



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OVERALL AGENDA

DATE	September 20, 2024
	Hybrid Event
LOCATION	Engineers and Geoscientists BC office (Dan Lambert Boardroom) & Virtually Via Teams (<i>Meeting Link Sent Via Outlook Invitation</i>)

Meeting Schedule

09:00 – 09:20	CEO/Chair Meeting Framing
09:20 – 10:30	Open Session
10:30 – 10:45	Morning Break
10:45 – 12:00	Open Session (continued)
12:00 – 13:00	Lunch Break
13:00 – 15:30	Closed Session
15:30 – 15:40	Break Before In-Camera Session
15:40 – 16:40	In-Camera Session
16:40	Adjournment

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



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

OPEN AGENDA

DATE September 20, 2024

TIME 09:20 – 12:00 (preceded by CEO/Chair Meeting Framing at 9:00 am)

LOCATION **Hybrid Event**
Engineers and Geoscientists BC Office (Dan Lambert Boardroom) & Virtually Via Teams (*Meeting Link Sent Via Outlook Invitation*)

09:20 (5 mins)	1.0 OPEN SESSION – Welcome Greetings & Call to Order Chair: Michelle Mahovlich, P.Eng., P.Geo., FCSSE MOTION: That the Board approve the Open Agenda in its entirety.	
09:25 (2 mins)	1.1 Declaration of Conflict of Interest	
09:27 (11 mins)	1.2 Safety Moment	
09:38 (2 mins)	2.0 OPEN CONSENT AGENDA MOTION: That the Board approve all items (2.1 to 2.5) on the Open Consent Agenda.	
	2.1 June 21, 2024 Open Minutes MOTION: That the Board approve the June 21, 2024 Open Meeting minutes as circulated.	June 21, 2024 Open Minutes
	2.2 Professional Practice Guidelines - Security Critical Software, Version 1.0 MOTION: Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves Professional Practice Guidelines - Security Critical Software, Version 1.0 to be published following editorial and legal review.	Professional Practice Guidelines - Security Critical Software, Version 1.0

	<p>The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:</p> <ul style="list-style-type: none"> • the standard guideline development process was followed; and • a robust and appropriate review and consultation process was followed. <p><i>David Slade, P.Eng. Practice Advisor, PPSD</i></p>	
	<p>2.3 Revised Territorial Acknowledgement Policy</p> <p>MOTION: That the Board approve the Revised Territorial Acknowledgement Policy as presented.</p> <p><i>Mark Rigolo, P. Eng., Director, Programs and Continuing Education</i> <i>Chelsea Ram, EDI (Equity, Diversity, and Inclusion) Coordinator</i></p>	<p>Revised Territorial Acknowledgement Policy</p>
	<p>2.4 Approval of AGM Agenda</p> <p>MOTION: That the Board approve the agenda for the 105th Annual General Meeting of Engineers and Geoscientists BC.</p> <p><i>Deesh Olychick, Director, Corporate Governance & Strategy</i></p>	<p>Approval of AGM Agenda</p>
	<p>2.5 Terminology Updates to Engineers and Geoscientists BC’s Strategic Plan</p> <p>MOTION: That the Board approve the terminology changes to Engineers and Geoscientists BC’s Strategic Plan.</p> <p><i>Ramin Seifi, P.Eng. FEC, Director, Professional Practice Standards and Development</i> <i>Harshan Radhakrishnan, P.Eng., SCR®, Manager, Climate Change and Sustainability Initiatives</i> <i>Virginie Brunetaud, P.Ag., CC-P, Climate Strategist</i> <i>Megan Archibald, Director, Communications and Engagement</i></p>	<p>Terminology Updates to Engineers and Geoscientists BC’s Strategic Plan</p>
09:40	<p>3.0 OPEN REGULAR AGENDA</p>	
09:40 (30 mins)	<p>3.1 Annual Update from Geoscientists Canada</p> <p>For information only.</p> <p><i>Paul Hubley, P.Geo., FGC, CEO, Geoscientists Canada</i> <i>Antigone Dixon-Warren, P.Geo. FGC, Director – BC, Geoscientists Canada</i></p>	<p>Annual Update from Geoscientists Canada</p>

<p>10:10 (20 mins)</p>	<p>3.2 Key Performance Indicator (KPI) Update For discussion only. <i>Ollie Campbell, Manager, Organizational Performance</i> <i>Liza Aboud, Chief Operating Officer</i></p>	<p>Key Performance Indicator (KPI) Update</p>
<p>10:30 (15 mins)</p>	<p>MORNING BREAK</p>	
<p>10:45 (30 mins)</p>	<p>3.3 Year End Financial Results & Annual Audited Financial Statements MOTION 1: That the Board approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2024. MOTION 2: That the Board Chair and the Chief Executive Officer be authorized to sign the fiscal 2024 Financial Statements on behalf of the Board. <i>Emily Pagdin, CPA, CMA, Chair, Finance, Audit & Risk Sub-Committee</i></p>	<p>Year End Financial Results & Annual Audited Financial Statements</p>
<p>11:15 (30 mins)</p>	<p>3.4 Board & Board Sub-Committee Composition Matrices Review MOTION 1: That the Board approve the revised Board Composition Matrix. MOTION 2: That the Board approve the revised Sub-committee Composition Matrices. <i>Will Morrison, Manager, Governance and Policy</i></p>	<p>Board & Board Sub-Committee Composition Matrices Review</p>
<p>11:45 (15 mins)</p>	<p>3.5 CEO Report (Open) For information only. <i>Heidi Yang, P. Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>CEO Report (Open)</p>
<p>OPEN INFORMATION REPORTS</p>		
	<p>Engineers and Geoscientists BC Board Road Map for 2023/2024 <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Road Map for 2023/2024</p>
	<p>Board Member Attendance Summary (as at September 20, 2024) <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	<p>Board Member Attendance Summary</p>
<p>12:00</p>	<p>END OF OPEN SESSION</p>	

Minutes of the Open Session of the Sixth Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held on June 21, 2024 at the Engineers and Geoscientists BC Office (Dan Lambert Boardroom) and virtually via Teams.

Present

Board

Michelle Mahovlich, P.Eng., P.Geo., FCSSE	Chair (2023/2024)
Mark Porter, P.Eng., StructEng.	Vice Chair (2023/2024)
Bill Chan, CPA, CGA, ICD.D	Board Member (2023/2024)
Leslie Hildebrandt, LL.B, ICD.D	Board Member (2023/2024)
Veronica Knott, P.Eng.	Board Member (2023/2024)
Karen Ling, P.Eng.	Board Member (2023/2024)
Cathy McIntyre, MBA, C.Dir.	Board Member (2023/2024)
Mahsoo Naderi-Dasoar, P.Eng.	Board Member (2023/2024)
Matthew Salmon, P.Eng.	Board Member (2023/2024)
Jens Weber, P.Eng.	Board Member (2023/2024)

Regrets

Mark Adams, P.Eng.	Immediate Past Chair (2023/2024)
Emily Lewis, CPA, CMA	Board Member (2023/2024)

Guests

Antigone Dixon-Warren, P.Geo., PMP, FGC	Representative to Geoscientists Canada Board
Jason Jung, ASCT	Director, Professional Practice and Development, ASTTBC
Sany Zein, P.Eng., FEC	Representative to Vancouver Airport Authority Board

Staff

Liza Aboud, MBA, ABC, ICD.D	Chief Operating Officer
Megan Archibald	Director, Communications & Stakeholder Engagement
Shirley Chow	Acting Associate Director, EDI Programs and Continuing Education
Kelly Dayman, ASCT, Eng.L	Associate Director, Regulation of Firms Professional Practice
Kelly-Ann Halbert	Administrative Assistant, Operations
Will Morrison	Manager, Governance and Policy
Deesh Olychick	Director, Corporate Governance & Strategy
Jason Ong	Director, Registration
David Pavan, R. Ph.	Chief Regulatory Officer & Registrar
Tracy Richards	Executive Assistant to CEO and Board
Mark Rigolo, P.Eng.	Director, Programs and Continuing Education
Ramin Sefi, P.Eng., FEC, MCIP, RPP, R.I	Director, Professional Practice, Standards & Development
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer

OPEN SESSION – CALL TO ORDER

The Open Session was called to order at 08:50 a.m.

Michelle Mahovich, P.Eng., P.Geo., FCSSE, Board Chair began the meeting 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.

The Chair then welcomed everyone to the meeting and announced that Deesh Olychick, Director, Corporate Governance & Strategy would act as the Governance Advisor for the meeting. Board Member Matthew Salmon, P.Eng. was the EDI Champion.

Board members Mark Adams, P.Eng., and Emily Lewis, CPA, CMA sent their regrets.

Sany Zein, P.Eng., FEC, Engineers and Geoscientists BC's representative to the Vancouver Airport Authority (VAA) Board attended the meeting and provided the Board with a high-level overview of the work of the VAA over the last year.

Observers for the Open Session included Jason Jung, ASCT, Director, Professional Practice and Development, of ASTTBC and Antigone Dixon-Warren, P.Geo., PMP, FGC, Engineers and Geoscientists BC's new representative to the Geoscientists Canada Board.

CO-24-67 OPEN AGENDA

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

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None declared.

