



# OVERALL AGENDA

<b>DATE</b>	April 25, 2025
	<b>Hybrid Event</b>
<b>LOCATION</b>	Engineers and Geoscientists BC office (Dan Lambert Boardroom) & Virtually Via Teams ( <i>Meeting Link Sent Via Outlook Invitation</i> )

## Meeting Schedule

<b>08:30 – 08:45</b>	<b>CEO/Chair Meeting Framing</b>
<b>08:45 – 10:20</b>	<b>Closed Session</b>
<b>10:20 – 10:30</b>	<b>Morning Break</b>
<b>10:30 – 12:00</b>	<b>Closed Session (continued)</b>
<b>12:00 – 13:00</b>	<b>Lunch Break</b>
<b>13:00 – 13:50</b>	<b>Open Session</b>
<b>13:50 – 14:00</b>	<b>Afternoon Break</b>
<b>14:00 – 14:50</b>	<b>Open Session (continued)</b>
<b>14:50 – 15:00</b>	<b>Meeting Effectiveness Survey</b>
<b>15:00 – 16:00</b>	<b>In-Camera Session</b>
<b>16:00</b>	<b>Adjournment</b>

For more information, contact Tracy Richards, Board Governance Specialist at [trichards@egbc.ca](mailto:trichards@egbc.ca).

# OPEN AGENDA

DATE	April 25, 2025
TIME	13:00 – 14:50 (followed by In-camera session for Board only)
LOCATION	<b>Hybrid Event</b> Engineers and Geoscientists BC Office (Dan Lambert Boardroom) & Virtually Via Teams ( <i>Meeting Link Sent Via Outlook Invitation</i> )

13:00 (3 mins)	<b>5.0 OPEN SESSION – Welcome Greetings &amp; Call to Order</b>  Chair: Mark Porter, P.Eng., Struct.Eng., FEC  <b>MOTION: That the Board approve the Open Agenda in its entirety.</b>	
13:03 (2 mins)	5.1 Declaration of Conflict of Interest	
13:05 (12 mins)	5.2 Safety Moment	
13:17 (3 mins)	<b>6.0 OPEN CONSENT AGENDA</b>  <b>MOTION: That the Board approve all Items (6.1 to 6.3) on the Open Consent Agenda.</b>	
	6.1 February 21, 2025 Open Minutes  <b>MOTION: That the Board approve the February 21, 2025 Open Meeting minutes as circulated.</b>	<a href="#">February 21, 2025 Open Minutes</a>
	6.2 Professional Practice Guidelines - Engineering Services for Temporary Structures: Covered Walkways, Version 1.0	<a href="#">PPG - Engineering Services for Temporary Structures: Covered Walkways, Version 1.0</a>

	<p><b>MOTION:</b> That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:</p> <ul style="list-style-type: none"> <li>the standard guideline development process was followed; and</li> <li>a robust and appropriate review and consultation process was followed.</li> </ul> <p><i>Amy Fehr, P.Eng., Manager, Professional Practice Advice Program</i></p> <p><i>To learn more about the Board's role in the review and approval process of professional practice guidelines please refer to the policy on "Development of Engineers and Geoscientists BC Professional Practice Guidelines" found <a href="#">here</a>.</i></p>	
	<p>6.3 Professional Practice Guidelines - Landslide Mapping, Version 1.0</p> <p><b>MOTION:</b> That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Landslide Mapping to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:</p> <ul style="list-style-type: none"> <li>the standard guideline development process was followed; and</li> <li>a robust and appropriate review and consultation process was followed.</li> </ul> <p><i>Amy Fehr, P.Eng., Manager, Professional Practice Advice Program</i></p> <p><i>To learn more about the Board's role in the review and approval process of professional practice guidelines please refer to the policy on "Development of Engineers and Geoscientists BC Professional Practice Guidelines" found <a href="#">here</a>.</i></p>	<p>PPG - Landslide Mapping, Version 1.0</p>
13:20	<b>7.0 OPEN REGULAR AGENDA</b>	
13:20 (10 mins)	<p>7.1 Guidance for Member Representative at Engineers Canada 2025 Annual Meeting of Members</p>	<p>Guidance for Member Representative at</p>

	<p><b>MOTION: That the Board instruct its Member representative (ie. the Engineers and Geoscientists BC Board Chair or their designate) to vote to approve the proposed 2027 Per Capita Assessment Fee be increased from \$10 to \$11 per registrant at Engineers Canada's Annual Meeting of Members in May 2025.</b></p> <p><i>Heidi Yang, P.Eng, FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Engineers Canada 2025 Annual Meeting of Members</p> <hr/>
<p><b>13:30</b> <b>(20 mins)</b></p>	<p>7.2 Delegation of Financial Authority Policy</p> <p><b>MOTION 1:</b> That the Board approve the Delegation of Financial Authority Policy to replace policy CO-16-58.</p> <p><b>MOTION 2:</b> That the Board direct staff to consider the need for an upper limit for budgeted transactions for CEO Approval Authority and bring back a recommendation to the FAR Sub-Committee in 12 months.</p> <p><i>Jennifer Cho, Chief Financial &amp; Administration Officer</i></p> <p><i>Alicia Tan, Director, Finance</i></p> <p><i>Kate Henry, Associate Director, Finance</i></p>	<p>Delegation of Financial Authority Policy</p> <hr/>
<p><b>13:50</b> <b>(10 mins)</b></p>	<p><b>AFTERNOON BREAK</b></p>	
<p><b>14:00</b> <b>(30 mins)</b></p>	<p>7.3 Annual Update from Audit &amp; Practice Review Committee</p> <p><b>For information.</b></p> <p><i>Gordon McDonald, P.Eng., Chair, Audit &amp; Practice Review Committee</i></p>	<p>Verbal</p>
<p><b>14:30</b> <b>(10 mins)</b></p>	<p>7.4 FY2025 Financial Forecast Update 2</p> <p><b>For information.</b></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	<p>FY2025 Financial Forecast Update 2</p> <hr/>
<p><b>14:40</b> <b>(10 mins)</b></p>	<p>7.5 CEO Report (Open)</p> <p><b>For information only.</b></p> <p><i>Heidi Yang, P. Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>CEO Report (Open)</p> <hr/>
<p><b>14:50</b></p>	<p><b>END OF OPEN SESSION</b></p>	
<p><b>14:50</b> <b>(10 mins)</b></p>	<p><b>MEETING EFFECTIVENESS SURVEY</b></p>	

<b>15:00</b> <b>(60 mins)</b>	<b>IN CAMERA SESSION</b>
<b>16:00</b>	<b>ADJOURNMENT</b>

MINUTES OF THE OPEN SESSION OF THE THIRD MEETING of the 2024/2025 Board of Engineers and Geoscientists BC, held on February 21, 2025 at the Engineers & Geoscientists BC office (Dan Lambert Boardroom) and virtually via TEAMS.

