEGBC except as explicitly set forth in Council policies. Unless specifically delegated to do so, Council members do not have authority to direct the CEO & Registrar or staff or other members of Council; and they have no authority to speak on behalf of Council to the public, media or other entities. (emphasis added)

The existing policies are designed to allow free and open debate but emphasize Council unity once a vote is taken. An individual member (except the President) is, by policy, not authorized to speak on behalf of Council.

The Council Meeting of November 25, 2016

At the Council meeting of November 25, 2016, certain Council members asked that the minutes specifically reflect how they voted on certain motions. There was some controversy and confusion among the Council as to why such a course of action was needed, and how the procedure to achieve that goal would be reached. Eli Mina, Registered Parliamentarian, gave Council guidance during the meeting and explained that roll call votes are commonly taken when a vote is very close and precision in counting votes is required or when an individual or individuals want the minutes to record how each person voted.

This memorandum discusses the existing Council policies, sets out the background for what is called a “roll call” vote in *Robert’s Rules of Order Newly Revised (11th Edition)* (“Robert’s Rules”), discusses the possibility of Council adopting a policy on roll call votes and suggests the pros and cons of Council using a roll call voting procedure.

Discussion

APEGBC does not currently record in the Council minutes the names of those who initially propose motions or second motions. Similarly, APEGBC does not record how each councillor votes on each item on the Council agenda.

As there is no provision in the existing policies to record the names of the Council members that voted for or against a motion, Council can turn to Robert’s Rules for guidance on this issue.

With respect to APEGBC’s [annual] general meetings, Bylaw 2(i) specifies that, “The rules contained in the latest edition of Robert’s Rules of Order shall govern the conduct of meetings in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of this association.”

In the section 6 of the APEGBC Bylaws which pertains to regular Council meetings, there is no comparable specific reference to Robert’s Rules. However, Robert’s Rules is a well-established guide and is specifically referenced in Council **Policy CG-4** which provides at section 1(1.3) that, “Council meetings are conducted in accordance with *Robert’s Rules of Order* as required in the Bylaws¹, except where there is a specification in the Act or Bylaws that overrides them.”

Roberts Rules says the following with respect to “Roll Call” votes at pages 420-422:

ROLL-CALL VOTE. Taking a vote by *roll call* (or by *yeas and nays*, as it is so called) has the effect of placing on the record how each member or, sometimes each delegation, votes; therefore, it has exactly the opposite effect of a ballot vote. It is usually confined to representative bodies, where the proceedings are published, since it enables constituents to know how their representatives voted on certain measures. It

¹ With respect to Council meetings, this reference in Policy CG-4 appears incorrect. As stated above, the Bylaws specifically reference Robert’s Rules in the context of an APEGBC general meeting but not with respect to Council meetings.

should not be used in a mass meeting or in any assembly whose members are not responsible to a constituency.

Ordering a Roll-Call Vote. In a representative body, if there is no legal or constitutional provision specifying the size of the minority that can order a roll-call vote, the body should adopt a rule fixing the size of such a minority – for example, *one fifth of those present*, as in Congress, or some other portion of those present that is less than a majority. In the absence of such a special rule, a majority vote is required to order the taking of a vote by roll call – in which case a motion to do so is likely to be useless, since its purpose is to force the majority to go on record.

...

Procedure for Roll-Call Vote. When a vote is to be taken by roll call (see 30 for the motion), the chair puts the question in a form like the following:

CHAIR: As many as are in favor of the adoption of the resolution will, as their names are called, answer *aye* [or “yes”, or “yea”]; those opposed will answer *no* [or “nay”]. The secretary [or “the Clerk”] will call the roll.

The roll is called in alphabetical order except that the presiding officer’s name is called last, and only when his vote will affect the result. It is too late, after one person has answered to the roll call, to renew the debate. Each member, as his name is called, responds in the affirmative or negative as shown above. If he does not wish to vote, he answers *present* (or *abstain*). If he is not ready to vote, but wishes to be called on again after the roll has been completely called, he answers *pass*...

[Robert’s Rules then discusses suggested procedures for collecting the votes on paper.] In roll-call voting, a record of how each member voted, as well as the results of the vote, should be entered in full in the journal or minutes.

As is stated in Robert’s Rules, the intent of the motion to hold a roll call vote is to force the majority to go on record. As such, the same majority may be reluctant to pass the motion to hold a roll call vote. Robert’s Rules goes as far as to say that the motion to hold a roll call vote “will likely be useless.” Therefore, to allow a minority to force the majority to hold a roll call vote, Robert’s Rules suggests that, in advance of a meeting, a representative body should create a policy which specifies the size of the minority that can order a roll call vote.

However, before enacting such a policy, Council should consider the overall ramifications of specifying in advance the appropriate minority necessary to hold a roll call vote. Is APEGBC a “representative” body akin to an elected government where constituents need to know how each member voted? Or, is APEGBC Council more of a collective body which wants to foster unity and continue to speak with one voice?

Policy Advice

The “pros” and “cons” are quite clear:

The **positive** result of adopting a policy by which a minority of Council is able to force a roll call vote would be to provide a record, for the benefit of members, as to how each Council member voted. The members would then be able to make a more informed choice in subsequent elections and hold individual Council members accountable for their voting record, in the same manner that elected politicians are held accountable in some cases.

The **negative** result of adopting a policy by which a minority of Council is able to force a roll call vote is that the culture of Council engaging in spirited debate but then speaking with one voice, as set out in Council policies and the Code of Conduct, may be impacted. The dynamics of voting may also change if Council members are concerned about being attacked on unpopular decisions, even if made in the public interest, which would not serve APEGBC’s primary mandate.

Council unity supports good governance for APEGBC. As stated in the **Code of Conduct**: Council

members should discuss all issues freely and openly at Council meetings, presenting both supporting and contrary points of view... They are expected to accept and respect Council decisions. Unless specifically delegated to do so, they are not authorized to speak on behalf of Council regarding its decisions.

Protecting Council unity outweighs the need to facilitate, in advance, a process by which a minority of Council members could force a roll call vote. The effect of a roll call vote is merely to provide evidence in the Council minutes of one’s voting record. However, an individual councillor is still entitled to discuss his or her voting record from open sessions as the Council policies speak only about a limit of speaking “on behalf of Council.”

The risk of introducing a rule, in advance, that a minority can force a roll call vote is that Council members may be reluctant to vote for matters that are in the public interest but are expected to be unpopular with members and licensees. On balance, the current policies serve APEGBC well and do not require change.

Conclusion

That a report be forwarded to Council recommending that:

- (1) Council continue not to record in the minutes how each individual councillor votes at a Council meeting and;
- (2) that no rule be set in advance allowing for a minority of Council to order a roll call vote.

OPEN SESSION

ITEM 6.4

DATE	March 24, 2018
REPORT TO	Council for Information
FROM	Garth Kirkham, P.Geo., FGC Phil Sunderland, P.Eng., FEC, FGC (Hon.) John Watson, P.Eng., FEC, FGC (Hon.), Chair of the Fairness Panel
SUBJECT	Registration Fairness Panel Annual Report to Council March 2017 – February 2018
LINKAGE TO STRATEGIC PLAN	Continue to implement best practice in governance

Purpose	To summarize the operation and findings of the Fairness Panel over the past year.
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BACKGROUND

The Registration Fairness Panel (the 'Panel') is an independent, non-statutory body that examines the fairness of the process of an application when the Registration Committee (the Committee) rejects an appeal of a registration decision made by an applicant. The Panel is advisory to the Committee and reports to Council. It makes recommendations to the Committee and Registration Task Force on process, policies and procedures as warranted, and provides an annual report of its activities to Council. Its last annual report covered the period March 2016 to February 2017.

The Panel is composed of three past members of council or other senior members who have served on the Registration Committee. The current Fairness Panel members are Garth Kirkham P.Geo., John Watson, P.Eng. and Phil Sunderland, P.Eng.. A pool of Expert Reviewers in engineering and geoscience supports the work of the Panel. The Panel consults with the Expert Reviewers at its discretion, normally when it determines that the technical competence of the applicant is at issue, rather than the process followed or adherence to policy.

DISCUSSION

Panel Activities March 2017 through February 2018

During the reporting period, the Panel held eight meetings. This report by the Panel on activities for the period March 2017 through February 2018 was presented at the Registration Committee meeting on April 25, 2018.

Appeals and Referrals to the Panel

Table 1 sets out the history of appeals of registration decisions over the past eight years.

The Registration Committee reviewed 33 appeals from March 2017 to February 2018. The Geoscience Committee reviewed two appeals from March 2017 to February 2018.

The Registration Committee referred 19 of those appeals to the Panel and the Geoscience Committee referred one case to the Panel. There were no special referrals in this period.

The Panel agreed with the Registration Committee's original decision in 18 of the 19 appeals (95%) and agreed with the Geoscience Committee's original decision in all of the referrals.

The Fairness Panel made recommendations for registration in one of the appeals.

Table 2 shows the distribution by applicant type, origin and Panel recommendation for the appeals referred to the Panel.

The policy on appeals calls for the Committee to refer any instances to Council where it does not follow the Panel recommendation. There was no referral of this nature during the reporting period.

Table 1 : Appeals/Referrals Reviewed by Registration Committee			
Year	Total	Referred to Fairness Panel	
		Appeals	Special Referrals
2017 – 2018	33**	20***	0
2016 – 2017	22*	18**	0
2015 – 2016	23*	16**	0
2014 – 2015	36	20	0
2012 – 2013	36	20	0
2011 – 2012	36	16	2
2010 – 2011	57	26	1
2009 – 2010	48	20	2
2008 – 2009	44	21	0

** This number includes the two appeals received for review by the Geoscience Committee.*

***This number includes the two appeals referred to the Fairness Panel from the Geoscience Committee*

**** This number includes one appeal referred to the Fairness Panel from the Geoscience Committee*

Table 2: Appeals/Referrals Reviewed by the Fairness Panel

Outcome	Applicant for Professional Engineer		Applicant for Professional Geoscientist		Applicant for Eng.L.	
	Canadian	International	Canadian	International	Canadian	International
FP agrees with original RC Decision	6	12		1		
FP agrees with original GC Decision						
FP recommends further action						
FP recommends registration					1	
TOTAL	6	12		1	1	

Note: FP = Fairness Panel, RC = Registration Committee and GC = Geoscience Committee

Expert Reviewers

The Panel did not call on the services of the Expert Reviewer panel during the reporting period.

MOTION

That the Annual Report to Council of the Registration Fairness Panel for March 2017 – February 2018 be received.

OPEN SESSION

ITEM 6.5

DATE	April 11, 2018
REPORT TO	Council for Decision
FROM	Deesh Olychick, Director, Member Services
SUBJECT	Election Material for Candidates
LINKAGE TO STRATEGIC PLAN	We support effective governance

Purpose	Continuous improvement of election processes
Motion 1:	That Council delegate the decision for incorporating the Q&A for Council elections as an ongoing component of the election material and if included, the selection of questions to a standing sub-committee of Council consisting of the four government appointees and the President.
Motion 2:	That Council delegate the decision for incorporating short videos as a pilot for the 2018 election for the positions of President and Vice President and if included, approval of the guidelines for the videos to a sub-committee of Council consisting of the four government appointees and the President.

BACKGROUND

In a past survey, members were asked about their participation in association voting. Those members that do not participate in voting were asked why; 41% of those members indicated it was because they don't know enough about the candidates or issues and 13% indicated that not enough information is provided.

To help address this concern, in 2016, Council approved the addition of the Q&A with candidates as a way to provide voting members with more information about candidates. The questions were designed to allow candidates to share their knowledge and experience as it relates to the role of a Council member and allow members more insight into the knowledge and experience of the candidates. This addition to the election material was well received by members with 83% of respondents in a post-voting survey finding the Q&A valuable.

To further support providing members with more information about candidates, at the March 29, 2018 Executive Committee meeting, the committee discussed the value of introducing short videos of election candidates for the upcoming 2018 election.

The Executive Committee supported this idea as a pilot for the upcoming year for the positions of President and Vice-President. The following motion was carried:

That the Executive Committee recommend Council approve the use of short videos of executive candidates for the upcoming 2018 election and add this to the 2018 election policy as a pilot program.

As the Nomination and Election Review Task Force is also reviewing and evaluating election processes, the Executive Committee requested that the task force be consulted on the pilot program.

Inclusion of videos is an item that the Nomination and Election Review Task Force has discussed and supports. This component aligns with one of the task force's guiding principles by allowing members to assess the skills and experience of candidates as they relate to the role, to make an informed decision. The task force supports the idea of including videos as a pilot for the 2018 election.

Other provinces, Alberta and Manitoba provide brief optional videos of their candidates as part of their election material. This has a very real benefit of seeing how well a candidate can express their views and communicate. Certainly, for executive positions such as President and Vice President, where public speaking is required, this competency is especially relevant and important.

In 2017, Council revised the election policy to allow for additional opportunities such as the Q&A and videos. The Council approved election policy states that *candidates may be invited to participate in additional opportunities that allow members to learn more about candidates. Participation in these activities is on an optional basis.* For reference, the election policy is attached as Attachment A. No change to the election policy would be required to support the addition of videos.

DISCUSSION

A decision needs to be made on whether to include the Q&A for the 2018 Council election and if so, which questions to include. Council also needs to decide whether it wishes to include videos for the upcoming year as a pilot.

Normally, election related items are routed through the Governance Committee and then Council. Last year, it was decided that as members of the Governance Committee and Council may be considering running in the next Council election, there is potential for a perceived conflict of interest

in discussing the addition of election related components. To avoid the potential for a perceived conflict of interest, in 2017, Council delegated the decision regarding the Q&A to a sub-committee of Council.

RECOMMENDATIONS

It is being recommended that Council delegate the decision of both the Q&A and inclusion of videos to a sub-committee of Council consisting of the four government appointees and the President.

Rather than coming to Council on a yearly basis to approve the Q&A, it is recommended that the sub-committee be authorized to decide the Q&A as an ongoing component of the election material. Should Council decide to discontinue the practice, Council could make that decision in the future.

Should the sub-committee decide to move forward with the videos, the sub-committee would also approve the guidelines on how the videos will be conducted.

In order to protect the integrity of the election process, all election materials and decisions related to how the election will be conducted, including deadlines for candidate material must be made prior to the publication of the Nominating Committee's list of candidates, which occurs on May 28. This is to ensure that the process is fair and transparent. If the sub-committee is unable to reach a decision prior to May 28, there will be no Q&A or videos included for the 2018 election.

MOTIONS

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

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

ATTACHMENT A – Election Policy



Item 6.5 – Attachment A

Election Policy

Purpose

Members and holders of limited licences must elect the President, all Vice Presidents and 10 Councillors. (*Engineers and Geoscientists Act* sections 6 and 9 and Bylaw 3)

Each year, there must be an election for the President, the Vice-President(s) and five Councillors. Council may, from time to time, determine the manner of balloting, in accordance with this Policy and may contract with third-party service providers to administer the election process and provide the results to the Registrar.

The Registrar is the Chief Electoral Officer and is responsible for the conduct of the election.

Nominations

- 1) Candidates may be considered for election to Council through either of the two following methods:
 - a) The Nominating Committee shall nominate one or more candidates for the office of President and at least one more candidate than there are offices of Vice President to be filled. Such nominations shall be made, in the case of President, from members who shall have served for at least 2 full years as a Councillor prior to the date of taking office and, in the case of Vice President, from members who shall have served for at least one full year as a Councillor prior to the date of taking office, provided that in each case such members are available. (Bylaw 3(b)). The Nominating Committee shall also nominate at least 3 more candidates than there are vacancies to be filled on the Council, provided that there are candidates available. (Bylaw 3(c)); and
 - b) Nominations of candidates for President, Vice Presidents and Councillors may also be made in writing by any 25 or more members or limited licensees. (Bylaw 3(e)). The only requirement for candidates nominated by 25 members is that they be members or limited licensees and that they are in good standing.

The two methods of nominating candidates are complementary and members of the Nominating Committee will not hinder the nomination of candidates pursuant to Bylaw 3(e) and will not interact inappropriately with candidates nominated pursuant to Bylaw 3(e).

- 2) In order for potential nominees to be included on the list of nominees presented by the Nominating Committee, a completed "Potential Nominee Profile and Declaration Form" must be submitted to the Nominating Committee by the published due date.
- 3) The list of candidates nominated by the Nominating Committee, signed by the chair of the

Nominating Committee, and accompanied by the written consent of the nominees shall be placed in the hands of the registrar and shall be published at least 90 days prior to the annual meeting. (Bylaw 3(d))

- 4) Nominees pursuant to Bylaw 3(e) must be submitted no later than 30 days after the publication of the list of candidates nominated by the Nominating Committee. (Bylaw 3(e)). The date of posting the list of Nominating Committee candidates' names on the Engineers and Geoscientists BC website is deemed the date of the publication of the list of Nominating Committee candidates.
- 5) 25 members or limited licensees in good standing (the "25 Nominators") have the ability to nominate members or limited licensees in good standing (Bylaw 3(e)). The identity and Engineers and Geoscientists BC license number of each of the 25 Nominators and each of the nominees must be clear on each nomination form and must be accompanied by the written consent of each nominee. The name or names of each nominee must be printed on each signature page of the nomination form to be signed by the 25 Nominators. Engineers and Geoscientists BC will provide a nomination form to be used by the 25 Nominators. Once the original signatures (handwritten) are collected on a nomination form, the form can be scanned by the nominee and sent electronically to Engineers and Geoscientists BC. Nominators may be contacted for verification.
- 6) The Registrar will confirm that all nominees and nominators regardless of the method of nomination are members in good standing or current holders of limited licences.

Candidate Statements

- 7) The election materials shall contain a description of the nomination process, including the role of the Nominating Committee, and a statement encouraging all members and limited licensees to vote.
- 8) The election materials will identify which candidates have been put forward by the Nominating Committee and which ones have been put forward pursuant to Bylaw 3 (e).
- 9) Candidate statements are to be listed by office and in alphabetical order in the election materials with the exception of the ballot.
- 10) Candidate statement word limits:
 - a) Council candidates: Limit of 400 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
 - b) Vice Presidential and Presidential candidates: Limit of 800 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
- 11) The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, his/her Engineers and Geoscientists BC professional designation(s) (P.Eng., P.Geo., Struct.Eng., Eng.L., Geo.L.) and his/her Engineers Canada or Geoscientists Canada honorary designations (FEC, FGC, FEC (Hon.), FGC (Hon.)). No other degrees or professional designations will be included in the title.
- 12) The published format for educational degrees is to be as indicated in the Engineers and Geoscientists BC database. Prior to publication, the candidate must provide to the association verification of degrees that are not listed in the Engineers and Geoscientists BC database. If the degree is an engineering degree (e.g. civil engineering), "civil engineering"

will be indicated.

- 13) Only degrees conferred upon the candidate will be included.
- 14) Candidate statements will be formatted as per the examples provided on the Candidate Statement Form. Any description of activities is to be included in the Statement Section.
- 15) Any individual awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category.
- 16) All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- 17) The Election materials will identify any candidates who are facing a disciplinary inquiry with Engineers and Geoscientists BC.
- 18) Candidate statements may be verified for factual content. Any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Registrar's sole discretion. Staff will advise candidates of content that is unacceptable. Candidates are reminded of tenet 7 of the Code of Ethics to *conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment.*
- 19) Subject to clause 18, association staff may not provide campaign advice to candidates.
- 20) Engineers and Geoscientists BC's style conventions will be applied to the election material.
- 21) An external web link may only be included in the designated section of the candidate statement form.
- 22) Candidate statements must be submitted by the due date specified by the Chief Electoral Officer. Late submissions will not be accepted for publication in the Election Materials.
- 23) Candidate statements may not be edited after the due date, except at the request of association elections staff.
- 24) The final wording of the candidate's statement will be provided to the candidate for review and acceptance. If acceptance is not provided by the specified time, the latest version of the statement as emailed to the candidate will be published.
- 25) All candidate statements are confidential prior to publication and will not be released to anyone other than the candidate and those association staff and contractors involved in the publication of the Election materials.
- 26) In the Election materials, continuing councillors are to be listed noting Engineers and Geoscientists BC designations only. Lieutenant Governor appointees are to have professional designations noted only.
- 27) Candidates may be invited to participate in additional opportunities that allow members to learn more about candidates. Participation in these activities is on an optional basis.

Ballots

- 28) The Registrar shall prepare a ballot containing the names of all properly nominated candidates.
- 29) Voting information shall be sent to members and limited licensees at least 42 days prior to the Association's Annual General Meeting.
- 30) All ballots (either letter or electronic) will contain a prominent statement indicating that

submission of more than one ballot by a member or limited licensee will invalidate all ballots received from that member or limited licensee.

- 31) Council positions will appear in the following order on the ballot: President, Vice President, Councillor.
- 32) Candidates are to be listed on the ballot in the random order drawn by the Registrar (or delegate).
- 33) The candidate's city listed on the ballot is to be the home address as indicated in the Engineers and Geoscientists BC database. The candidate's address will be changed to another recorded address at the request of the candidate.
- 34) The candidate's Engineers and Geoscientists BC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.
- 35) Candidates elected by acclamation will be listed with the office they were acclaimed to.
- 36) For letter ballots, two envelopes are to be provided for return of marked ballots.
 - a) The first (outer) envelope is to have the ballot return address as the primary address on the front of the envelope and a place for members and limited licensees to mark their name and member ID or limited licence number.
 - b) The second (inner) envelope is for members or limited licensees to place marked ballots in. No mark identifying the member or limited licensee is required on this envelope. This envelope is to be placed in the first envelope by the member or limited licensee.
- 37) For any other balloting method, the provider of the balloting service will ensure:
 - a) Only registered members and holders of current limited licences are able to vote;
 - b) The system is secure and cannot be accessed by unauthorised persons;
 - c) Each member or limited licensee can only vote once;
 - d) The ballots of members and limited licensees who voted can be identified and, in the case of a member or limited licensee who voted by more than one method, the ballot can be destroyed and the tally recalculated;
 - e) The service provider will track the number of voters by regions and other demographic criteria, as specified by Council from time to time;
 - f) Subject to items 37 d) and e) above, each member's and limited licensee's vote is kept confidential and in no circumstances will how a member or licensee voted be disclosed to Engineers and Geoscientists BC;
 - g) No one other than the service provider will have access to voting results until after the closing of voting; and
 - h) After the close of voting and at least 10 days prior to the Engineers and Geoscientists BC Annual General Meeting, tally sheets are provided to the Registrar.

Ballot Count

- 38) Letter ballots returned to the Registrar shall be placed in the ballot box. All voting shall be closed at noon on the 15th day prior to the Annual Meeting (Bylaw 3(h)).
- 39) Returned letter ballots:
 - a) Outer envelopes are to be scrutinized to ensure they are from a registered member or current limited licensee by comparing the member name and ID or limited licence

number with the Engineers and Geoscientists BC database.

- b) Return of ballot will be marked in the member's or limited licensee's record to ensure only one ballot is counted per member or limited licensee.
 - c) Outer envelopes with valid markings will be opened after the close of voting and after it has been determined that only one ballot has been received from that member or limited licensee. At that time the inner envelope will be removed and placed in the appropriate regional ballot box. (Ballots are sorted by region as per Annual General Meeting motion)
 - d) Outer envelopes that do not have valid markings identifying the sender will not be opened or marked in the member's or limited licensee's record. Unopened outer envelopes will be placed in a separate box for review by election Scrutineers.
- 40) Prior to opening the letter ballots, a comparison will be made of the list of members and licensees who voted by letter ballot and the list of members and licensees who voted by alternate means.
- 41) The ballots of any member or licensee who voted twice will not be counted.
- 42) Letter ballots shall be opened and counted at least 10 days prior to the Annual General Meeting under the supervision of 3 members appointed by Council (Bylaw 3(j)) as the Ballot Counting Committee to act as the Scrutineers. Council shall appoint, or, failing that, the Ballot Counting Committee members shall elect, one member of the Committee as Chair, who shall act as the Chief Scrutineer.
- 43) Tally counts from the ballot service provider shall be added by the Scrutineers to the letter ballot tallies for each candidate's total votes.
- 44) Voting for less than the full slate of candidates shall not invalidate the ballot. (Bylaw 3(i)).
- 45) The letter ballot count is a closed session and only the Registrar or delegate, the Scrutineers and the ballot counters directly involved in the counting of the ballots will be admitted.
- 46) Letter Ballot Validation
- a) All votes for the election of President, Vice President and Councillors shall be cast by making a mark on the ballot against the names of the officers to be elected and against the names of the Councillors to be elected. (Bylaw 3(i))
 - b) Voting for more than the number of officers or Councillors to be elected shall render that part of the ballot invalid. (Bylaw 3(i))
 - c) Ballots sent in non-conforming outer envelopes will be reviewed by the Scrutineers and will be considered valid if:
 - i) The member or limited licensee sending the ballot can be clearly identified.
 - ii) Only one ballot of any sort has been received from the member or limited licensee.
 - d) Ballots with markings other than those indicating a vote for a candidate will be considered valid if the conditions above are met and the mark does not interfere with the determination of which candidate is being voted for in the opinion of the Scrutineers.
- 47) The successful candidates for the offices of President, Vice President and Councillors shall be those who have received the largest number of votes. (Bylaw 3(k)).

- 48) When there is more than one office of Vice President, the candidate receiving the largest number of votes shall be elected first Vice President and the candidate receiving the second largest number of votes shall be elected second Vice President. (Bylaw 3(k)).
- 49) If there are any vacancies in Council to be filled the candidate or candidates receiving the next highest number of votes shall be elected for the unexpired term or terms to be filled. (Bylaw 3(k)).
- 50) In the event of a tie vote between 2 or more candidates, the person or persons to be declared elected shall be the most senior in membership or licensure of the Association. (Bylaw 3(k)).
- 51) On completion of the counting of the ballots, the Chief Scrutineer shall deliver to the Registrar the results of the poll, together with the letter ballots and tally sheets. (Bylaw 3(k)).
- 52) The officers and councillors so elected shall take office at the close of the Annual General Meeting. (Bylaw 3(k)).
- 53) Results of the ballot count will remain confidential until such time that the Registrar advises they may be published.
- 54) Should the vote total between the two candidates be less than 25 votes, a recount will be done for those candidates.

Publication of Results

- 55) The President or the Registrar shall inform each candidate in the election of the results prior to the general publication.
- 56) The number of votes received by each candidate will be published on the Association's website.
- 57) The results shall be announced at the Annual Meeting (Bylaw 3(k)).
- 58) The results of the election shall be published on the Engineers and Geoscientists BC website, in the association magazine and e-newsletter.

*For the purpose of this policy, the term "published," relates to any method deemed appropriate by the Registrar where **all** members and limited licensees are sent a notification unless otherwise noted.*

- *Should any provision in this Policy be in conflict with the Act or bylaws, the Act and/ or bylaws shall prevail.*

Engineers and Geoscientists British Columbia is the business name of the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

Approved by Council: January 24, 2014 (CO-14-42)

Minor editorial changes made January 27, 2016

Approved by Council: February 10, 2017 (CO-17-33)



OPEN SESSION

ITEM 6.6

DATE	April 4, 2018
REPORT TO	Council for Information
FROM	Maria-Carmen Kelly, Marketing Specialist
SUBJECT	Advertising Campaign Implementation
LINKAGE TO STRATEGIC PLAN	Promote and protect the professions of engineering and geoscience.