SAFETY MOMENT

Board Member Veronica Knott, P.Eng., provided the Safety Moment for the meeting.

CO-24-68 OPEN CONSENT AGENDA

MOTION It was moved that the Board approve all items (2.1 to 2.4) on the Open Consent Agenda.

CARRIED

Motions carried by approval of the Consent Agenda:

2.1 April 19, 2024 Open Minutes

MOTION: That the Board approve the April 19, 2024 Open Meeting minutes as circulated.

2.2 May 29, 2024 Open Minutes

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

2.3 2024 Annual General Meeting Rules of Order

MOTION: That the Board approve the Rules of Order for the 2024 Annual General Meeting.

2.4 Percentage for Random Selection of Individual Registrants for Compliance Audits

MOTION: That the Board approve setting the percentage of individual registrants to be randomly selected for compliance audit in fiscal year 2024-2025 at one percent.

CO-24-69 ANNUAL UPDATE FROM NOMINATION COMMITTEE

Deesh Olychick, Director, Corporate Governance & Strategy spoke to this item on behalf of the Nomination Committee. The presentation included an overview of the nomination process, call for nominations, candidate selection process used, list of candidates for the 2024 Board election as well as considerations for the future.

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

CO-24-70 REGISTRANT INSIGHTS SURVEY RESULTS

Megan Archibald, Director, Communications and Stakeholder Engagement shared a high-level summary of the 2024 Registrant Insights Survey results with the Board. The presentation focused on background and objectives of the survey, results gathered across the various categories and ways that the organization can better engage with registrants going forward.

After the presentation, the floor was open for questions. This was for information only.

CO-24-71 CEO REPORT (OPEN SESSION)

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 April 19, 2024 meeting of the Board. A brief update on the International Credentials Recognition Act Regulations was also provided by Jason Ong., Director, Registration. After the briefing, Mrs. Yang opened the floor for questions. This was for information only.

CO-24-72 ANNUAL UPDATE FROM VANCOUVER AIRPORT AUTHORITY BOARD

Sany Zein, P.Eng., FEC, Engineers and Geoscientists BC's representative to the Vancouver Airport Authority (VAA) Board joined the meeting to speak to this item. Mr. Zein is the President and General Manager of BC Rapid Transit Company, responsible for the operations of SkyTrain and West Coast Express. He is a professional engineer with more than 30 years of private and public sector experience in the transportation industry. He has been Engineers and Geoscientists BC's nominee on the VAA Board since 2021.

Mr. Zein shared with the Board the significant changes, achievements and challenges that the VAA has faced over the last year. He also shared lessons learned and how that could be transferrable to Engineers and Geoscientists BC and the professions at large.

This was for information only.

CO-24-73 OPEN INFORMATION REPORTS

- Engineers and Geoscientists BC Board Road Map 2023/2024

END OF OPEN SESSION

The Open Session concluded at 11:05 a.m.



OPEN SESSION

ITEM 2.2

DATE	August 28, 2024
REPORT TO	Board for Decision
FROM	David Slade, P.Eng. Practice Advisor, PPSD
SUBJECT	<i>Professional Practice Guidelines – Security-Critical Software, Version 1.0</i>
LINKAGE TO STRATEGIC PLAN	Demonstrate to those we are accountable to – including government, the public, and our registrants – through tangible actions, that we are a trusted regulator focused on protecting the public interest.

Purpose	For Board review and decision.
Motion	Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves <i>Professional Practice Guidelines – Version 1.0</i> to be published following editorial and legal review. The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines: <ul style="list-style-type: none"> - the standard guideline development process was followed; and - a robust and appropriate review and consultation process was followed.

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.

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

Software engineering continues to be an area of practice with rapid growth, and one with many opportunities for additional proactive resources. Following the publication of the *Professional Practice Guidelines – Development of Safety-Critical Software* in July of 2020, the next topic that was deemed to be highest risk was software engineering as it relates to security-critical software systems and components.

Security-critical is defined any component of a system that directly impacts the security of a system where the failure of that system would impact life, health, property, economic interest, the public welfare, or the environment.

These guidelines are intended to guide professional practice related to the discipline of software engineering, and more specifically, those involved in the specification, design, implementation, verification, deployment, or maintenance of security-critical software. In order to protect the public, these guidelines identify the expectations and obligations of professional practice to be followed by engineering professionals when developing security-critical software. The purpose of these guidelines is to provide a common approach for carrying out a range of professional activities related to this work with a focus on security.

As the second Engineers and Geoscientists BC guideline in the high technology sector, this document will provide a valuable tool for registrants to guide their ethical practice, as well as providing evidence of the organization's ongoing commitment to provide resources and support in this sector.

Following are the specific objectives of these guidelines:

- Establish the expectations and obligations for professional practice,
- Describing the roles and responsibilities of the various participants involved, including software engineers, software developer, software verifiers, specialists, and clients,
- Provide guidance as to how engineering professionals should communicate the outcomes of their professional activities related to security-critical software,
- 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 these professional activities.

These guidelines were authored by three main authors and went through a robust review and consultation process that included members of both the High Technology Advisory Group, as well as other experts in the field.

REASON FOR INITIATION

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

Additional Information:

Following the Engineers Canada *White Paper on Professional Practice in Software Engineering* that was released in 2016 (and has been subsequently update), Engineers and Geoscientists BC leadership decided to focus on a subset of the scope of that white paper that was deemed of great public interest, to support the organization’s professional practice and enforcement work in this industry. This resulted in the publication of the *Professional Practice Guidelines – Development of Safety-Critical Software* in July of 2020.

Following this risk-based approach and through consultation with the Software Engineering Advisory Group (now known as the High Technology Advisory Group), the next topic for guideline development related to this sector was determined to be security engineering for software projects. This ties back to the strategy that was initially presented to the Board in the Aug 24, 2020 report titled “Joint Update – Software Engineering Professional Guideline Recommendations and Software Engineering Enforcement Strategy.”

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

- Yes
- No

Additional Information:

As per the Board Policy on Professional Practice Guidelines, Board approval of professional practice guidelines is based on confirmation that the development and consultative process has been followed. As such, there is no expectation for Board members to review the specific content

of the guidelines. Any member of the Board who would like to review the guidelines prior to publishing may contact staff.

AUTHORS, REVIEWERS AND CONSULTATION

Authors:

- *Sandy Buchanan, P.Eng – Mirai Security*
- *Dean Neumann, P.Eng. – Visionary Research Inc.*
- *Jens Weber, P.Eng. – University of Victoria*

Reviewers:

- *Simon Diemert, P.Eng. – Critical Systems Labs Inc.*
- *Michael Henrey, EIT – Kardium Inc.*
- *Andreas Huster, P.Eng. – Hedgehog Technologies*
- *Kirkpatrick Richardson, EIT – Not Currently Employed*
- *Eldon Wong, P.Eng. – Cambio Earth Systems*
- *Peter Angus, P.Eng. – Schneider Electric*
- *Martin Petruk, P.Eng. – Vancouver Airport Authority*
- *Dr. Bastian Tenbergen, Ph.D. – State University of New York at Oswego*
- *Dr. Traore Issa, Ph.D., P.Eng. – University of Victoria*
- *Caleb Shortt, M.Sc. – Sophos*
- *Arlene McConnell – OSI Maritime Systems*
- *Fieran Mason-Blakely, P.Eng. – Leverage Analytics*
- *Younes Rashidi, P.Eng., – Hedgehog Technologies*
- *Eric Zheika, P.Eng. – Information Systems Branch BC Government*
- *Pieter Botman, P.Eng. – True North Systems Consulting*
- *Mark Sudul, P.Eng. – Archipelago*
- *Ian Patterson – Plurilock Security Inc.*
- *Susan Perkins – Genologics*

Consultation:

- *Engineers and Geoscientists BC Software Engineering Advisory Group (SEAG)*
- *Engineers and Geoscientists BC High Technology Advisory Group (HTAG)*
- *Engineers and Geoscientists BC Professional Practice Advisory Group (PPAG)*

RECOMMENDATIONS

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

MOTION

Consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approves *Professional Practice Guidelines* – to be published following editorial and legal review. The Board’s approval is based on confirmation that the following criteria have been met as outlined in the Board Policy on Professional Practice Guidelines:

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



	OPEN SESSION
	ITEM 2.3
DATE	September 4, 2024
REPORT TO	Board for Approval
FROM	Mark Rigolo, P. Eng., Director, Programs and Continuing Education Chelsea Ram, EDI (Equity, Diversity, and Inclusion) Coordinator
SUBJECT	Territorial Acknowledgement Policy
LINK TO STRATEGIC PLAN	Social Responsibility

PURPOSE: To update Engineers and Geoscientists BC’s official policy on the use of Territorial Acknowledgements for the organization.

MOTION: That the Board approve the Revised Territorial Acknowledgement Policy as presented.

BACKGROUND

Engineers and Geoscientists BC’s original Land Acknowledgement Policy was developed and approved in 2021. It outlined a consistent approach to land acknowledgments for staff and other representatives such as volunteers and Board members. The original policy also provided resources to support these representatives in the development of their own acknowledgments.