## **Present**

<b>Board</b>	
Mark Porter, P.Eng., StructEng.	Chair (2024/2025)
Karen Ling, P.Eng.	Vice Chair (2024/2025)
Michelle Mahovlich, P.Eng., P.Geo.	Immediate Past Chair (2024/2025)
Bill Chan, CPA, CGA, MBA, ICD.D	Board Member (2024/2025)
Veronica Knott, P.Eng.	Board Member (2024/2025)
Cathy McIntyre, MBA, C.Dir	Board Member (2024/2025)
TJ Schmaltz, JD, FCPHR, SHRM-SCP, ICD.D	Board Member (2024/2025)
Malcolm Shield, P.Eng.	Board Member (2024/2025)
Colette Trudeau, M.A.	Board Member (2024/2025)
Jens Weber, P.Eng.	Board Member (2024/2025)
Gordon Zhou, P.Eng.	Board Member (2024/2025)
<b>Regrets</b>	
Matthew Salmon, P.Eng.	Board Member (2024/2025)
<b>Guests</b>	
Claudio Arato, P.Eng., FEC	Chair, Credentials Committee
Julius Pataky, P.Eng., FEC	Engineers and Geoscientists BC's representative to the Canadian Engineering Accreditation Board
Rishi Gupta, P.Eng., FEC	Engineers and Geoscientists BC's representative to the Canadian Engineering Qualifications Board
Antigone Dixon-Warren, P.Geo., PMP, FGC	Engineers and Geoscientists BC's representative to the Geoscientists Canada Board
Sany Zein, P.Eng., FEC	Engineers and Geoscientists BC's representative to the Vancouver Airport Authority Board
<b>Staff</b>	
Virginie Brunetaud, P.Ag., CC-P	Climate Strategist, PPSP
Tanya Hupka	Executive Assistant to CEO
Stephanie Kwong	Executive Assistant to CFAO, CRO, COO
David Pavan, R. Ph.	Chief Regulatory Officer & Registrar
Deesh Olychick	Director, Corporate Governance & Strategy
Will Morrison	Manager, Governance & Policy
Jason Ong	Director, Registration
Tracy Richards	Board Governance Specialist
Harshan Radhakrishnan, P.Eng., FEC, SCR	Manager, Climate Change and Sustainability Initiatives, PPSP
Ramin Seifi, P.Eng., FEC	Director, Professional Practice, Standards & Development
Efrem Swartz, LLB	Director, Legislation, Ethics & Compliance
Alicia Tan, CPA, CMA	Director, Finance
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer

## **OPEN SESSION – CALL TO ORDER**

Mark Porter, P.Eng., StructEng., Board Chair called the Open Session to order at 11:00 a.m.

The Chair began the session by acknowledging the ancestral, traditional and unceded territories of the Coast Salish people and the Musqueam, Squamish and Tsleil-waututh Nations on whose territory the meeting was held. He informed all attendees that we share this Acknowledgment as a way of demonstrating our ongoing good intention on our journey towards Truth and Reconciliation and reminded all how important it is to continually educate ourselves about Indigenous Peoples, the Canadian Government, and the full history of these lands and waters.

The Chair then welcomed everyone to the Open Session.

Several guests joined the meeting as observers including Julius Pataky, P.Eng., FEC, Engineers and Geoscientists BC's representative to the Canadian Engineering Accreditation Board, Rishi Gupta, P.Eng., FEC, Engineers and Geoscientists BC's representative to the Canadian Engineering Qualifications Board, Antigone Dixon-Warren, P.Geo., PMP, FGC, Engineers and Geoscientists BC's representative to the Geoscientists Canada Board and Sany Zein, P.Eng., FEC, Engineers and Geoscientists BC's representative to the Vancouver Airport Authority Board. Claudio Arato, P.Eng., FEC, Chair of the Credentials Committee attended the meeting for Item 6.6 to deliver a presentation on the work of the Credentials Committee over the last year.

CO-25-32     OPEN AGENDA

**MOTION**     **It was moved that the Board approve the Open Agenda in its entirety, with the exception of Items 6.3 and 6.4 being transposed.**

**CARRIED**

## DECLARATION OF CONFLICT OF INTEREST

None declared.

## SAFETY MOMENT

Immediate Past Chair, Member Michelle Mahovlich, P.Eng., P.Geo., provided the Safety Moment for the meeting.

CO-25-33     OPEN CONSENT AGENDA

**MOTION**     It was moved that the Board approve all Items (5.1 – 5.3) on the Open Consent Agenda.

**CARRIED**

*Motions carried by approval of the Consent Agenda:*

5.1     November 29, 2024 Open Minutes

**MOTION:** That the Board approve the November 29, 2024 Open Meeting minutes as circulated.

5.2     Approval of the 105th Annual General Meeting Minutes

**MOTION:** That the Board approve the minutes of the 105th Annual General Meeting of Engineers and Geoscientists BC. circulated.

5.3     Key Performance Indicator Report

**For information.**

CO-25-34     ENGINEERS AND GEOSCIENTISTS BC'S UPDATED POSITION STATEMENT ON CLIMATE CHANGE

The Chair began the Open Regular Agenda by welcoming Harshan Radhakrishnan, P.Eng., FEC, SCR, Manager, Climate Change and Sustainability Initiatives and Virginie Brunetaud, P.Ag., CC-P, Climate Strategist to speak to this item. A presentation was delivered focusing on purpose, history and background, rationale for the update, highlights of key changes and next steps.

At the conclusion of the presentation the Chair asked the Board if there were any clarifying questions for the presenters. Once all questions were addressed, the following motion was carried:

**MOTION**     It was moved that the Board endorses Engineers and Geoscientists BC's updated Position Statement on Climate Change, subject to non-material changes during editorial and legal review.

**CARRIED**



CO-25-35 FORMAT OF THE 2025 ANNUAL GENERAL MEETING

Deesh Olychick, Director, Corporate Governance and Strategy spoke to this topic on behalf of the Governance Sub-Committee. She spoke to the key recommendations/considerations for 2025 AGM planning, consideration around timing of when the Annual Report is published and the due date for AGM motions.

**MOTION**      **It was moved that the Board approve the 2025 Annual General Meeting to be held in Vancouver, BC using a hybrid format on October 28, 2025, at 2:00 pm.**

**CARRIED**

CO-25-36 FY2025 Q2 FINANCIAL RESULTS

Alicia Tan, CPA, CMA, Director, Finance, spoke to this item and shared a brief presentation with the Board.

A discussion ensued and all questions were answered to the satisfaction of the Board. There was no motion associated with this item.

CO-25-37 2026 DRAFT BUDGET GUIDELINES

Jennifer Cho, Chief Financial and Administration Officer on behalf of the Finance, Audit & Risk Sub-Committee shared the 2026 Draft Budget Guidelines with the Board for consideration. At the conclusion of the presentation the floor was open for questions and the following motion put forward:

**MOTION**      **It was moved that the Board approve the FY2026 Budget Guidelines, as presented.**

**CARRIED**

CO-25-38 STRATEGIC PLAN – YEAR 3 UPDATE

Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer provided an overview of the Year 3 Organizational Plan, Year 3 progress updates, the overall strategic plan and shared the Executive team's insights/learnings on the Organization's strategic plan journey.

The floor was then open for questions. This was for information only.

CO-25-39     ANNUAL UPDATE FROM CREDENTIALS COMMITTEE

Claudio Arato, P.Eng., FEC, Chair of the Credentials Committee and Jason Ong, Director, Registration shared a high-level presentation with the Board providing an overview of the purpose and responsibilities of the Credentials Committee, organizational overview, challenging cases and application volumes over the last year as well as current opportunities and challenges.

This was for information only.

CO-25-40     CEO REPORT (OPEN)

Heidi Yang, P.Eng., FEC, FGC (Hon.), briefed the Board on the contents of the CEO Report which highlights some of the activities of the organization related to policy work, implementation of the Strategic Plan and ongoing regulatory duties since the November 29, 2024 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions.

**END OF OPEN SESSION**

The meeting ended at 02:05 p.m.

OPEN SESSION

ITEM 6.2

DATE	April 8, 2025
REPORT TO	Board for Decision
FROM	Amy Fehr, P.Eng., Manager, Professional Practice Advice Program
SUBJECT	<i>Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways</i> , Version 1.0
LINKAGE TO STRATEGIC PLAN	Demonstrate to registrants and stakeholders, through tangible actions, that we are a trusted regulator focused on protecting the public interest.

Purpose	For Board review and decision.
Motion	<p>That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves <i>Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways</i> to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:</p> <ul style="list-style-type: none"> <li>- the standard guideline development process was followed; and</li> <li>- a robust and appropriate review and consultation process was followed.</li> </ul>

## BACKGROUND

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

In this regard, as outlined in Board Policy CO-23-30, the Board's role is to approve the publication of professional practice guidelines, based on the conformation provided by staff that the standard process for developing guidelines has been followed, including a robust and appropriate review and consultation process.