Purpose	To review the advertising campaign for the association's rebrand.
Motion	No motion required

SUMMARY

On August 23, 2017, the Association of Professional Engineers and Geoscientists of the Province of British Columbia unveiled an updated brand identity. From that point on, the association adopted a new business name: Engineers and Geoscientists British Columbia. With the new name comes a new visual identity and a new logo, and—most importantly—a clear strategy for expressing what the association and its members are: modern, progressive, diverse, and practising to the highest professional and ethical standards.

The transition to the new brand began in 2014, and was a key deliverable of Council's 2014–2017 Strategic Plan: to develop and implement a brand strategy for the BC engineering and geoscience professions, and for the association. Consultation was a cornerstone of the brand development process, and included engagement with members, stakeholders, and the public. Members were kept informed through regular updates in association communications such as *Innovation*, and at association events.

To announce our new name and promote our brand, we created an advertising campaign that was laid out in three phases:

Advertising samples can be found in Appendix A.

Phase 1: August 23 – September 1, 2017

Primary audience: Members and key association stakeholders.

The goal of this initial phase of advertising was to inform our members and key association stakeholders that the association had rebranded, and to reinforce that even though we had changed our name and visual identity, we were still the same association. We showcased our new brand in print ads in The Vancouver Sun, the Victoria Times Colonist, the Alaska Highway News, Kamloops This Week, and Kelowna Daily Courier, as well as digital ads with The Vancouver Sun and the Victoria Times Colonist. In addition, we also published editorials and ads with industry stakeholders such as ACEC-BC, ASTTBC, AIBC, Civic Info BC, and ABCFP.

Phase 2: October 1 – 31, 2017

Primary audience: Members and key association stakeholders, especially those attending the 2017 Engineers and Geoscientists BC Annual Conference and AGM.

This phase built on the momentum of Phase 1 with the message of building a better life for all in BC, and reinforcing our brand convictions (For Ethics. For Excellence. For Progress.). This phase was delivered in the lead-up to our annual conference (October 19 – 21, 2017) to capture the spirit of community and collaboration during this event, and to reinforce our brand identity for members. We advertised in The Vancouver Sun, the Victoria Times Colonist, 24 Hours daily newspaper, the Alaska Highway News, Kelowna Daily Courier, the Prince George Citizen, and Kamloops This Week, and digital ads were placed in the online version of The Vancouver Sun and Victoria Times Colonist. As many of our conference delegates were flying into YVR and/or driving the Sea to Sky Highway to attend the conference in Whistler, we strategically selected digital advertising at the domestic arrival luggage carousels at YVR, as well as a billboard on the Sea to Sky Highway in Squamish. Once delegates arrived at the conference in Whistler, they were fully exposed to our new brand through a poster display of our advertising, and branding onsite.

Phase 3: February 19 – March 31, 2018

Primary audience: The general public.

The final phase of our advertising campaign utilized the equity of National Engineering and Geoscience Month to expand our message to a broad, public audience.

During our initial research and brand exploration and discovery, we were assured that our members are, first and foremost, proud of the work they do and committed to professional ethics, excellence, and progress. While this was a strong foundation to build on, it required some interpretation for the general public, as our research told us that although they have a general understanding of what professional engineers and geoscientists do, there was not a strong and immediate connection to safety. We wanted to raise the public's awareness that our members keep them safe—safety is paramount.

This goal of this phase of the campaign was to inform the public that our members—and the association in turn—ensures the safety of the public each and every day, by keeping them safe from the dangers they don't see, and by worrying about their safety so they don't have to.

For this phase, we continued to advertise through established channels with print ads in The Vancouver Sun, the Victoria Times Colonist, the Prince George Citizen, Kamloops This Week, and the Kelowna Daily Courier, as well as digital ads with The Vancouver Sun and the Victoria Times Colonist. We also maintained our digital advertising at YVR and the large billboard in Squamish.

To maximize brand awareness and retention for the public, we increased the frequency of ads and expanded placements to additional media. Print advertising in The Vancouver Sun increased from once a week to three times a week, and we purchased advertising on 40 public transit buses that ran from Burnaby to downtown Vancouver, which greatly increased the exposure of our brand. The theory behind frequency and exposure is to ensure your brand and message are always top of mind. For example, someone may notice our ad in The Vancouver Sun in morning, then drive to work and see our ad again on a bus, and later on may see a digital ad while visiting The Vancouver Sun website. Frequency and exposure helps to cement the connection between our brand (logo) and messaging. This increases the chance of brand recall and the public grasping the message of the ads.

Campaign Analysis

In total, \$150,000 was budgeted for the advertising campaign, in addition to the typical \$34,000 that is budgeted on an annual basis. This covered all three phases, and was spent in full. A full breakdown of costs is attached in Appendix B.

With the funding available, we also conducted ad testing province-wide to measure the effectiveness of our advertising design, as well as the effectiveness of the campaign, and the public's perceptions of our new brand.

Participants were shown a series of our ads and asked:

- If they recalled seeing the ads
- If they were easy to understand
- If they helped them understand what engineers and geoscientists do
- If they told them something new, and
- If they communicated that engineers and geoscientists help keep the public safe.

While full results are not yet available, preliminary results indicate that the bus advertising was most memorable, followed by airport digital signage.

In terms of name and logo recognition, initial findings show that the reaction to the brand (logo and name) is moderately positive, with about 23% of respondents saying they were aware of the brand. Awareness of the name and logo still has room to grow for more recognition, but it is off to a positive start, given that "Engineers and Geoscientists BC" is only six points below the old name (APEGBC) and that our new brand launched seven months ago. The results also show that the logo is most associated with being "unique," "professional," and "appropriate."

Through our communications, our programs, our website, marketing, and our interaction with the public, members, and stakeholders, we should continue to reinforce our brand standards of ethics, excellence, and progress to show that we are a credible, trustworthy regulator dedicated to upholding the public interest.

The final results of our ad testing will be available in May.

ATTACHMENT A –Ad Samples

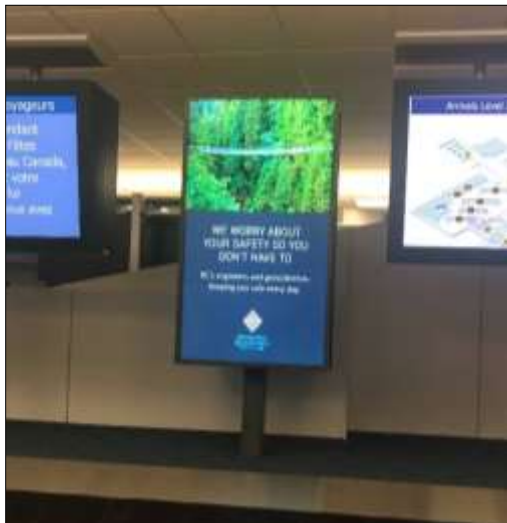
ATTACHMENT B – Cost Summary

Ad Samples

Bus ad



YVR digital ads



New Surrey shelter named in memory of homeless teen

It's a touching story that's brought a whole new meaning to the name of a new shelter in Surrey.

A 17-year-old homeless teen named Michael was found dead in a park in Surrey last year. His death was a tragedy for his family and the community. In honor of his life, a new shelter for homeless youth has been named after him.

The shelter, located at 10000 104th Ave., will provide a safe place for homeless youth to stay and access services. It's a place where they can find support and a chance to start a new life.

Michael's family is proud of the shelter and the community's response to his death. They hope it will help other homeless youth and prevent similar tragedies.

Police say threatening phone calls may be linked

A series of threatening phone calls to a woman in Surrey may be linked to a recent shooting in the area.

The woman, who is a victim of domestic violence, has been receiving threatening calls from an unknown person. The calls have been terrifying and have caused her to feel unsafe in her own home.

Police are investigating the calls and have identified a suspect. They are currently looking for the suspect and hope to bring them to justice soon.

BC's engineers and geoscientists. Keeping you safe every day.

Engineers and Geoscientists BC Council

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DFO shuts down fishery, citing First Nations reconciliation

The Department of Fisheries and Aquaculture has shut down a commercial fishery in the Pacific Northwest, citing the need for reconciliation with First Nations.

The fishery, which has been operating for decades, has been found to be in violation of the Fisheries Act. The DFO has issued a temporary closure order, which will remain in effect until the fishery is brought into compliance.

The closure is part of a larger effort to address the historical wrongs done to First Nations and to promote reconciliation. The DFO is working with First Nations to develop a sustainable fishery that respects their rights and traditions.

Conservationists call on minister to issue emergency order in bid to save endangered killer whales

Conservation groups are urging the Minister of Fisheries and Aquaculture to issue an emergency order to protect endangered killer whales.

The groups are concerned that the whales are being hunted and killed by commercial whalers. They believe that the current regulations are not sufficient to protect the whales and that an emergency order is needed.

The groups are also calling for a moratorium on whaling and for the implementation of a sustainable whaling program that would allow the whales to recover.

Report found no new coronavirus, but they will be enough to halt and limit

A report from the World Health Organization (WHO) found no new coronavirus, but it also found that the virus is still present in some areas.

The report states that the virus is still present in some areas, but it is not spreading as rapidly as it did in the early stages of the pandemic. This means that the virus is still a threat, but it is not as dangerous as it once was.

The WHO is recommending that countries continue to monitor the virus and take appropriate measures to prevent its spread.

WE WORRY ABOUT YOUR SAFETY SO YOU DON'T HAVE TO

BC's engineers and geoscientists. Keeping you safe every day.

Cost Summary

	Cost
PHASE 1 - Launching new brand, August 23 - September 1, 2017	
PRINT	
ABCFP - BCFP Magazine x 1 ad, 1/3 page	\$ 939.75
The Vancouver Sun x 5 ads, 1/4 page	\$ 4,500.00
The Victoria Times Colonist x 4 ads, 1/4 page	\$ 4,778.88
Alaska Highway News x 2 ads, 1/2 page	\$ 3,000.00
Kamloops This Week x 2 ads, 1/2 page	\$ 2,125.72
ASTTBC Connect x 1 ad, 1/4 page	\$ 1,330.00
Kelowna Daily Courier x 2 ads, 1/2 page	\$ 4,692.00
TOTAL PRINT	\$ 21,366.35
DIGITAL	
ACEC-BC Enews (ad)	\$ -
ACEC-BC Enews (editorial)	\$ -
ASTTBC eNewsletter (editorial)	\$ -
AIBC enewsletter (sharing a link)	\$ -
ABCFP Increment eNewsletter (editorial)	\$ -
The Vancouver Sun	\$ 1,500.00
The Victoria Times Colonist	\$ 250.00
The Victoria Times Colonist	\$ 500.00
Civic Info BC newsletter	\$ 249.00
TOTAL DIGITAL	\$ 2,499.00
TOTAL PHASE 1 SPEND	\$ 23,835.35

		Cost
Phase 2: Leading up to conference, October 2017		
PRINT		
The Vancouver Sun x 5 ads, 1/4 page		\$ 4,500.00
The Victoria Times Colonist x 4 ads, 1/4 page		\$ 4,778.88
24 Hours x 5 ads, digest size (a little larger than 1/2 a page)		\$ 4,725.00
Alaska Highway News x 2 ads, 1/2 page		\$ 3,000.00
Kelowna Daily Courier x 2 ads, 1/2 page		\$ 5,192.00
Prince George Citizen x 2 ads, 1/2 page		\$ 4,150.00
Kamloops This Week x 2 ads, 1/2 page		\$ 2,125.72
TOTAL PRINT		\$ 28,471.60
DIGITAL		
The Vancouver Sun Big box & tall box		\$ 2,500.00
The Victoria Times Colonist (80,000 impressions) Tall box		\$ 1,000.00
TOTAL DIGITAL		\$ 3,500.00
Out of Home (OOH)		
Squamish billboard x 3 weeks		\$ 4,080.00
Digital Airport - Arrivals YVR Airport		\$ 5,405.25
TOTAL OOH		\$ 9,485.25
TOTAL PHASE 2 SPEND		\$ 41,456.85

	Cost
PHASE 3 - Public Awareness, March 2018	
PRINT	
The Vancouver Sun x 16 ads, 1/5 page	\$ 10,000.00
The Victoria Times Colonist x 4 ads, 1/4 page	\$ 4,778.88
Kelowna Daily Courier x 4 ads, 1/4 page	\$ 5,680.00
Prince George Citizen x 4 ads, 1/4 page	\$ 4,812.20
Kamloops This Week x 4 ads, 1/4 page	\$ 1,706.80
TOTAL PRINT	\$ 26,977.88
DIGITAL	
The Vancouver Sun	\$ 1,500.00
The Victoria Times Colonist	\$ 1,000.00
TOTAL DIGITAL	\$ 2,500.00
Out of Home (OOH)	
Squamish billboard March 5 x 4 weeks	\$ 4,226.00
Digital Airport - Arrivals YVR Airport March 5 x 4 weeks	\$ 7,123.00
Bus (media buy and printing) x 40 buses	\$ 56,760.00
TOTAL OOH	\$ 68,109.00
AD TESTING	
Ad testing pre-campaign rollout (Conducted prior to campaign to gauge reactions and gather feedback before the campaign was rolled out to ensure messaging was clear and effective. From the feedback gathered, we adjusted the ads for greater effectiveness.)	\$ 9,000.00
Follow-up Recall Survey	\$ 6,000.00
TOTAL AD TESTING	\$ 15,000.00
DESIGNER	
External designer hours	\$ 6,850.00
TOTAL PHASE 3 SPEND	\$ 119,436.88

OPEN SESSION

ITEM 6.7

DATE	April 12, 2018
REPORT TO	Council for Decision
FROM	Standing Awards Committee
SUBJECT	AGM Motion 8 – Diversity Award Recommendation
LINKAGE TO STRATEGIC PLAN	To enhance public confidence in our members through leadership in regulatory, engineering, and geoscience best practices.

Purpose	To approve the recommendation from the Standing Awards Committee regarding the diversity award AGM Motion 8.
Motion	That Council approve the development of an initiative to promote and profile organizations that support diversity and promote recruitment and advancement of women in engineering and geoscience with the goal of providing learning opportunities for other organizations by promoting and publicizing best practices in recruitment, retention, and inclusion, which will work in concert with the association's action plan for diversity and 30 By 30 initiatives.

BACKGROUND

At the association's Annual General Meeting on October 21, 2017, the following motion was put forward and carried:

AGM Motion 8: That Council consider developing an award for organizations who support diversity and promote recruitment and advancement of women in engineering and geoscience. This motion supports the 30 by 30 initiative. CARRIED

At their November 2017 meeting, Council referred the motion to the Standing Awards Committee to provide a written recommendation to Council on how best to address the motion.

The Standing Awards Committee discussed the motion at their January 2018 meeting. Staff have also consulted with Council's 30 By 30 Champion, Susan Hayes.

DISCUSSION

The following options were reviewed and discussed by the Standing Awards Committee as potential approaches to respond to the AGM motion. All options were reviewed for alignment with the goals of the association's 30 by 30 initiative and considered resourcing and budgetary parameters.

- **Option A:** create an Engineers and Geoscientists BC diversity award to recognize organizations that promote the advancement and recruitment of women in the professions;
- **Option B:** identify external awards that already recognize organizations for diversity and advancement efforts in the professions for nomination by the association;
- **Option C:** partner with an external organization to sponsor a diversity award that would recognize organizations that promote the advancement and recruitment of women in the professions, and;
- **Option D:** seek alternative means to identify and profile organizations that support diversity and promote recruitment and advancement of women in the professions with the goal of providing a learning opportunity for other organizations by promoting and profiling best practices.

The Standing Awards Committee passed a motion at their January 2018 meeting to recommend Option D. This option would include utilizing existing association channels and public/media platforms to profile and share case study examples of organizations who are doing great work on the diversity issue through feature articles, webinars, social media engagement, conference sessions, or professional development courses.

This option was preferred as it incorporates education and learning elements that will benefit the membership as well as employers of engineering and geoscience professionals, while still providing profile and recognition. Implementation of this option will highlight best practices and positive role models that will influence members and their employers to support retention and advancement of women in engineering and geoscience. This option will also provide an opportunity for the association to engage further with employers of members.

At their April meeting, Council directed staff to develop an action plan for diversity and 30 By 30 initiatives in the next six months. As there will be significant research and recommendations from the action plan that may connect with the proposed option, it is recommended that they work in concert to allow for a collaborative and comprehensive approach.

It was noted that implementation of this option is outside the scope of the Standing Awards Committee TOR and is best suited to align with 30 By 30 activities.

RECOMMENDATIONS

The Standing Awards Committee recommends Council approval of Option D, working in concert with the association's action plan for diversity and 30 By 30 initiatives in response to AGM Motion 8.

MOTION

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

ATTACHMENT A – Report to the Standing Awards Committee – AGM Diversity Award Motion

DATE	January 10, 2018
REPORT TO	Standing Awards Committee for Discussion
FROM	Melinda Lau, Manager, Communications Laurel Buss, Communications Officer
SUBJECT	AGM Motion - Diversity and Advancement of Women in the Professions Award – Options for Consideration

BACKGROUND

At the association's Annual General Meeting on October 21, 2017, the following motion was put forward and carried:

AGM Motion 8: That Council consider developing an award for organizations who support diversity and promote recruitment and advancement of women in engineering and geoscience. This motion supports the 30 by 30 initiative. CARRIED

At their November meeting, Council referred the motion to the Standing Awards Committee to provide a written recommendation to Council at the April 2018 Council meeting on how best to address the motion.

30 by 30 Initiative

Engineers and Geoscientists BC is supporting [Engineers Canada's 30 by 30 initiative](#) to increase the representation of women within the engineering field. This initiative has a goal of raising the percentage of newly licensed engineers who are women to 30 percent by the year 2030; currently this figure is at 17.0 percent, and has held steady at this rate over the last three years. Thirty per cent is universally held as the tipping point for sustainable change--reaching 30 by 30 will help drive the shift in the overall membership of the engineering profession as more and more women continue to enter the profession.

DISCUSSION

The options below are for discussion and outline potential ways to approach the AGM motion. We welcome open discussion and input from the committee, including other ways that the association could address this item.

Option A: Create an Engineers and Geoscientists BC award that would recognize organizations who support diversity and promote recruitment and advancement of women in engineering and geoscience.

Considerations for Option A:

- Engineers and Geoscientists BC regulates individuals, and does not have regulatory authority over organizations.
- Could include involvement of the Women in Engineering and Geoscience Division.
- Expertise needed to appropriately evaluate best practices related to diversity, retention, advancement, and recruitment of women in the professions. (HR.)
- Budgetary resources. The addition of a new award would require adjustments to how the awards program budget is currently applied. A maximum of one Meritorious Achievement Award, and the addition of a new award is an example of how this could be achieved.
- Are the goals of our 30 by 30 initiative being met?
- Budgetary resources and time required for management and development of the award, as well as travel/attendance of award recipient.

Option B: Identify external awards that already recognize organizations for diversity and recruitment/advancement of women in the professions and make a nomination to an external award on behalf of Engineers and Geoscientists BC.

Considerations for Option B:

- Alignment of AGM motion objective with external award criteria. Are the goals of our 30 by 30 initiative being met?
- Expertise needed to appropriately evaluate best practices related to diversity, retention, advancement, and recruitment of women in the professions. (HR).
- The YWCA of Metro Vancouver recognizes organizations in this way, but is limited to the lower mainland only. Minerva Foundation? Are there other groups?
- Resources required develop nomination package.

Option C: Partner with an external organization to sponsor an award that recognizes organizations for diversity and recruitment/advancement of women in the professions.

For example through West Coast Women in Engineering, Science and Technology or the Society for Canadian Women in Science and Technology.

Considerations for Option C:

- Alignment in values and award goals with external organization. Are the goals of our 30 by 30 initiative being met?
- Profile of a sponsored award vs. an association owned award.
- Requirement that the award acknowledge organizations who have members that are licensed with Engineers and Geoscientists BC.
- Budgetary resources for sponsorship vs. staff time required to support award

Option D: Seek alternative means to identify and profile organizations that support diversity and promote recruitment and advancement of women in engineering and geoscience with the goal of providing a learning opportunity for other organizations by promoting and publicizing best practices in recruitment, retention, and inclusion.

Considerations for Option D:

- Utilize existing association channels and public/media platforms to profile, showcase and share case study examples of organizations who are doing good work on this issue.
- For example: feature articles, webinars, social media engagement, conference sessions, or professional development courses.
- Budgetary resources for implementation at the staff level.
- Are the goals of our 30 by 30 initiative being met?

NEXT STEPS

A decision on an approach is not required at the January 10th Standing Awards Committee meeting. Today's discussion is to explore possible routes to addressing this motion, and if required, direct further research and collection of information in order to provide a recommended approach in time for the April Council meeting.

OPEN SESSION

ITEM 6.8

DATE	April 17, 2018
REPORT TO	Council for Decision
FROM	Megan Archibald, Director of Communications and Stakeholder Engagement Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar Gillian Pichler, P.Eng., Director, Registration Efrem Swartz, LLB, Director, Legislation, Ethics and Compliance
SUBJECT	Life Membership or Licensure and Associated Non-Practising Bylaw Changes
LINKAGE TO STRATEGIC PLAN	Goal 1, Strategy 2: Identify and implement practices, programs, policies, bylaws, and Act amendments that improve Engineers and Geoscientists BC's ability to more effectively carry out its duty and objects.

- Purpose** To discuss issues arising from consultation on the Life Membership or Licensure and Associated Non-Practising and Honorary Membership Bylaws and to seek Council's direction regarding further actions and strategy.
- Motion 1:** That the proposed restricted titles:
- i. Professional Engineer (Non-Practising) or P.Eng. (Non-Practising)
 - ii. Professional Geoscientist (Non-Practising) or P.Geo. (Non-Practising)
 - iii. Limited Licensee (Non-Practising) or Eng.L. (Non-Practising); and
 - iv. Limited Licensee (Non-Practising) or Geo.L. (Non-Practising)
- be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure.
- Motion 2:** That the proposed requirement to annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure; and that staff be directed to develop a user-friendly online and companion paper solution for reporting this requirement.
- Motion 3:** That staff be directed to prepare a guideline consistent with the Act and Bylaws for the approval of Council that sets out the rights and responsibilities of members who hold non-practising status.

- Motion 4: That staff be directed to bring a proposal to Council's June 15, 2018 meeting to repeal bylaws Bylaw 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.
- Motion 5: That the current award structure that includes the President's Awards, the Engineers and Geoscientists Canada's Fellowships and the Council service awards be deemed to be sufficient for recognizing members' and non-members' contributions to the professions.
- Motion 6: That staff be directed to bring a proposed reduced fee schedule to Council in June with revenue projections for bylaw pass and fail scenarios and a proposal for an amount from the General Operating Fund that may be needed to offset possible resulting revenue losses for the 2019 fee year.
- Motion 7: That the proposed bylaws be presented for voting in two pairs with one vote for each pair as follows:
- i. 10 (c) Non-Practising membership and 10(c.1) Life Membership or Licensure; and
 - ii. 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.

BACKGROUND

History

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

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

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

Proposed Bylaw Changes

At its September 2017 meeting, Council approved that members and other stakeholders be consulted on revisions to four bylaws. A high-level overview of revisions is in the table on page 3. The full text of the proposed wording is in **Appendix A** and a summary of consultation is included in **Appendix B**.

Bylaw	Précis of Proposed Revisions
Bylaw 10 (c) – Non-practising member	<ul style="list-style-type: none">• Extend to limited licensees• Require restricted title and compliance with return to practice provisions• Require annual non-practising declaration
Bylaw 10 (c.1) – Life membership or licensure	<ul style="list-style-type: none">• Repeal qualifications requirements• Vest current holders with practice or non-practice rights• Require restricted title and compliance with return to practice provisions• Require annual non-practising declaration
Bylaw 10 (c.2) – Honorary life membership or licensure	<ul style="list-style-type: none">• Repeal qualification requirements• Vest current holders• Integrate with Bylaw 10(d)
Bylaw 10 (d) – Honorary membership	<ul style="list-style-type: none">• Open to members and non-members• Does not grant membership or practice rights• Can be revoked by Council if warranted

Interim Solution

Council approved an interim solution to address members' financial needs during the development of a final proposed solution for the bylaws. It approved waiving the 2018 annual fees of any member who could demonstrate financial need.

The uptake by members of the interim 2018 annual fee waiver was significantly less (165 members) than the typical annual uptake for Life Membership (200 to 250 members). This indicates that many members will not declare financial need unless they truly cannot afford to pay even the reduced annual fee. A broad analysis of members who applied for the interim fee waiver is in **Appendix D**.

Principles for Proposed Final Solution

Council also established six principles for any proposed solution:

- i. Duty to protect the public interest
- ii. Compliance with the Engineers and Geoscientists Act, Bylaws and other legislation

- iii. Fiscal responsibility to the membership
- iv. Inclusivity and alignment with other grades of membership
- v. Consistency and fairness of application; and
- vi. Consideration of stakeholder feedback from consultation.

DISCUSSION

(It is intended that the discussion at the Council meeting of the following issues and recommendations will be facilitated by a staff presentation.)

The feedback from consultation has raised issues that should to be resolved prior to the final approval of the bylaw wording by Council in June.

The association has also received research and discussion papers from Engineers Canada on Honorary, Non-Practising and Life membership. These papers, which are currently undergoing consultation, set out principles for consideration and provide research on how similar categories of membership are addressed in other jurisdictions and professions. They are attached for information in **Appendix C**.

A set of critical issues, requests for Council direction and proposed motions follows.

1. **Non-Practising Membership or Licensure Designation**

As reported from consultation, many members are opposed to the change of designation for non-practising members. This proposed change assists the association to maintain its primary object of protection of the public interest and to clearly identify to the public those upon whom they can rely for engineering or geoscience services.

Key Considerations:

- Many members are opposed to a restricted title, believing that non-practising members can be trusted not to cross the line and offer engineering or geoscience services;
- The restricted title preference (Non-Practising vs Retired) is somewhat related to the age of the member.
- Members could be more amenable to the restricted title were their other concerns (e.g. fees commensurate with restricted rights and a user-friendly online annual declaration) were addressed
- A proposal to have a choice of restricted titles has been raised. Members would be able to choose from ((P.Eng.(Retired) or P.Eng. (Non-Practising)). This could be confusing to the public and administratively cumbersome.

Direction Requested from Council

- Council is asked to confirm that:
 - The restricted title of for example 'P.Eng.(Non-Practising)' will be retained for the Non-Practising and Life Membership or Licensure Bylaws. 'Non-Practising' will be the terminology used
 - A user-friendly online method must be developed with a companion paper method for members who do not have online facility. Members with non-practising status will be required to complete the non-practising confirmation and commitment, or to apply for resumption of practice rights in order to renew their membership or licence.

Suggested Motions:

MOTION 1: That the proposed restricted titles:

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

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

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

2. Non-Practising Guidance

During the consultation and in prior years, members have been uncertain as to what they can and cannot do if their status is non-practising. Members also ask if there are separate categories or accommodations for retired, parental leave, return to school etc.

Key Considerations:

- Members need clarity regarding their rights and obligations as a non-practising member.