Since the original policy's development, best practices in terminology have changed, and as an organization we are moving forward more meaningfully along a path of Truth and Reconciliation. As we have progressed in our journey of understanding, we decided that it was time to review and revise the Land Acknowledgement Policy this year. The revised version makes several changes and improvements that incorporate our current learnings about reconciliation with Indigenous Peoples. We are bringing the revised version of this policy to the Board for approval after its content was reviewed, discussed and approved at the Governance Subcommittee meeting on August 13, 2024.

DISCUSSION

The updated Engineers and Geoscientists BC's Territorial Acknowledgement Policy advances our organization along a path towards Truth and Reconciliation.

The updated policy was developed over four months in collaboration with Indigenous consulting firm, Porttris Consulting Group. The policy continues to provide guidance to staff, Board members and volunteers on Engineers and Geoscientists BC's approach to Territorial Acknowledgements and which meetings require a Territorial Acknowledgement.

The new Territorial Acknowledgement Policy also updates key terminology, such as the use of Territorial Acknowledgment instead of Land Acknowledgment, to reflect current best practices in this area. This recognizes how, since time immemorial, Indigenous stewardship of this area has included caring for not just the lands, but also the waters, plants, animals, and air.

In addition to the policy document itself, an accompanying document with Territorial Acknowledgment Examples was developed to support staff and volunteers. This separate document includes key guidance on how to develop a Territorial Acknowledgement as well as providing several examples of Territorial Acknowledgements of varying length. These suggestions allow staff, Board members and volunteers to take part in the practice of Territorial Acknowledgments based on their own comfort level and illustrates how they can progress when they are ready to do so. These are meant as suggestions only. EDI staff can also help prepare territorial acknowledgments in consultation with Board members who present at EGBC functions, or who officially represent EGBC at functions, if requested to do so.

The Territorial Acknowledgment Policy and accompanying documentation support staff and other organization representatives in improving their understanding of best practices in delivering a Territorial Acknowledgment. For example, the original Land Acknowledgement Policy sample included the use of "traditional" territories which we now understand to be an outdated term that denotes historical connections and minimizes Indigenous Peoples' current connection to a space.

External legal counsel identified a concern relating to the Freedom of Information and Protections of Privacy Act (FOIPPA) when making the acknowledgement as personal information may be disclosed and recorded. The updated examples document has been modified to address this concern. After additional consideration and discussion, legal counsel determined that with this change no additional modifications to the policy were required. Content in both documents has been accepted by our legal team and the Indigenous consultant Engineers and Geoscientists BC engaged on this project.

To support the rollout of the new Territorial Acknowledgment policy, the organization will provide voluntary training to Engineers and Geoscientist BC representatives. We are starting with a session for staff on September 12. This training will cover:

- Context on our organizational responsibility to Truth and Reconciliation
- Background on Territorial Acknowledgements
- Updated Territorial Acknowledgment Policy Impacts on staff and volunteers

We are also developing sessions for volunteers and workshop sessions that are intended to help understand and practice Territorial Acknowledgements.

To keep Engineers and Geoscientists BC's organizational commitment to Truth and Reconciliation evergreen, the Truth and Reconciliation strategy will be reviewed by the Board on an annual basis. An annual review of this policy was strongly recommended by Porttris Consulting Group to ensure that the Board remains aware of organizational advances in Truth and Reconciliation as they develop and this will be done as part of the strategy review.

The update from the original version of this policy has been extensive and so we did not provide a red-lined version of the original for comparison. However, the original version is available for review as an attachment.

At their August 13, 2024, meeting, the Governance Subcommittee recommended that the Board approve the new Territorial Acknowledgement Policy.

RECOMMENDATION

It is recommended that the Board follows the Governance Subcommittee's recommendation and approves the new Territorial Acknowledgement Policy.

MOTION

That the Board approve the revised Territorial Acknowledgement Policy as presented.

[APPENDIX A – Previous Territorial Acknowledgement Policy](#)

[APPENDIX B – Revised Territorial Acknowledgement Policy](#)

[APPENDIX C – Territorial Acknowledgement Example Document](#)

APPENDIX A: PREVIOUS TERRITORIAL ACKNOWLEDGMENT POLICY

POLICY	Policy on making territorial acknowledgement statements
DATE OF POLICY	February 5, 2021
APPROVED BY	

POLICY STATEMENT

This policy outlines when a statement of territorial acknowledgement should be made while conducting the business of Engineers and Geoscientists BC.

PURPOSE

Providing a territorial acknowledgement for a given First Nation is a deliberate acknowledgement that that Nation has had a relationship since time immemorial with the land we are standing on. It is a sign of respect and recognition, and a small step in promoting awareness to support reconciliation with Indigenous peoples in British Columbia. We are acknowledging the ties the descendants of those first peoples have to the land - its importance to their culture, ceremonies, and traditions.

This policy provides guidance for when such an acknowledgement should be made and also provides an outline of the format and some of the Nations on whose land we conduct business most frequently.

APPLICATION AND SCOPE

The territorial acknowledgement to be used for the organization's events and meetings is a simple acknowledgement of the treaty or traditional land and the people whose history is tied to that land.

A formal territorial acknowledgement will be recited respectfully at the start of the following meetings and events by the leader of the gathering (indicated below in parentheses):

- The Annual General Meeting (President or designate)
- The Annual Conference (CEO, President or designate)
- Induction Ceremonies (CEO or designate)
 - All meetings and gatherings of Council, its subcommittees and the statutory committees carrying out the business of Engineers and Geoscientists BC (President or Committee Chair)
 - All Branch AGMs (Branch Chair or designate)

- Any event with government officials present (CEO or designate)
- All live Continuing Education events (PD Coordinator or designate)

While not required, it is encouraged that a formal territorial acknowledgement be recited respectfully at the start of the following meetings and events:

- All Branch meetings and events (Branch Chair or designate)
- All large in-house events – all staff meetings, social gatherings (CEO, designate or Master of Ceremonies)

The following script is suggested:

Before going further, I wish to acknowledge the ancestral, traditional and unceded Aboriginal territories of the _____ (i.e. Coast Salish) Peoples, and in particular, the _____ (name of First Nations, ex. the Squamish, Musqueam, and Tsleil-Waututh First Nations in Vancouver) on whose territory we work (or: on whose territory we stand).

APPENDIX B: REVISED TERRITORIAL ACKNOWLEDGEMENT POLICY

POLICY DOCUMENT

POLICY	Policy on making Territorial Acknowledgement statements
DATE OF POLICY	2024
APPROVED BY	

POLICY STATEMENT

This policy outlines Engineers and Geoscientists BC's approach to Territorial Acknowledgements. This policy was developed internally by staff, and in partnership with an Indigenous consultant.

PURPOSE

Territorial Acknowledgments are a way to decolonize our operations. One strategy of colonialism is the systematic removal of Indigenous Peoples from their lands, families, communities, and cultural practices. The removal of Indigenous Peoples from society is a tool of colonialism that has been used in Canada. Giving a Territorial Acknowledgement increases Indigenous Peoples visibility and acknowledges the full history of what we now know as Canada. Territorial Acknowledgments are also rooted in the Indigenous practices of self-location and respect for host nations.

The current policy reflects Engineers and Geoscientists BC's progress on reconciliation with Indigenous people. Recognition and respect are essential elements of healthy reciprocal relations. These relationships are key to reconciliation, which Engineers and Geoscientists BC is committed to building.

This requires recognition throughout all levels of the organization of Truth and Reconciliation and how that translates to support and engagement with staff and registrants. This policy is one component of a larger context of genuine and ongoing work to forge real understanding and to challenge our legacy of colonialism, as a regulator.

This policy provides guidance to staff, Board members and volunteers on Engineers and Geoscientists BC's approach to Territorial Acknowledgements. Territorial Acknowledgements are learning and teaching moments, that catalyze further acts of reconciliation.

BACKGROUND

Engineers and Geoscientists BC is actively walking on a path towards Truth and Reconciliation. We are progressing along this path as a professional regulatory body in what is now known as British Columbia. The Office of the Superintendent of Professional Governance (OSPG)'s Standards of Good Regulation state that regulators should take action within their operations to support reconciliation with Indigenous Peoples.

Our commitment listed below is intended to align with the Professional Governance Act (PGA) and aid our organization in moving towards meaningful action related to United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Declaration on the Rights of Indigenous Peoples Act (DRIPA), and the Truth and Reconciliation Commission's Calls to Action.

COMMITMENT

Engineers and Geoscientists BC's intention in updating its original Territorial Acknowledgment Policy is to begin the next stage of our organizational reconciliation journey. This is meant to be a small, initial step which will be followed by the development of a comprehensive organizational Truth and Reconciliation Strategy.

SCOPE

EXTERNAL MEETINGS

A Territorial Acknowledgement will be given at the start of the following meetings and events by the most senior person or the meeting lead for the gathering:

- The Annual General Meeting
- The Annual Conference
- Induction Ceremonies
- All Board meetings and gatherings, including its subcommittees and the statutory committees carrying out the business of Engineers and Geoscientists BC
- All advisory group and sub-group volunteer meetings

INTERNAL MEETINGS

Although staff are encouraged to share a territorial acknowledgement at the beginning of any meeting or gathering, a formal Territorial Acknowledgement will be recited at the start of the following meetings and events by the leader of the gathering:

- Monthly All-Staff meetings
- Formal social gatherings such the All Staff Holiday party
- Other meetings engaging all staff
 - This includes Lunch and Learns, staff training, etc.