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

Having regard for professional practice guidelines means that Engineering/Geoscience Professionals must follow established and documented procedures to stay informed of, be knowledgeable about, and meet the intent of any professional practice guidelines related to their area of practice. By carefully considering the objectives and intent of a professional practice guideline, an Engineering/Geoscience Professional can then use their professional judgment when applying the guidance to a specific situation. Any deviation from the guidelines must be documented and a rationale provided. Where the guidelines refer to professional obligations specified under the *Professional Governance Act*, the Engineers and Geoscientists BC Bylaws, and other regulations/legislation, Engineering/Geoscience Professionals must understand that such obligations are mandatory.

## DISCUSSION

The topic of covered walkways was raised to Engineers and Geoscientists BC by the Temporary Works Advisory Group as needing professional practice guidelines in 2022. This group was established approximately 10 years ago to help address practice issues in areas related to temporary structures and other temporary construction practices. After completing guidance documents on formwork/falsework and demolition practices, in 2022 the group focused their attention on the design and field review of covered walkways.

When the Temporary Works Advisory Group chose this topic, they held a vote amongst various competing topics and this one prevailed. Part of the concern with covered walkways is that while they are critical public safety features, there is minimal guidance available on what appropriate professional practice looks like. Additionally, due to their temporary nature, some concerning activities have been seen in practice. Some issues that were flagged include professionals not completing field reviews, additional loading being applied to covered walkways without the professional being notified, independent reviews of structural designs not being undertaken, and lack of coordination between professionals. Due to staff and subject matter expert turnover, the guideline development process took 3 years to complete, rather than the typical 1-3 year timeline for guideline development.

These guidelines define a covered walkway to be a temporary structure that primarily shields pedestrians from the hazards of a construction site, including falling objects and other construction debris. The document describes expectations and obligations of professional practice in relation to the design and field review of covered walkways, with considerations included around the fact that these are temporary structures and often required modification during their life cycle.

The following are the specific objectives of these guidelines:

- Establish the expectations and obligations for professional practice,
- Describe the roles and responsibilities of the various participants involved, including the owner, covered walkway engineer, geotechnical engineer, general contractor and subcontractors,
- Provide guidance on how to meet the quality management requirements, and
- Define the skill sets that are consistent with the training and experience required to carry out the design and field review of covered walkways.

These guidelines introduce assurance statements that can be utilized to confirm professional responsibility for both initial design and design modification conditions as well as field reviews for both cases.

These guidelines were authored by three main authors who practice within this area of practice. The guidelines went through a robust review and consultation process that included members of the now dissolved Temporary Works Advisory Group, the newly formed Built Environment Advisory Group (which includes representation from the Temporary Works Advisory Group), WorkSafeBC representatives, and representatives from local government.

## REASON FOR INITIATION

- ☒ Demand-Based
- ☐ Practice-Based
- ☐ Strategic Based
- ☐ Reaction-Based

### **Additional Information:**

Development of *Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways* was precipitated by requests from the practitioner community who are aware of the state of practice in this area and shared the public safety risks associated with the current state of practice.

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

☒ Yes

☐ No

### Additional Information:

These *Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways* were developed by Engineers and Geoscientists BC, with support from members of the Temporary Works Advisory Group (which disbanded at the end of 2023 due to an advisory group restructuring).

As per the Board Policy C0-23-30 on Development of Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

## AUTHORS, REVIEWERS AND CONSULTATION

### Authors:

- Stefan Alexander, P.Eng. – SR Alexander Engineering Ltd.
- Sean Dingley, P.Eng. – ADB Structural Engineering Inc.
- Stuart Ruxton, P.Eng. – All-Span Engineering & Construction Ltd.

### Reviewers:

- Charlie Harrison, P.Eng. – Tetra Tech Canada Inc.
- Desimir Begovic, P.Eng. – TNAI Engineering Ltd.
- Nick Greuter, P.Eng. – Greuter Engineering Ltd.
- Nick Bevilacqua, P.Eng. – Fast + Epp
- Mamoud Bashi, P.Eng. – CSR Consultants Ltd.
- Carmen DiPasquale, P.Eng. – SNP Engineering Ltd.
- David Vadocz, P.Eng. – RDH Building Science
- Sally Mitry, P.Eng. – WorkSafeBC
- Mehrdad Hamidi, P.Eng. – WorkSafeBC
- Ryan Morhart – City of Victoria
- Wayne Robinson – City of Langford
- Chalys Joseph, P.Eng. – City of Vancouver
- Kevin Lau, P.Eng. – City of Vancouver
- Helena Weigand, P.Eng. – City of Vancouver
- Harley Machielse, P.Eng., District of Saanich
- Chris Horton – EllisDon Corporation
- Heath Avery – Farmer Construction

Consultation on this guideline included the following groups:

- Engineers and Geoscientists BC Built Environment Advisory Group
- Engineers and Geoscientists BC Professional Practice Advisory Group
- BC Construction Safety Alliance

Authorship and/or review of these guidelines does not necessarily indicate the individuals and/or their employers, communities, or organizations are subject matter experts in, or endorse everything in these guidelines.

## RECOMMENDATIONS

That the Board approve the *Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways*, Version 1.0 for final legal and editorial review prior to publication.

## MOTION

That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Engineering Services for Temporary Structures: Covered Walkways to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:

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

## OPEN SESSION

### ITEM 6.3

DATE	April 8 2025
REPORT TO	Board for Decision
FROM	Amy Fehr, P.Eng., Manager, Professional Practice Advice Program
SUBJECT	<i>Professional Practice Guidelines – Landslide Mapping</i> , Version 1.0
LINKAGE TO STRATEGIC PLAN	Demonstrate to registrants and stakeholders, through tangible actions, that we are a trusted regulator focused on protecting the public interest.

Purpose	For Board review and decision.
Motion	That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves <i>Professional Practice Guidelines – Landslide Mapping</i> to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines: <ul style="list-style-type: none"> <li>- the standard guideline development process was followed; and</li> <li>- a robust and appropriate review and consultation process was followed.</li> </ul>

## BACKGROUND

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

In this regard, as outlined in Board Policy CO-23-30, the Board's role is to approve the publication of professional practice guidelines, based on the confirmation provided by staff that the standard process for developing guidelines has been followed, including a robust and appropriate review and consultation process.



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

Having regard for professional practice guidelines means that Engineering/Geoscience Professionals must follow established and documented procedures to stay informed of, be knowledgeable about, and meet the intent of any professional practice guidelines related to their area of practice. By carefully considering the objectives and intent of a professional practice guideline, an Engineering/Geoscience Professional can then use their professional judgment when applying the guidance to a specific situation. Any deviation from the guidelines must be documented and a rationale provided. Where the guidelines refer to professional obligations specified under the *Professional Governance Act*, the Engineers and Geoscientists BC Bylaws, and other regulations/legislation, Engineering/Geoscience Professionals must understand that such obligations are mandatory.

## DISCUSSION

In 2023, Engineers and Geoscientists BC revised *Professional Practice Guidelines - Landslide Assessments in BC* Version 4.1 (initial version published in 2006), a key guidance document for BC professionals working in landslide assessments. During the recent revision process, specific gaps related to standardized approaches for geohazard mapping in BC were identified. While the assessment and management of landslides and other geohazards is supported or enabled through provincial legislation, there is currently no principal legislation in BC that governs the use and preparation of landslide maps. Some types of maps (especially those that identify landslide risk and hazards) have proven to be highly useful decision-making tools for local community governing bodies and/or provincial ministries; however, the lack of a unified approach creates confusion amongst map end-users, and poses challenges related to data sharing amongst relevant parties.