- Members need clarity on membership options for members' stages of life (studying, parental leave, volunteer services, caring for an older family member care, retirement, medically unable to work, etc.)

Direction Requested from Council

- Staff proposes to draft a guideline consistent with the Act and Bylaws to accompany and inform the bylaw vote. .

Suggested Motion:

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

3. Honorary Membership Bylaws 10 (c.2) and 10(d)

In its recent draft discussion paper, Engineers Canada recommends that Honorary Memberships not be embedded in legislation as a grade of membership. It states in part,

“...The honours, titles, or privileges should not create confusion for the public about who may practice engineering.”;

“...Engineering regulators depend on volunteers and other community participants to help them fulfill many functions. It is important that engineering regulators continue to acknowledge the role of these contributors and their pride in continuing to work on behalf of the engineering profession. Engineering regulators can provide recognition through awards and ceremonies, but it should not be related to classes of licensure such as life or honorary membership.” and

There was also some support from members during consultation to eliminate Honorary memberships and replace them with another form of recognition for noteworthy service to the professions.

Key Considerations:

- Elimination of all Honorary memberships from the bylaws would require repealing Bylaw 10(d) Honorary Membership in addition to the proposed repeal of Bylaw 10(c.2) Honorary Life Membership.
- The set of bylaws with wording as proposed in September 2017 had the highest approval level in the survey results, but also the highest percentage of apathy (members neither in support nor against).
- Honorary membership should not create confusion for the public regarding who can practise professional engineering or professional geoscience

- For members, there is no definition for 'outstanding contributions to the professions'; hence the award of Honorary Life Membership has been historically restricted to Past Presidents and Past CEOs.
- Service to the professions is recognized through the D.C. Lambert Professional Service Award (a President's Award) for those who have made substantial contributions through professional service.
- It is important to continue to acknowledge the role of members and others who make noteworthy contributions to the professions

Direction Requested from Council

- **Option A:** Go forward with the bylaws as proposed, maintaining a free Honorary Membership or Licensure grade of membership for both members and non-members, based on 'outstanding contributions to the professions'; or
- **Option B:** Propose repeal of both bylaws.

Suggested Motions: Option B

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

MOTION 5: That the current award structure that includes the [President's Awards](#), the [Engineers and Geoscientists Canada's Fellowships](#) and the Council service awards be deemed to be sufficient for recognizing members' and non-members' contributions to the professions.

4. Reduced Fee Schedule

One of the primary concerns of members who participated in the consultation is that non-practising membership have a low annual fee that is commensurate with the restricted rights and possibly restricted title.

Key Considerations:

Non-Practising Annual Fee

- Members have requested a low fee for non-practising membership, commensurate with their reduced rights and possible restricted title. It has been suggested that the fee be reflective of the variable cost of keeping them on the register as non-practising members.
- The current fee schedule does not differentiate between practising and non-practising members, causing many members to retain practice rights, as there is

little incentive to elect non-practising status. The downside to this is that the association cannot differentiate between its members who are truly practising and those who are not.

- The application fee to regain practice rights (\$150 for less than one year non-practising and \$300 for others) does not provide any financial advantage for members on short-term leave to elect non-practising membership. There may be merit in reducing it to address members in life-stage situations such as caring for a dependent, returning to school, etc.
- A revised fee schedule that addresses member concerns expressed or identified during consultation will demonstrate that Council has been listening and may allow members to see that their concerns have been addressed sufficiently that they will vote for the Non-Practising and Life Member bylaw changes.
- It is anticipated that up to 1,200 members who are currently paying reduced or full fees for non-practising status may be affected if a low non-practising fee (e.g. 25% of the full member fee) is established.
- It is also anticipated that several members may resign their memberships if a vehicle for no-cost membership is not maintained.
- Taking into account the revenue gain from elimination of free Life Memberships and assuming that there is not elimination of the reduced fee for practising members, this may result in a net revenue loss of up to \$50,000 for the 2019 fee year.

Current Reduced Annual Fees for Practising and Non-Practising Members based on Annual Active Income

- Reduced fees (50% of the annual fee) are currently available to all members – practising, non-practising and in training who have less than \$31,000 in annual active income. Many members have expressed concern with the limit on the number of consecutive years imposed on access to reduced fees: i.e. for two consecutive years, after which a member has to resign, apply to the Benevolent Fund or pay full fees. This does not work for members who are working from home part time and looking after dependents; who are semi-retired or who are in other part-time practice situations with lower incomes.
- Non-practising members whose annual active income is less than \$31,000 may opt to maintain practice rights if a reduced fee option is maintained for practising members – especially if the price differential between the reduced fee and the proposed non-practising fee is not enough to tempt members to give up practice rights.
- If a non-practising fee is established, it may be prudent to eliminate the reduced fee option for practising members. This could cause consternation among

members with low incomes and in situations where it is important for them to maintain practice rights.

Direction Requested from Council

- In February, staff informed the Executive Committee that it would bring a proposed revised reduced fee schedule to Council for approval. The schedule will be accompanied by an estimate of uptake and financial impact on the association.
- A more definitive, 'harder line' reduced fee structure would be:
 - a. Full fees only for practising members and active licensees
 - b. 50% of the fee for active members-in-training
 - c. A low fee (e.g. 25% of the full fee) for non-practising members
 - d. Fees waived for members who are medically unfit to work
 - e. No fee waiver for members in financial hardship unless they have applied to the Benevolent Fund.

This fee structure would require practising members who could not afford the full annual member fee to convert to 'non-practising or to resign. There would be no accommodation for members who wished to pay a low fee and maintain practice rights (e.g. semi-retired or working part-time, unemployed, full time students, doing humanitarian work, caring for dependents etc.).

- A 'softer-line' fee structure would maintain a reduced fee for practising members who are in specific predetermined situations* and whose annual active income is less than \$31,000. *(e.g. semi-retired or working part-time, unemployed, full time students, doing humanitarian work, caring for dependents etc.). Currently 1,217 members with practice rights are paying reduced fees. It is anticipated that 850 of these may opt to convert to non-practising a status if its fee is substantially reduced. This would leave 367 practising members who may opt for a situation-specific reduced fee.
- Taking into account the revenue gain from elimination of free Life Memberships and assuming that the reduced fee for practising members is maintained, the fee structures above may result in a net revenue loss of up to \$50,000 for the 2019-fee year. This would need to be offset from the General Operating Fund.
- Considering the solution principles of fiscal responsibility, inclusivity, alignment and response to feedback established by Council, as well as its current diversity and other initiatives, Council is asked to provide direction on whether a reduced fee for practising members in predetermined situations and who are at or below an active income threshold should be maintained.

Suggested Motion:

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

5. Presenting the Bylaws for Voting on Two Pairs of Bylaws vs Four Individual Bylaws

If presented as four individual bylaws requiring four votes, the association runs the risk that one of each of two pairs will fail, compromising its ability to implement the remaining bylaw.

Key Considerations:

- The introduction to the current Bylaws 10 (c) Non-Practising membership and 10(c.1) Life Membership or Licensure, of
 - i. a restricted title for non-practising members ; and
 - ii. The requirement to affirm non-practising membership annually requires that both bylaws pass or fail together. If one passes and the other fails, the association will have two different titles and requirements for non-practising members.
- The proposed wording for Bylaw 10(d) Honorary Membership is dependent on the repeal of the qualification requirements for Bylaw 10 (c.2) Honorary Life Membership or Licensure, as it is proposed that in future the Honorary Life Membership Bylaw encompass both members and non-members.
- If (Issue 3 on pages 5-6) Council decides to propose the repeal of Bylaws 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership, a similar situation arises, in that a passing vote for repeal of Honorary Life Membership and a failed vote for repeal of Honorary Membership would result in Honorary Membership only for non-members.

Suggested Motion:

MOTION 7: That the proposed bylaws be presented for voting in two pairs with one vote for each pair as follows:

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

MOTIONS

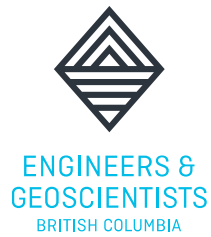
- Motion 1: That the proposed restricted titles:
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 - ii. Professional Geoscientist (Non-Practising) or P.Geo. (Non-Practising)
 - iii. Limited Licensee (Non-Practising) or Eng.L. (Non-Practising); and
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- be maintained in the proposed revisions to bylaw wording for current Bylaws 10(c) Non-Practising member and 10(c.1) Life Membership or Licensure.
- Motion 2: That the proposed requirement to annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing be maintained in the proposed revisions to bylaw wording for current Bylaws 10(1) Non-Practising member and 10(c.1) Life Membership or Licensure; and that staff be directed to develop a user-friendly online and companion paper solution for reporting this requirement.
- Motion 3: That staff be directed to prepare a guideline consistent with the Act and Bylaws for the approval of Council that sets out the rights and responsibilities of members who hold non-practising status.
- Motion 4: That staff be directed to bring a proposal to Council's June 15, 2018 meeting to repeal bylaws Bylaw 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.
- Motion 5: That the current award structure that includes the [President's Awards](#), the [Engineers and Geoscientists Canada's Fellowships](#) and the Council service awards be deemed to be sufficient for recognizing members' and non-members' contributions to the professions.
- Motion 6: That staff be directed to bring a proposed reduced fee schedule to Council in June with revenue projections for bylaw pass and fail scenarios and a proposal for an amount from the General Operating Fund that may be needed to offset possible resulting revenue losses for the 2019 fee year.
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 - ii. 10 (c.2) Honorary Life Membership or Licensure and 10(d) Honorary Membership.

APPENDIX A – Proposed Bylaw Wording for Consultation September 2017

APPENDIX B – Member and Stakeholder Feedback on Proposed Bylaw Amendments

APPENDIX C – Engineers Canada Principles Research on Honorary, Life and Non-Practising Membership

APPENDIX D – Overview of Uptake on Interim Fee Waiver



APPENDICES

Item 5.7	Appendix A Appendix B
Item 6.1	Appendix A
Item 6.8	Appendix A Appendix B Appendix C Appendix D



CONFIDENTIAL

Engineers and Geoscientists British Columbia
Council Forum on Continuing Professional Development and
Legislative Amendments

Summary Report

Vancouver, B.C.
February 8, 2018



Prepared by
Della's Q Workshops Inc.

March 29, 2018

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Overview

A Council forum on continuing professional development (CPD) and legislative amendments was held on February 8, 2018 for Engineers and Geoscientists British Columbia (the Association). The focus of the session was to update Council on Stage 1 of the CPD Committee's work plan, to find agreement on the problem assessment and program elements for a CPD program and agree on next steps for Stage 2 of the Committee's work plan. This session was also an opportunity for Council to receive an update on legislative amendments for information purposes. A formal decision on next steps related to CPD would be determined in the Council meeting scheduled the following day.

Councilors were asked to use individual anonymous opinion meters to vote on several questions throughout the session. It is important to note that use of the wireless voting technology was to engage participants in discussion and to help move the decision-making process forward.

Various materials were distributed prior to the session including the CPD Problem Assessment & Strategic Direction Council Report, which linked to several documents the CPD Committee reviewed when developing the problem assessment, as well as a PowerPoint presentation on the legislative amendments.

Note that the comments in this report are not verbatim or attributed to individuals. For the sake of brevity and clarity, some of the comments have been combined.

The following participants were in attendance:

Caroline Andrewes, P.Eng., President
Kathy Tarnai-Lokhorst, P.Eng., FEC, Vice President
Bob Stewart, P.Eng., Immediate Past President

Councillors

Doug Barry, P.Eng.
Susan Hayes, P.Eng.
Lianna Mah, P.Eng., FEC
Brock Nanson, P.Eng.
Nimal Rajapakse, P.Eng.
Ross Rettie, P.Eng., FEC
Larry Spence, P.Eng.
Jeremy Vincent, P.Geo.
Tim Watson, P.Eng.

Councillors (Government Appointees)

Suky Cheema, CPA, CA
John Turner, P.Ag. (ret)
David Wells, JD

Regrets

Catherine Hickson, P.Geo., FGC
Ken Lalogue, CPA, CA, TEP



Russ Kinghorn, P.Eng., FEC, FGC (Hon), President, Engineers Canada attended the session to offer a national perspective.

The following staff members also attended:

Ann English, P.Eng., Chief Executive Officer and Registrar
| Tony Chong, P.Eng., Chief Regulatory Officer and Deputy Registrar
Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer
Efrem Swartz, LLB., Director, Legislation, Ethics & Compliance
Gillian Pichler, P.Eng., Director, Registration
Peter Mitchell, P.Eng., Director, Professional Practice, Standards and
Development
Deesh Olychick, Director, Member Services
Megan Archibald, Director, Communications and Stakeholder Engagement
Ailene Lim, Manager, Member Services

Presentations were provided by Mark Adams, P.Eng., Chair, CPD Committee.

Della Smith, of Della's Q Workshops Inc., facilitated the session and Xenia Dandridge recorded the notes. Julie Killin, Project Coordinator, provided support for the session.



Session Welcome & Introduction

Caroline Andrewes, President, opened the session by noting this was the first forum for this Council. She explained Council forums are valuable because they allow Council to have open discussions and challenge current perceptions about important topics. She highlighted the two agenda items for the day which included receiving an update on the legislative amendments and an overview of the CPD Committee's findings from Phase 1 of their work.

The facilitator then reviewed the forum agenda in more detail and turned the session over to Ann English, CEO & Registrar, to provide a brief introductory presentation.

Context Setting – Ann English, P.Eng., CEO & Registrar

Ann English delivered a brief presentation to set the context for Council's discussions and highlight the sense of urgency around developing a CPD program. She explained government is aware the Association does not have a mandatory CPD program and their interest in this topic is further demonstrated by the current Professional Reliance Review, which includes questions related to CPD. She noted other regulators have provided information about their CPD programs as part of this review. Official results of the review would be shared in April and she hoped to receive some preliminary results in advance. She explained there would be a formal meeting with government scheduled soon.

She then highlighted a second audit which was being conducted by the Professional Standards Authority (PSA). The PSA considers professional development as a tenant of best practice and their audit would also likely comment on the lack of CPD.

She also noted the alignment between the work of the Corporate Regulation Task Force and the CPD Committee and encouraged the groups to work closely together moving forward.

Background and History of CPD Program – Deesh Olychick, Director, Member Services

Deesh Olychick presented a timeline to demonstrate the Association's long history with trying to implement a CPD program. She explained that currently 56% of members declare their compliance with the Association's existing voluntary program.




In April 2017, Council approved the CPD Committee's Work Plan. It was modeled on the process for the Corporate Regulation Task Force which was conducted using a staged approach. Stage 1 focused on education and was intended to build the foundation for identifying the problem in Stage 2. Overall, this staged approach has enabled the Committee to define the problem and set the groundwork for the development of a CPD program.

She then turned the session over to Mark Adams, Committee Chair, to provide an overview of the education phase.

CPD Committee & Education Phase – Mark Adams, P.Eng., Chair, CPD Committee

Mark Adams provided an overview of the size and composition of the CPD Committee, noting the members represent a diversity of backgrounds and experience. Two Council members also sit on the Committee to support greater alignment with Council initiatives.

Mark explained that as part of Stage 1, the CPD Committee engaged in various activities to better inform itself of the issues that impact and relate to CPD. The focus was to gather diverse inputs to define the problem the Association was trying to solve with CPD. Mark highlighted the following presentations and discussions that informed their work: (Note: For more information on these presentations, please refer to the CPD Problem Assessment & Strategic Direction Council Report)

- 
- Legislative Changes and Government Expectations
 - Findings from Discipline Cases
 - Right Touch Regulation
 - Self-Assessment Research
 - Findings from Practice Reviews and OQM Audits
 - Current Direction on Corporate Practice and OQM
 - Jurisdictional Research

Ethics and professionalism were highlighted as topics the Association should address either through a formal CPD program or possibly another type of program. Anti-corruption legislation was highlighted as a potential issue that could be addressed through a program like CPD.

It was noted that the Task Force on Corporate Regulation also identified ethics as an important pillar in addition to quality management and CPD. Mark Adams

stressed the importance of continued communication between the Task Force and the CPD Committee.

Several participants commented on the misalignment between some members' understanding of the Association's role and the mandated primary duty of public protection.

Council members also discussed how self-assessment is generally poor, especially in areas of weakness. The PEO model was cited as being problematic due to members having to identify their own risk to determine the number of CPD hours required. Several participants noted the importance of external assessment.

Following the presentation, participants had an opportunity to ask questions. Several questions pertained to details which would be addressed in the Committee's next phase, developing a CPD program. Questions included potential timelines for implementation and the number of CPD hours that might be required. It was noted that the Ontario government imposed a timeline on PEO to develop a CPD program following the Elliott Lake mall collapse.

Participants further discussed the Association's current model for CPD noting that most self-regulating professions in British Columbia have mandatory CPD. Other engineering regulators across the country were mentioned as being based on the Alberta model. Programs with mandatory CPD but voluntary reporting were discussed as being ineffective.

A participant asked if the Committee reviewed data from discipline cases across the country to see if there were any identifiable differences in the problems that exist under different types of CPD programs. It was noted that Engineers Canada provided the data on the discipline cases and it could be shared as a follow-up to this session.

Problem Assessment – Mark Adams, P.Eng., Chair, CPD Committee

Based on the information provided in the Education Phase, the Committee felt it could better define the problem the Association is trying to solve. Mark Adams highlighted the following themes that emerged from the Committee's problem assessment (Note: A more comprehensive overview of each theme is provided in the CPD Problem Assessment & Strategic Direction Council Report):

1. Public safety (including reducing safety incidents and discipline cases)

2. Public confidence (including perception of public safety and government confidence)
3. Member competence and confidence (including knowledge and ethics)

Mark Adams explained the problem assessment could be used as criteria for suggested program elements.

Participants provided the following comments:

- Government direction around CPD could be an outcome of the Professional Reliance Review.
- The Committee conducted an international review of other competency programs. The Committee will review the results of this review as part of program development in Phase 2.
- We have the privilege of self-regulation and the Association has a role to support members. Members should understand CPD is for their betterment. We should avoid using negative language.
- The themes in the problem assessment provide a good base for us to frame the problem.
- Some minor tweaking of wording could make it more affirmative and positive – e.g. “Supports leadership in member competency”.
- There is an expectation that we support members throughout their entire career. We must remember self-regulation is a privilege.
- Avoid using the word “problem” in the motion that is presented in the Council meeting. There should be a better way to reflect what we are trying to communicate.
- It is important that we move quickly in adopting a CPD program. We could be vulnerable to a problem happening at any time.
- As a public member, I was surprised to learn there was no mandatory CPD. I feel it is not responsible and we need to move forward as fast as we can.



Opinion Meter Question: Do you agree with the problem assessment as defined by the CPD Committee?

1. I totally support the problem assessment: 64%
2. I am in general agreement with the problem assessment: 21%
3. I can live with the problem assessment: 0%
4. I have several serious reservations about the problem assessment: 7%
5. I am in total disagreement with the problem assessment: 7%

(Note: The Councilor who pushed 5 – “I am in total disagreement...” explained they meant to select 1 – “I totally support...”)

One Councilor stated that although she supports CPD, she is concerned about using the term “problem assessment”. Another Councilor explained this language would not be presented to members but rather is being used internally to define the problem statement. A participant explained this language and process was consistent with the Corporate Regulation Task Force’s approach, which had good success.

Preliminary Program Elements

Council then reviewed the preliminary program elements, as presented in the CPD Committee’s Report to Council:

1. The formal program should meet the public and government expectations for engineers and geoscientists in the province of BC
2. The formal program should be measurable and enforceable
3. Professional development should be relevant and tailored to a member’s practice; one size does not fit all
4. The program should be proportionate to the risk posed to the public and environment
5. The formal program should have an ethical component (Note: Mark Adams noted the importance of addressing ethics but stated the CPD program may not be the best tool to address this issue)
6. Employers should play a critical role in supporting employee CPD and determining areas that require updating
7. CPD is one aspect of continued fitness to practice; all regulatory tools and processes should work together to support members
8. The association should share data and findings from regulatory processes to support members in continuing to improve their practice
9. We should strive for transferability amongst the other provinces to better support multi-jurisdictional reporting

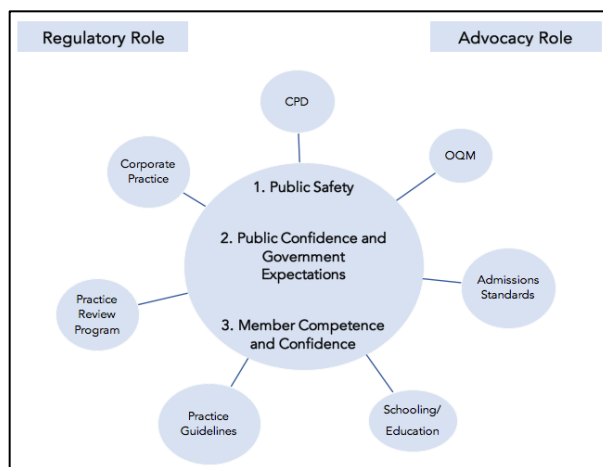
Council provided the following comments:

- I want to see this succeed when we go to the membership. We want to demonstrate that we will support our members in this process.
- I find it hard to believe that larger firms would not support CPD. (Note: A participant explained that some firms only support time off for staff who have mandatory CPD and are less supportive of voluntary CPD programs.)
- Some younger engineers say their companies do not support professional development.

- We need to recognize that member practice is changing as well. Professional development should be ongoing and our awareness of what is risky needs to reflect changing practice environments.
- Many engineers are registered in different provinces and states. It is important that these professionals are not required to do an abundant number of hours in every jurisdiction.
- Can the competency program for EIT licensing be brought to the next level to assist in CPD and self-assessment? If we can tie CPD to competency it gives our members something that can be marketed.
- Re: #4 – Are we identifying the risk profile specific to the individual? Yes.
- I do not think transferability between jurisdictions will be that difficult of a problem to solve. Engineers Canada is reviewing this issue.
- Having the same program accepted everywhere is unrealistic. We can get to a point in BC where we can accept some transferability from some places and add additional requirements for some areas that do not meet our requirements (e.g. provinces with no reporting).
- Quebec is rebuilding the entire portfolio based on best practices. They are building in competencies for practicing engineers and CPD might be one of those competencies. There might be a way to establish this as part of practicing competency.
- We need more information about how other jurisdictions approach CPD for geoscience.
- Phase 2 should consider how we approach future or unknown risks. That could be part of the program's evaluation component.
- Risk exists in many forms and it is easiest to identify the closer you are to signing and sealing. As you mature in your career, you are increasing the risk because you are making strategic and policy decisions (this is one big weakness of PEO model).
- Self-assessment leaves us blind. The PSA audit will be valuable.

Mark Adams stressed the importance of the CPD Committee and the Corporate Regulation Task Force developing complimentary programs. He shared the following diagram to demonstrate the connections between the programs:





Opinion Meter Question: Do you agree with the preliminary program elements as defined by the CPD Committee?

1. I totally support the program elements: 53%
2. I am in general agreement with the program elements: 47%
3. I can live with the program elements: 0%
4. I have several serious reservations about the program elements: 0%
5. I am in total disagreement with the program elements: 0%

A participant noted that much like the OQM program, the Association's CPD program could be used as a model for best practice and shared across the country.

Phase 2 Recommendations

The Committee recommended Council consider resourcing Phase 2 with a consultant. This consultant could also assist in designing stakeholder engagement. Based on the alignment between the CPD Committee and the Corporate Regulation Task Force, the Committee felt they would benefit from working with the same consultant, Compass Resource Management.

Based on initial conversations with the Association, Compass Resource Management provided a cost estimate of \$75,000 to work with the CPD Committee in Phase 2. This estimate was based on previous work done with the Corporate Task Force to develop Phase 2 of their program. One councilor noted the cost estimate seemed low. It was explained this estimate did not include all potential engagement activities, including consultation across the province and staff time. A staff member explained the costs could be spread out over the 2017/2018 and 2018/2019 budgets and the costs paid this year would come from the surplus.

Opinion meter question: Do you agree with resourcing Phase 2 with a consultant (approx. \$75K)?

1. I totally support resourcing Phase 2 with a consultant: 87%
2. I am in general agreement with resourcing Phase 2 with a consultant: 13%
3. I can live with resourcing Phase 2 with a consultant: 0%
4. I have several serious reservations about resourcing Phase 2 with a consultant: 0%
5. I am in total disagreement with resourcing Phase 2 with a consultant: 0%

Council designated two Councilors to assist staff in drafting motions for approval at the Council meeting scheduled the next day based on the forum discussions.

Caroline Andrewes closed this portion of the session by thanking Mark Adams and the Committee for their work. The session was then turned over to Efrem Swartz, Director, Legislation, Ethics & Compliance to provide an overview of legislative amendments.



Legislative Amendments – Efrem Swartz, LLB, Director, Legislation, Ethics, And Compliance

Efrem Swartz delivered a presentation on the legislative amendments for information purposes. The presentation included a review of the existing legislative amendment package, further amendments to the *Engineers and Geoscientists Act* currently under contemplation, and some new ideas for Act changes raised by staff. (Note: Council received the presentation slide deck in the pre-reading materials. The presentation is attached to this report.)

A participant suggested reviewing the amendment related to Council passing bylaws in the public interest without member ratification. Council discussed the risk of losing credibility with government by debating the existing legislative amendment package.

Session Wrap-Up

Caroline Andrewes, President closed the session by thanking the group for their input and acknowledging the work of the Committee. She stated the next step in the process would be to develop a CPD program that provides value to members in addition to improving members' practice.

PILOT SUMMARY REPORT

ACCREDITED EMPLOYER MEMBER-IN-TRAINING PROGRAM

PUBLISHED APRIL 10, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

EMPLOYER ADVISORY COMMITTEE (As of March 9 2018 meeting)

Elaine Chong, AES Engineering
Alex Riftin, P.Eng., Omicron
Kim Struthers, Ministry of Transportation and Infrastructure
David Chan, P.Eng., Aplin Martin
Chris Walks, BC Hydro
Dick Fletcher, P.Eng., FEC, FGC (Hon.) Urban Systems Ltd.
Ken Newbert, P.Eng., Integral Group
Dan Walker, P.Eng., Golder Associates Ltd.
Lauren Semancik, Glotman Simpson Consulting Engineers
Ross Pritchard, P.Eng., Teck
Wesley Narciso, P.Eng., JRS Engineering
Andy Bannon, P.Eng., Hemmera
Lee Rowley, P.Eng., Herold Engineering
Scott Campbell, P.Eng., Binnie
Efrosini Drimoussis, P.Eng., COWI

Prepared for: Engineers and Geoscientists BC Council

Prepared by: Engineers and Geoscientists BC Staff for the Employer Advisory Committee

Version date: April 10, 2018

ACCREDITED EMPLOYER MEMBER-IN-TRAINING PROGRAM

PILOT SUMMARY REPORT

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1. Background History

In April 2014, Council endorsed in principle for implementation by Engineers & Geoscientists BC, five recommended promising practices, as detailed in the final report of the Special Task Force on Alternative Admissions and Registration Systems.