- Divisional and department meetings (strongly encouraged)

For both external and internal meetings, leaders can also offer an opportunity to other staff to deliver a Territorial Acknowledgement, if it has been discussed in advanced and arranged by the parties involved. This provides an opportunity for other staff members to participate in the practice of delivering Territorial Acknowledgements.

Anyone who is expected or scheduled to give a Territorial Acknowledgement needs time to prepare and practice their acknowledgement. Please incorporate this into meeting and event planning sessions.

Do not expect elders or representatives from local Indigenous communities to deliver Territorial Acknowledgements or Welcomes unless this has been pre-arranged.

APPLICATION

This policy is supported by the Territorial Acknowledgement Examples document which exists separately. These examples will evolve over time.

APPENDIX C: TERRITORIAL ACKNOWLEDGEMENT EXAMPLE DOCUMENT OVERVIEW

TERRITORIAL ACKNOWLEDGEMENT EXAMPLES

OVERVIEW

These Territorial Acknowledgement examples are intended to support our staff and other representatives in delivering thoughtful and respectful Territorial Acknowledgements at the beginning of their meetings and in other spaces.

There are, three key components to include in each acknowledgement:

1. Positionality
Who you are, where you are from, and how you self-locate in society
2. Acknowledgement of the local Territory(ies) and Peoples
Recognize the land and waters themselves and the Peoples who emerged from and have been stewarding these Homelands
3. Intentionality
Making your good intentions known

The examples in this document can guide you on language and messaging. If comfortable, individuals can develop their own Territorial Acknowledgements that include the three components listed above.

The following are suggestions. If you do not wish to share your personal information, you may omit your personal information when delivering a Territorial Acknowledgement.

KEY TERMS

Peoples/Nations: Peoples (using an uppercase “P”) can be used interchangeably with the word Nation[s]. They are both collective nouns. People, without an ‘s’, often means individuals within a nation or diverse nations.

Self-locate: A means of identifying the historical, social, and cultural contexts that shape the story of our lives. This allows us to better acknowledge the lens through which we see the world and unpack our own assumptions and biases.

Territory: Refers to the geographic area identified by an Indigenous community as the area that they and/or their ancestors have emerged from, cared for, and occupied. Territory includes land, waters, sky/air, plants, and animals. Territory should be capitalized when referring to a specific space (like you would capitalize city when referring to City of Kamloops) and lowercase when referring to a general space.

Unceded: When referring to territory this means that First Nations never ceded, legally signed away, or surrendered their title over the lands to the Crown or to Canada.

Treaty: A nation to nation agreement which sets out terms and conditions of ongoing rights and obligations on all sides.

THINGS TO NOTE

- These Territorial Acknowledgement examples are a starting point for Engineers and Geoscientists BC representatives. Territorial Acknowledgements are living, and can change each time you deliver one, depending on your life experience and connection with the Territory and Peoples
- In this document, square brackets '[_____]' indicate words that will be different based on your current local context and personal positionality
- Any text in (red) indicates sample and suggested wording that representatives might choose between
- When referencing local Indigenous Territories take time to confirm if these lands are unceded, treaty, or fall under another designation

KEY TERMS

Ancestral: Used to describe kinship ties to territory and homelands that was and still is stewarded by Indigenous Peoples.

Traditional: A relationship or activity rooted in the past. *Engineers and Geoscientists BC does not recommend using this term within Territorial Acknowledgements. As, Traditional Territories denotes historical connections that minimize Indigenous Peoples' current connection to a space.

Time immemorial: A term identifying that Indigenous Peoples have lived and cared for Territories and Homelands since a time before memory or record. It centers Indigenous Peoples' 15,000+ years existence here and de-centers Europeans arrival and colonization in B.C. in the mid-19th century.

TERRITORIAL ACKNOWLEDGEMENT EXAMPLES

SHORT VERSION

Hello everyone, my name is _____ (your name) and I am speaking to you today as _____ (role with the organization) with Engineers and Geoscientists BC. I am _____ (reference to your lineage or how you came to the area; e.g. a settler on these lands, an immigrant to this area, etc.).

To begin, I respectfully acknowledge the [unceded] Territories of the [_____ Peoples/Nation/First Nation/Band]. Since time immemorial, the [_____ Name of the Nation(s)] Peoples have stewarded and cared for this area. Their Homelands are places we live and work today. Let us continually educate ourselves about Indigenous Peoples, the Canadian Government, and the full history of these lands and waters.

We share this Acknowledgment as a way of demonstrating our ongoing intention to be a [good relatives/have good relations/on our journey towards Truth and Reconciliation] here.

MEDIUM VERSION

Hello everyone, my name is _____ (your name) and I am speaking to you today as _____ (role with the organization) with Engineers and Geoscientists BC. I was born in _____ (your birthplace, can reference the Territories or Peoples of that place) and am a _____ (e.g. grateful visitor on

these lands/settler). My heritage is _____ and _____ (reference to your lineage or how you) and [I/my family] arrived in these lands _____ years ago.

Let's begin by respectfully acknowledging the Indigenous Peoples of the lands that we are on today and their cultural, spiritual, and economic ties to their Territories that continue today. Personally, I would like to acknowledge that I am participating in today's meeting from the [ancestral and unceded] Territories of the [Broader nation, e.g. Stó:lō Peoples], specifically the _____ Peoples/Nation (specific Nation or Nations). In English this means _____ (what is the English translation for the Nations or communities or place).

Acknowledgments make visible our commitment to continue learning about the full history of what we now know as Canada and to be part of building positive relationships with Indigenous Peoples and their Territory(ies). (e.g. share one of your commitment could be your team, your family is doing) [One way I have been learning/reflecting this month is _____.]

LONG VERSION

Hello everyone, my name is _____ (your name) and I am speaking to you today as _____ (role with the organization) with Engineers and Geoscientists BC. I am _____ (reference to your family's lineage in Canada; e.g. an 4th generation settler on these lands) and was born in _____ (reference the Nation(s) or Treaty area that you were born in) Territory and raised in _____ Territory. I carry ancestry from _____ and _____ (reference your family's ethnic roots or Nationhood). A little about me, my pronouns are _____ and I connect with the land here by _____ and _____ in my free time / I am passionate about _____ (link the personal component to your connection to this land/territory/space).

I would like to begin by gratefully acknowledging the [_____ Broader nation Group (Broader nation e.g. Dakelh (Carrier)), whose Homelands are the [ancestral and unceded] Territories/lands/waters that we are on today, specifically the [_____ Peoples/Nation(s)/First Nation/Band (specific Nation(s) of the area/location)]. When we consider the role of our registrants, it is important to acknowledge, the role engineers and geoscientists have as they work within the Territories, which includes the land, and waters, and air/sky/environment. Since time immemorial, Indigenous Peoples have and continue to have a deep and abiding connection with their Territory.

Something I've learned about this Territory is _____ (reference a new learning of the area). It's great to be together in person, and to share where we come from and where we are today so we can understand ourselves as part of this unique environment/ecosystem/place. These Territories, which many of us call home, continue to be places of Indigenous culture, knowledge and resurgence. Recognizing Indigenous Territories offers us an opportunity to reflect on and be grateful for the benefits nature provides for us and consider our collective responsibility to care for these important places.

When we consider the role of our organization, it is important to recognize that Engineers and Geoscientists BC was built upon a foundation rooted in colonialism. Reflecting upon this reality can help us to identify constructs within our organization that create inequities that we can address. Engineers and Geoscientists BC has developed a commitment that outlines how we are working towards supporting registrants and representatives in their journeys within Truth and Reconciliation. It also outlines how our organization is providing opportunities for improving understanding and knowledge of local Indigenous Peoples, cultures, and histories. In my role as _____ (your role) I am _____ [add your own role's responsibility or contribution to EGBC's

commitment to Indigenous Peoples/Truth and Reconciliation/actions/policy/responsibility to/etc. – action items].

Engineering and geoscience professionals have a responsibility to understand that they often support projects that have considerable effects on the environment, Indigenous communities. That work can add to the hardships and safety concerns of Indigenous Peoples, such as women and girls as well as cumulative effects to their Territories. Engineers and geoscientists should work collaboratively to develop solutions that are positive for all parties. We're working towards proactive education and engagement to be part of the change.

We are all on our own personal and professional learning journeys. **This month/week/Recently** I have been _____ [add an example of your own learning journey within the space of T&R, UNDRIP and Indigenous communities]. As a society/an organization we are committed to educating ourselves about Indigenous Peoples, the continued impact of colonization through Canada, and the full histories of these lands and waters.

ONLINE VERSION

Hello everyone, my name is _____(your name) and I am speaking to you today as _____ (role with the organization) with Engineers and Geoscientists BC. I am _____ (family history in Canada or lineage; e.g. an 4th generation settler on these lands).

While we meet on a virtual platform, I would like to recognize the importance of relationships within the Territories that we are in. I am participating in today's meeting from the [ancestral, and unceded] territories/lands/waters/etc. of the [_____] (Broader nation group e.g Interior-Salish Secwepemc)], specifically the [_____] Peoples/Nation/First Nation/Band]. If you would like, put in the chat whose Territory you are meeting from.