As a result, in 2023 Engineers and Geoscientists BC began to undertake the development of a companion document *Professional Practice Guidelines – Landslide Mapping*, in partnership with the Ministry of Emergency Management and Climate Readiness.

Based on scoping-level conversations with subject matter experts, provincial ministries, First Nations, and local community governing bodies, four landslide map types were identified:

1. Landslide inventory maps,
2. Landslide susceptibility maps,
3. Landslide hazard maps, and
4. Landslide risk maps.

These *Professional Practice Guidelines – Landslide Mapping* are now planned for publication in mid-2025 and describe expectations and obligations of professional practice in relation landslide mapping, with the aim of standardizing approaches for these four types of landslide maps. These guidelines address professional practice considerations related to:

- data collection and interpretation,
- landslide mapping terminology,
- analytical methods,
- equity considerations,
- climate change considerations,
- communication strategies,
- the preparation of mapping deliverables and tools,
- considerations related to end-users and map audience,
- professional qualifications via education, training, and/or experience, and
- quality management considerations.

These guidelines focus on the professional practice aspects of the list above. Following extensive consultation with regulators and practitioners, a technical appendix has been included with supplementary information based on the current state of practice at the time these guidelines were developed. This supplementary information has been provided for consideration and is not intended to establish technical practice standards.

## REASON FOR INITIATION

- ☒ Demand-Based
- ☐ Practice-Based
- ☒ Strategic Based
- ☐ Reaction-Based

### Additional Information:

Development of *Professional Practice Guidelines – Landslide Mapping* began in 2023 Engineers and Geoscientists BC with funding provided by both Engineers and Geoscientists BC and the Ministry of Emergency Management and Climate Readiness. A similar approach with assessment and mapping companion documents was undertaken with *Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate in BC* and *Professional Practice Guidelines - Flood Mapping in BC* (Engineers and Geoscientists BC publications from 2018 and 2017, respectively).

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

☒ Yes

☐ No

### Additional Information:

These *Professional Practice Guidelines – Landslide Mapping* were developed by Engineers and Geoscientists BC, with support from the Ministry of Emergency Management and Climate Readiness. Both Engineers and Geoscientists BC and the Ministry of Emergency Management and Climate Readiness were involved in the identification and engagement of over 50 reviewers (representing map users, industry subject matter experts, regulators, academics, researchers, policymakers, and participants from relevant organizations and parties) who were provided the opportunity to comment on one or more drafts of this guideline.

While not all identified individuals provided written technical feedback, their participation in the process was valued and appreciated.

As per the Board Policy C0-23-30 on Development of Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

## AUTHORS, REVIEWERS AND CONSULTATION

The author group for this guideline is comprised of:

- Damian McClarty, M.Eng., P.Eng., P.Geo. – Thurber Engineering Ltd.
- Martin Zaleski, M.Sc., P.Geo. – BGC Engineering Inc.
- Paul Wilson, M.Sc., P.Geo., P.L.Eng. – Thurber Engineering Ltd.

Over 50 reviewers, representing over 20 regulators, communities, organizations, and/or groups, were identified during the project management and planning process. The regulators, communities, organizations, and/or groups that were engaged in the guideline development process are listed below for reference, and the final list of individual authors and reviewers will be appended to the published guideline.

- BC Ministry of Emergency Management and Climate Readiness
- Engineers and Geoscientists BC
- First Nations
- BC Ministry of Transportation and Infrastructure
- BC Ministry of Forests
- BC Ministry of Water, Land and Resource Stewardship
- BC Ministry of Housing
- BC Municipal Affairs
- Natural Resources Canada

- Geological Survey of Canada
- BC Geological Survey
- Several BC local governments including municipalities, and regional districts
- Several BC-based organizations and academic institutions

Consultation on this guideline included the following groups:

- Engineers and Geoscientists BC Natural Hazards and Natural Resources Advisory Group
- Engineers and Geoscientists BC Professional Practice Advisory Group
- Forest Professionals of BC

Authorship and/or review of these guidelines does not necessarily indicate the individuals and/or their employers, communities, or organizations are subject matter experts in, or endorse everything in these guidelines.

## RECOMMENDATIONS

That the Board approve the *Professional Practice Guidelines – Landslide Mapping*, Version 1.0 for final legal and editorial review prior to publication.

## MOTION

That consistent with the authority granted under PGA 57 (1) (b), Bylaw 7.3.1 (1), and Board Policy CO-23-30, the Board of Engineers and Geoscientists BC approves Professional Practice Guidelines – Landslide Mapping to be published following editorial and legal review. The Board's approval is based on confirmation that the following criteria have been met, as outlined in the Board Policy CO-23-30 on Development of Professional Practice Guidelines:

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

## OPEN SESSION

### ITEM 7.1

DATE	April 8, 2025
REPORT TO	Board for Decision
FROM	Heidi Yang, P.Eng, FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	Guidance for Member Representative at Engineers Canada 2025 Annual Meeting of Members
LINKAGE TO STRATEGIC PLAN	We demonstrate to our registrants and stakeholders, through tangible actions, that we are a trusted regulator focused on protecting the public interest.

Purpose	To review and provide guidance on the proposed change of the Engineers Canada 2027 per capita assessment fee to be discussed at the Engineers Canada Annual Meeting of Members.
Motion	That the Board instruct its Member representative (i.e.. the Engineers and Geoscientists BC Board Chair or their designate) to vote to approve the proposed 2027 Per Capita Assessment Fee be increased from \$10 to \$11 per registrant at Engineers Canada's Annual Meeting of Members in May 2025.

## BACKGROUND

Engineers Canada (EC), for over 80 years, has worked on behalf of the provincial and territorial regulators that regulate engineering practice and license the registrants in Canada for the engineering profession. Their work is focused on [10 core purposes](#) including accreditation of undergraduate engineering programs, facilitation and fostering working relationships amongst the provincial regulators, providing national programs, harmonizing common areas of regulation, advocate to the federal government and much more.

As part of their governance, the Engineers Canada Board acts on behalf of the Regulators, who are the Members of Engineers Canada, to govern the organization. EC conducts the Annual Meeting of Members, where the Members approve board appointments, the Per Capita Assessment Fee, the Strategic Plan, and other items that require Member support or decision.

The following section provides additional information regarding the Per Capita Assessment Fee.

## INCREASE TO PER CAPITA ASSESSMENT FEE

In order to perform their work, EC charges a per capita assessment fee (PCAF) to each regulator based on the number of registrants each regulatory body has.

At its December 16, 2024 meeting, the Engineers Canada Board agreed to recommend to the Members (i.e. the provincial regulators) that the 2027 Per Capita Assessment Fee would be set to \$11 per registrant from \$10 per registrant.

The proposed increase in the Per Capita Assessment Fee (PCAF) to \$11 for 2027 will provide Engineers Canada with additional revenue to support strategic initiatives while aiming to balance the budget. This adjustment follows a period of reduced fees and increased spending to lower reserves and fund major priorities. With Professional Engineers Ontario (PEO) availing itself of approximately \$2 million per year starting in 2024, Engineers Canada is now reducing operational spending to return to a balanced budget. The fee increase is considered moderate and necessary to support strategic initiatives while minimizing the impact on Members.

**APPENDIX A** is the Briefing Note used at Engineers Canada's December 2024 meeting to provide background and justification for the Engineers Canada Board.

From an operational standpoint, the financial impact for the adjustment will result in approximately \$41k additional expense for Engineers and Geoscientists BC (based on 2024 registrant figures) for 2027 and beyond. Note that Engineer's Canada's fiscal year goes from Jan 1st to Dec 31st.

Engineers and Geoscientists BC supports the work of Engineers Canada and supports a balanced operating budget. It is recommended that Engineers and Geoscientists BC vote to accept this change at the Annual Meeting of Members in May 2025.