One of the five recommendations was to administer an Accredited Employer Training Program, based on the competency assessment framework, whereby engineering and geoscience¹ employers will be able to create their own training programs and apply to have the programs accredited by the association. Applicants who have completed their training through an accredited training program will join the Low Risk Expedited Review (LRE) registration pathway, and will therefore not have their applications scrutinized as closely as others. Engineers & Geoscientists BC will only need to check a percentage of applications from accredited training programs as part of an accreditation auditing process.

On February 13, 2015, Council passed two motions approving the framework for the Engineers & Geoscientists BC Accredited Employer Member-in-Training (MIT) Program as well as the Pilot Project Plan.

2. Program Overview

In order to become accredited, a company must develop its own framework for its MIT program that meets Engineers & Geoscientists BC's standards, or submit an existing one for review. The company will then apply for accreditation. Engineers & Geoscientists BC will review the company's application documents and visit the company's site to conduct training. Engineers & Geoscientists BC will either inform the company of changes to be made or grant accreditation. Accreditation lasts for three years and then must be renewed. (For more information, see *Four Stages of Accreditation* located in the appendix).

Accredited programs must utilize Engineers & Geoscientists BC's competency assessment system, which moves away from traditional measures of experience and focuses on a candidate's achievement of key competencies. In order to be registered as a P.Eng., a candidate must have 4 years of experience and describe how that experience demonstrates their achievement of the key competencies to the required standard. The experience must be validated (Did the candidate actually do the work described at the level claimed?) and assessed (Does this work satisfactorily demonstrate achievement of a key competency?).

Once accreditation has been granted, the employer will be able to validate and assess the experience of candidates in their MIT program. The validation of an MIT's experience will be completed by their engineering supervisor and the assessment of their experience will be completed by a committee of reviewers (the MIT Review Panel). Engineers & Geoscientists BC will register all MITs recommended for registration by the MIT Review Panel, unless that MIT is selected for secondary review as part of a quality control check.

¹At this time, the program is only available to Engineers-in-Training (EITs). Geoscientists-in-Training (GITs) will be included when a competency-based assessment system has been implemented specifically for them.

3. Program Status and Update

Since the last Employer Advisory Group meeting in March 2017, the pilot phase of the program has continued. There was consensus from employer representatives that the progress achieved at that time was promising; however, it would be advisable for the program to draw more data from a larger sample pool of candidates and employers to make the case more compelling to Council to make the program a permanent one.

Following the meeting in 2017, staff updated Council and permission was granted to extend the pilot to 2018. During the interim, much focus has been on increasing the number of participants in the program. As of April 9, 2018 an additional six employers have received accreditation bringing the total number of EITs participating to 129.

Initial Pilot Employers (2015)	# of EITs
Integral Group	5
Ministry of Transportation & Infrastructure	17
Omicron	5
COWI Bridge North America	3
Employers added in 2016/2017	
Aplin Martin	15
Dynamic Attractions	12
Fast + Epp	3
AES Engineering	7
Glottman Simpson Consulting Engineers	12
Employers added in since March 2017	
City of Richmond	4
JRS Engineering	7
Hemmera	4
Golder	2
Binnie	26
Herold Engineering	7

* An additional employer that has indicated interest in joining the program in 2017 is in the process of gaining accreditation. Associated Engineering (15 EITs) is undergoing the accreditation process and it is anticipated they will receive accreditation by mid-May 2018.

4. Program Highlights (2017/2018)

Expedited Assessment Process Maintained

As of this update, 34 EITs have been assessed through the program and received recommendations for registration resulting in the granting of the P.Eng. license. The average assessment time¹ for

¹ Assessment Time refers to the length of time to a decision after an EIT's competency examples have been formally submitted and validated and everything is under review by the MIT Review Panel.

program participants continues to be 24 days. In comparison, EITs applying for P.Eng. outside of the program have an average assessment time of 60 days.

5. Streamlining the Accreditation Process

Employer Documentation

Over time it was noticed that much of the internal employer documentation pertaining to direct supervision and EIT training had already been submitted if the employer had received the Organizational Quality Management (OQM) certification as part of that process. Towards the end of 2017, employers that took part in the application process started granting staff permission to access previously submitted OQM applications to see if the necessary documentation had already been submitted. In several cases, this led to a significant time savings in the process to get accreditation as the employer did not have to spend time to gather and submit the documentation.

Supplementing in-person training with optional Online Training Modules

Partway through 2016, staff noted that the mandatory training for various stakeholder groups within a firm would often be difficult to organize depending on the amount of personnel and the fact that there would be scheduling conflicts. It was also noted that several employers would have multiple offices where participating staff would be spread out. As a result, online training modules for the following audiences were developed:



The training modules can be accessed through an individual's Engineers & Geoscientists BC user account via the website using any device. Engineers & Geoscientists BC staff are also able to update the content at any time and have this reflected in existing training modules thus allowing program participants to have continued access to training resources in a "future proof" manner. The availability of online training also addresses the concern regarding new employees being hired during the accreditation phase where having them access a module makes it easy to provide them with the training necessary to take part in the program.

For the in-person training session, EITs are now required to review the training module prior to the Engineers & Geoscientists BC staff visit. This has reduced the actual in-person training time and has allowed the session to be more geared towards answering any lingering questions they might have that is not covered in the module.

It is important to note that the training modules are not intended to be a direct replacement for the in-person training/site visit. Its availability has given another option to help accommodate larger sized employers and ones based outside of the Lower Mainland.

Proactive Training of EITs

The EITs that have been assessed have been considered low-risk candidates for the P.Eng. designation and have little difficulty passing the assessment phase. In only one case, a candidate

from an accredited employer applied for membership when the employer did not feel that he had gained the appropriate level of exposure to all of the required competencies. In this instance, there was facilitated communication between the head of scheme, the MIT Review Panel, and the supervisor. The candidate was approached and on the advice of the employer, withdrew his competency submission and agreed to a work plan as laid out by the employer to bring his experience level to an acceptable level for a later application.

It should be noted that this type of proactive training environment for EITs is a desirable situation from a regulatory perspective and one that candidates outside of the program often do not have access to. One of the biggest pitfalls an applicant can make is applying for membership without the support and guidance of their employer. If an applicant applies and is identified as requiring more experience, it often results in a prolonged application period as their assessment will likely result in a negative recommendation and trigger subsequent registration processes.

The addition and training of optional Registration Mentors at various accredited employers has given the EITs there an added resource in being able to seek advice and feedback from recently licensed individuals who have gone through the process.

Quality Control Results

The quality control process involves a fourth assessor from outside the program performing an independent assessment for a certain percentage of EITs in each company. Since the pilot began, 19 QC audits out of 34 assessments have been conducted. This involves an independent review from a fourth assessor in addition to the three MIT Review Panel members. This fourth assessor is also from our general pool of volunteer assessors external to the accredited program. To date, all QC assessors have agreed with the recommendations of the MIT Review Panel members. Upon reviewing all ratings, it appears that the minimum standards for entry to professional practice continue to be maintained.

For the quality of competency submissions, it is stressed during the training for MIT Review Panel members that the competency ratings must be an honest reflection of the exposure level to a key competency that they feel an EIT has achieved. They are also encouraged to provide comments, especially to justify when a very high, or very low rating is being issued. MIT Review Panel members are also encouraged to ask for revisions if they feel it is warranted. Out of the 34 assessments that have taken place, three EITs have been asked to revise their competency submissions prior to being recommended for registration.

6. Program Growth Projections

Since the pilot began in 2015, interest in the program by employers and EITs has continued to grow. Several of the last few employers to join the pilot were prompted by EITs within the firms. There continue to be several employers that have indicated interest in accreditation and are currently going through the process. Due to the program currently being in pilot phase, resource commitment to program promotion has been minimal and relegated to occasional online articles and to canvassing of potential employers by Engineers & Geoscientists BC staff. It is anticipated that if the program were to become a permanent fixture for the association, that more qualifying employers will seek to attain accreditation.

Geoscientists-in-Training (GIT)

Work is beginning on developing an assessment vehicle for geoscience competencies that would be utilized by GITs. Engineers & Geoscientists BC will be participating in a national project led by Geoscientists Canada that includes participation from nearly all geoscience regulators across the country. In the future, competency-based assessment for GITs will be developed to a point that discussions can begin about the possible incorporation of geoscience employers into the accredited program. There have already been several inquiries from currently accredited employers that have both EITs and GITs on staff.

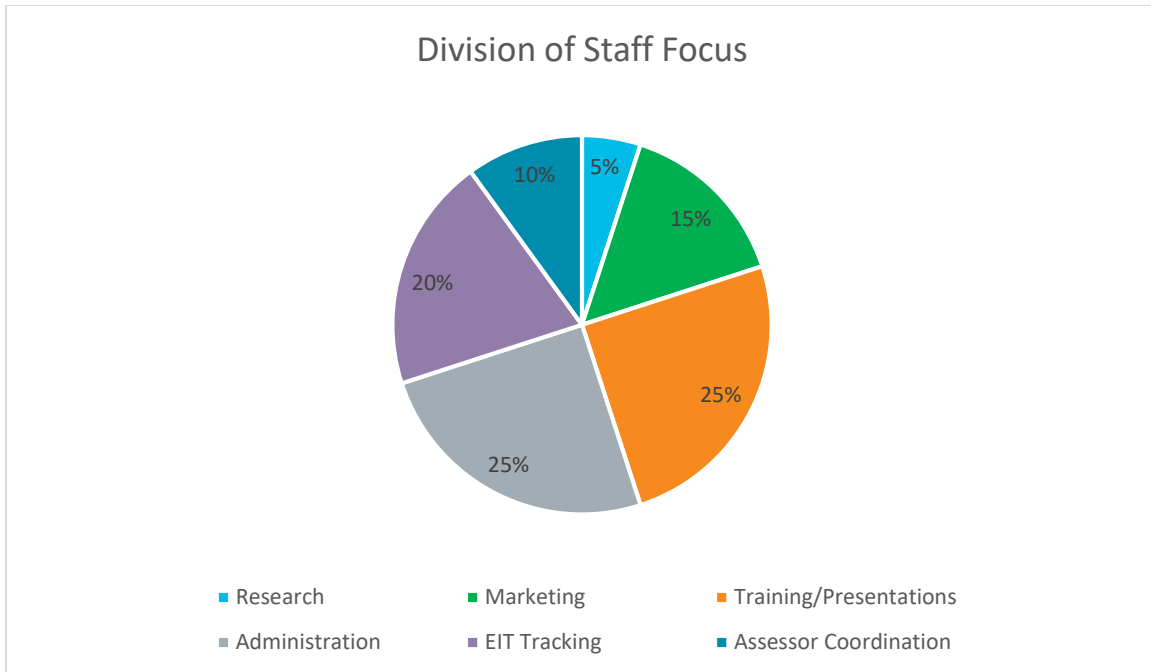
7. Financial Projections

As per the recommendation by the Employer Advisory Committee just prior to the initiation of the pilot phase, no application fee for participating in the program has been charged to employers currently accredited. The expenses of operating the program were intended to be offset by a reduction in staff administration time as well as a reduction in the utilization of volunteer assessor resources from the 'general pool' of registration volunteers. What we have learned throughout the duration of the pilot is that most of this prediction has been realized and after consideration given to the administration of the entire program, staff recommends that should the program be made permanent, that there continue to be no fee for employers to participate.

Staff Costs

At this time, the day to day administration of the program is coordinated by a single registration staff member who has partitioned a significant portion of her time to ensuring the pilot runs smoothly. Much of the activities are divided into marketing the program to potential employers as well as to the general membership through the development of articles providing updates about the program from a variety of perspectives. Effort has also been made to promote the pilot at various branch presentations and employer events. As mentioned earlier, the development of self-paced, online training modules for each level of participant in the program is anticipated to help reduce the amount of time needed preparing materials and conducting in-person training (although the intent is not to completely eliminate some in-person presence).

The process of monitoring program participants and ensuring the expected level of quality for competency assessment submissions is the most time intensive activity. EITs taking part in the program have their applications monitored and when they officially apply for P.Eng. membership and complete their Competency Assessment, that is when a detailed, staff review occurs making sure they have provided a submission that would qualify for an expedited review. The communication with the MIT Review Panel members also takes place. Unlike the first and second years of the pilot when an EIT would be ready for assessment intermittently, the program has reached a point where multiple EITs have entered the assessment phase simultaneously.



Volunteer Resource Savings

Aside from the candidates that underwent a fourth, independent assessment as part of the quality control protocol, the vast majority of the 34 EITs that achieved P.Eng. registration were reviewed primarily by MIT Review Panel members within the confines of the accredited program. This means that the program is able to run in parallel with our general P.Eng. application route while not drawing significantly from that resource pool of existing assessors. Over time, as the number of accredited employers grows, it is anticipated that the number of EITs needing to be assessed in the general P.Eng. application route will continue to decrease and possibly relieve some pressure felt by the existing competency assessors.

Assessments are only one measure of resource savings for volunteers. It is also expected that with the proactive training provided to EITs and their supervisors, as well as the scrutiny on all competency submissions prior to the assignment of MIT Review Panel assessors, that the time-consuming outcomes such as a candidate having to resubmit a better competency assessment or needing to be scheduled for an interview will be for the most part eliminated. So far in the program, only several EITs have had to redo their key competencies during the assessment phase. The vast majority of the 34 EITs who have been assessed have provided well-written examples to warrant registration on their first attempt and none of them have been required to attend an interview.

8. Summary and Next Steps

The Accredited Employer MIT Program pilot is approaching the end of its pilot cycle. During that time, continuous refinements to the accreditation process have been made and the applications of EITs coming through the program have been closely monitored. The primary objective of the development of a low-risk pathway for EITs that is self-sustaining has been established.

After a general review of the program's three-year pilot cycle, it is the opinion of staff that the Accredited Employer MIT Program is achieving all of its key objectives and that it would be a value-

added registration program if made permanent. At its meeting on March 9, 2018, the Employer Advisory Committee met to review the pilot results. The Committee was pleased with the progress to date and unanimously made a “strong recommendation” that Council consider establishing it as a permanent program moving forward.

Following the March 9, 2018 meeting, the below activities are planned:

April 25, 2018	Presentation of pilot results to the Registration Committee
April 27, 2018	Presentation of pilot results to Council with the recommendation that the program be considered for transition from pilot stage to a permanent registration program

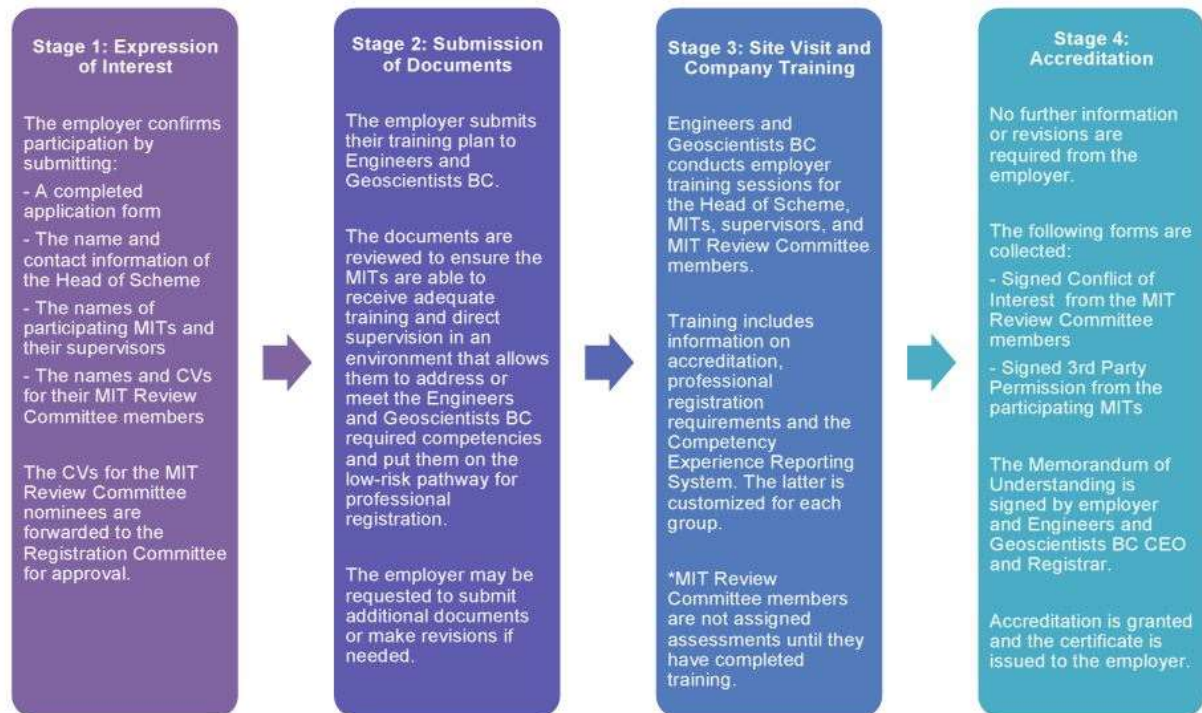
Appendix

The Accreditation Process



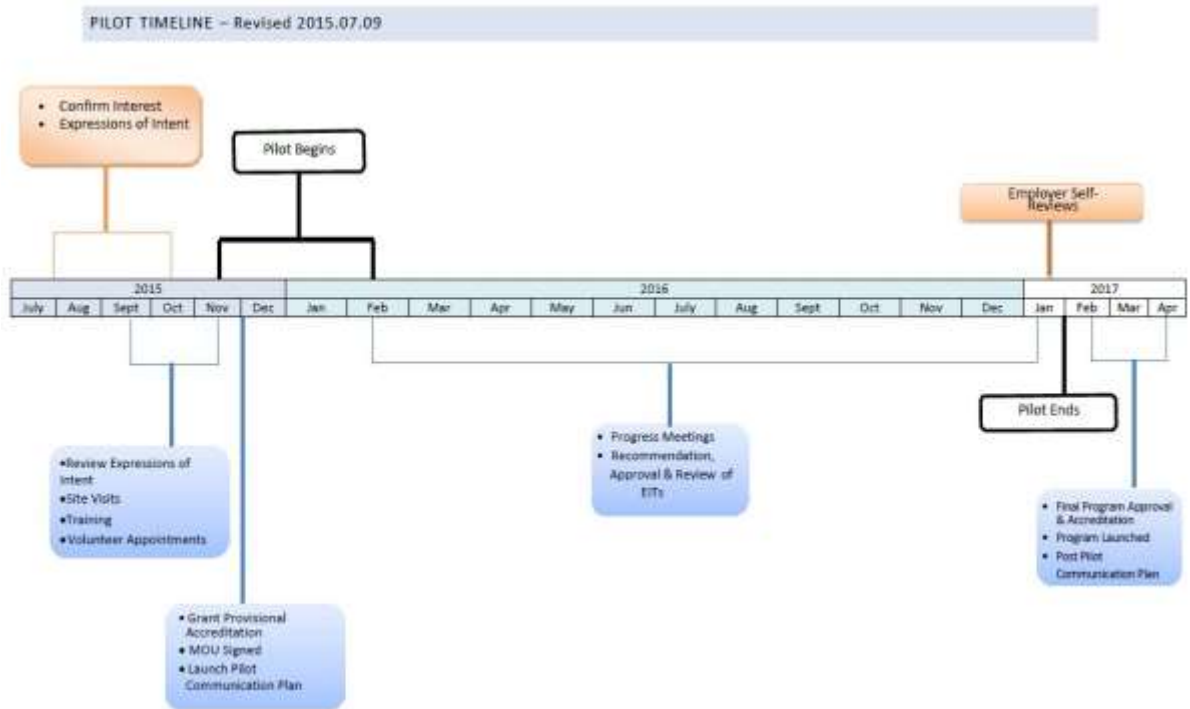
ACCREDITED EMPLOYER MEMBER-IN-TRAINING PROGRAM

The Four Stages of Accreditation



Revised: 2017.08.11

Pilot Timeline



*Council granted a one year extension on the pilot in 2017



ENGINEERS &
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BRITISH COLUMBIA

Accredited Employer Member-in-Training Program Pilot Status Update

09 APRIL 2018

Item 5.7 – Appendix B

Program Status

- Accredited employers = 15
- Participating EITs = 129
- MIT Review Panel members = 87
- P.Eng. Program “graduates” = 34
- Average turnaround (days) = 24
- Quickest turnaround (days) = 7



Fast + Epp



DYNAMIC
ATTRATIONS



BINNIE



ENGINEERS &
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BRITISH COLUMBIA

Program Promotion

Engineers and Geoscientists BC Conference and AGM

- 2016: First presentation
- 2017: Guest speakers, David Chan & Dirk Nyland
- 2018: Seeking guest speakers

Outreach - UBC, SFU, BCIT Industry and Student Nights; Branch seminars

Social media – Twitter, LinkedIn, Company website

Publications

- Innovation magazine and E-news (seeking article ideas)
 - January/February 2016 featuring Integral Group
 - January/February 2017 featuring Ministry of Transportation & Infrastructure
 - March/April 2018 featuring the [City of Richmond](#)
- SEABC Newsletter May 2017 featuring Fast + Epp
- Ministry of Transportation & Infrastructure Road Runner Newsletter

Word of Mouth

Streamlining the Accreditation Process

Staff have made strides in making the accreditation process less onerous on employers

- Employers who are OQM certified can give staff consent to review relevant documentation provided as part of that application process
- The training process has been consistently refined and can now be completed on average in 2 ½ hours for an employer's participating staff
- Online training modules for each level of participant have been developed

Remote Training

Online training option available for MITs, Validators, Registration Mentors, and Competency Assessors (MIT Review Panel)

- Modules:
 - MIT: Path to Licensure – Engineering
 - Validator Tutorial
 - Registration Mentor
 - Competency Assessor & MIT Review Panel
- Webinar (presentation and/or questions)
- Organizations outside of Greater Vancouver, newly added MITs or P.Engs., availability issues

Program Cost-Benefit Analysis

After 3 years of running the pilot, the costs for administering the program appear to have been minimal and are offset by the benefits for each stakeholder

Engineers-in-Training (EIT)

Costs

- Possible increase in time spent on developing Competency Self-Assessment

Benefits

- Personalized and proactive guidance by Engineers and Geoscientists BC staff
- Expedited Assessment
- Increased confidence that comes with support from employer

Employer Costs/Benefits

Costs

- Time spent on application process for accreditation
- Time spent on staff training
- Time spent by MIT Review Panel conducting assessments (Internal and External)

Benefits

- \$0 for accreditation
- Direct contact with Engineers and Geoscientists BC staff
- Targeted training and resources for EITs as well as supervisors and MIT Review Panel members
- Ability to advertise alignment with competency requirements for the purposes of recruitment

Engineers & Geoscientists BC

Costs/Benefits

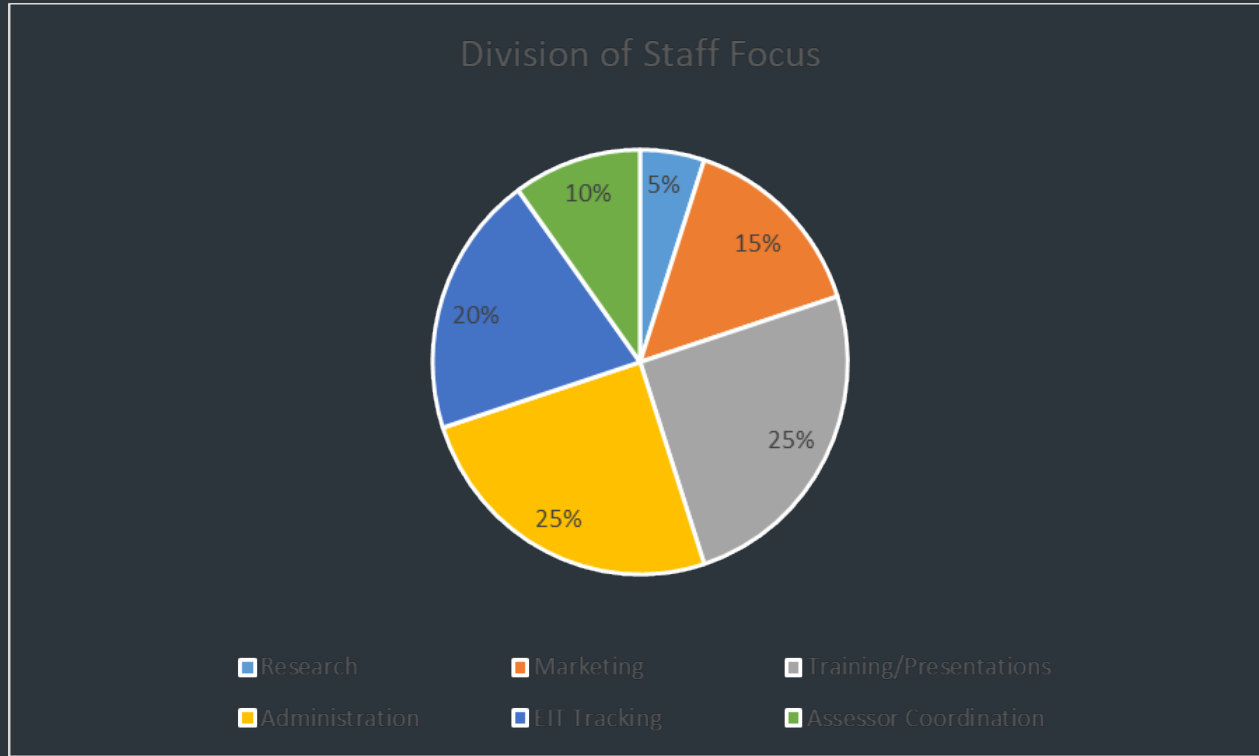
Costs

- 1 full-time staff member dedicated to administration of the program

Benefits

- Creation of an additional low-risk registration pathway that operates independently from existing assessment resources
- Collaborative relationship with employers providing qualifying experience
- Proactive engagement with EITs and supervisors

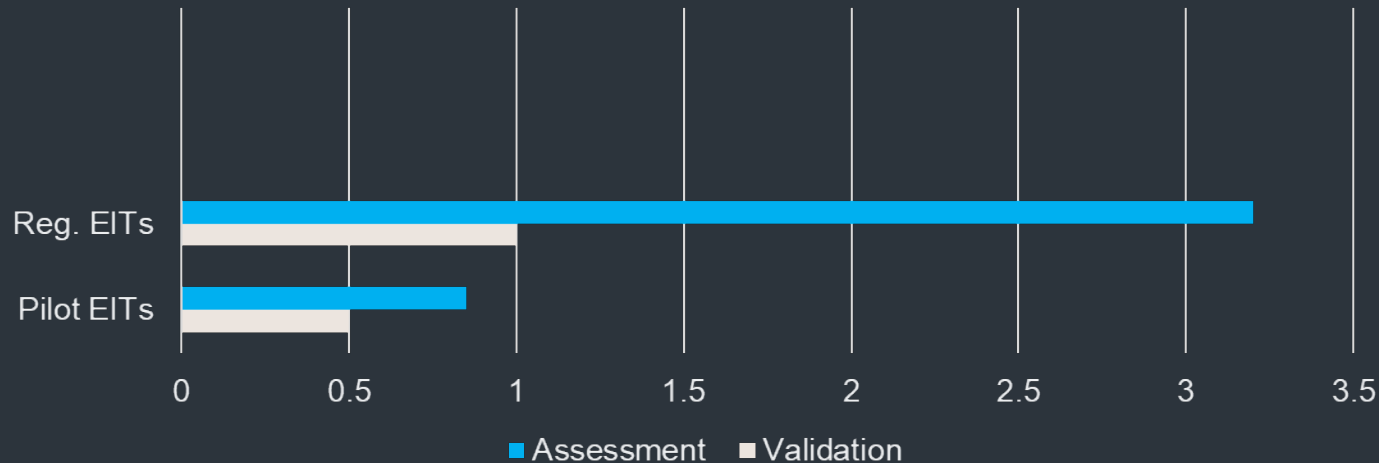
Staff Time



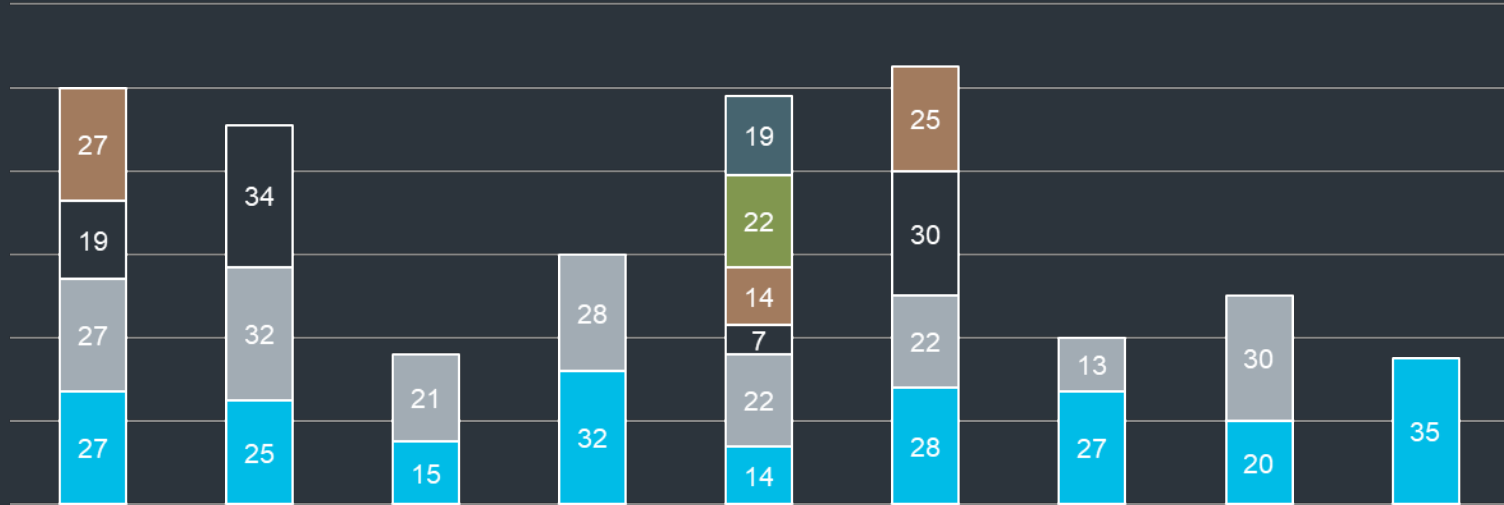
Expedited Assessment

EITs from accredited employers continue to be assessed significantly quicker than other EITs

Validation & Assessment by Months



Turnaround Time by Employer



Quality Control Audits

All QC audits have confirmed that recommendations from MIT Review Panel members have been in conformance with expected baselines

- 19 Quality Control Audits performed
 - Involves an assessment conducted by an independent 4th assessor outside of the program
 - Scores and recommendations have been aligned with Employer MIT Review Panels (including external MIT Review Panel Assessor)

A staff review is conducted prior to assigning any assessments to pre-check if there are any irregularities or insufficient detail in the competency submissions.