From coast to coast to coast, we recognize the time-honoured relationships that Inuit, Métis, and First Nations Peoples have with their Homelands. Starting with an Acknowledgment allows us to begin the meeting with gratitude to the lands and Peoples, and to share that we have intentions to be [a good relative/have good relations on our journey towards Truth and Reconciliation] and do good work while on/in these Territories.

WHERE TO GO TO FIND THE INDIGENOUS PEOPLES OF THE TERRITORIES THAT YOU ARE LOCATED

The Indigenous Peoples on whose territories that you are on will change depending on your location. If you are not already aware of whose territory you are participating or leading a meeting from, there are several online resources you can use, including:

- [Whose Land - Welcome!](#)
- [Native-Land.ca | Our home on native land](#)
- [Aboriginal and Treaty Rights Information System \(rcaanc-cirnac.gc.ca\)](#)

NOTE: The information available in the links above may or may not be verified. These maps and available resources may not represent official or legal boundaries or information. If you need to confirm a definitive boundary for a legal purpose, please connect with the nation directly to confirm.



OPEN SESSION

ITEM 2.4

DATE	September 5, 2024
REPORT TO	Board for Decision
FROM	Deesh Olychick, Director, Corporate Governance & Strategy
SUBJECT	AGM Agenda
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 approve the agenda for the 2024 AGM.
Motion	That the Board approve the agenda for the 105 th Annual General Meeting of Engineers and Geoscientists BC.

BACKGROUND

The Annual General Meeting (AGM) will be held in a hybrid format on Wednesday, October 16, 2024. As outlined in the AGM Rules of Order, the Board is responsible for approving the agenda.

DISCUSSION

The proposed agenda for the 105th AGM is included as **APPENDIX A**. As with previous years, the agenda is largely set by precedent, and while it reflects a very similar structure to previous years, wherever possible, presentations are being streamlined to allow more time for registrant questions and debate. The agenda has been developed in consultation with the Board Chair.

The meeting will include a land acknowledgement/welcome, an annual report, and reports from our national bodies. In addition, the BC Society of Engineering and Geoscience will provide an update report on their progress. The Office of the Superintendent of Professional Governance wishes to convey its regrets that it is not able to present at this year's meeting.

For consideration at the meeting, registrant motions will be accepted until 5pm on September 14, 2024. The agenda will be published no less than 14 days in advance of the meeting.

RECOMMENDATION

That the Board approve the agenda for the 2024 AGM of Engineers and Geoscientists BC.

MOTION

That the Board approve the agenda for the 105th Annual General Meeting of Engineers and Geoscientists BC.

APPENDIX A – AGM Agenda



105th ANNUAL GENERAL MEETING AGENDA

Wednesday, October 16, 2024 | 2:00 pm–5:30 pm

1. Welcome and Introductions
2. Overview of Meeting Rules and Protocols
3. Annual Report
4. Update Report from BC Society of Engineering and Geoscience
5. Reports from Engineers Canada and Geoscientists Canada
6. AGM Motions
7. In Memoriam
8. Recognition of Outgoing Board Members
9. Introduction of 2024/2025 Board
10. Closing Remarks and Announcements
11. Adjournment



OPEN SESSION

ITEM 2.5

DATE	September 4, 2024
REPORT TO	Board for Decision
FROM	Ramin Seifi, P.Eng. FEC, Director, Professional Practice Standards and Development Harshan Radhakrishnan, P.Eng., SCR®, Manager, Climate Change and Sustainability Initiatives Virginie Brunetaud, P.Ag., CC-P, Climate Strategist Megan Archibald, Director, Communications and Engagement
SUBJECT	Terminology Updates to Engineers and Geoscientists BC's Strategic Plan
LINKAGE TO STRATEGIC PLAN	Social Responsibility: We have a positive impact on the world – by advancing EDI, reconciliation with Indigenous Peoples, and climate action.

Purpose	a) To provide the rationale and alternate wording for updating the term “stakeholder” in Engineers and Geoscientists BC’s Strategic Plan; and b) To provide an overview of the need for and importance of including a reference to sustainability in the Strategic Plan
Motion	That the Board approve the terminology changes to Engineers and Geoscientists BC’s Strategic Plan.

BACKGROUND

Following the release of Engineers and Geoscientists BC’s 2022-2027 Strategic Plan, a full spectrum of initiatives was planned that are underway to fulfill its Vision. These include strategies focusing on both internal and external climate action, and building trust with registrants, the public, and others through engagement initiatives.

In line with our efforts to advance equity, diversity and inclusion (EDI) and Truth and Reconciliation (T&R), staff have noted the need to incorporate some terminology updates to the Strategic Plan to ensure the language accurately reflects the intent and is appropriately aligned with initiatives undertaken and proposed. These updates include utilizing an alternate wording to “stakeholder” and adding a reference to “sustainability”.

Rationale for Change: Stakeholder

The term “stakeholder” has historically served as a key concept in management theory and organizational practices in the corporate world, indicating groups or individuals who share an interest or “stake” in, or who are impacted by, an organization’s decisions or actions.

Despite its widespread use, the term “stakeholder” has come under scrutiny in recent years for its colonial connotations and its ambiguity.

The term originated in the 18th century, referring to staking an ownership claim on land – a process that almost always dispossessed these lands from Indigenous peoples. The term can evoke a history of colonialism, exploitation and exclusion, and it does not adequately reflect the unique status of Indigenous peoples as original inhabitants and custodians of their lands (rights holders).

It has also lost meaning over time, often used as a blanket term. This can minimize the diverse communities that might be part of a consultation process by diminishing the voice of groups that might be more directly or significantly impacted by a decision.

In all our communication, we need to consider the impact of the words we choose. We want our organizational language to support our commitment to Truth and Reconciliation, clearly communicate our intentions, and ensure those we are communicating with feel seen, heard, and understood.

We have therefore decided to stop using the term “stakeholder”, and to instead use more specific language that accurately reflects the impact and intention of our engagement efforts. For example:

- “We want to engage with our ~~stakeholders~~ [registrants and volunteers](#) to get feedback on this issue.”
- “We need to demonstrate to ~~our stakeholders~~ [those we are accountable to – including government, the public, and our registrants](#) – that we are a modern, progressive regulator.”
- “This project will ensure we engage with ~~our stakeholders~~ [registrants, the structural engineering community, and the broader building sector](#) to understand how changes to the Struct.Eng. designation will impact them.”

Changes to the Strategic Plan

The term “stakeholder” appears throughout our Strategic Plan, most notably in the title of the “Stakeholder Engagement” pillar. We have decided to update this title to “Trusted Partnerships.”

Changes to this pillar are highlighted in the table below:

Currently: Stakeholder Engagement	Changed to: Trusted Partnerships
<p>We demonstrate to our registrants and stakeholders, through tangible actions, that we are a trusted regulator focused on protecting the public interest.</p> <ul style="list-style-type: none"> • Clarify our organization’s role through clear communication that builds confidence and trust with our stakeholders. • Establish an inclusive approach to regulation for new and emerging areas of practice of engineering and geoscience. • Foster an effective working relationship with the OSPG through open communication and an investment in shared goals. • Create a roadmap for Engineers and Geoscientists BC to become a collaboration hub and define strategies for success. <p>Strengthen our collaborative working relationships with all PGA regulators.</p>	<p>Through tangible actions, we demonstrate to our registrants, the public, government, and industry partners that we are a trusted regulator focused on protecting the public interest.</p> <ul style="list-style-type: none"> • Clarify our organization’s role through clear communication that builds confidence and trust with our registrants and the public. • Establish an inclusive approach to regulation for new and emerging areas of practice of engineering and geoscience. • Foster an effective working relationship with the OSPG through open communication and an investment in shared goals. • Create a roadmap for Engineers and Geoscientists BC to become a collaboration hub and define strategies for success. <p>Strengthen our collaborative working relationships with all PGA regulators.</p>

This pillar expresses our desire to communicate strategically to build trust and to partner and collaborate with others to advance our goals. “Trusted Partnerships” communicates the vision expressed here: we have the trust of registrants and the public, we view regulation in an inclusive way, and we have a strong relationship with the OSPG and PGA regulators, built on collaboration and shared goals.

The first initiative in this pillar will focus on registrants in Phase 1 and the public in Phase 2. Adjusting the wording here ensures our language reflects the audience this work will focus on, rather than the more generic “stakeholders.”

Rationale for Change: Sustainability

Beyond its work on climate change which includes the development of a first of its kind climate change action plan and professional practice guidelines, Engineers and Geoscientists BC has had a long history in terms of developing professional practices resources, offering continuing education events and recognition related to sustainability. While climate action is focused mainly on climate change adaptation and greenhouse gas emissions mitigation, sustainability encompasses broader goals based on the three sustainability pillars: environmental protection, social equity, and economic viability (see Table 1 below for the definitions). Climate action is generally considered to be a subset of sustainability, recognized as such throughout the industry, regardless of context and geographic location. It represents one (Action #13) of the 17 Sustainable Development Goals (SDGs) developed by the United Nations.