## MOTION

That the Board instruct its Member representative (i.e. the Engineers and Geoscientists BC Board Chair or their designate) to vote to approve the proposed 2027 Per Capita Assessment Fee be increased from \$10 to \$11 per registrant at Engineers Canada's Annual Meeting of Members in May 2025.

## APPENDIX A – Briefing Note on 2027 Per Capita Assessment Fee

## BRIEFING NOTE: For decision by the Members

### 2027 Per Capita Assessment Fee

6

Purpose:	To approve the 2027 Per Capita Assessment Fee
Motions to consider:	<i>THAT the 2027 Per Capita Assessment Fee be set at \$11 per Registrant.</i>
Vote required to pass:	2/3-60% majority (the motion must be supported by a minimum of two-thirds of the Members voting, who represent a minimum of sixty per cent of represented Registrants)
Prepared by:	Derek Menard, Chief Financial Officer Joan Bard Miller, Manager, Governance and Board Services
Presented by:	Marlo Rose, Chair, FAR Committee

### Problem/issue definition

- The Per Capita Assessment Fee (PCAF) is defined in Article 1.1 of the Engineers Canada Bylaw, in part, as the “annual amount to be paid by each Member as determined by its number of Registrants.” Moreover, Article 7.2 of the Bylaw requires the Board, by January 1st of each year, to recommend to the Members the amount of the PCAF that will be in effect on the second following January 1st.
- On December 16, 2024, the Members received the Board’s recommendation for the 2027 PCAF in an email from Light Go, General Counsel and Corporate Secretary, wherein he stated:
 

“At its December 9, 2024 meeting, the Engineers Canada Board agreed to recommend to the Members that the 2027 Per Capita Assessment Fee would be at \$11 per Registrant. As a result, this recommendation will be going to the Members for their approval at the meeting of Members in May 2025.”

### Background

- From 2006-2023, the PCAF was stable at \$10.21.
- In 2024 and 2025, the PCAF was lowered to \$8 to help reduce the unrestricted reserves, which had increased mainly due to Professional Engineers Ontario non-participation in the national affinity program.
- Engineers Canada also funded major strategic priorities (i.e. marketing campaign) and increase operational spending to reduce the reserves.
- 2024 was the first full year in which PEO availed itself of approximately \$2 million per year.
- Engineers Canada is reducing its operational spending to return to a balanced budget.
- Funding will still be required to fund strategic initiatives moving forward.

### Proposed action/recommendation

- That the Members approve the 2027 PCAF.

### Financial implications

- The proposed fee represents a \$1 increase over the Member-approved \$10 PCAF for 2026.

- The current PCAF would be \$15.17 had fee increases from 2007-2024 aligned with Statistics Canada's annual Consumer Price Index.
- Services provided by Engineers Canada to the Regulators amount to roughly \$39 per registrant.

## **Benefits**

- The PCAF is a key source of Engineers Canada's revenue.
- A \$1 increase is seen as moderate, striking a balance between supporting strategic initiatives and minimizing the impact on our Members.

## **Other options considered**

- Two options for the PCAF were presented for consideration in the budget memo based on projected revenue and expenses for 2025-2029 (see pages 50-78 of the [December agenda book](#)).

## **Consultation**

- The Finance, Audit, and Risk (FAR) Committee and the Board discussed the options for the 2027 PCAF at their respective meetings in August and October.
- At its October 22 meeting, the FAR Committee put forward its final recommendation for Board approval in December.
- At the time of L. Go's aforementioned communication on December 9, Members were "asked to please consult with their respective Councils to obtain voting instructions in respect of this matter prior to the May 24, 2025 meeting."

## **Next steps (if motion approved)**

- The 2027 PCAF will be set at \$11.
- The FAR Committee will consider PCAF for 2028 at the pre-budget meeting in August 2025.

## **Appendices**

- None



## OPEN SESSION

### ITEM 7.2

DATE	April 25, 2025
REPORT TO	Board for Decision
FROM	Jennifer Cho, Chief Financial & Administration Officer Alicia Tan, Director, Finance Kate Henry, Associate Director, Finance
SUBJECT	Delegation of Financial Authority Policy
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For the Board to review and approve the Delegation of Financial Authority Policy
Motions	1. That the Board approve the Delegation of Financial Authority Policy to replace policy CO-16-58.  2. That the Board direct staff to consider the need for an upper limit for budgeted transactions for CEO Approval Authority and bring back a recommendation to the FAR Sub-Committee in 12 months.

## BACKGROUND

In support of continuous improvement, EGBC is strengthening its financial governance and internal controls. As part of this process, there are several financial policies that will be reviewed and updated over the coming year/s. One of the first financial policies selected for this review is the [Delegation of Signing Authority Policy](#) that serves as a foundational policy. This policy was last updated in 2016 and as a result, required a complete overhaul to reflect the organization's growth, complexity and maturity.

The policy has been renamed as the Delegation of Financial Authority Policy and was developed in collaboration with MNP consultants, who provided industry insights and best practices. This policy has undergone thorough review by management and the FAR Sub-Committee.

On March 19, 2025, the FAR Sub-Committee met to review the new Delegation of Financial Authority Policy in detail. During the meeting, Sub-Committee members posed several general questions regarding policy application and governance practices, which were addressed with support from MNP consultants in attendance. The Sub-Committee supports the policy while also directing further evaluation of CEO authority limits as part of the policy's ongoing review and refinement.

## DISCUSSION

The Delegation of Financial Authority Policy establishes a structured framework for assigning signing authority across the organization. It clearly defines the roles and responsibilities of designated individuals, ensuring that financial commitments are authorized appropriately, aligned with Board-approved budgets, and compliant with regulatory and governance requirements.

### **Key aspects of the policy include the following:**

- Financial signing authority is assigned based on role and level of responsibility, ensuring that approvals are made at the appropriate level.

### **Key highlights under Delegation are:**

- Authority is delegated to those listed in **Appendix A** based on role.
- Temporary Delegation is allowed in writing during an absence.

### **Conditions for Exercise of Authority:**

- The existence of appropriate funds.
- Must not conflict with other Board or organizational policies.
- No approval of transactions that confer a personal benefit (or on related parties).
- Internal Controls and Compliance: The policy includes strict measures to safeguard against unauthorized financial commitments, transactions splitting, and conflict of interest.
- Approval Threshold and Escalation: Signing limits are structured according to the CEO, Divisional Leads, Directors, Associate Directors, and Managers, with defined escalation procedures for transactions exceeding individual limits.
- Audit & Oversight: The Finance Department will conduct random monitoring to ensure compliance with the policy. Material issues of non-compliance will be reported to the CFAO and, to the FAR Sub-Committee.

**Restrictions & Threshold Determination of this policy are:**

- Budgetary Limits: Signing authority is exercised only within approved budget and forecast.
- Integrity Measures: Splitting transactions to bypass limits is prohibited. Similar transactions should be aggregated for threshold determination.
- Conflict of Interest Guidelines: No personal benefits, and related-party transactions. Assume that conflict exists unless disproven.
- Borrowing and Auditor Oversight: CEO may authorize borrowing only with Board approval. The FAR Sub-Committee oversees auditor appointments and non-auditor services.
- Additional Controls: CEO compensations and capital transactions (e.g., real property) require additional Board approval.
- Signing Authority Limits: CEO has the highest threshold with special rules for re-allocation and unbudgeted amounts. Divisional Leads have high-level authority within divisional responsibilities. Directors, Associate Directors, and Managers' limits assigned will require secondary approvals for transactions exceeding designated thresholds.