Conflict of Interest

Staff have reviewed all assessments conducted by MIT Review Panels within the firms of EIT's and have not found evidence of Conflict of Interest

- Staff review all validations prior to assigning MIT Review Panel members to ensure no potential conflict
- When the assessment is assigned, the MIT Review Panel member has the ability to decline the assessment if there is any potential conflict
- It is recommended that employers consider adding more panel members than the minimum 3 required to be in a better position to handle any potential conflict

Annual Self-Assessment Reports

At the end of each year of the accreditation cycle, employers are provided with assessment forms to provide feedback

- Annual self-assessments from participating employers are reviewed at the end of each year of accreditation.
- During these self-assessments, employers are given an opportunity to voice any feedback or concerns about the program that year.
- Any concerns from a program administration standpoint are conveyed to the employer.

Growth Opportunities

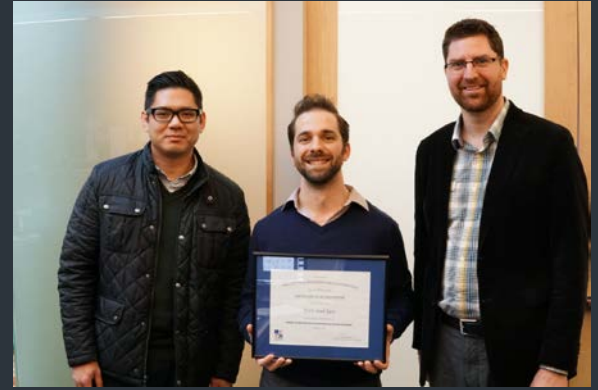
The program as a platform has the potential for further growth and inclusion

- Eventual inclusion of employers of Geoscientists-in-Training (GIT)
- Possible consideration for non-EIT applicants for the P.Eng. designation at accredited employers
- Possible collaboration with accredited employers for the purpose of supporting those who are mature practitioners that need to fulfill the Canadian Environment experience requirement
- Potential multi-jurisdictional and national expansion

Moving Forward

After a general review of the program's three year pilot cycle, it is the opinion of staff that the Accredited Employer MIT Program is achieving all of its key objectives and would be a value-added registration program

- April 25, 2018
 - Presenting pilot results to the Registration Committee
- April 27, 2018
 - Presenting pilot results to Council with the staff recommendation that the program be considered for transition from pilot stage to a permanent registration program



ACCREDITED EMPLOYER MEMBER-IN-TRAINING PROGRAM

egbc.ca/Accredited-Employer-MIT-Program



Engineers & Geoscientists BC FY2019- FY2020 Budget Book

Table of Contents

#	Item	Explanation	Attachment #
1)	Sustainable Financial Policy (SFP) Compliance a) SFP Compliance Analysis	Shows compliance with all policies	A
2)	Program Statements a) 2018/2019 Program Statements with \$35 Fee Increase b) i) Proforma Budget for 2019/2020 with \$0 Fee increase ii) Proforma Budget for 2019/2020 with \$16 Fee increase iii) Proforma Budget for 2019/2020 with \$35 Fee increase	Program Statement level Budgets for 2018/2019, Proforma Budget for 2019/2020	B
3)	Ancillary Fees	Annual review of ancillary fees	C
4)	Benchmark Report of EGBC and other provincial associations	Provides one-page analysis comparing key financial and operational measures	D
5)	Capital Budget for 2018/2019, 2019/2020	Provides a proposed capital budget for 2018/2019, 2019/2020 required to support the operations of the Association.	E
6)	Additional FY2019/2020 Initiatives with Cost Estimates	Anticipated initiatives that will occur in FY2019/2020	F

Sustainable Financial Policy	
Policy	Outcome
All initiatives and financial expenditures are aligned to the Strategic Plan.	All program initiatives and savings are identified and linked to at least one strategic plan objective.
There is an annual review of economies, efficiencies and effectiveness of current expenditures, revenue strategies and initiatives.	Cost management and operation efficiencies are a important part of the budget process. Significant savings had been identified and have been incorporated.
The Applications and Registration program (the intake process) will be financially self-sustaining on a direct cost basis.	The Applications and Registration program (with 353K margin) will be financially self-sustaining on a direct cost basis.
The Continuing Professional Development instructional and service delivery will be financially self-sustaining on a direct cost basis.	20% net margin budgeted each year.
All other programs with direct revenues should strive to be financially self-sustaining on a direct cost basis.	Most other programs such as affinity were self-sustaining recovering all direct costs including salaries and benefits.
Membership growth is actively pursued.	Membership growth is funded in the operating budget which includes the allocation of staff time to registration outreach programs. A variety of advertising and branding initiatives are to be implemented.
The annual member fee is reviewed each year	As part of budget review and approval process.

FY2019 - Draft Program Statements with one-time \$35 Fee Increase

	B	C	D	E	F	G
2	Budgets	FY2018 (Year 1)	FY2019 Original (Year 2)	FY2019 Revised	Changes from 2019 Original	Comments
3						
4	Revenues					
5	Member Services					
6	Affinity Program	408,000	413,000	413,000	0	
7	Annual Conference	273,000	303,800	303,800	0	
8	Professional Development	1,012,225	1,012,225	986,492	(25,733)	6% reduction (\$45K) to account for 9 free sessions in CPD revenue, offset by higher distance education \$20K based on current trend
9		1,693,225	1,729,025	1,703,292	(25,733)	
10	Communications & Stakeholder Engagement					
11	Innovation Magazine	190,000	190,000	190,000	0	
12	Sponsorship Revenue	7,800	7,800	7,800	0	
13	Student Membership	45,000	45,000	45,000	0	
14	Employment Web Advertising	320,000	325,000	325,000	0	
15		562,800	567,800	567,800	0	
16	Professional Practice, Standards & Development					
17	Certified Professional Program	52,500	70,000	70,000	0	
18	Organizational Quality Management	224,000	246,000	246,000	0	
19	Grant	850,000	1,100,000	1,100,000	0	
20		1,126,500	1,416,000	1,416,000	0	
21	Registration					
22	Academic Exams	34,800	34,800	34,800	0	
23	Applications/Registration	1,426,650	1,434,650	1,341,250	(93,400)	adjusted down volume of applications trend because of delay in implementation of Working in Canada Seminar
24	Limited License	18,000	22,500	22,500	0	
25	Professional Practice Exams and Books	429,214	429,214	449,214	20,000	Exams tracking at \$372K in FY2018, about \$20K higher than original budget
26	Structural Qualifications	54,514	54,514	52,714	(1,800)	
27	Registration External Projects	109,281	102,084	102,084	0	
28		2,072,459	2,077,762	2,002,562	(75,200)	
29						
30	Annual Membership Fees	10,249,289	10,556,768	11,081,964	525,197	\$35 fee increase (half of revenue increase is deferred on balance sheet)
31	Late Fee	40,370	41,873	44,328	2,455	
32	Investment Revenue	53,598	56,165	56,165	0	
33	Other Revenue	120,294	120,294	83,936	(36,358)	
34	National Programs - CBA Engineer Canada	192,488	319,113	250,000	(69,113)	Adjusted per contract
35	National Programs - CBA Geo Canada		50,000	50,000	0	
36	National Programs - OQM National	20,000	32,500	0	(32,500)	Adjusted per contract
37	Total revenues	16,131,023	16,967,299	17,256,047	288,747	
38						
39	Expenses					
40						
41	Finance & Corporate Services					
42	Annual Invoicing	41,851	43,106	43,106	0	
43	Building Operations	359,898	370,695	390,462	19,767	
44	Administrative Services	36,188	36,704	82,520	45,816	
45	Green Team	1,245	1,282	1,282	0	
46	Non Program Specific	668,154	672,826	732,952	60,126	Adjusted bank fees per current trend and renewal lease of copy and printer
47	Salaries & Benefits	854,987	878,571	899,995	21,424	Increase due to reorganization
48		1,962,324	2,003,184	2,150,318	147,133	
49						
50	Human Resources					
51	Staffing	26,400	30,300	30,300	0	
52	Training and Development	80,900	82,500	82,500	0	
53	Staff Recognition	41,500	47,750	47,750	0	
54	Occupational Health and Safety	1,250	1,300	1,300	0	
55	Volunteer Management	28,000	29,000	41,000	12,000	Criminal Background Checks - Year 1
56	Compensation Management	5,000	35,000	5,000	(30,000)	Delayed compensation review to 2020
57	Strategic HR and Organizational Development	20,000	17,500	60,000	42,500	increase due to succession planning
58	Non Program Specific	1,950	1,950	2,950	1,000	
59	Salaries & Benefits	247,182	254,077	302,438	48,361	saving based on current rate
60		452,182	499,377	573,238	73,861	
61						
62	Information Technology					
63	Run - Business Continuity	345,530	350,020	391,470	41,450	Year 2 SAN (Storage Area Network) support not needed
64	Telecommunications	85,552	89,702	74,957	(14,745)	reduction due to renegotiated contracts
65	Grow - Systems & Development	10,000	10,000	30,000	20,000	increase due to full penetration review
66	Non Program Specific	7,000	7,000	7,000	0	
67	Salaries & Benefits	930,808	956,650	1,054,460	97,810	1 intermediate replaced by 2 juniors; CBA resources required
68		1,378,890	1,413,372	1,557,887	144,515	
69						
70	Member Services				0	
71	Affinity Program	1,250	1,250	1,250	0	
72	Annual Conference	373,291	401,137	402,137	1,000	
73	Professional Development	500,052	507,966	487,655	(20,311)	savings related to lower revenue
74	Online Law & Ethics	0	0	10,000	10,000	To update module 1 with added regulatory focus
75	Mentoring	16,000	16,000	16,000	0	
76	Branches/Divisions	68,050	68,050	68,550	500	
77	Member CPD Requirements	6,169	5,169	105,600	100,431	Consultant to guide CPD program development \$100K, partial could be covered in 2017 budget
78	Induction Ceremony and Former Presidents Dinner	82,020	82,020	82,020	0	
79	Gender Diversity	7,500	7,500	7,500	0	
80	Nomination & Election Task Force	5,600	5,600	5,600	0	
81	Salaries & Benefits	806,024	828,256	850,383	22,127	
82		1,865,956	1,922,948	2,036,695	113,747	

FY2019 - Draft Program Statements with one-time \$35 Fee Increase

	B	C	D	E	F	G
		FY2018 (Year 1)	FY2019 Original (Year 2)	FY2019 Revised	Changes from 2019 Original	Comments
2	Budgets					
83						
84	Communications & Stakeholder Engagement					
85	Awards	55,542	54,042	54,042	0	
86	Career Awareness	64,500	64,500	64,500	0	
87	Innovation Magazine	307,120	310,120	399,870	89,750	adjusted based on current trend
88	Employment Web Advertising	0	0	0	0	
89	Public Relations	253,550	133,550	133,550	0	
90	Publications	44,191	44,191	44,191	0	
91	Stakeholder Engagement	46,800	186,800	186,800	0	
92	Student Membership & Sponsorship	52,800	52,800	52,800	0	
93	Branding Collateral Renewal	0	0	0	0	
94	Brand Strategy	0	0	0	0	
95	Non Program Specific	18,600	17,600	17,600	0	
96	Salaries & Benefits	893,414	914,035	971,177	57,142	1 new FTE for web communication coordinator offset by savings
97		1,736,517	1,777,638	1,924,530	146,892	
98						
99	Council & Executive					
100	Engineers Canada Assessment	443,385	458,899	458,899	0	
101	Geoscientists Canada Assessment	85,955	92,754	92,754	0	
102	Council/Executive	193,070	215,570	267,760	52,190	\$50K PSA audit fee
103	Elections	22,670	22,670	22,670	0	
104	Government Relations	138,500	140,400	145,400	5,000	
105	Special Project: Legislative Consultation	30,000	30,000	30,000	0	
106	Special Project: FIPPA Audit	15,000	0	50,000	50,000	Carry out detailed FIPPA Audit to determine extent of compliance as a part of prudent governance and duty of being a regulator
107	Special Project: Labor Market Studies	10,000	10,000	10,000	0	
108	Non Program Specific	6,592	6,592	6,592	0	
109	Salaries & Benefits	910,905	939,740	950,808	11,068	Corp. Secretariat \$150K, offset by GeoScience changes
110		1,856,077	1,916,625	2,034,883	118,258	
111						
112	Professional Practice, Standards & Development					
113	Liaison with Authorities	1,500	1,500	1,500	0	
114	Practice Review	176,600	176,600	176,600	0	
115	Professional Practice	168,955	168,955	168,955	0	
116	Certified Professional Program	53,500	64,300	64,300	0	
117	Climate Change Initiatives	20,000	20,000	20,000	0	
118	Organizational Quality Management	150,500	180,000	180,000	0	
119	Dam Site Characterization Assessments	0	0	0	0	
120	Sustainability	900	900	900	0	
121	Non Program Specific	14,251	14,251	14,251	0	
122	Grants	802,000	1,032,000	1,032,000	0	
123	Salaries & Benefits	1,225,031	1,250,910	1,325,232	74,321	Outreach manager offset by savings in Associate Director's recruitment
124		2,613,237	2,909,416	2,983,738	74,321	
125						
126	Legislation, Ethics & Compliance					
127	Discipline	217,139	217,139	217,139	0	
128	Enforcement	13,552	13,552	13,552	0	
129	Investigations	132,775	132,775	132,775	0	
130	Non Program Specific	48,106	48,106	78,705	30,599	to partially restore the general legal budget for the Association by allocating a total of \$75,000 towards this item as the current budgeted amount is not realistic.
131	Salaries & Benefits	780,329	803,481	840,822	37,341	Increase due to merit increase
132		1,191,901	1,215,053	1,282,993	67,940	
133						
134	Registration					
135	Academic Exams	23,500	23,500	23,500	0	
136	Applications/Registration	221,085	177,500	167,400	(10,100)	savings related to reduced volume in revenue
137	Engineers In Training/Geoscientists In Training Prof. Certification	12,000	27,000	10,000	(17,000)	delaying the accredited MIT program Pan-Canadian for one year, due to the delays on adoption of competency assessment
138	Limited License	50,000	30,000	30,000	0	
139	Professional Practice Exams	363,714	363,714	378,714	15,000	aligned with volume increase
140	APEC Register	0	0	0	0	
141	Structural Qualifications	15,300	15,300	11,800	(3,500)	
142	Registration External Projects	8,000	8,000	73,000	65,000	for extension of employer matching (15K) and anticipated new 'employability' market study suggested by Ministry
143	Non Program Specific	22,636	22,636	19,636	(3,000)	
144	Salaries & Benefits	1,594,468	1,578,278	1,579,218	940	savings from one Reg coordinator position
145		2,310,703	2,245,928	2,293,268	47,340	
146						
147	National Programs - All	183,000	263,000	239,354	(23,646)	
148						
149	Total expenses from above	15,550,785	16,166,542	17,076,903	910,361	
150						
151	Amortization	530,827	507,147	545,860	38,713	increase due to higher capital expenditure in IT assets
152	Contingency	95,000	245,000	100,000	(145,000)	contingency savings after assessment
153	Incidental payroll savings			(170,000)	(170,000)	incidental payroll savings after assessment
154	Foundation	3,000	3,000	3,000	0	
155	Benevolent Fund Society	500	500	500	0	
156	Total expenses	16,180,112	16,922,188	17,556,263	634,075	
157						
158	Surplus/(deficit)	(49,089)	45,111	(300,216)	(345,327)	

FY2020 Proforma budget with No Fee Increase

Original FY2020 surplus			85,055	
	FY2020 Original (Year 3)	FY2020 Revised	Changes from 2020 Original	
Revenue				Comments
Professional Development	1,012,225	986,492	(25,733)	6% reduction (\$45K) to account for 9 free practice guideline sessions, offset by higher distance education \$20K based on current trend
Applications/Registration	1,450,650	1,376,150	(74,500)	Using historical data and current year's trend, adjusted down volume of applications trend because of delay in implementation of Working in Canada Seminar
Other misc	526,858	439,214	13,343	other misc adj
Annual Membership Fees	10,873,471	11,993,298	1,119,827	\$35 fee increase from FY2019
Geoscience Canada Recovery	120,294	80,935	(39,359)	Loss of overhead revenue recovery from Geoscience Canada
National Programs - CBA Engineer Canada	224,898	255,000	30,102	Adjusted as per signed contract with Engineers Canada due to reduction of scope and complexity
National Programs - OQM National	25,000	45,000	20,000	Contract not secured and need to remove from budget
Total revenue changes			1,043,680	(0)
Expenses				
Contingency	245,000	150,000	(95,000)	Adjusted contingency based on estimated and historical events
Incidental payroll savings	0	(50,000)	(50,000)	Estimated payroll savings due to unfilled positions
Professional Development	517,940	497,629	(20,311)	Savings related to lower revenue
Engineers In Training	42,000	25,000	(17,000)	delaying the accredited MIT program Pan-Canadian for one year, due to the delays on adoption of competency assessment
Telecommunications	87,902	73,157	(14,745)	reduction due to renegotiated contracts
Storage	10,462	25,462	15,000	increase storage space required due to expansion
Run - Business Continuity	349,880	367,425	17,545	mainly due to increase in Branch Email - new service, Informz - increased volume, and Creative Cloud - new user
Other misc operating items	1,225,110	1,243,510	18,400	Other misc operating adj
Council/Executive	198,070	220,260	22,190	estimated increased travel
Amortization	505,706	528,643	22,937	Increase due to higher capital expenditure in IT assets due to office expansion, PCI and other system security
Salaries & Benefits - nation program, Reg, HR, Finance, MS, Council/Exec	4,780,836	4,806,179	25,342	Merit increase
Legal - Non Program Specific	48,106	78,705	30,599	to partially restore the general legal budget for the Association by allocating a total of \$75,000 towards this item as the current budgeted amount is not realistic.
				This position supports internal and external website maintenance and employment advertising. With growth of website use and organizational demands, this contract position has demonstrated to be required as a permanent role. This cost is offset by savings in related external costs, and using in-house staff
Salaries & Benefits - Comm	939,345	983,113	43,768	
Administrative Services	32,235	79,882	47,647	Building task force initiative
Finance & Corporate Services	694,089	754,215	60,126	Adjusted bank fees per current trend and renewal lease of copy and printer
				As part of the re-org associated with the creation of the CSO position replacing the old COO position, the function related to providing support to the CPD Committee & the four Technical Divisions will be transferred to the Prof Practice Dept (PPSD). A new position is proposed to carry out these functions in PPSD. Additional new responsibilities include coordinating seminars relating to Professional Practice. Guidelines; outreach activities to share info & collaborate on practice related initiatives with external technical organizations such as CSCE, CGS, EERI, IEEE, NSERC, etc.
Salaries & Benefits - PPSD	1,286,009	1,350,719	64,710	
Compensation Management	5,000	70,000	65,000	Delayed compensation review to 2020
Innovation Magazine	314,420	404,170	89,750	Rising costs to printing and adjusting costs to current trend
Salaries & Benefits - IT	983,267	1,074,915	91,648	Mainly due to hiring 2 new juniors offset by 1 intermediate programmer, and superior performance review leading to higher than average merit increase
Registration External Projects	8,000	104,125	96,125	Canadian Environment Experience Project: Increased consulting costs based on Ministry's suggestion to undertake a new Employability market study. This project is cost neutral. Revenues were included in original FY2019 budget but costs were not.
Salaries & Benefits - LEC	826,006	923,418	97,412	Mainly due to new FTE Admin Assistant \$67K (includes benefits) to support increase file volume in discipline and investigation, as the company has internalized more work with in-house resource instead of using outside legal services
Strategic HR and Organizational Development	21,500	140,000	118,500	Succession planning offset by savings in delaying wellness program
Health Tax	0	128,686	128,686	Full year of new payroll health tax
Total expenses changes			858,330	(0)
Adjusted FY2020			270,406	(0)

FY2020 Proforma budget with one-time \$16 Fee Increase

				Yellow highlights denotes differences between scenarios
Original FY2020 surplus			85,055	
Revenue	FY2020 Original (Year 3)	FY2020 Revised	Changes from 2020 Original	Comments
Professional Development	1,012,225	986,492	(25,733)	6% reduction (\$45K) to account for 9 free practice guideline sessions, offset by higher distance education \$20K based on current trend
Applications/Registration	1,450,650	1,376,150	(74,500)	Using historical data and current year's trend, adjusted down volume of applications trend because of delay in implementation of Working in Canada Seminar
Other misc	526,858	439,214	13,343	other misc adj
Annual Membership Fees	10,873,471	12,243,298	1,369,827	\$35 fee increase from FY2019 and another \$16 increase in FY2020
Geoscience Canada Recovery	120,294	80,935	(39,359)	Loss of overhead revenue recovery from Geoscience Canada
National Programs - CBA Engineer Canada	224,898	255,000	30,102	Adjusted as per signed contract with Engineers Canada due to reduction of scope and complexity
National Programs - OQM National	25,000	45,000	20,000	Contract not secured and need to remove from budget
Total revenue changes			1,293,680	
Expenses				
Contingency	245,000	150,000	(95,000)	Adjusted contingency based on estimated and historical events
Incidental payroll savings	0	(50,000)	(50,000)	Estimated payroll savings due to unfilled positions
Professional Development	517,940	497,629	(20,311)	Savings related to lower revenue
Engineers In Training	42,000	25,000	(17,000)	delaying the accredited MIT program Pan-Canadian for one year, due to the delays on adoption of competency assessment
Telecommunications	87,902	73,157	(14,745)	reduction due to renegotiated contracts
Storage	10,462	25,462	15,000	increase storage space required due to expansion
Run - Business Continuity	349,880	367,425	17,545	mainly due to increase in Branch Email - new service, Informz - increased volume, and Creative Cloud - new user
Other misc operating items	1,225,110	1,243,510	18,400	Other misc operating adj
Council/Executive	198,070	220,260	22,190	estimated increased travel
Amortization	505,706	528,643	22,937	Increase due to higher capital expenditure in IT assets due to office expansion, PCI and other system security
Salaries & Benefits - nation program, Reg, HR, Finance, MS, Council/Exec	4,780,836	4,806,179	25,342	Merit increase
Legal - Non Program Specific	48,106	78,705	30,599	to partially restore the general legal budget for the Association by allocating a total of \$75,000 towards this item as the current budgeted amount is not realistic.
				This position supports internal and external website maintenance and employment advertising. With growth of website use and organizational demands, this contract position has demonstrated to be required as a permanent role. This cost is offset by savings in related external costs, and using in-house staff
Salaries & Benefits - Comm	939,345	983,113	43,768	
Administrative Services	32,235	79,882	47,647	Building task force initiative
Finance & Corporate Services	694,089	754,215	60,126	Adjusted bank fees per current trend and renewal lease of copy and printer
				As part of the re-org associated with the creation of the CSO position replacing the old COO position, the function related to providing support to the CPD Committee & the four Technical Divisions will be transferred to the Prof Practice Dept (PPSD). A new position is proposed to carry out these functions in PPSD. Additional new responsibilities include coordinating seminars relating to Professional Practice. Guidelines; outreach activities to share info & collaborate on practice related initiatives with external technical organizations such as CSCE, CGS, EERI, IEEE, NSERC, etc.
Salaries & Benefits - PPSD	1,286,009	1,350,719	64,710	
Compensation Management	5,000	70,000	65,000	Delayed compensation review to 2020
Innovation Magazine	314,420	404,170	89,750	Rising costs to printing and adjusting costs to current trend
Salaries & Benefits - IT	983,267	1,074,915	91,648	Mainly due to hiring 2 new juniors offset by 1 intermediate programmer, and superior performance review leading to higher than average merit increase
Registration External Projects	8,000	104,125	96,125	Canadian Environment Experience Project: Increased consulting costs based on Ministry's suggestion to undertake a new Employability market study. This project is cost neutral. Revenues were included in original FY2019 budget but costs were not.
Salaries & Benefits - LEC	826,006	923,418	97,412	Mainly due to new FTE Admin Assistant \$67K (includes benefits) to support increase file volume in discipline and investigation, as the company has internalized more work with in-house resource instead of using outside legal services
Strategic HR and Organizational Development	21,500	140,000	118,500	Succession planning offset by savings in delaying wellness program
Health Tax	0	128,686	128,686	Full year of new payroll health tax
Total expenses changes			858,330	(0)
Adjusted FY2020			520,406	(0)