Climate Change and Climate Action	Sustainability
<p>Climate Change is the long-term change (increase or decrease) in average and variability of temperatures, precipitation and weather patterns. Climate Action comprises of mitigation, which is focused on reducing greenhouse gases (or GHG) emissions and adaptation which is focused on increasing our capacity to adapt.</p>	<p>The United Nations Brundtland Commission defines sustainability as “...meeting the needs of the present without compromising the ability of future generations to meet their own needs.”</p>

Table 1. Definitions of Climate Change, Climate Action and Sustainability



Figure 1: Sustainable Development Goals Developed by the United Nations

Since the early 1990s, when Engineers and Geoscientists BC first released its *Professional Practice Guidelines – Sustainability*, we have consistently supported and encouraged our Registrants to adapt sustainable principles within the practice of professional engineering and geoscience. This includes hosting one of the longest continuously running Sustainability Advisory Groups for a regulatory body (which has now been merged as the Climate Change and Sustainability Advisory Group), hosting the Sustainability panel events each year, developing reference materials, offering an Innovation in Sustainability Award, and developing a Regulatory Learning Module on the topic of climate change and sustainability, which provided a detailed account on how registrants can follow the requirements of the Professional Practice Guidelines to integrate sustainability into professional practice. In essence, the adding a reference to sustainability with our Strategic Plan is consistent with, validates and recognizes, the work that is currently being undertaken.

This addition will not detract from our climate action commitments but will enable us to engage on a wider set of sustainability indicators and explore how these may impact sustainability outcomes on engineering/geoscience projects. It will also enable making the connection to our work much more seamless as Engineers and Geoscientists BC's Professional Practice Guidelines on Sustainability discusses Equity, Diversity and inclusion, as well as Truth and Reconciliation imperatives as ethical considerations for both our individual and firm registrants. Our recent work on *Professional Practice Guidelines – [Preparation of One Water System Risk Management Plans in British Columbia](#)* also has a strong sustainability focus which is not readily affiliated as part of climate action (of note, Engineers and Geoscientists BC has won a [Water Canada award](#) for its work on these guidelines).

We have been engaging with our Advisory Group members and discussing the opportunity to develop new registrant facing programs that relate to climate action (as part of developing our Organizational Climate Strategy). While they welcomed the idea, they suggested that broadening the engagement to include elements of sustainability would elicit greater participation overall and participation from a wider set of firms (including those who are only tangentially impacted by or impacting climate change).

Conclusion

The change to the Strategic Plan (removal of “stakeholder”, addition of reference to sustainability) will ensure our language is clear, intentional, and aligns with our EDI goals. In addition, it:

- Is consistent with, and recognizes, the work that is currently being undertaken;
- Is an addition to (and not a detraction from) our Climate Action commitments;
- Will validate our work on wider set of sustainability indicators;
- Will strengthen the connection with other work under the Social Responsibility imperative, including EDI and T&R, making development of associated professional practice guidelines much more seamless; and

- Helps address comments and concerns brought to our attention by registrants, via, and including our Climate Action and Sustainability Advisory Group.

Tracked edits can be viewed in [APPENDIX A](#).

MOTION

That the Board approve the terminology changes to Engineers and Geoscientists BC's Strategic Plan.

[APPENDIX A – Tracked changes version of Strategic Plan terminology updates.](#)



2022-2027 STRATEGIC PLAN:

WORKING TOGETHER FOR A SAFE AND RESILIENT BC

Working Together for a Safe and Resilient BC

The professions of engineering and geoscience are integral to nearly every field of human endeavour. They are at the forefront of shaping innovation and growth in British Columbia and create the solutions that drive our world forward. Since 1920, Engineers and Geoscientists BC has been here to make sure that, in the delivery of this work, the highest professional and ethical standards are upheld.

Each new year brings incredible advances to how we live and work and new and complex challenges our society must face. And while our primary focus remains the same – protecting the public interest – we know that we must also adapt in order to ensure the continued safety, resilience, and evolution of the communities we all call home.

Engineers and Geoscientists BC's 2022-2027 Strategic Plan establishes a new vision for the organization: modern regulation for a resilient world. It will guide our decisions, steer our operations, and shape our future as an inclusive, progressive, and future-focused regulator. With an emphasis on modernized processes, collaboration with partners, agile regulation, and social impact, we seek to prove that regulation and innovation are not mutually exclusive.

Together with our registrants, industry partners, and the broader regulatory community, and stakeholders, we can build a strong and resilient British Columbia during a time of great change.

2022 – 2027 STRATEGIC PLAN

Our five-year Strategic Plan charts a course for Engineers and Geoscientists BC to become a modern and progressive regulator.

Our Vision communicates our deep-seated ambitions for the future, and our Mission brings clarity of purpose to our primary mandate: protecting the public interest.

VISION

Modern regulation for a resilient world.

MISSION

We serve the public interest as an inclusive, progressive, and future-focused regulator.

VISION OUTCOMES

Our Vision Outcomes bring focus and clarity to our work. They describe the long-term outcomes we want to achieve by advancing our Strategic Plan initiatives.

PUBLIC CONFIDENCE

The public has full confidence we will deliver on our mandate. They trust us to do what we say we'll do.

Engineering and geoscience are highly valued professions; they are seen as critical to the public's safety and wellbeing.

COLLABORATION HUB

We are curators of professional knowledge. We bring people together to solve problems: registrants, government, the Office of the Superintendent of Professional Governance, ~~stakeholders~~, national bodies, and other professions/regulators. We believe diverse views create stronger solutions.

We continuously deepen our understanding of effective regulation in order to strengthen responsiveness and decision-making.

~~Our stakeholders~~ Those we work with value our input and seek our views on issues that define the future. We are widely recognized for our regulatory expertise.

FUTURE READY

We value regulatory innovation; we anticipate tomorrow's challenges and opportunities and constantly adapt to stay relevant and support strong professional practice.

Our processes are adaptable to enable agile regulation.

Traditional and emerging areas of practice combine to create a new landscape for engineering and geoscience in BC. Our province benefits from a strong and sustainable flow of new, qualified registrants into the professions.

SOCIAL RESPONSIBILITY

We reflect the diversity of the public we serve.

We have a positive impact on the world – by advancing Equity, Diversity, and Inclusion (EDI), reconciliation with Indigenous peoples, ~~and~~ climate action and sustainability.

We make progress by continually educating ourselves and taking meaningful action.

STRATEGIC IMPERATIVES

Our Strategic Imperatives define what success looks like and bring our strategy to life. They describe the specific work we will undertake in pursuit of our Vision.

STAKEHOLDER ENGAGEMENT-TRUSTED PARTNERSHIPS

Through tangible actions, ~~We demonstrate to our registrants, the public, government, and industry partners and stakeholders, through tangible actions,~~ that we are a trusted regulator focused on protecting the public interest.

- Clarify our organization's role through clear communication that builds confidence and trust with our ~~stakeholders~~registrants and the public.
- Establish an inclusive approach to regulation for new and emerging areas of practice of engineering and geoscience.
- Foster an effective working relationship with the OSPG through open communication and an investment in shared goals.
- Create a roadmap for Engineers and Geoscientists BC to become a collaboration hub and define strategies for success.
- Strengthen our collaborative working relationships with all PGA regulators.

PEOPLE AND CULTURE

Our talent, tools, and work environment create an engaged organizational culture.

- Align the organization's resources to effectively deliver our vision and mandate.
- Establish a formal approach to leadership development and succession planning that builds leaders at all levels.
- Establish a comprehensive program that ensures our volunteer network is supported, engaged, and sustainable.
- Modernize our virtual and physical work environment to build strong employee engagement.

PROCESS

We have efficient and effective systems in place to enable modern regulation.

- Integrate the requirements of the PGA into our operational programs and processes.
- Strengthen our data governance to deliver an improved framework for data management, integrity, and protection.
- Enhance our foundational business systems to support the long-term sustainability of the organization.
- Instill a philosophy of continuous process improvement that creates a mature and future-focused organization.

SOCIAL RESPONSIBILITY

Our internal and external initiatives advance our commitment to promoting the long-term well-being of society and the environment.

- Within the scope of our regulatory mandate, clarify our role in addressing EDI, reconciliation with Indigenous peoples, ~~and~~ climate change [and sustainability](#).
- Develop a clear strategy that details the action we will take, both internally and externally, to address EDI, reconciliation with Indigenous peoples, ~~and~~ climate change [and sustainability](#).
- Pilot new strategies that progress our commitment to social responsibility and measure their effectiveness.

VALUES

Our Values describe who we are and what we authentically and deeply relate to. In the delivery of our Strategic Plan, our Values will drive our behaviour and our decisions.

COLLABORATION

We approach challenges and opportunities with a mindset of inclusivity and shared success.

With our colleagues and ~~our stakeholders~~ others, we listen to understand. We acknowledge differences, are open and transparent in sharing what we know, and seek to build connections and relationships.

EXCELLENCE

We are passionate about what we do because we believe wholeheartedly in our duty to protect the public interest.

Our dedication to our work drives a desire to go above and beyond. We apply our diverse knowledge and expertise to build strong solutions.

INTEGRITY

We are trusted to fulfil our mandate with an unwavering focus on the public interest. We mean and do what we say.