**MOTIONS**

With the FAR Sub-Committee's review and endorsement of the policy, the following motions are recommended:

**Motion 1:** That the Board approve the Delegation of Financial Authority Policy to replace policy CO-16-58.

**Motion 2:** That the Board direct staff to consider the need for an upper limit for budgeted transactions for CEO Approval Authority and bring back a recommendation to the FAR Sub-Committee in 12 months.

**APPENDIX A – Draft Delegation of Financial Authority Policy**



# POLICY

<b>POLICY</b>	Delegation of Financial Authority
<b>NUMBER OF POLICY</b>	CO—XX-XX
<b>DATE OF POLICY</b>	April 25, 2025
<b>APPROVED BY</b>	The Board
<b>NEXT REVIEW DATE</b>	June 2026

## 1. PURPOSE

- 1.1 The purposes of this policy are for the Engineers and Geoscientists BC (EGBC) Board to:
- Delegate to the Chief Executive Officer (CEO) and other staff, signing authority for the approval of financial transactions within approved criteria.
  - Establish internal control mechanisms to provide assurance that transactions are in compliance with Board-approved policies and procedures.
- 1.2 This policy applies to the financial signing authority of the CEO, the Divisional Leads, Directors, Associate Directors, and Managers of EGBC.

## 2. DEFINITIONS

- 2.1 **“Organization”** means Engineers and Geoscientists BC (EGBC).
- 2.2 **“Board”** means the EGBC Board.
- 2.3 **“Divisional Leads”** means the Chief Financial and Administration Officer (CFAO), Chief Operating Officer (COO), and Chief Regulatory Officer & Registrar (CRO).
- 2.4 **“Financial Transactions”** are any transactions made by EGBC that obligate the Organization to the provision of goods, services, resources, and any other financial liabilities. These include, but are not limited to, the signing of memoranda of understanding, contracts, partnership agreements, service agreements, employment contracts, and approvals of purchases of goods and services.
- 2.5 **“Signing Authority”** is the authority granted or delegated to an individual, by virtue of their position as laid out in Appendix 1 of this document, to approve, commit or obligate EGBC to the provision of goods and services.

- 2.6 **Banking Authority:** A Board-approved authority authorized to open or close bank accounts, sign, make, draw, accept, endorse and deliver cheques, payroll and benefits administration, promissory notes, bills of exchange, orders for payment of money, and instruments as necessary for the operation of the organization's bank accounts.
- 2.7 **Investment Authority:** Refers to the Authority to conduct investment activities on behalf of EGBC.
- 2.8 **Budgeted:** Refers to Board-approved Budget and Board-approved Forecast.

### 3. POLICY PRINCIPLES

#### Delegation of Financial Authority

Individuals listed in Appendix 1 are granted the authority to approve, commit, or obligate EGBC to the provision of goods, services or resources related to their assigned responsibilities and routine business activities by virtue of their positions.

#### Exercise of Authority

- 3.1 An individual having Signing Authority:
- a. May only exercise authority provided that:
    - i. Funds required to meet contractual obligations are available and appropriated;
    - ii. It is not in conflict with other existing Board or organizational policies.
  - b. May temporarily delegate Signing Authority in writing to individuals appointed to serve temporarily during their absence.
  - c. May not approve a transaction that will confer a benefit on that same individual or that individual's family members or related parties.

An individual with Signing Authority is authorized to approve, commit, or obligate EGBC to the financial transactions as defined in Section 2.

#### Restrictions and Threshold Determination

- 3.2 No Independent Contractors, including external consultants, have signing authority on behalf of the Organization.
- 3.3 Signing Authority is to be exercised after the Organization's annual budget is approved for the relevant fiscal year.
- 3.4 Signing Authorities are established to match decision-making authority and accountability at the organizational level closest to the operational impact of those decisions. Individuals with Signing Authority are only permitted to use this authority within the confines of their allocated operating budget or the relevant project budget. If an expenditure or contract modification exceeds the established

budget, it must be escalated to the appropriate Signing Authority as defined in Appendix 1 for further review and approval.

- 3.5 For the purpose of threshold determination, the value of invoices rendered in foreign currencies should be converted to Canadian currency at the bank-posted exchange rate of that day.
- 3.6 Contracts, commitments, requisitions, or invoices cannot be split to avoid policy compliance or evade established limits or restrictions.
- 3.7 Similar and related transactions should be grouped together and accumulated for the purpose of applying the criteria established in this policy.
- 3.8 Financial transactions spread over more than one year shall be valued based on the total contractual commitment for the duration of the contract or commitment.
- 3.9 Signing Authority limits are noted in the Appendix 1 and apply at all times subject to restrictions or limitations set out by any applicable resolutions, budget approvals, policies, procedures, or instructions issued by the Finance Department, and Section 3. If the Signing Authority limit is exceeded on a single transaction, the transaction must be escalated to the appropriate Signing Authority as defined in Appendix 1.
- 3.10 Items exceeding the Signing Authority limits of the CEO are to be reported to the Board for approval at the next Board meeting.
- 3.11 The Signing Authority exercised must be in line with organizational goals and comply with existing policies and strategic directions set by the Board.

## **General**

- 3.12 At the recommendation of the Finance, Audit and Risk Sub-Committee (FAR Sub-Committee) responsible for finances, the Board Chair is authorized to approve financial commitments or obligations (which will be billed directly to EGBC) that are not within the authority of the CEO. The Board Chair shall bring to the attention of the Board such approvals. For the purposes of this clause, the Board Vice Chair is authorized to sign and act in the absence or inability of the Board Chair.
- 3.13 The CEO is authorized to execute non-financial Memoranda of Understanding (MOU) or agreements with other professional organizations on matters that pertain to regulation and entering into agreements with BCSEG. The execution of such agreements shall be reported for information at the next Board meeting.
- 3.14 The CEO shall bring all financial transactions within the CEO's authority that are considered to be high risk or subject to significant public scrutiny, regardless of value, to the attention of the FAR Sub-Committee, prior to signature. In the event that there is a disagreement between the FAR Sub-Committee and the CEO, the matter will be forwarded to the Board for decision prior to approval.

## **Auditing and Monitoring**

- 3.15 The Finance Department will conduct quarterly audits to assess compliance with this policy and to detect any irregularities or breaches. Additionally, random monitoring may be conducted at irregular intervals to maintain ongoing compliance.

3.16 Audit findings will be reported to the CFAO and may be reviewed with the FAR Sub-Committee if necessary.

3.17 Recommendations from audits will be implemented promptly to enhance policy compliance.

#### 4. GUIDELINES – CONFLICT OF INTEREST

4.1 An individual cannot approve a transaction that might confer or give the appearance of a benefit on that same individual or a party with which they are not at arms-length. **Not at Arm's Length:** A relationship in which two or more parties have a close personal, financial, or business connection that could compromise objectivity or create a conflict of interest. Alternatively, **Arm's-Length Transactions:** Transactions conducted between two independent and unrelated parties who act without undue influence, pressure, or personal relationships affecting the terms of the agreement.

4.2 In cases of potential conflict of interest, it should be assumed that there is a conflict of interest unless the contrary can be clearly demonstrated.

4.3 Typical expenditures where a conflict of interest, perceived or real, may occur include, but are not limited to, all expense reimbursement claims, conference fees, educational expenses, travel expenses, entertainment, membership fees, items that could be used personally, and items that are intended to be located within an individual's home.

#### 5. RESTRICTIONS OF AUTHORITY

The CEO and any other person to whom authority and responsibility have been delegated by the CEO are restricted as to signing authority for the following:

##### *Borrowing*

5.1 Subject to Board approval, the CEO may authorize approved borrowing on behalf of EGBC.

##### *External Auditor*

5.2 The Board will appoint an auditor.

##### *Non-Audit Services*

5.3 The FAR Sub-Committee reserves the authority to approve all non-audit services to be undertaken by the external auditor.