FY2020 Proforma budget with one-time \$35 Fee Increase

				Yellow highlights denotes differences between scenarios
Original FY2020 surplus			85,055	
Revenue	FY2020 Original (Year 3)	FY2020 Revised	Changes from 2020 Original	Comments
Professional Development	1,012,225	986,492	(25,733)	6% reduction (\$45K) to account for 9 free practice guideline sessions, offset by higher distance education \$20K based on current trend
Applications/Registration	1,450,650	1,376,150	(74,500)	Using historical data and current year's trend, adjusted down volume of applications trend because of delay in implementation of Working in Canada Seminar
Other misc	526,858	439,214	13,343	other misc adj
Annual Membership Fees	10,873,471	12,534,250	1,660,779	\$35 fee increase from FY2019 and another \$35 increase in FY2020
Geoscience Canada Recovery	120,294	80,935	(39,359)	Loss of overhead revenue recovery from Geoscience Canada
National Programs - CBA Engineer Canada	224,898	255,000	30,102	Adjusted as per signed contract with Engineers Canada due to reduction of scope and complexity
National Programs - OQM National	25,000	45,000	20,000	Contract not secured and need to remove from budget
Total revenue changes			1,584,632	
Expenses				
Contingency	245,000	150,000	(95,000)	Adjusted contingency based on estimated and historical events
Incidental payroll savings	0	(50,000)	(50,000)	Estimated payroll savings due to unfilled positions
Professional Development	517,940	497,629	(20,311)	Savings related to lower revenue
Engineers In Training	42,000	25,000	(17,000)	delaying the accredited MIT program Pan-Canadian for one year, due to the delays on adoption of competency assessment
Telecommunications	87,902	73,157	(14,745)	reduction due to renegotiated contracts
Business continuity		7,000	7,000	Annual simulation testing of the business continuity plan is a best practice that should be upkeep to ensure that the plan still addresses risks and enhancements/improvements during the process can be incorporated to the plan going forward.
FIPPA/Privacy		8,000	8,000	Possible changes to the interior of the building such as placement of additional wall barriers or doors to further secure building to meeting FIPPA requirements. Capital improvement (80K useful life 10 years).
IT Security/Penetration Testing		10,000	10,000	Penetration test tools are required annually to perform penetration testing as a strategy to mitigate some IS risks. Annual license fees are required for such penetration tools. Any issues found would require staff time to mitigate.
Storage	10,462	25,462	15,000	increase storage space required due to expansion
Run - Business Continuity	349,880	367,425	17,545	mainly due to increase in Branch Email - new service, Informz - increased volume, and Creative Cloud - new user
Other misc operating items	1,225,110	1,243,510	18,400	Other misc operating adj
Risk management		20,000	20,000	To assist in rolling out next phase of the plan, consultant services may be required to do further research of larger risk areas or to assist in mitigation of certain identified operational risk areas.
30 by 30 Task Force		20,000	20,000	Some funding should be set aside for implementation of initial phases of recommendations from the task force to support the initiative. Anticipate costs such as travel, print/promotional materials, meeting costs etc. would be needed for implementation of recommendations.
PSA audit phase 2 results		20,000	20,000	Phase 2 of audit focusses around operations and governance. Funding should be set aside to implement recommendations. Anticipated process/policy changes would require staff time, thus costs associated with temp help or consultant services.
Council/Executive	198,070	220,260	22,190	estimated increased travel
Amortization	505,706	528,643	22,937	Increase due to higher capital expenditure in IT assets due to office expansion, PCI and other system security
Salaries & Benefits - nation program, Reg, HR, Finance, MS, Council/Exec	4,780,836	4,806,179	25,342	Merit increase
FIPPA/Privacy		30,000	30,000	As a result of FIPPA audit, recommendations would likely be changes/improvements in current policies and processes. Senior management will need to redesign the new operation process, which may affect current resources and require prioritization of initiatives In order not to hamper the operations of the organization, temporary staffing would be required to alleviate current staff load during implementation of changes.
Legal - Non Program Specific	48,106	78,705	30,599	to partially restore the general legal budget for the Association by allocating a total of \$75,000 towards this item as the current budgeted amount is not realistic.
Building task force		40,000	40,000	After a task force has formed, the next step in addressing the future space planning needs would be a feasibility study. Different options would need to be reviewed that would likely require professional architectural, engineering and commercial real estate services.

FY2020 Proforma budget with one-time \$35 Fee Increase

Revenue	FY2020 Original (Year 3)	FY2020 Revised	Changes from 2020 Original	Comments
				This position supports internal and external website maintenance and employment advertising. With growth of website use and organizational demands, this contract position has demonstrated to be required as a permanent role. This cost is offset by savings in related external costs, and using in-house staff
Salaries & Benefits - Comm	939,345	983,113	43,768	
Administrative Services	32,235	79,882	47,647	Building task force initiative
Finance & Corporate Services	694,089	754,215	60,126	Adjusted bank fees per current trend and renewal lease of copy and printer
				As part of the re-org associated with the creation of the CSO position replacing the old COO position, the function related to providing support to the CPD Committee & the four Technical Divisions will be transferred to the Prof Practice Dept (PPSD). A new position is proposed to carry out these functions in PPSD. Additional new responsibilities include coordinating seminars relating to Professional Practice. Guidelines; outreach activities to share info & collaborate on practice related initiatives with external technical organizations such as CSCE, CGS, EERI, IEEE, NSERC, etc.
Salaries & Benefits - PPSD	1,286,009	1,350,719	64,710	
Compensation Management	5,000	70,000	65,000	Delayed compensation review to 2020
Professional reliance audit		75,000	75,000	As a result of the audit, recommendations could include additional guidelines be written. Budget is for either one more complex guideline or two smaller guidelines for the fiscal year.
Innovation Magazine	314,420	404,170	89,750	Rising costs to printing and adjusting costs to current trend
Salaries & Benefits - IT	983,267	1,074,915	91,648	Mainly due to hiring 2 new juniors offset by 1 intermediate programmer, and superior performance review leading to higher than average merit increase
Registration External Projects	8,000	104,125	96,125	Canadian Environment Experience Project: Increased consulting costs based on Ministry's suggestion to undertake a new Employability market study. This project is cost neutral. Revenues were included in original FY2019 budget but costs were not.
Salaries & Benefits - LEC	826,006	923,418	97,412	Mainly due to new FTE Admin Assistant \$67K (includes benefits) to support increase file volume in discipline and investigation, as the company has internalized more work with in-house resource instead of using outside legal services
Strategic HR and Organizational Development	21,500	140,000	118,500	Succession planning offset by savings in delaying wellness program
Professional reliance audit		120,000	120,000	As a result of the audit, one of the recommendations could be that new legislative amendments need to be drafted. Communication and engagement process to advise members about the legislative amendment would require some funds. An additional resource at a staff lawyer level would be required to be dedicated to this task.
Health Tax		128,686	128,686	Full year of new payroll health tax with
Total expenses changes			1,208,330	
Adjusted FY2020			461,358	(0)

CONFIDENTIAL

DATE	February 20, 2018
REPORT TO	Council for Decision
FROM	Gillian Pichler, P.Eng., Director, Registration
SUBJECT	Registration Ancillary Fee Review and Recommendations
LINKAGE TO STRATEGIC PLAN	Principle: 7. We provide sufficient resources to fulfill our responsibilities.

Purpose	To update the Executive Committee on EGBC (Engineers & Geoscientists British Columbia)'s registration ancillary fees with respect to compliance with the Sustainable Financial Model and comparison with fees charged by other engineering and geoscience regulators in Canada.
Motion	<p>i. that the Ancillary Fee levels and the Member-in-Training Annual Fee be maintained at current levels through fiscal 2020, subject to an annual review to identify extenuating circumstances that merit changes to the fees; and</p> <p>ii. that the suite of reduced fee programs be reviewed in 2018 and a recommendation be brought to Council by June 2018.</p>

BACKGROUND

Engineers and Geoscientists BC is the fourth largest engineering jurisdiction in Canada with respect to membership and the second largest jurisdiction in which regulatory and member services activities are combined, Alberta being the largest.

Legislation Related to the Setting of Fees

The Act empowers the Council to:

- (Section 21) set the annual fee for members (P.Eng., P.Geo.) and licensees (P.Eng., P.Geo., Eng.L. and Geo.L.) and holders of Certificates of Authorization;
- pass, alter and amend bylaws for application, admission, licensing and professional liability insurance and any other fees except, with respect to members, licensees and certificate holders, late fees, annual fees and reinstatement fees; and

- (Section 14.1) impose a fee for interprovincial agreements to practice.

The Bylaws (Sections 7 and 10) allow Council to set examination, examination of credentials (application) and administrative (licensing) fees.

Sustainable Financial Policy & Budget Process Guidelines

Council's Sustainable Financial Policy approved on January 24, 2014 and reaffirmed in 1.3 of the 2017/18 Budget Guideline states in part:

The Applications and Registration program (the intake process) will be financially self-sustaining on a direct cost basis.

Traditionally since January 2013, due to inflated registration-related fees at that time, an annual review has been done to:

1. *Review opportunities for a decrease in registration related ancillary fees; and*
2. *Review program contribution margins on a direct cost basis.*

Fee Adjustments since 2016

- In 2016 with the inception of Computer-Based Testing for the Professional Practice Examination, Council raised the fee to \$310;
- In 2016 the online Professional Engineering and Geoscience Practice in BC Online Seminar replaced the in-person/CD Law & Ethics Seminar and the fee was reduced from \$345 to \$275; and
- In 2015, Council reduced the transfer fee for Professional Engineers and Professional Geoscientists from other Canadian jurisdictions by \$50 to \$250 to better align it with those of other jurisdictions.

DISCUSSION

Contribution Margins

On a direct cost basis, historical net contributions from activities included in the intake process are in the order of \$300,000 to \$400,000. For Fiscal 2019, the contribution margin is expected to continue close to 2018 levels. Information on the split between intake and non-intake registration activities is in Attachment A.

Fiscal Year	Contribution Margin
2018 Forecast	\$216,486
2019 Budget	\$292,193

Engineers and Geoscientists BC Fees Typically Higher than other Jurisdictions

Attachment A compares Engineers and Geoscientists BC's registration-related and non-professional member/licence annual fees (e.g. those established under the bylaws for EIT, GIT, provisional member, non-practising) to those in selected other jurisdictions. The overall cost to complete an individual (non-company) application is higher in BC than in Alberta or Saskatchewan, largely due to the \$250 registration (one time administration) fee that is only charged by BC, Manitoba and Ontario; and BC's higher fee for the Professional Practice examination fee that includes an essay in addition to the multiple choice examination.

New Fee in 2019: Working in Canada Seminar

In consultation with the other Canadian jurisdictions, Engineers and Geoscientists BC will be establishing a fee in FY 2019 for the Working in Canada Seminar that was developed by Engineers and Geoscientists BC in consultation with the other provinces and territories. This fee will be brought to Council for approval when the proposed fee structure has been established.

Reduced Fee Schedule to Address Member Career Phases and Life Situations

Council's decision to cease exercising its discretion to grant Life Memberships (non-practising, no fee memberships), its subsequent one-time special fee waiver of 2018 annual fees based on financial need and the response to bylaw consultation on the Life, Honorary Life, Honorary and Non-Practising Member/Licensee Bylaws have identified a need to examine and overhaul the reduced fee policy to:

- Address today's typical work-life situations;
- Establish substantially reduced fee that is commensurate with the associated reduced rights and benefits for members who elect to convert to a non-practising membership. today's typical work-life situations; and
- Possibly waive the annual fee of members with extended membership and/or significant contributions to in the professions.

There has also been significant concern on the part of members with respect to the two-year limit on paying reduced fees that was established in September 2016, which terminates with the 2018 fee year for members who were eligible to pay reduced fees in 2017. These members, many of whom make valuable contributions to the professions, cannot afford to pay a full fee so will be faced with resigning in 2019 if the two-year limit remains in place.

RECOMMENDATIONS

- i. that the Ancillary Fee levels and the Member-in-Training Annual Fee be maintained at current levels through fiscal 2020, subject to an annual review to identify extenuating circumstances that merit changes to the fees; and
- ii. that the suite of reduced fee programs be reviewed in 2018 and a recommendation be brought to Council by June 2018.

ATTACHMENT A – Registration Ancillary Fee Comparison with Other Provinces

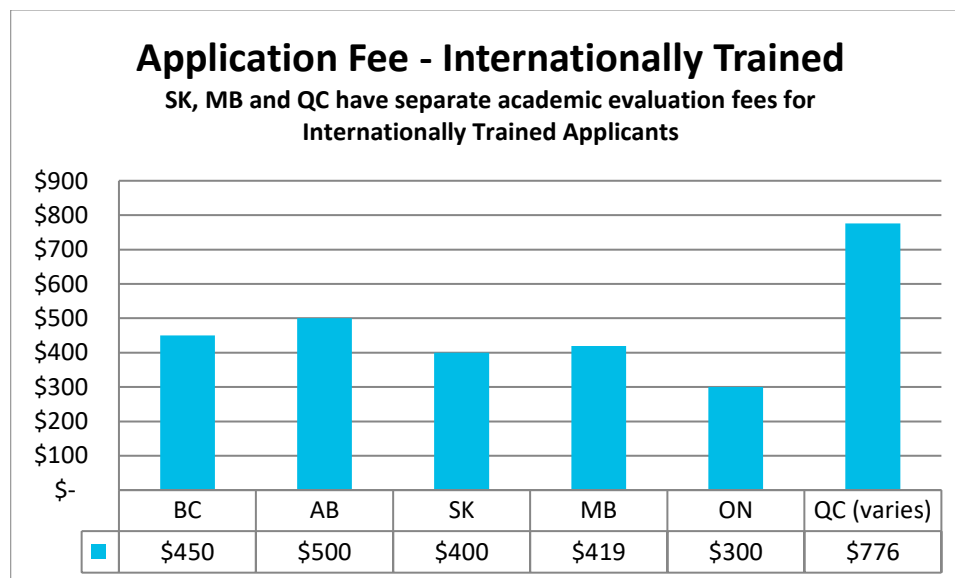
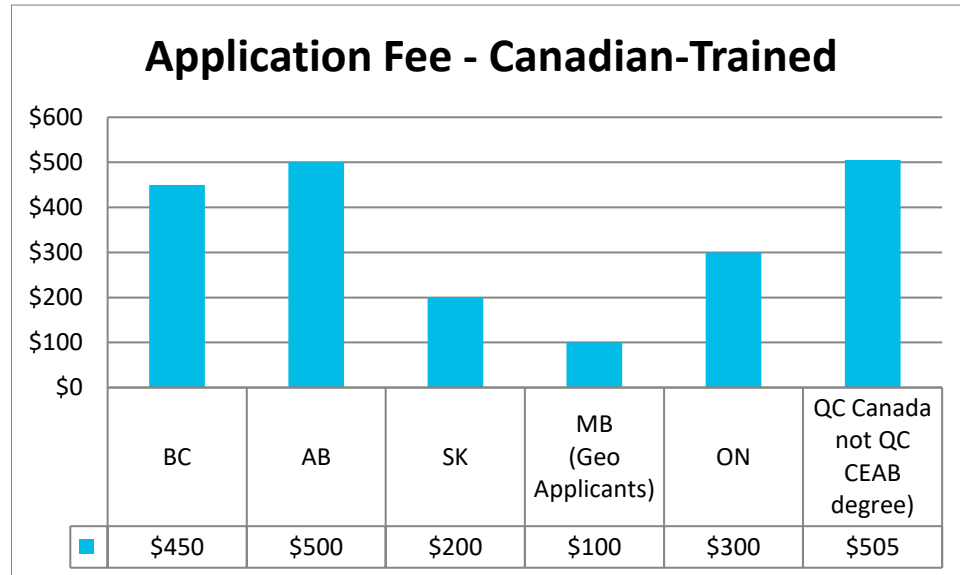
Attachment A – Registration Ancillary Fee Comparison with Other Provinces

(Fee structures differ among jurisdictions as some bundle fees or have fees for different stages of assessment. The fees reported here are those closest in structure to Engineers and Geoscientists BC fees.)

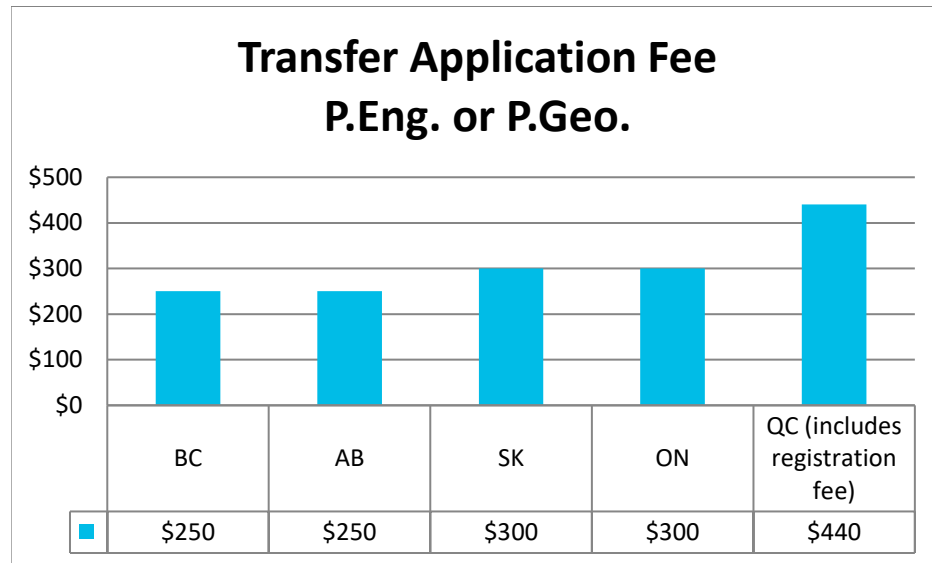
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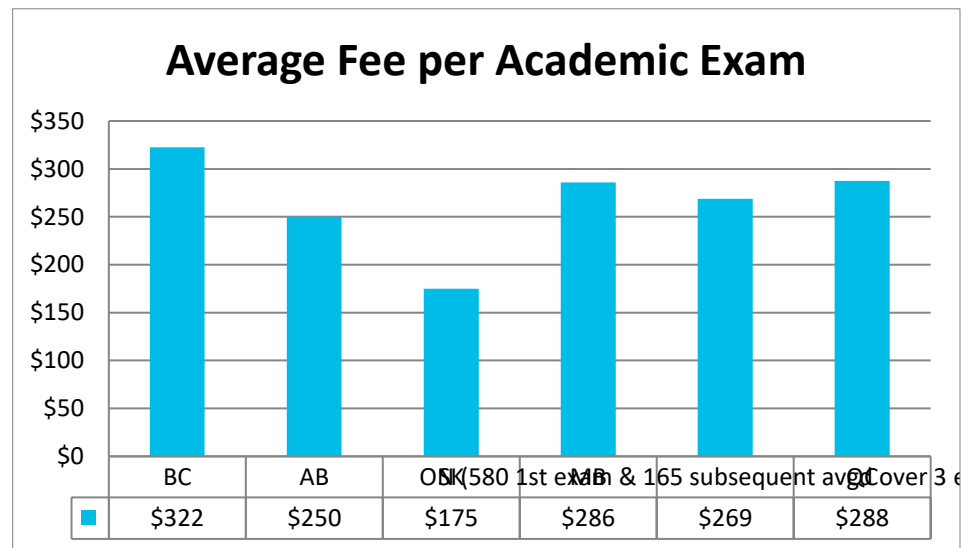
Application Fees – New P.Eng. and P.Geo. Applicants



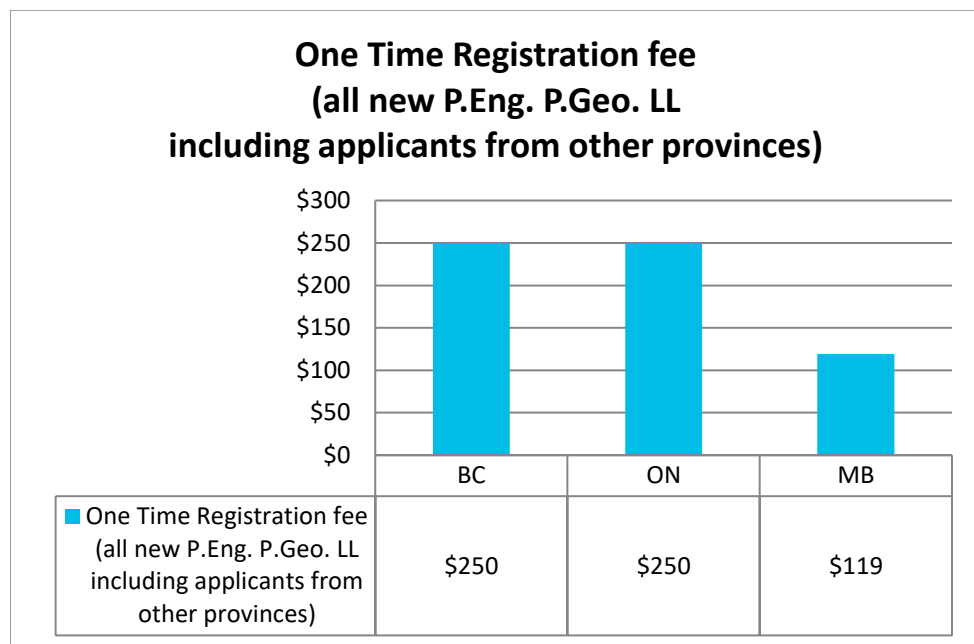
Application Fee – Mobility Transfers P.Eng. and P.Geo.



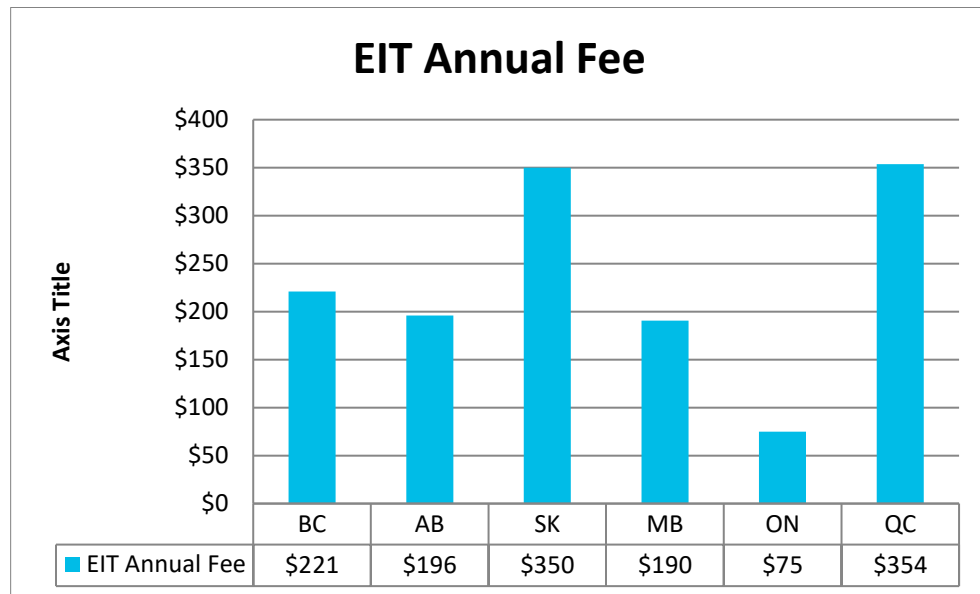
Academic Examination Fees



Registration (Stamp & Certificate) Fee



EIT/GIT Annual Fee

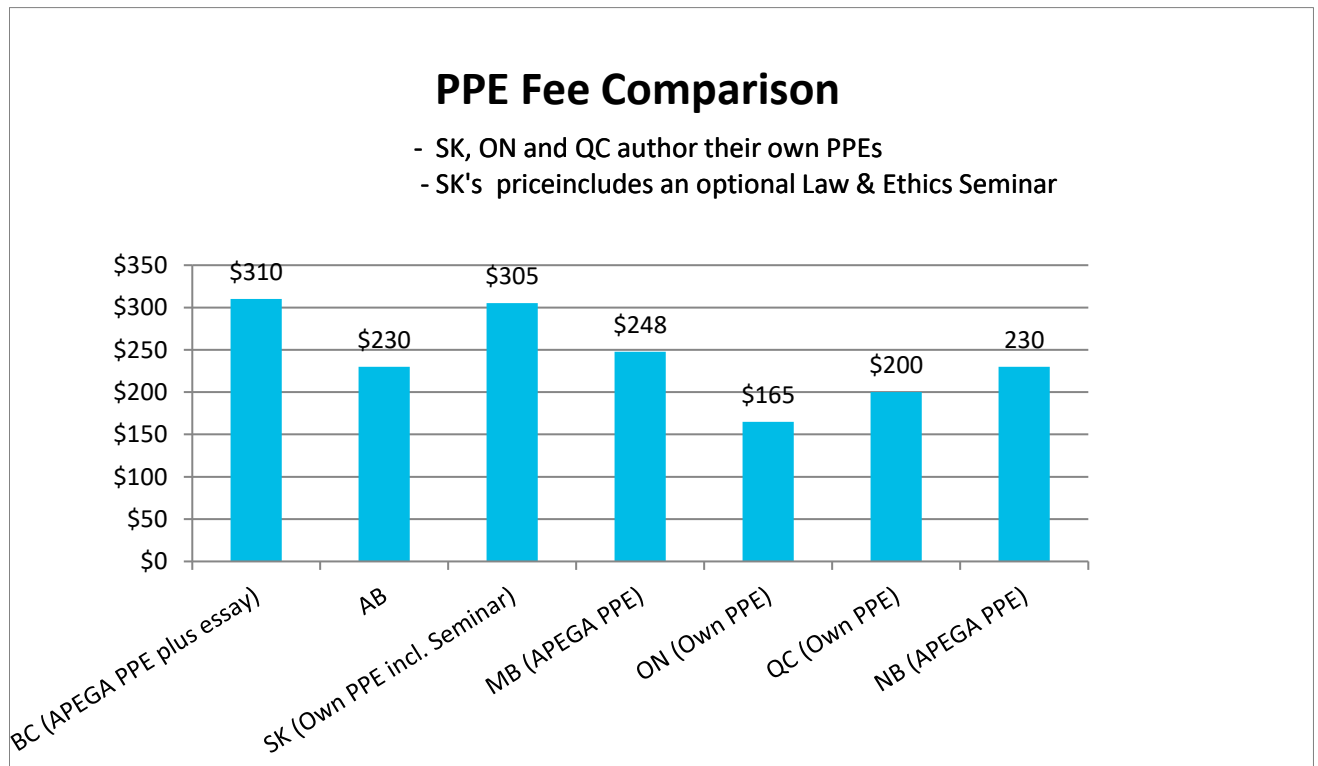


EIT/GIT Program

The third highest in the six jurisdictions, in the past the annual Member in Training fee did not reflect the cost of administering EGBC's rather modest Member-in-Training Program and resulted in a significant contribution to overhead.