In our decisions and our actions, we are transparent, fair and accountable.

INNOVATION

We use creativity to find solutions. We are open to new ideas and approaches as we strive for continuous improvement.

In pursuing progress, we are adaptable, brave and forward thinking.



OPEN SESSION

ITEM 3.2

DATE	August 29, 2024
REPORT TO	Board for Information
FROM	Ollie Campbell, Manager, Organizational Performance Liza Aboud, Chief Operating Officer
SUBJECT	Key Performance Indicator (KPI) Update Report
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation

Purpose:	To update the Board on Engineers and Geoscientists BC's KPI outcomes
Motion:	No motion, for information only.

EXECUTIVE SUMMARY

Following our initial report in February 2024, this report is the second to address Engineers and Geoscientists BC's updated approach to KPIs and metrics. KPI reports will be provided to the Board on a bi-annual basis (in February and September).

This report will cover 9 KPIs out of the 16 KPIs that have been developed for the organization. Within those 9 KPIs, we have reported on 16 metrics out of a total of 26 that we have developed. A dashboard for all metrics can be found at [Appendix A](#), and a complete list of our KPIs and metrics can be found at [Appendix B](#).

Unless stated otherwise, all current measurements represent data from FY23/24.

KPI	Number of Metrics Reported On
Registration Process Effectiveness	3 out of 3
Practice Guideline Effectiveness	1 out of 2
Investigation & Discipline Process Effectiveness	3 out of 3
Enforcement Process Effectiveness	1 out of 2
Resource Balance	3 out of 3
Financial Health	1 out of 1
Staff Engagement	1 out of 1
Registrant Trust	1 out of 1
Public Trust	1 out of 1
Total KPIs: 9	Total Metrics: 16

While we have been able to identify targets and benchmarks for some metrics, other metrics will require several reporting periods before realistic targets can be set. The first couple of reports will be key in setting context for the development of benchmarks, setting benchmarks, and establishing baselines for trends. It is important for the organization to establish clear trends, as well as cause/effect before committing to addressing areas for improvement.

While we don't have enough feedback yet to form an overall view of how well the organization is progressing against the strategic plan, we can confidently report on the following metrics:

Registration Process Effectiveness. Our Application Process Efficiency for the professions is trending in a positive direction. However, the Quality of Application metric appears to be trending down, with an uptick in applications from non-Canadian Engineering Accredited Boards increasing the chance of academic reconsiderations, in particular. We will continue to monitor this trend.

Practice Guideline Effectiveness: The Familiarity and Application of Practice Guidelines Among Auditees improved on the benchmark, with a particularly sharp fall in Q4 which we will track through the first half of FY25.

Resource Balance: Our Employee Vacancy metric continues to be positive, and the rate of new hires is largely balancing out the increase in organizational headcount and those leaving the organization.

Financial Health: This is the first time we have reported on our Financial Health Index in a KPI report. However, as we have sound data on our financial performance from previous years, we can generate targets and benchmarks, and can report an improvement in our ratio of expenditure to income.

Registrant Trust: While our overall Registrant Trust score has stayed constant, there are groups which report slightly lower average scores relative to all other registrants. We will monitor these cohorts for next year's report to assess/establish a pattern or trend.

Public Trust: Our Public Trust score has shown a slight improvement from our 2021 survey; the public generally trusts the organization to protect them.

DISCUSSION

PERFORMANCE AREA: REGULATORY MANDATE

KPI:	Registration Process Effectiveness		
Metric:	Application Process Efficiency – P.Eng		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
97.13%	95%	99.3%	
<p>Comment: This metric measures the percentage of individual registrant applications that receive a decision within the target timeframe. The target timeframe has been set at 180 days, a target that is likely to be formalized by the OSPG. Similar KPIs in other provinces with legislated timelines have similar targets: PEO and APEGA have a 180-day assessment timeline for 90% of their applications.</p> <p>The benchmark is taken from FY23. The 'current' score is taken from FY 2023/2024. Total numbers = 458/461. The number of applicants has fallen slightly over the FY, with 592 applications in the previous year. The recent legislation regarding internationally trained applicants has not had an impact on the metric at this early stage.</p>			

KPI:	Registration Process Effectiveness		
Metric:	Application Process Efficiency – P.Geo		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
42.31%	95%	95.2%	
<p>Comment: This metric measures the percentage of individual registrant applications that receive a decision within the target timeframe. The target timeframe has been set at 180 days, a target that is likely to be formalized by the OSPG. Upcoming legislation regarding internationally trained applicants is an area that the Registration department will continue to monitor.</p> <p>There are caveats to note with the benchmark, taken from FY23; FY23 saw a rise in the volume of completed applications as a result of a backlog from previous years. As we move into FY25, the benchmark established by FY24 may present a more accurate marker.</p>			

KPI:	Registration Process Effectiveness		
Metric:	Quality of Application Decision		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
60.7%	TBC	71.8%	
<p>Comment: This metric measures the percentage of Credentials Committee decisions that have been amended, based on the number of completed Reconsideration of Decision applications submitted by applicants. This metric indicates the accuracy of the application process and is also an indicator of the level of understanding applicants have with respect to our application processes.</p> <p>A lower percentage number indicates a higher quality of initial application decisions. With the caveat of a limited data, the Quality of Application metric <u>appears</u> to be trending down. An increase in applications from non-Canadian Engineering Accredited Boards increases the chance of academic reconsiderations, in particular. There has also been an increase in first-time applications that are submitted with incomplete or poorly crafted documentation; this leads to unfavorable decisions that are then successfully appealed with the support of improved documentation.</p>			

KPI:	Registration Process Effectiveness		
Metric:	Application Processing Capacity		
Outcome:	We process individual registrant applications in a timely and high-quality manner		
Benchmark	Target	Current	Trend
8.5	TBC	8.12	
<p>Comment: This metric measures the number of experience assessments completed and the number of assessors who completed those assessments. This metric is generated by dividing the number of experience assessments by the number of assessors. An increasing divergence between the number of assessments and number of assessors is a signal that the organization may find it increasingly difficult to meet the application processing efficiency target.</p> <p>For the benchmark (FY23), 2591 engineering and geoscience experience assessments were completed using 305 assessors. For FY24, 2885 engineering and geoscience experience assessments were completed using 355 assessors. Application processing capacity kept pace with demand.</p>			

KPI:	Practice Guideline Effectiveness		
Metric:	Familiarity and Application of Practice Guidelines Among Auditees		
Outcome:	Registrants are familiar with Practice Guidelines (PGs) and consider them relevant to their practice and use them to ensure they meet the standards and guidelines for their profession.		
Benchmark	Target	Current	Trend
7.23%	TBC	4.04%	
<p>Comment: The metric measures the number of Corrective Action Requests (CARs) for Use of Professional Practice Guidelines, divided by the total number of minor CARs; a lower number indicates registrants are familiar with Practice Guidelines. The target is to be confirmed and will be developed following 3-4 reporting cycles.</p> <p>There have been no Major Non-Conformances relating to Practice Guidelines in the previous FY, or the current reporting period. Q4 saw a significant decline in the numbers of CARs related to Use of Professional Practice Guidelines, with 2.05% of CARs being identified. We will monitor this going forward to see if the metric from Q4 represents an anomaly or trend.</p>			

KPI:	I&D Process Effectiveness		
Metric:	Percentage of Files Closed Before Disciplinary Hearing Occurs		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	TBC	88.9%	TBC
<p>Comment: This metric looks at files that proceed to the discipline stage, and measures those that are closed before a disciplinary hearing is convened, divided by the total number of files that have been closed via disciplinary action. This is a measure of both efficiency and quality. The disciplinary hearing stage is often one of the longer components in the resolution process; closing a file before a Disciplinary Hearing occurs indicates that the case compiled by EGBC is coherent and persuasive.</p> <p>The current score represents 16 out of 18 files closing before a disciplinary hearing occurs and is taken from Q2 – Q4 FY24.</p>			

KPI:	I&D Process Effectiveness		
Metric:	Percentage of Disciplinary Orders Successfully Appealed		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	TBC	N/A	TBC
<p>Comment: This metric considers the number of successfully appealed Disciplinary Orders divided by the total number of Disciplinary Orders issued. This is an indicator of the quality of our disciplinary process. Successful appeals indicate that the grounds for disciplinary action were not fully established.</p> <p>In FY24, no appeals were launched.</p>			

KPI:	I&D Process Effectiveness		
Metric:	Time Taken for Priority 1 Files to be Investigated		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	TBC	217 days	TBC
<p>Comment: Of ‘Priority 1’ files where an investigation is authorized by the Investigation Committee, the time taken from the opening of the file to the point where the Investigation Committee issues a decision at the conclusion of the investigation stage of the process. Priority 1 files represent (on balance) cases that pose a higher risk to the public or the environment and which are often more complex. Files to be tracked to a fixed point (IC decision) as this process is generally within EGBC’s control, additionally already have metric regarding discipline files.</p> <p>Since the advent of the Triage Policy, which facilitated the effective prioritization of files, only one case has proceeded to a fixed point, and this case took 217 days. As we develop a larger data set, we can gauge whether this case represents an outlier.</p>			