5.4 The Board reserves the authority to approve:

5.4.1 The hiring or termination of the CEO;

5.4.2 The CEO's compensation; and

5.4.3 The annual compensation adjustment of the CEO in accordance with Policies and Orders issued by the Board.

### *Capital*

5.5 Acquisitions and disposals of real property require prior approval from the Board and with the recommendation of the FAR Sub-Committee, and this can be done during the budgeting process.

## REVISION AND APPROVAL LOG

**Approved by the Board:**

**(insert date here) (CO-25-xx)**



## APPENDIX 1 – SIGNING AUTHORITY LIMITS

### General Signing Authority

Authorization Level	Position	Limit Per Budgeted Transaction	Re-Allocation of Approved Departmental Budget Per Transaction	Limit Per Unbudgeted Transaction
1	CEO	>\$500,000	>\$100,000	maximum of \$50,000 up to cumulative annual limit of \$200K
2	Chief Operations Officer, Chief Regulatory Officer and Registrar, Chief Financial and Administration Officer	\$500,000	\$100,000	N/A
3	Directors	\$200,000	\$50,000, greater than \$50,000 requires secondary approval from Divisional Lead	N/A
4	Associate Director	\$100,000	N/A	N/A
5	Manager	\$50,000	N/A	N/A

## Specific Signing Authority

<b>Document</b>	<b>Restrictions/Limit Per Budgeted Transaction</b>	<b>Position</b>
Procurement	Per department's budget allocation	Directors
Asset disposition	Situation Determinant	Director or Associate Director, Finance and CFAO
Banking Authority – banking, accounting, financial instruments, investment contracts, etc.	As required with reconciliations and supporting documents	CFAO, Director Finance, Associate Director, Finance or Manager, Finance
Investment Authority	Per Investment Policy	CFAO
Legal services outside of the PGA mandate	\$150,000	Divisional Lead and Director, LEC also, requires 2 <sup>nd</sup> approval from the CEO
	Over 50,000	Director, LEC, and requires 2 <sup>nd</sup> approval from Divisional Lead
	Up to \$50,000	Director, LEC or Delegate
PST, GST, Withholding Tax	As calculated and reconciled per remittance period	Director or Associate Director, Finance and CFAO
Payroll remittances	As calculated and reconciled per remittance period	Director or Associate Director, Finance and CFAO
Employer Paid Benefits	As calculated and reconciled per remittance period	Director or Associate Director, Finance and CFAO
Human resources: employment contracts.		Directors, HR and CFAO



## OPEN SESSION

### ITEM 7.4

DATE	April 8, 2025
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	FY2025 Financial Forecast Update 2
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For Board to review latest financial forecast for FY2025
Motion	For information.

## BACKGROUND

As approved by the Board of Directors (the “Board”) at the September 12, 2014 board meeting, financial update reports are to be made to the previous Executive Sub-Committee, and the previous Audit Sub-Committee for information. As these two sub-committees were revamped and the financial oversight duties amalgamated to the current Finance, Audit, and Risk (FAR) Sub-Committee (the “Sub-committee”), all financial and risk reports will be presented to the Sub-Committee prior to being presented to the Board where possible.

This is a forecast update for FY2025 ending June 30, 2025, where the latest projection of our full-year financial result is presented for the Board’s review. The FAR Sub-Committee has had an opportunity to review the forecast at their March 19, 2025 meeting.

## FY2025 FINANCIAL FORECAST UPDATE (FORECAST 2)

This update includes a comparison of latest FY2025 Forecast 2 to the last FY2025 Forecast 1, with a summary of major variances (in '000's).

Table 1		A	B	C*
		FY2025 Forecast 2	FY2025 Forecast 1	Forecast 2 vs Forecast 1
<b>Summary</b>				
1	Revenue	33,075	32,829	245
2	Salaries and Benefits	19,678	20,000	323
3	Expenditures	12,120	12,173	53
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	1,277	656	621
5	Surplus (Deficit) from Grants	164	103	61
<b>6=(4+5)</b>	<b>Surplus (Deficit)</b>	<b>1,440</b>	<b>759</b>	<b>682</b>

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

Engineers and Geoscientists BC is currently projecting a surplus in the range of \$1 Million to \$1.5M for FY2025. This is approximately \$682K higher than the previous forecast presented to Board in November. The contributing factors are summarized below.

### Forecasted Revenue FY2025

Current forecast for total revenue is \$245K (cell C1) higher than prior forecast, primarily due to:

- higher revenue in academic exam from other jurisdictions due to volumes increase (\$385K) offset by lower overall application volumes (\$124k)
- higher career advertising revenue due to program likely to be extended pass June 2025 (\$20K)
- higher disciplinary recoveries (\$260K) and higher extension fee (\$44K) related to Continuing Education Program (CE) and Annual Reporting (AR) due to higher than expected CE compliance rate offset by lower bank interest due to lower interest rates (\$33K)
- less investment revenue due to lower interest rates and slightly less investment fund balance than forecasted (\$22k)
- less revenue from Continuing Education due to lower CE team capacity results in fewer CE courses offered (\$127K)

## **Forecasted Expenditures FY2025**

Current forecast for total expenditure is \$375K (cell C2 and C3) lower than prior forecast primarily due to:

- lower salaries and benefits expenses (\$323K) due to vacancies and timing of hiring
- less office expenses, meeting, events and travel expenses across the organization (\$200K)
- savings from Continuing Education seminars mainly on venue rentals and travel (\$70K)
- higher examinations expenses (\$100K) due to more Academic exam candidates from other jurisdictions
- higher legal expenses (\$62K) mainly due to disciplinary hearings resolve later than expected

A more detailed variance report including comparison to FY2025 Budget is included in [Appendix A](#).

## FY2025 Forecast 2 Statement of Revenue and Expenses Compared to Budget and Forecast 1 (in '000's)

	A	B	C* = A vs B	D	E	F* = A vs E	G
	FY2025 Forecast 2	FY2025 Budget	Variance	Comments	FY2025 Forecast 1	Variance	Comments
<b>Revenue</b>							
1 Annual registrant fees - Individual	18,851	18,873	(23)		18,880	(30)	
2 Annual registrant fees - Firms	3,259	3,134	125	Higher than expected number of firms	3,283	(24)	Higher than expected number of firms
3 Application, registration and certification Fees	2,703	2,859	(156)	Less revenue on licensing fee, and application fee for first time Professional	2,803	(100)	Less revenue on licensing fee, and application fee for first time Professional
4 Professional and academic examinations	2,768	2,311	457	Expect more registrants writing Academic exams for other jurisdiction	2,404	363	Expect more registrants writing Academic exams for other jurisdiction
5 Investment Income and other revenue	2,107	2,355	(247)	Due to less funds to be reinvested and lower interest rates than expected	2,112	(5)	Due to less funds to be reinvested and lower interest rates than expected
6 Continuing Education and Programs	1,394	1,466	(72)	Lower revenue from in-person CE seminars partially offset by higher revenue from the Professional Engineering and Geoscience Practice in BC Online seminars	1,513	(118)	Lower revenue from in-person CE seminars partially offset by higher revenue from the Professional Engineering and Geoscience Practice in BC Online seminars
7 Miscellaneous	1,368	994	374	Due to unexpected increase in legal recoveries & higher than expected CE compliance rate	1,191	177	Due to unexpected increase in legal recoveries & higher than expected CE compliance rate
8 Annual Conference	624	822	(197)	Mainly due to lower than expected in-person attendance	644	(19)	Lower than expected in-person attendance
9 <b>Total Revenue</b>	<b>33,075</b>	<b>32,813</b>	<b>262</b>		<b>32,829</b>	<b>245</b>	