In 2016, the Accredited Employer Member in Training Program was implemented and in 2017 the Enhanced Member in Training Program began. These two programs currently enhance the training and application process for a relatively small number of Engineers in Training, but provide significant value for the Engineer-in-Training experience to those affected. It is expected that the numbers of Engineers in Training in each program will grow over the next three years, but that Geoscientists-in-Training will likely not be able to take advantage of these programs until competency-based assessment of experience for geoscience applicants is in place.

Professional Practice Examination Fee



- EGBC is the only jurisdiction that uses the APEGA multiple choice PPE and also requires an additional essay on an ethics issue. This is one test of the applicant's ability to write in English.
- APEGS Exam price includes optional attendance at a Law & Ethics Seminar
- APEGA would charge \$330 to an APEGA applicant wishing to write the exam (without the essay) at a test centre located in B.C. (without the essay)
- EGBC cost includes administering the examination (applications, communication with applicants, proctoring, courier, data entry) and marking the essay
- APEGA raises exam prices approximately every 2 years by about \$25. This increased cost is passed on to the applicant.

Cost of Registration Process for 6 Provinces

(Not including academic examinations or corporate practice application fees that may be applicable in AB, MB, ON and SK)

	BC	AB	SK (CDN)	SK (INTL)	MB (CDN GEO)	MB (INTL)	ON	QC (CDN)	QC (INTL)
Application incl Academic Assessment	450	500	200	200	100	419	300	505	776
Professional Practice Examination	310	230	305	305	248	248	165	200	200
Law & Ethics Seminar	275								
Registration Fee	259				119		250		
TOTAL	1,294	730	505	505	467	667	715	705	976

Intake Process: Included and Excluded Activities re: Sustainable Financial Policy

a. Included Activities

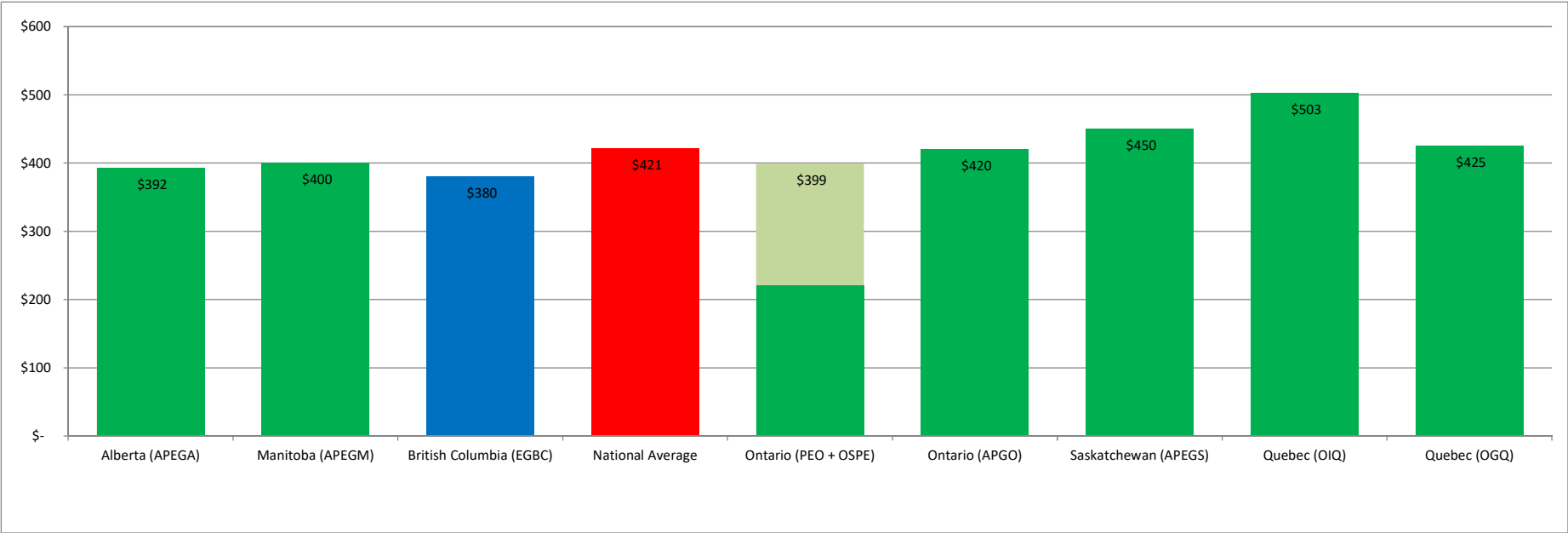
- i. processing and evaluations of applications for:
 - a. EIT/GIT
 - b. P.Eng./P.Geo. (Registered Membership)
 - c. Licence (Non-Resident)
 - d. Provisional Membership
 - e. Limited Licence
 - f. Designated Structural Engineer
 - g. Reinstatements to Membership or Licence in the above categories
- ii. outreach to Internationally Trained Engineers
- iii. administration costs related to (i), including:
 - a. staff & volunteer training & out of pocket & travel expenses
 - b. outreach to Internationally Trained Engineers, students and other prospective non-member applicants
 - c. Administration of activities associated with the Registration Committee, Geoscience Committee, and Registration Task Force
 - d. budgeting activities related to (i)
- iv. legislation and policy development specifically related to (i) through (iii)
- v. statistical research and reporting related to (i) that is for internal use aimed at monitoring and improving the process.
- vi. Information Technology design, development, maintenance projects, including project management and support of the online application system

b. Excluded Activities

- i. changes to member status currently set out in Bylaw 10
 - a. Life Membership
 - b. Honorary Life Membership
 - c. Resignations and Removals
 - d. Non-Practising Membership
 - e. Conversions from Non-Practising to Practising Membership
- ii. the Enhanced Engineering/Geoscientist in Training Program and the Accredited Employer Training Program including,
 - a. program research, development and administration,
 - b. interim review of experience.
 - c. general presentations, outreach, training and support to Engineers and Geoscientists in Training, their supervisors, mentors and employers
- iii. Annual fee renewal activities
- iv. Member support and maintenance, including replacement stamps, certificates, confirmations of membership to external parties, removals from the register and roll,
- v. Support to Council and Executive that is not directly related to the current admissions process, such as the AGM, ASTTBC Joint Board, Incidental Practice, analysis of admissions issues across Canada
- vi. General EGBC overhead as long as there is no approved policy to allocate it to operational programs (overhead includes building and support systems expenses, & maintenance, finance, administration and IT salaries to support the intake process)
- vii. External Relations:
 - a. development, negotiation of Mobility Agreements
 - b. Engineers Canada and CCPG activities and reporting
 - c. Grant-funded programs and pilots
 - d. Government relations not directly related to a specific application for admission
 - e. agreements with third parties (e.g. Memoranda of Understanding, Mutual Recognition Agreements).

- f. Advisory Committee (external) activities
- g. support to third-party research activities
- h. Staff activities not related to the intake process

Engineers Geoscientists BC and other Provincial Associations Annual Fee as at April 2018



EGBC Capital Acquisition Plan			
	FY2018	FY2019	FY2020
Consultants for Capital Project Work	25,000	25,000	25,000
Client Infrastructure (>\$1000)	2,000	2,000	2,000
iPhone refresh	1,200	12,000	1,200
Laptop refresh	9,500	9,630	6,420
Disaster Recovery Nodes 1, 2, 3 & Production Node 3	35,000		-
Production Nodes 1, 2, 4, 5, 6	-	43,750	-
Production Storage Area Network	80,000	-	-
Disaster Recovery Storage Area Network	-	86,000	-
CISCO Firewall	-	9,000	-
Core switches	-	-	9,000
Internal capitalized assets	123,926	127,644	131,473
Furniture, fixture and equipment	20,000	20,000	20,000
	\$ 296,626	\$ 335,024	\$ 195,093

	Initiative	Summary	Estimated Costs	Importance*
1	Professional reliance audit	As a result of the audit, recommendations could include additional guidelines be written. Budget is for either one more complex guideline or two smaller guidelines for the fiscal year.	\$ 75,000	High
2	Professional reliance audit	As a result of the audit, one of the recommendations could be that new legislative amendments need to be drafted. Communication and engagement process to advise members about the legislative amendment would require some funds. An additional resource at a staff lawyer level would be required to be dedicated to this task.	120,000	High
3	Building task force	After a task force has formed, the next step in addressing the future space planning needs would be a feasibility study. Different options would need to be reviewed that would likely require professional architectural, engineering and commercial real estate services.	40,000	High
4	IT Security/Penetration Testing	Penetration test tools are required annually to perform penetration testing as a strategy to mitigate some IS risks. Annual license fees are required for such penetration tools. Any issues found would require staff time to mitigate.	10,000	High
5	FIPPA/Privacy	As a result of FIPPA audit, recommendations would likely be changes/improvements in current policies and processes. Senior management will need to redesign the new operation process, which may affect current resources and require prioritization of initiatives In order not to hamper the operations of the organization, temporary staffing would be required to alleviate current staff load during implementation of changes.	30,000	Medium
6	FIPPA/Privacy	Possible changes to the interior of the building such as placement of additional wall barriers or doors to further secure building to meeting FIPPA requirements. Capital improvement (80K useful life 10 years).	8,000	Medium
7	Risk management	To assist in rolling out next phase of the plan, consultant services may be required to do further research of larger risk areas or to assist in mitigation of certain identified operational risk areas.	20,000	Low
8	Business continuity	Annual simulation testing of the business continuity plan is a best practice that should be upkeep to ensure that the plan still addresses risks and enhancements/improvements during the process can be incorporated to the plan going forward.	7,000	Low
9	30 by 30 Task Force	Some funding should be set aside for implementation of initial phases of recommendations from the task force to support the initiative. Anticipate costs such as travel, print/promotional materials, meeting costs etc. would be needed for implementation of recommendations.	20,000	Low
10	PSA audit phase 2 results	Phase 2 of audit focusses around operations and governance. Funding should be set aside to implement recommendations. Anticipated process/policy changes would require staff time, thus costs associated with temp help or consultant services.	20,000	Low
			\$ 350,000	

Additional Notes:

Estimated Cost

A	Corporate Regulation	It is anticipated that regulation of companies will be passed by the provincial gov't in FY2020. In it's first year, the program should be cost neutral. Anticipated initial revenues received would offset the cost of an additional staff to run the program.	-
B	Staffing Resiliency/Succession Planning	130K has already been included in current FY2020 budget to address staff resiliency and succession planning needs. Eg. Consultant work to assess needs and build out plan for training, coaching, temporary help, contract help etc.	-
C	Building Repairs & Future Building Requirements	250K to make up for FY2019 lack of transfer of funds to the reserves.	\$ 250,000

*Legend:
High = Mandatory - those items that must be done to deliver or mandated regulatory obligations and commitments
Medium = Critical - those essential to maintaining our regulatory responsibilities or important initiatives for delivery of the new strategic plan
Low = Sub-critical - those items that enhance the delivery of the strategic plan but could be delayed or omitted with consequences

PROPOSED BYLAW AMENDMENTS 2018

January 5, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

BYLAWS FOR AMENDMENT

Council is proposing amendments to four bylaws that govern non-practising members, life membership, honorary life membership, and honorary membership. The changes aim to provide more accurate information to the public, and to enhance the way we deliver on our regulatory responsibilities by clarifying the professional obligations of those without practice rights and streamlining the process for recognizing outstanding contributions with honorary membership.

The bylaws proposed for amendment are:

1. **Bylaw 10 (c) – Non-practising member**
2. **Bylaw 10 (c.1) – Life membership or licensure**
3. **Bylaw 10 (c.2) – Honorary life membership or licensure**
4. **Bylaw 10 (d) – Honorary membership**

BYLAW 10 (C): NON-PRACTISING MEMBER

Current Bylaw 10 (c)	Proposed Bylaw 10 (c)
<p>Non-Practising Member</p> <p>10 (c) Council may grant non-practising membership to a member who is in good standing and who commits in writing to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing.</p> <p>Members granted non-practising status shall retain voting privileges. Non-practising members who apply for practising status shall be required to pay the applicable fees set by Council and to demonstrate compliance with the current requirements in the Act and bylaws for registration as a member.</p>	<p>Non-Practising Member</p> <p>10 (c) Council, in its discretion, may upon application, grant non-practising membership to a member or limited licensee who is in good standing.</p> <p>(c.3) Non-practising members and non-practising limited licensees retain voting privileges.</p> <p>(c.4) A certificate of registration of a non-practising member or non-practising limited licensee is deemed to be revoked for the purposes of sections 20(6) and 20(7) of the Act. A non-practising member or non-practising limited licensee must use as applicable only the following professional designation(s)</p> <ul style="list-style-type: none"> a. Professional Engineer (Non-Practising) or P.Eng. (Non-Practising) b. Professional Geoscientist (Non-Practising) or P.Geo. (Non-Practising) c. Limited Licensee (Non-Practising) or Eng.L. (Non-Practising), or d. Limited Licensee (Non-Practising) or Geo.L. (Non-Practising). <p>(c.5) Non-practising members and non-practising limited licensees must annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing.</p> <p>(c.6) Non-practising members and non-practising limited licensees who apply for practising status must pay the applicable fees set by Council and demonstrate compliance with the current requirements in the Act and bylaws for registration as a member or limited licensee.</p>

BYLAW 10 (C.1): LIFE MEMBERSHIP OR LICENSURE

Current Bylaw 10 (c.1)	Proposed Bylaw 10 (c.1)
Life Membership or Licensure	Prior Life Membership or Licensure
<p>10 (c.1) Council, in its discretion, may upon application, confer life membership or licensure in the association upon any member or limited licensee</p> <ul style="list-style-type: none"> (i) who is at least 70 years of age and has been practising professional engineering or professional geoscience for 35 or more years, with an unblemished record, and (ii) who has been a member or limited licensee in good standing of the association for 20 or more years, or in the case of a professional geoscientist, has practised in British Columbia for 20 or more years, and (iii) who has retired from all gainful employment, who shall, without further payment of fees, have use of title and voting privileges but no practice rights. Life members whose status had vested in accordance with the bylaws before December 31, 1997 shall retain all their rights and privileges of membership in the association. 	<p>10 (c.1) [Repealed]</p> <ul style="list-style-type: none"> (c.7) Life members whose status had vested in accordance with the bylaws before December 31, 1997 shall retain all their rights and privileges of membership in the association. (c.8) Life members or life limited licensees whose status had vested in accordance with the bylaws between January 1, 1998 and June 16, 2017 shall without further payment of annual fees retain voting privileges but continue not to have practice rights. (c.9) Except for those life members whose status had vested in accordance with the bylaws before December 31, 1997, all life members or life limited licensees must annually commit to Council not to engage in the practice of professional engineering or professional geoscience until released from the commitment by Council in writing. (c.10) Except for those life members whose status had vested in accordance with the bylaws before December 31, 1997, a certificate of registration of a life member or life limited licensee is deemed to be revoked for the purposes of sections 20(6) and 20(7) of the Act. A life member or life limited licensee must use as applicable only the following professional designation(s) <ul style="list-style-type: none"> a. Professional Engineer (Non-Practising) or P.Eng. (Non-Practising) b. Professional Geoscientist (Non-Practising) or P.Geo. (Non-Practising) c. Limited Licensee (Non-Practising) or Eng.L. (Non-Practising), or d. Limited Licensee (Non-Practising) or Geo.L. (Non-Practising).

	<p>(c.11) Life members or life limited licensees who apply for practising status must pay the applicable fees set by Council and to demonstrate compliance with the current requirements in the Act and bylaws for registration as a member or limited licensee.</p>
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BYLAW 10 (C.2): HONORARY LIFE MEMBERSHIP OR LICENSURE

Current Bylaw 10 (c.2)	Proposed Bylaw 10 (c.2)
<p>Honorary Life Membership or Licensure</p> <p>10 (c.2) Council, in its discretion, may confer honorary life membership or licensure in the association upon any member or limited licensee</p> <ul style="list-style-type: none"> (i) who has served as president of the association, or (ii) who council deems worthy by virtue of outstanding contributions to the professions of engineering or geoscience who shall be entitled to enjoy the rights and privileges of membership or licensure in the association without further payment of fees. 	<p>Prior Honorary Life Membership or Licensure</p> <p>10 (c.2) [Repealed]</p> <p>(c.12) Honorary life members whose status had vested in accordance with the bylaws between January 1, 1998 and December 31, 2018 shall retain all their rights and privileges of membership in the association.</p>

BYLAW 10 (D): HONORARY MEMBERSHIP

Current Bylaw 10 (d)	Proposed Bylaw 10 (d)
<p>Honorary Membership</p> <p>10 (d) Council, in its discretion, by unanimous vote, may confer honorary membership in the association, without payment of fees, on non-members who have made outstanding contributions to the professions of engineering or geoscience.</p>	<p>Honorary Membership</p> <p>10 (d) Council, in its discretion, by unanimous vote, may confer honorary membership in the association, without payment of annual fees, on members, licensees or non-members who have made outstanding contributions to the professions of engineering or geoscience.</p> <p>(d.1) Honorary membership does not of its own accord confer:</p> <ul style="list-style-type: none"> (i) membership or licence, or (ii) the right to practise professional engineering or professional geoscience, to vote or to be nominated as a candidate for president, vice president or councilor. <p>The honorary membership status of a member, licensee or non-member continues at the pleasure of Council and may be revoked at Council's discretion without notice to the honorary member.</p>

MEMBER AND STAKEHOLDER FEEDBACK ON PROPOSED BYLAW AMENDMENTS

NON-PRACTISING, LIFE MEMBERSHIP, HONORARY
MEMBERSHIP, AND HONORARY LIFE MEMBERSHIP

April 12, 2018



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

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BACKGROUND AND CONTEXT

ISSUE COMMUNICATION AND CONSULTATION PROCESS

1. ISSUE SUMMARY

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

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

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

2. CONSULTATION OBJECTIVES, METHODS AND COMMUNICATION CHANNELS

2.1 Consultation Objectives

The consultation objectives established for this process were:

1. That members be aware of the proposed changes, and understand the reasoning behind the proposed changes, and
2. That members know where and how to participate in consultation, and feel that their input is being heard.

As these bylaws are most relevant to more senior members of the association, we anticipated that the most interest and participation would be noted from this group, with less participation and interest from members early in their career.

2.2 Communication

During the consultation period, the following information was presented to members and stakeholders to provide context for the changes being proposed:

- The background of the legal challenge to the Life Membership and Licensure bylaw, and how this led to proposed changes for the other three bylaws
- An overview of each of the bylaws, and the challenges identified

- The “Solutions Principles” framework Council established to evaluate proposed solutions
- A summary of the proposed amendments to each bylaw, and how these amendments seek to address the challenges identified
- The detailed (marked up) bylaw text
- A summary of how bylaw ratification works
- Opportunities for members to provide comment, feedback, and dialogue
- Information on next steps

Information on the bylaws and opportunities to participate in consultation was provided via the association’s main communications channels, including ENews, Innovation, and a dedicated section under the “Initiatives and Consultations” area of the Engineers and Geoscientists BC website

2.3 Consultation Methods

Various methods of consultation were undertaken to enable members to participate in providing feedback in a way that was meaningful to them:

- Direct email to members who would have soon qualified for Life Membership
- A survey of members who would have soon qualified for Life Membership on “interim solutions” (456 participants)
- One-on-one engagement by phone and email (48 inquiries and questions to date)
- Two focus groups with members who would have soon qualified for Life Membership (15 participants)
- An online survey open to all members (1,296 participants)
- A meeting with the Standing Awards Committee to provide input on changes to the Honorary Membership bylaw (which is administered by this committee)
- Webinar open to all members (24 participants)

CONSULTATION SUMMARY

RESPONDENTS' PARTICIPATION AND HIGH-LEVEL FEEDBACK

3. PARTICIPATION

One of the clearest trends related to the participation of respondents is that participation increased with age. Overall, we saw the highest level of participation from members over 65 years of age. In some cases, communication and engagement efforts were targeted directly at this group, but even in cases where communication or engagement was not targeted, participation demonstrated a clear increase with age. This is expected, as the changes most directly and immediately impact members who are close to retirement, or already retired, and will be helpful when considering how feedback should inform additional changes to the proposed bylaw amendments.

The all-member survey conducted in January 2018 provides the data with the largest number of participants, and the broadest composition of participants. A total of one-third of respondents (33.66%) to this survey were 65 years of age or older. This is significantly higher than usual. In comparison, in the last bylaw survey conducted (for CPD in late 2014), just 11.98% of respondents were over the age of 65, and in the 2016 Member Satisfaction Survey, 16.96% of respondents were over the age of 65.

In terms of other demographics¹,

- More P.Eng. participated (85.32%) than representative (67.72%),
- Slightly more P.Geo. participated (7.42%) than representative (5.12%),
- Far fewer EIT, GIT participated (4.90%) than representative (17.52%),
- Very few Eng.L. or Geo.L. participated (10 members in total), and
- Slightly fewer female members participated (9.56%) than representative (14.0%).

¹ All-member survey information only. Member information current as of March 5, 2018

DETAILED FEEDBACK

BYLAW CONSULTATION RESULTS IN DETAIL

5. BYLAW 10 (c) – NON-PRACTISING MEMBER

5.1 Feedback Overview

The member survey indicates the following levels of support for this bylaw:

64.82%	Support the proposed amendments
9.03%	Would support the proposed amendments with changes
10.46%	Are neutral (neither support nor opposed the proposed amendments)
15.69%	Do not support the proposed amendments

5.2 Key Findings

The use of the title is the primary sticking point for others – members still considering the amendment are opposed to restrictions on the title, while some believe non-practicing members should not be able to use a title at all. Members noted:

- It is simply unnecessary.
- The title will be confusing and does not help to “protect” the public.
- The change is disrespectful to those who have committed their careers to the profession(s).
- Members should be trusted to follow the Code of Ethics without the need for a restricted title.
- Other professions (such as lawyers, doctors) do not force their members to do this.

On the other hand, some support a title restriction, and some go further in their thinking and say they believe non-practising members should not have certain membership benefits, such as voting rights, because they have “no skin in the game.”

Other notable themes related to comments about the annual commitment (seen as onerous, compared to a one-time notification) and membership fees (wanted clarity on how much it will be reduced).

The term “non-practising” is narrowly preferred to “retired” – however, this is more often the case among newer members and those who indicate they will support the amendments. Alternatively, members opposed to the amendment and long-time members prefer titles using “Retired”.

A reduced membership fee stands out as the most important element for non-practising membership, followed by access to member discount and life insurance programs.

Members also provided suggestions for what guidance or information the association could provide to clarify the obligations and responsibilities of members when it comes to practice requirements.

5.3 Suggestions for Change

A total of 9.03% of members indicated they would “support the proposed amendments with changes.” When asked what changes could be made to gain their support, the most common suggestions were:

1. Remove the requirement for a restricted title.
 - Members said that ethics guides them when it comes to practicing within their scope and/or ability. Many members felt that a restricted title is unnecessary for this reason.
 - Members drew parallels to the lack of similar restrictions for what they deem to be equivalent public-information criteria, such as practice area. For example, the association does not require members to indicate P.Eng. (electrical), which could conceivably lead to a member practicing outside his or her area of expertise.
 - Members had concerns about the practicality of using a longer title.
 - It was also seen as confusing for the public, and/or demeaning to members. Members were concerned that it may inadvertently indicate that they have had this restriction imposed on them for disciplinary reasons.
2. Change the restricted title to “Retired.”
 - If necessary, a majority of members would be satisfied with the title “Retired.”
3. Remove the requirement for an annual commitment.
 - This is seen as onerous, and members say that any challenges related to members practicing outside of their scope and/or ability are more of an ethics issue that would occur regardless of any required commitment in place.
 - “A simple notification should suffice.”
4. Be clear about membership fees.
 - While not a change that can be made to the bylaw, members are obviously seeking clarification on whether fees for non-practising members will be reduced. This should be communicated to members prior to the ratification vote.

6. BYLAW 10 (c.1) – LIFE MEMBERSHIP OR LICENSURE

6.1 Feedback Overview

The member survey indicates the following levels of support for this bylaw:

59.89%	Support the proposed amendments
12.56%	Would support the proposed amendments with changes
10.99%	Are neutral (neither support nor opposed the proposed amendments)
16.56%	Do not support the proposed amendments

6.2 Key Findings

Again, the use of the restricted title is the primary issue for members. Overall, members are largely opposed to a proposed title restriction, and cite the following reasons or feelings for this:

- It is unnecessary. Members who elaborated on this stated that it is an over-reaction to the legal challenge, is too politically correct, and/or creates an additional layer of administration that will cost more for the organization.
- The title does not provide more clarity to the public.
- Belief that there have not been any instances where the public has been at risk.
- The change reduces the contributions of long-standing members. (“putting them out to pasture”)

A small number of members disagree with changes to the age requirement, but many believe the experience qualifications (i.e., years practicing and in good standing) are still relevant.

As before, members also believed a one-time commitment should suffice, as opposed to annual commitments.

6.3 Suggestions for Change

A total of 12.56% of members indicated they would “support the proposed amendments with changes.” When asked what changes could be made to gain their support, the most common suggestions were:

1. Remove or change the requirement for a restricted title.
 - A significant number of members would like to use either the “(Retired)” designation or just the designation without any restricted qualifier.
2. Remove the age requirement, but nothing else.
 - Many disagree that the legal challenge should be an issue at all, and propose that the 20+ years in good standing and 35+ years of practice should remain as qualification criteria.

3. Remove the requirement for an annual commitment.
 - This is seen as onerous, and members say that any challenges related to members practicing outside of their scope and/or ability are more of an ethics issue that would occur regardless of any required commitment in place.

6.5 Focus Group Feedback

Two focus groups were conducted in December 2017, comprising members who were nearing the age of eligibility for Life Membership under the current bylaw, who had volunteered to participate in additional consultation on this issue. Fifteen members participated in total (eight members in the first group, and seven members in the second group) and all were P.Eng. members.

A Note About Focus Groups

Focus groups are intended to generate ideas, capture attitudes, and surface information that may be useful for communicating about an issue to a larger group of people. They are not surveys, and should not be viewed as quantifiable research; rather, they are a valuable qualitative method that can inform a larger consultation.

Participants were selected non-randomly (e.g. volunteered to participate) and as such their views cannot be reliably projected to a specific cohort of members; however, their views can be seen as an indication of some existing attitudes.

Observations:

- Many participants arrived feeling angry or confused, and did not understand why their eligibility for Life Membership was changing.
- A common point heard was that these individuals felt they had dedicated their entire careers to the profession and that these contributions were being discounted, leading to feelings of frustration and being disrespected.
- Once Gillian Pichler presented a simple contextual summary, participants shifted to wanting to cooperate and provided ideas for alternatives for some future kind of Life Membership. Whether correctly or incorrectly, the conversation then proceeded on the assumption that some version of Life Membership would be offered as an alternative.
- Participants wanted reassurance that the association would create a new, legislative-compliant version of Life Membership that would emulate the existing Life Membership in terms of benefits and status.