	A	B	C* = A vs B	D	E	F* = A vs E	G	
	FY2025 Forecast 2	FY2025 Budget	Variance	Comments	FY2025 Forecast 1	Variance	Comments	
	Salaries and Expenses							
10	Salaries and employee benefits	19,678	20,466	788	Savings due to delay in filling vacancies	20,000	323	Savings due to delay in filling vacancies
11	Contract and consulting services	4,056	3,900	(155)	Due to unexpected expenses on Synergy program and space planning	3,989	(66)	
12	Office, general and miscellaneous	2,491	2,607	116	Less expenses than expected	2,581	90	Less expenses than expected
13	Meetings, room rentals and special events	895	1,015	120	Less expenses than expected	935	40	Less expenses than expected
14	Legal	991	936	(55)		929	(62)	
15	Examinations	1,010	875	(135)	Due to expect exam marking fee higher than budgeted	911	(100)	Higher exam revenue results in higher expenses
16	Amortization	779	772	(7)		784	4	
17	IT and Telecommunications	675	769	94		713	39	
18	Premises and operating costs	487	466	(20)	unbudgeted building maintenance expense	487	0	
19	Travel	347	474	127	Less expenses than budgeted	441	94	Less expenses than expected
20	Printing, publication and distribution costs	390	398	8		404	14	
21	Total Salaries and Expense before Grants and External Projects	31,798	32,679	539		32,173	375	
22=9-21	Surplus before Grants and External Projects	1,277	133	1,143		656	621	

	A	B	C* = A vs B	D	E	F* = A vs E	G
	FY2025 Forecast 2	FY2025 Budget	Variance	Comments	FY2025 Forecast 1	Variance	Comments
23	Surplus (Deficit) from Grants and External Projects						
	164	92	72		103	61	
24=21+22	<b>Total Surplus (Deficit)</b>	<b>1,440</b>	<b>225</b>	<b>1,215</b>	<b>759</b>	<b>682</b>	

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



DATE	April 9, 2025
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	CEO Report to Board
Purpose	This report highlights some of the activities of the Organization related to policy work, implementation of the Strategic Plan and ongoing Regulatory duties since the February 21, 2025 meeting of the Board.
Motion	For information. No motion required.

## 1. MARCH 4, 2025 VOLUNTEER EVENT

The *Make an Impact: Spring 2025 Volunteer Event*, held at the Steamworks Brew Pub in downtown Vancouver on March 4<sup>th</sup>, was aimed at recruiting prospective volunteers for key volunteer roles across the organization. More than 50 prospective volunteers attended. 20 staff members from LEC, PPSD, Registration, EDI and Reconciliation, as well as the Executive Team and Board Chair Mark Porter were onsite to connect with the attendees.

The event provided a dynamic and welcoming space for individuals to learn about our programs and connect directly with staff and leadership. Notably, every attendee was new to the organization as a prospective volunteer — and eager to contribute and make an impact. The event was not just about filling critical vacancies; it was a celebration of our professional community, highlighting the value of volunteerism and the collective support that makes it possible.

The event exceeded expectations, with 25 attendees expressing interest immediately following, five of whom have already been placed in roles (3 Registration, 2 PPSD) and we are actively following up with the remaining interested candidates. The event not only generated a solid pool of qualified prospects but also strengthened visibility and engagement with our volunteer program, setting a strong foundation for future targeted recruitment efforts.

## 2. MARCH 27, 2025 INDUCTION CEREMONY

On March 27, we held our third Induction Ceremony in the past twelve months. We held the ceremony at the Vancouver Convention Centre with 165 inductees and their guests attending. This brings the total number of inductees attending the three ceremonies to 504. We continue to focus on aligning the ceremony content to our regulatory mandate, improving the quality of the ceremony and the experience of each inductee.

One of the inductees at the ceremony on March 27<sup>th</sup> was a visually impaired inductee and was able to participate fully in the ceremony through some accommodation that included a staff member guiding them through the ceremony and the use of a ramp for inductees to ascend the stage instead of stairs. This is another example of our continual focus on equity and inclusivity.

## 3. IRON RING CEREMONIES

2025 marks the 100<sup>th</sup> anniversary of the Obligation Ceremony with a renewed and modernized ceremony. The updated ceremony reflects the changing engineering environment using contemporary language and Canadian engineering achievements; while still maintaining its inspirational qualities with respect to ethics and obligation of engineering candidates.

I was fortunate to be able to attend the ceremonies in Camp 26 (Kelowna on March 22<sup>nd</sup>) and Camp 5 (Vancouver on March 31<sup>st</sup>) where I was able to share greetings on behalf of Engineers and Geoscientists BC and witnessed the ringing of over 1600 individuals - such an inspiring experience! There are plans in place to attend Camp 23's ceremony on April 27<sup>th</sup> in Victoria.

A special 100<sup>th</sup> year ceremony called the "Calling of an Engineer" will be held on April 25<sup>th</sup>, 2025 in Montreal where the Canadian engineering tradition started.

## 4. INTERNATIONAL CREDENTIALS RECOGNITION ACT (ICRA) UPDATE

### 2024 Annual Report Data Submission

Engineers and Geoscientists BC has submitted data regarding application volumes, statuses and timelines in accordance with the Office of the Superintendent of Professional Governance's (OPSG) April 1, 2025 deadline. The data collected from regulatory authorities that fall under the ICRA will be used for the OSPG's 2024 Annual Report and is for a specified period between July 1, 2024 to December 31, 2024.

Under the ICRA, regulatory authorities that fall under the required schedules must submit annual reports on international credential recognition processes and outcomes each year. The data collection initiative is designed to establish a consistent, high-quality reporting

system. Aggregated insights from the data will be included in the Superintendent's report to the Minister and the public to promote greater public awareness.

This first submission will help to form an initial baseline to assist the OSPG to understand current practices and any unique circumstances among regulators. The most notable finding in the data set shows that Engineers and Geoscientists BC licensed internationally trained applicants on an average of 92 calendar days once all application documentation had been submitted.

It is important to note that the data drawn is specific to the time period of July 1, 2024 to December 31, 2024 and only includes applications received and assessed during that period.

#### Credentials Assessment Improvement Fund (CAIF) Update

Engineers and Geoscientists BC has submitted the second progress report in relation to the Enhancing International Credentials Recognition Admissions Comprehension Project. The project plan involves improvements to how information is displayed from a pre-arrival standpoint as well as transitioning key admissions policies to be outward facing and publicly available. This project was initiated on March 22, 2024 and is funded by the CAIF providing a grant of \$225,000. The project experienced a delay due to turnover in staff, however the vacant positions have now been backfilled as of March 2025. The provincial government has approved an extension to the project timeline to account for the delay.

Engineers and Geoscientists BC has received approval and funding from the CAIF for the Enhancing Administrative Fairness Project. A grant of \$30,000 has been approved for this project to begin on June 1, 2025 focused on developing training that will ensure that regulator staff and volunteers are well equipped to implement best practices when making and communicating decisions to applicants/registrants. The Board will receive updates at future meetings.

## **5. ENGINEERS CANADA UPDATE**

Engineers Canada Board met on April 2, 2025. Key highlight of the meeting was the approval of Engineers Canada's Financial Statements.

Engineers Canada's next meetings will be held here in Vancouver! Multi Day activities include the 30x30 Conference on May 22<sup>nd</sup>, where Board Chair Mark Porter will be providing greetings on behalf of Engineers and Geoscientists BC. I have also been invited to be a speaker alongside Philip Rizcallah, CEO of Engineers Canada on what's next for 30x30, discussing progress so far and lessons learned.

In addition, Engineers Canada will have their Board meeting on May 23<sup>rd</sup>, with the Annual Meeting of Members following the next day where Board Chair Mark Porter will represent Engineers and Geoscientists BC.

## 6. **GEOSCIENTISTS CANADA UPDATE**

Geoscientists Canada will be holding their next Board meeting on April 17th. Any applicable highlights of the Geoscientists Canada Board Meeting will be provided during my verbal CEO Report update.