- They were concerned that they be allowed to keep their P.Eng. title, even if that meant adding a restriction such as “(non-practising).”

Participants also shared other feedback and ideas on:

- The benefits longterm members can provide to an association,
- What status and benefits they wished to see in any kind of replacement for Life Membership, and
- Common questions they have.

7. BYLAW 10 (c.2) – HONORARY LIFE MEMBERSHIP OR LICENSURE AND BYLAW 10 (d): HONORARY MEMBERSHIP

7.1 Feedback Overview

These bylaws were discussed individually, but members provided input on them as a package since the amendments involve combining the bylaws.

The member survey indicates the following levels of support for these bylaws:

68.61%	Support the proposed amendments
6.49%	Would support the proposed amendments with changes
15.05%	Are neutral (neither support nor opposed the proposed amendments)
9.85%	Do not support the proposed amendments

7.2 Key Findings

Although the highest level of support was seen for the revisions to these bylaws (compared to Bylaws 10(c) and 10(c.1)) members did question some of the proposed changes, including whether a category of Honorary Membership is even needed. Members often suggested that an award, rather than a category of membership, could achieve the same goal of recognizing contributions to the professions. Some went on to state that the awarding of a title such as Honorary Member is subjective, and not appropriate for a regulatory body (“EGBC is not a club”).

Some members felt that there is no benefit in maintaining these two categories of membership, and suggested that they be discontinued.

Members also provided suggestions for what could constitute “outstanding contributions.” This information was not specific to the text of the bylaws themselves, but it may provide insight into next steps or future solutions.

Overall, members tended to display the highest degree of apathy when it came to this set of bylaws (highest percentages of “neither support nor oppose” responses).

7.3 Suggestions for Change

A total of 6.49% of members indicated they would “support the proposed amendments with changes.” When asked what changes could be made to gain their support, the most common suggestions were:

1. Remove honorary memberships entirely.
 - Honorary memberships are not needed.
 - Everyone should pay fees (“EGBC is not a charity”).
 - Some members feel that honorary memberships should not be awarded at all, and that an award could provide the same opportunity to recognize contributions to the professions.
 - Some believe that Council is not in a position to judge the contributions of individuals, that the awarding of a title like Honorary Member is subjective, and that it does not align with Engineers and Geoscientists BC’s role as a regulator.
2. Provide notice when revoking rights.
 - a. Some felt that revoking an Honorary Membership “without notice to the member” was not appropriate, and that the member should be notified or allowed to explain their side of things.

7.5 Standing Awards Committee Feedback

Megan Archibald and Gillian Pichler attended a meeting of the Standing Awards Committee in January to provide information on the bylaws proposed for amendment – specifically, the amendments related to Honorary Membership. The Standing Awards Committee holds responsibility for administering this recognition to non-members.

Generally, the committee was interested in the amendments proposed and asked clarifying questions. They did not have specific feedback to provide during the meeting, but did express some concern with an idea to have the committee evaluate all honorary memberships under the new bylaw (for members and non-members). This idea should be fully evaluated before proceeding.

FURTHER ACTION AND NEXT STEPS

RECOMMENDATIONS AND CONSIDERATIONS

8. COMMON QUESTIONS

Members have posed the following questions during consultation. Efforts should be made to address these questions prior to any additional communication on these bylaws.

- What kinds of membership dues will be charged for non-practising membership?
- Can I be non-practising in BC and practising in another jurisdiction?
- Have claims of age discrimination with respect to Life Memberships arisen in other provinces/jurisdictions, or within other professional bodies?
- Will Life Membership continue in another form?
- Why couldn't the age requirement for Life Membership just be removed?
- Why couldn't the new standard for Life Membership be a combination of age plus years of experience?

To emphasize the positive aspects of modernizing our legislation, we also plan to reframe the narrative on this issue into a more positive, forward thinking message:

- E.g. The time has come to modernize and diversify. With the introduction of a strategic plan that aims to strengthen the professions, we are modernizing our bylaws to align with our values of a diverse, inclusive organization and that rests on the laurels of service and contributions to the professions.

*Consultation with NAOG
April 6, 2018*

Classes of Licensure

Rationale for Key Considerations

1. Engineering regulators issue licences to practice professional engineering.

Engineering regulators have a mandate to protect the public interest in the practice of professional engineering by establishing and maintaining standards for the qualification and practice of engineers. As a self-regulating profession, engineering regulators have been given the privilege to be the sole authority for setting the standards and ensuring that only those individuals who meet them are issued a licence. This authority to set standards and license only qualified individuals is what separates engineering regulators from other engineering associations, technical societies, and other advocacy or special interest bodies. Engineering regulators may provide recognition to those who have significantly contributed to their organization or the profession, but it should not be associated with any class of licensure.

2. Engineering regulators issue rights to the title of ‘professional engineer’, licence the practice of professional engineering, and may provide privileges for registrants.

The engineering regulator acts as the authority for issuing titles and licences that identify engineers to the public. Engineering regulators issue the right for registrants to use the title ‘professional engineer’ and are responsible for protecting the title and enforcing against its improper use. Engineering regulators are responsible for issuing licences for those who are qualified to perform engineering work. Engineering regulators may also provide privileges to registrants, such as voting rights, participation on committees, and access to affinity programs.

Various types of honours, titles, or registrant privileges bestowed by the regulator do not contribute to its paramount purpose of protecting the public interest in the practice of professional engineering, and may only serve as recognition or type of identifier for individuals who have been affiliated with the profession in some outstanding capacity. The honours, titles, or privileges should not create confusion for the public about who may practice engineering.

3. Engineering regulators must not discriminate based on age.

Engineering regulators will license engineers based only on established criteria, including but not limited to education, experience, knowledge of local practices, language, good character, and professional practice and ethics. Engineering regulators will not use criteria that could be discriminatory to determine licence eligibility or the type of licence to be issued.

4. Engineering regulators make it easy for the public to distinguish registrants with and without practice rights by assigning different post-nominals and maintaining a public register that identifies which individuals are practising or not.

As part of its mandate to protect the public interest, engineering regulators should be assisting the public in identifying who is licensed to practise engineering. The use of multiple licence categories and various post-nominals can confuse the public and lead to a lack of confidence and trust in the profession. The engineering regulator can mitigate this risk by providing a public register that lists

*Reviewed by the National Practice Officials Group
March 2018*

practising and non-practising individuals, and by providing clear and limited titles to distinguish between practising and non-practising classes of licensure.

5. Fees administered by engineering regulators are not determined by the type of licence.

Engineering regulators set fees to fulfill their mandate of protecting the public. The fees for obtaining a licence are not determined by the type of licence, but are based on regulators' administrative costs to maintain their regulatory responsibilities.

6. Registrants who only have the right to title may still be eligible for affinity or discount programs offered by the engineering regulator.

In addition to its licensing functions and protecting the public interest, engineering regulators frequently provide benefit services to registrants, such as affinity and discount programs. Regardless of the class of licensure, all registrants should be eligible to use these services.

7. Engineering regulators need to recognize the contributions of outstanding individuals.

Engineering regulators depend on volunteers and other community participants to help them fulfill many functions. It is important that engineering regulators continue to acknowledge the role of these contributors and their pride in continuing to work on behalf of the engineering profession. Engineering regulators can provide recognition through awards and ceremonies, but it should not be related to classes of licensure such as life or honorary membership.

Definitions:

Practice Rights: Authorization to conduct any activity that is within the definition of the practice of engineering.

Registrant: Any individual who is licensed by the engineering regulator, regardless of the licence type.

Related:

Element: [Title, Rights & Responsibilities](#)

Membership Types
Current Practices

Updated:

05-Jul-17

	P.Eng. Practising	P.Eng. Non-practising	Limited licence practising	Limited licence non-practising	Provisional / temporary licence	Engineer-in-training	Student member	Life member practising	Life member non-practising / retired	Honorary member	Other	Description / Notes
EGBC	✓		✓		✓	✓	✓	✓				
EngYK	✓		✓			✓		✓			Retired Member	life membership granted for outstanding service to the profession
APEGA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
NAPEG	✓	✓				✓	✓	✓	✓	✓		honorary do not have practice or membership rights, for "eminent service" only
APEGS	✓		✓		✓	✓		✓				APEGS has a license waiver rather than a non-practising category
EngGeoMB	✓	✓	✓		✓	✓	✓	✓	✓	✓	Retired Member	
PEO	✓		✓		✓	✓	✓					
OIQ	✓				✓	✓						No life membership category (we had it a long long time ago so we still have six life members) but there is a retired membership category for which new conditions will be put in place as of April 1st 2018
EngGeoNB	✓					✓		✓	✓	✓	Retired Member; Non-Resident & Non-Practicing	
EngNS	✓		✓			✓	✓	✓	✓	✓	Retired Member	
EngPEI	✓	✓			✓	✓	✓			✓	Retired Member	Honorary members can be practicing or non practicing
PEGNL	✓	✓	✓	*		✓		✓	✓		P. Geo, Geo L, GIT	*No non-practicing Limited License currently because no one has applied.

Conditions of Life Membership
Current Practices

Updated: July 5, 2017

	Any special title used? e.g. P.Eng (RET)	Must be non practising?	For non-practising life members:	Must abide by Code of Ethics?	Must pay dues?	Must provide up-to-date contact information?	Required to provide information or reports requested by the regulator?	Can attend and vote at AGM?	Can attend Council meetings?	Receives the regulator's official publication?	Able to participate in courses, seminars, etc offered by the regulator?	Able to participate in member benefit programs?	Other / Details
EGBC	no	yes		yes			n/a	yes	yes	yes	yes	yes	
EngYK		no		yes	no			yes	yes	yes	yes	yes	
APEGA	no	yes		yes	yes	yes	yes	no	yes	yes	yes	yes	
NAPEG	no	no			no			yes	yes	yes	yes	yes	
APEGS	no	yes		yes	no		?	yes	yes	yes	yes	yes	Same privileges as any other member. Can return to practice but would pay dues. Not determined how CPD will be applied if returning to practice.
EngGeoMB	no	yes											
PEO													n/a - no life membership category
OIQ													
EngGeoNB	no	no	retired	yes	no	yes	yes	no	yes	yes	yes	yes	
EngNS	no	no		yes	no	yes*	yes	yes*	yes	yes	yes	yes	* in progress
EngPEI	no	no		yes	no	yes	yes	yes*	yes	no	yes	yes	This is for Honorary Membership. We do not have Life Membership. *CPD required if practicing
PEGNL	no	yes		yes	no	no	no	no	yes	yes	yes	yes	

Criteria for Life Membership
Current Practices

Updated: July 5, 2017

	Age requirement?	Years of service / paid membership?	Must be retired?	Must apply?	Must be nominated?	Must be approved by Council?	Must resident in your jurisdiction?	Would you accept a life membership "transfer"?	Other / Details
EGBC	70	35/20	yes	yes		yes			70 years old and practising for 35 years, or 20 years practising with APEGBC
EngYK	no	no	no		yes*	yes	no		life membership granted for "outstanding service to the profession" *Any member (usually from Council) brings forward a member's name and Council must vote unanimously to accept
APEGA	no	25	Retired from active practice, but Life Members can have employment outside of the profession	yes	no	yes	no	no	Twenty-five years with APEGA or twenty-five years combined membership with other Canadian regulators with the last 10 years being with APEGA
NAPEG	60 / 65	15	yes, if aged 60-64	yes		yes			
APEGS	65		yes	yes		yes	yes		
EngGeoMB	65	30							
PEO									n/a - no life membership category
OIQ	65	15							Referred to as 'Retired Member Status' - will change to 62 years old in April 2018
EngGeoNB	no	35	no	no	no	yes	no	no	35 years of paid membership (full dues) with APEGNB
EngNS	65	10 / 40	no	no	no	yes	no	no*	either 65 years old and 10 years service or 40 years service *per Bylaws must have been member of Eng NS for 10 consecutive years
EngPEI	no	no	no	no	yes	yes	yes	yes	presented by Council for outstanding service or eminent in the profession. This is for Honorary Membership. We do not have Life Membership
PEGNL	60	20	yes	yes	no	no	no	*	* Don't know why this would be necessary. Haven't faced it.

Further Details Regarding Life Membership
Current Practices

Updated: July 5, 2017

	What is required to return to practising status?	What fee is charged?	Do they have to return their stamp?	Are there any restrictions on use of title?	Are they subject to discipline?	Where are your "rules" about life membership	Other
EGBC					bylaw		
EngYK		\$0		yes	regulation		
APEGA	Submission of an application to resume practice pending the approval from the Practice Review Board	25% of regular fees	no	They are able to use their designation, but not in a way that insinuates they are currently practising	yes	bylaw	
NAPEG	b/n 60-64 years, notify NAPEG and pay yearly dues in full	\$0				bylaw	shall not be granted to licensees
APEGS	notify Council			no	yes	bylaw	No fee, annual dues would apply if returning to practise
EngGeoMB						bylaw	
PEO							n/a - no life membership category
OIQ							
EngGeoNB	assessed on a case by case basis	\$0 for retired life members full fees for practising	no	no	yes	bylaw	
EngNS		\$0	no	no	yes	bylaw	Honorary Life is an award presented by Council for outstanding service or eminent in the profession. Life Member granted to a person who is 65 and has been a member for 10 preceding year.
EngPEI						bylaw	presented by Council for outstanding service or eminent in the profession
PEGNL	<2 yrs - submit PD	full fees for practicing	yes	no	yes	bylaw	

LIFE, RETIRED, AND HONORARY CLASSES OF MEMBERSHIP

RESEARCH

PURPOSE

- To identify differences in current life membership definitions among engineering regulators and reduce the associated risks with the variability of definition and use of life, retired, and honorary membership categories between jurisdictions.

BACKGROUND

- Each jurisdiction has its own definition, conditions, criteria and responsibilities for life members, retired members, and honorary members.
- The combination of age and years of experience that many jurisdictions use as eligibility criteria for these membership classes may be discriminatory and could make regulators vulnerable to human rights complaints.
- Continued use of title by life members without practice rights may confuse the public and reduce confidence in the regulators' ability to protect the public interest.
- Regulators have indicated that removal of life, honorary, or retired categories would not impact revenues significantly (with the exception of OIQ); however, many individuals retain membership even when not practising specifically because of the insurance benefits.
- A CanLii search did not produce any existing legal cases about membership classes in a self-regulating context.

SUMMARY OF FINDINGS

- The life membership category in many other self-regulating professions can only be obtained through nomination and its purpose is to recognize a long and distinguished career.
- Life membership frequently does not prevent the member from holding another class of licence (i.e. they must still hold a licence to practice actively).
- For those who are no longer practising but wish to retain use of title, 'retired' is the more common class of membership. Conditions of membership status often state that no active practice is permitted and use of title must be accompanied by the term 'retired'.
- Honorary membership typically can only be obtained through nomination and recognizes non-members who have made significant contributions.

ENVIRONMENTAL SCAN

Other self-regulating professions in Canada

Federation of Medical Regulatory Authorities of Canada ¹

- Nine of the colleges regulating physicians do not have a life membership or retired status. Their approach is that an individual is 'either in active practice or not'.
- Several jurisdictions used to offer 'life membership', 'retired' or 'honorary' status, but most have stopped because it was an at-risk practice (i.e. the members, although not practising, still had prescribing authority which they were using excessively, and often for themselves and family members).
- Five regulators indicated they used to have a life membership/retired status or debated having one. Regulators expressed satisfaction with their decisions to remove these categories or their position not to offer them.
- Saskatchewan offers a 'senior life designation' for physicians with 40 years of service in the province. Council may also award the designation to physicians who do not have the 40 years of service when it sees fit. The designation does not confer the right to practise, so those who wish to practise are still required to maintain their licence.
- Ontario offers 'emeritus status' to physicians with 25 years or more of continuous good standing (which can be waived by Council), are fully retired from practice, and have resigned from membership with the College.
- PEI and New Brunswick maintain a list of 'retired' members who have no practising or prescribing authority but maintain their association with the regulator by receiving publications and attending meetings.

Dental Hygienists of Nova Scotia²

	<i>Life Member</i>	<i>Honorary Member</i>
<i>Registered member</i>	✓	
<i>Good standing for at least 15 years</i>	✓	
<i>Not eligible for registration or licensing</i>		✓
<i>Nominated by 5 voting Council members</i>	✓	✓
<i>Made outstanding contributions to the College or profession</i>	✓	✓
<i>Attend meetings, vote, access publications</i>	✓	
<i>Entitled to hold another class of licence with the College</i>	✓	

¹ Based on an email consultation with FMRAC conducted between June 19-23, 2017

² College of Dental Hygienists of Nova Scotia, 2015-16 Annual Report.

http://www.cdhns.ca/images/AGM_2016.pdf (accessed June 23, 2017)

Law Society of New Brunswick³

‘Retired’ is one of four membership categories. Applicants must be at least 55 years of age, be a member in good standing, and be permanently retired from the practice of law.

The other categories include practising, non-practising and disabled. Their website features clear definitions of all four categories and the rights, responsibilities and criteria for transferring between the different categories.

International engineering bodies

- Websites for the national engineering bodies of Australia⁴, Ireland⁵, and the United Kingdom⁶ do not specify any life, honorary, or retired membership categories.
- The **Institution of Professional Engineers New Zealand⁷** has ‘Fellow’, ‘Distinguished Fellow’, and ‘Honorary Fellow’ categories.
 - Members can apply for fellowship, a prestigious class reserved for the highest achievers. Fellows may use the designation ‘FIPENZ’ after their name.
 - Fellows must be nominated for ‘Distinguished Fellow’ designation and may use ‘DistFIPENZ’ after their name.
 - Honorary fellowships are by nomination only and are designed to recognize contributions of non-engineers or engineers not practising in New Zealand whose contribution has been through an equivalent overseas body. There are no fees associated with this membership class and the ‘HonFIPENZ’ may be used.
- **The National Society of Professional Engineers⁸** in the United States offers both a life-member dues status and a retired-member status. Life members must have 40 years of continuous membership and be at least 65 years old. Their national dues are waived. Retired members must have continuous membership of 25 years, be at least 65 years old, and be retired from active practice.

³ Law Society of New Brunswick – Retired Status. <http://lawsociety-barreau.nb.ca/en/for-lawyers/membership-change-of-status/retired-status> (accessed June 23, 2017)

⁴ Membership with Engineers Australia. <https://www.engineersaustralia.org.au/Membership/Membership-Benefits> (accessed June 16, 2017)

⁵ Engineers Ireland – Registered Professional Titles. <http://www.engineersireland.ie/membership/registered-titles.aspx> (accessed June 16, 2017)

⁶ Engineering Council United Kingdom Current Registrants. <https://www.engc.org.uk/informationfor/current-registrants/> (accessed June 16, 2017)

⁷ IPENZ Membership Classes. <https://www.ipenz.nz/home/become-a-member/Our-new-Membership-Pathway/membership-classes> (accessed June 16, 2017)

⁸ National Society of Professional Engineers. <https://www.nspe.org/membership/type-membership/life-and-retired-members> (accessed June 16, 2017)

- Active practice is defined as providing engineering consultation totalling more than 300 years in a calendar year. Members are entrusted to honour this provision.
- Some state engineering licensing boards in the United States offer a 'retired' status.
 - **Wyoming**⁹: Member must certify he/she will not receive remuneration for providing professional engineering services; returning to active practice requires paying fees and earning continuing professional competency for each year exempted, up to a maximum of 2 years.
 - **Minnesota**¹⁰: Members who have not renewed their licence but wish to remain on the roster will have their names listed with 'retired'. They may continue to use the title preceded by the term 'retired' (i.e. John Doe, Retired Professional Engineer), however they are not allowed to practise or do anything that requires a current licence.
 - **California**¹¹: 'Retired' status is available for those who have been licensed in the state for 5 years, licensed within the United States for 20 years, and have a California licence in good standing. They may continue to use their title preceded by the term 'retired' but may not offer or perform any professional services. There is a one-time fee for the retired licence, and once retired the only way to active status is to pass the licensing exam.

⁹ Wyoming Board of Professional Engineers and Professional Land Surveyors.
<https://drive.google.com/file/d/0B44jjiniQ2VZNOU5PRUIKRZNdzA/view> (accessed June 16, 2017)

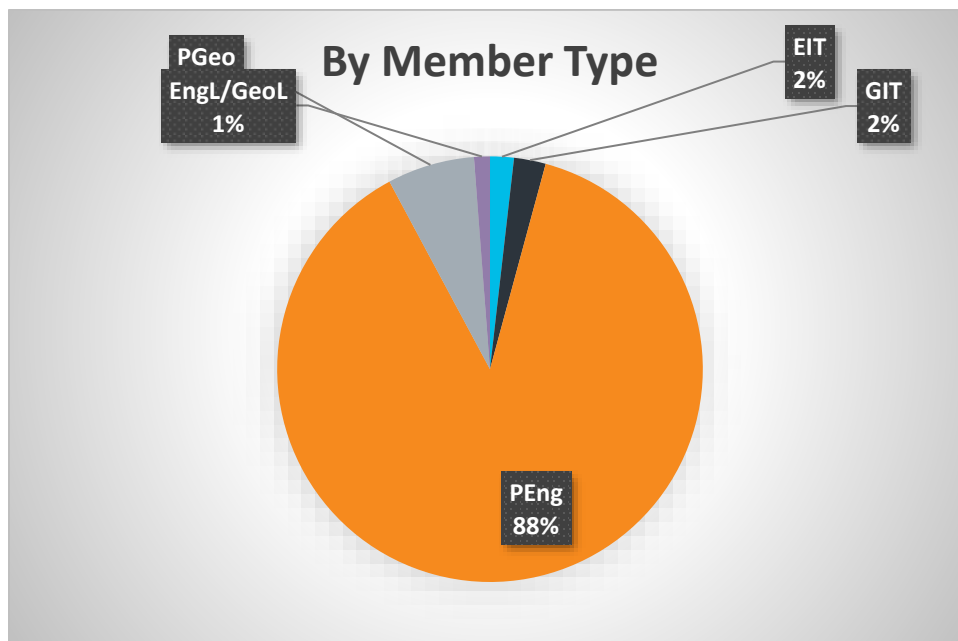
¹⁰ Minnesota Board of Architecture, Engineering, Land Surveying Landscape Architecture, Geoscience and Interior Design. <https://mn.gov/aelslagid/renewals.html> (accessed June 16, 2017)

¹¹ California Board for Professional Engineers, Land Surveyors and Geologists.
<http://www.bpelsg.ca.gov/licensees/retired.shtml> (accessed June 16, 2017)

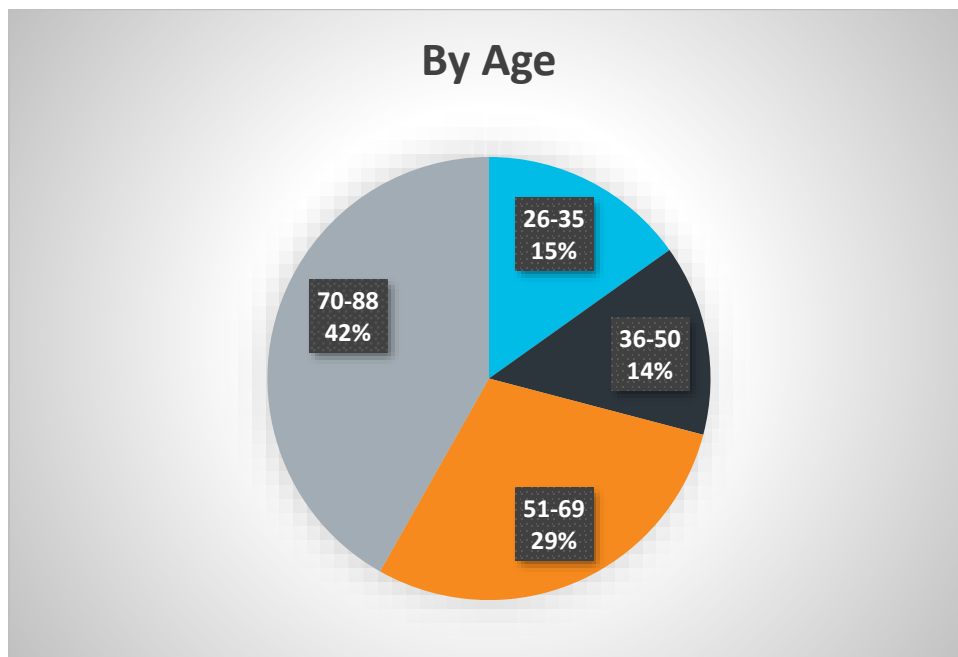
INTERIM SOLUTION UPTAKE

WAIVE 2018 ANNUAL FEES FOR MEMBERS WHO DEMONSTRATE FINANCIAL NEED

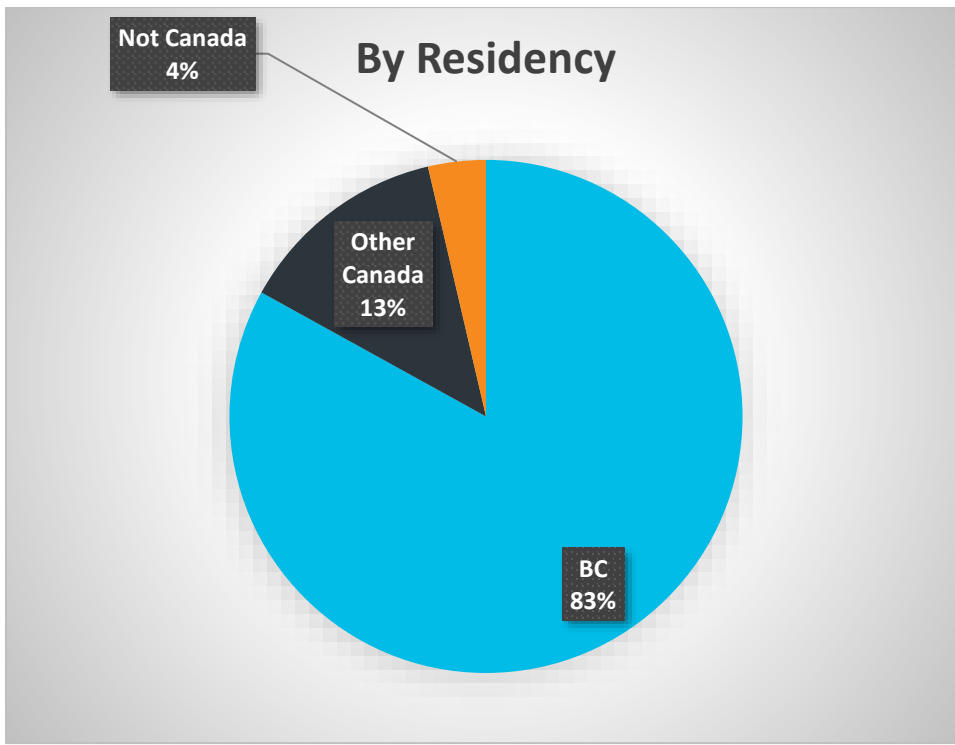
1. UPTAKE BY MEMBER TYPE



2. UPTAKE BY AGE RANGE



3. UPTAKE BY RESIDENCY



4. UPTAKE BY REASON