KPI:	Enforcement Process Effectiveness		
Metric:	Intake and Investigation Efficiency		
Outcome:	Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.		
Benchmark	Target	Current	Trend
TBC	80%	96%	TBC
<p>Comment: This metric measures the percentage of investigations of high-risk files completed within the target timeframe, measured from the point of intake to the point at which the ‘standard letter procedure’ or the ‘alternative file handling strategy’ begins. This is a measure of the efficiency with which files that pose the greatest risk to the public are investigated and a course of action to pursue compliance is taken. A benchmark will be established once more data is captured through reporting periods. The target for this metric is an 80% completion of high-risk files within 60 days.</p> <p>In Q3-Q4 FY24, 23 files were completed, and 22 (96%) were completed within the target timeframe.</p>			

PERFORMANCE AREA: ORGANIZATIONAL SUSTAINABILITY

KPI:	Resource Balance		
Metric:	Employee Vacancy Ratio		
Outcomes:	The organization has the human and financial resources to meet its mandate.		
Benchmark	Target	Current	Trend
92.8%	90%	93.5%	
<p>Comment: This metric is derived from the number of current FTE staff divided by the number of current FTE staff, plus the number of unfilled FTE staff positions. This indicates the extent to which the organization has the necessary staff to meet its regulatory mandate. The data does not take into account contract employees, or contract vacancies, of <6-month contract length.</p> <p>The total number of roles increased by 14 over the course of the FY, from 135 to 149. The ratio showed steady improvement over the course of the year, with recruitment and retention keeping pace with the increase in headcount. The highest vacancy rate occurred in Q1, with an average of 13 vacancies. As we continue to monitor the returns, we can establish whether there is a link between Quarters and vacancy rates.</p>			

KPI:		Resource Balance		
Metric:		Volunteers – Time Served on Statutory Committees		
Outcomes:		The organization has the human and financial resources to meet its mandate.		
Band	Benchmark	Target	Current	Trend
0 – 3 years	48.2%	33%	48.1%	TBC
4 – 6 years	21.7%	33%	17.7%	TBC
7 – 9 years	10.8%	33%	10.1%	TBC
9+ years	19.3%	0%	24.1%	TBC

Comment: This metric is a % of statutory committee members whose term lengths fall into the categories outlined above. Using the Term Length Policy as a benchmark, this metric provides insight as to the turnover of committee members, and how well the committees are resourced now and into the future. Benchmarks will be refined following further reporting and data capture.

The high proportion of volunteers in the 0-3 years category is indicative of the increase in committee sizes dictated by the advent of the PGA, while we've also seen an uptick in the % of volunteers over the 9+ year band. These are lagging indicators, and we probably won't see any significant changes until we introduce the updated volunteer pathway. With a small sample size for the benchmark (taken from Q2 of FY24), we will not assess trends until we have a larger data set from which to draw conclusions.

KPI:		Resource Balance		
Metric:		Volunteers – Statutory Committee Vacancy Ratios		
Outcomes:		The organization has the human and financial resources to meet its mandate.		
Benchmark	Target	Current	Trend	
90.2%	95%	85.9%	TBC	

Comment: This metric measures the number of filled volunteer positions on Statutory Committees divided by the number of filled volunteer positions on Statutory Committees plus the number of unfilled positions on Statutory Committees. It indicates the extent to which the organization has the necessary volunteers to meet its regulatory mandate.

The benchmark is provided by the metric from Q2; we will establish trends once we have a larger data set. The target number is established by Statutory Committee leads identifying an optimum number of positions to enable the Committee to function effectively. It includes lay members as well as registrant committee members who are registrants. The optimum number is typically greater than that outlined in Committee Terms of Reference, which outline the minimum number for each committee.

This metric has seen a slight dip over the FY, with the loss of 4 committee members overall.

KPI:	Financial Health		
Metric:	Financial Health index		
Outcomes:	The organization has the human and financial resources to meet its mandate.		
Benchmark	Target	Current	Trend
1.10	1.05 – 1.09	1.08	
<p>Comment: This metric measures the ratio of revenue to expenditure. Accepted industry best practice for a non-profit organization is for revenue to match expenditure.</p> <p>The benchmark is taken from the four FYs prior to FY24. The ratio peaked at 1.23 in FY22. Against the 4-year benchmark, there is a trend towards the lower end of our target range. As we gather more data, and assess trends, we can look at refining our target range.</p>			

PERFORMANCE AREA: PEOPLE AND CULTURE

KPI:	Staff Engagement		
Metric:	Staff Engagement Score		
Outcomes	Our volunteers and staff are committed to the organization and inspired to contribute to its success.		
Benchmark	Target	Current	Trend
69%	TBC	68%	
<p>Comment: This metric is derived from combining the ratings on three questions in the 2023 Employee Engagement survey:</p> <ul style="list-style-type: none"> • I feel my contribution to EGBC is valued • I would recommend EGBC to a friend as a great place to work • I am motivated to do more than what is normally required for my job. <p>This score was included in our February report, and there is no additional information to report. The organization has gone to considerable lengths to address the areas raised in the Engagement Survey, including setting up a Peer Nominated Team to review the findings and present recommendations.</p> <p>While this figure, based on the 3 questions above, comes to 68%, our organizational engagement score when considering all engagement specific questions is 67%.</p> <p>The benchmark above has been taken from the Engagement 2020 Survey result, using the same three questions. It represents an organizational benchmark, not a comparator with similar organizations.</p> <p>The organization (Talent Map) that facilitated the 2023 Staff Engagement Survey does not routinely use the questions outlined above, and therefore have no industry data against which to compare the EGBC scores with scores from similar organizations. Talent Map included these questions in the 2023 survey at EGBC’s request, for us to have a like-for-like comparator with our 2020 engagement survey results.</p> <p>As we propose to use Talent Map for engagement surveys going forward, we will in the future use their engagement score question set, and therefore be in a position to compare our scores with similar organizations, and propose targets based on those averaged industry scores.</p>			

PERFORMANCE AREA: PEOPLE AND CULTURE

KPI:	Registrant Trust		
Metric:	Registrant Trust Score		
Outcome	Registrants have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.		
Benchmark (from 2023)	Target	Current	Trend
77	80	77	
<p>Comment: The metric is based on scores from five components from the 2023 Registrant Insight Survey: transparency; fairness; responsiveness; reliability; accountability Scores can range from 20 (reflecting virtually no trust in the organization) to 100 (reflecting complete trust in the organization).</p> <p>Without high levels of trust, registrants will not consider the organization's processes, procedures, and decisions as credible. Registrants with trust scores of 80 or higher show particularly strong support for the organization.</p> <p>The benchmark is taken from 2023, and we can use it as a like for like comparator. While the score has remained consistent, sole practitioners, those registered with EGBC for 21+ years, and geoscientists have slightly lower average scores relative to all other registrants, with Trust Index Scores of 74, 74 and 72, respectively. We will monitor these cohorts for next year's report to assess/establish a pattern or trend.</p>			

KPI:	Public Trust		
Metric:	Public Trust Score		
Outcome	The public have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.		
Benchmark	Target	Current	Trend
81	80	83	
<p>Comment: A public trust score is derived from a survey of BC residents in which they mark the extent to which they rate EGBC on four components: effectively regulating the professions, instilling confidence in the public, being fair and impartial, putting the public's safety first.</p> <p>Consistent with the benchmark (the 2021 survey), the public generally trusts the organization to protect them. 83% of BC residents report a fair (57%) to great deal of trust (26%) in EGBC's ability to protect the public. Not having enough information about EGBC is the top reason for respondents to have little or no trust in the organization; those who have heard of EGBC have significantly more trust in the organization (40% have a great deal of trust) than those with no awareness (only 22% have a great deal of trust).</p>			

RECOMMENDATIONS

With an eye on the medium term (3-5 years), this second report represents further progress, with significant work undertaken to ensure that our data is robust, and that we can capture and analyse it on a regular, repeatable basis. It provides a solid framework against which to gather and report on future KPIs, and identify areas for improvement.

MOTION

No motion, for information only

APPENDIX A: KPI Dashboard Summary

APPENDIX B: Background - Engineers and Geoscientists BC Key Performance Indicators

3.2 - APPENDIX A

KPI DASHBOARD SUMMARY

KPI	Metric	Benchmarks	Target	Current	Trend
Registration Process Effectiveness	Application Processing Efficiency - P.Eng.	97.13%	95%	99.3%	
	Application Processing Efficiency - P.Geo.	42.3%	95%	95.2%	
	Quality of Application Decision	60.7%	TBC	71.8.1%	
	Application Processing Capacity	8.5	TBC	81.2%	
Practice Guideline Effectiveness	Familiarity and Application of PGs among Auditees	7.23%	TBC	4.04%	
I&D Process Effectiveness	Percentage of Files Closed Before Disciplinary Hearing Occurs	TBC	90%	88.0%	TBC
	Percentage of Disciplinary Orders Successfully Appealed	TBC	N/A	N/A	TBC
	Time Taken for Priority 1 Files to be investigated	TBC	TBC	217 days	TBC
Enforcement Process Effectiveness	Intake and Investigation Efficiency	TBC	TBC%	96%	TBC
Resource Balance	Employee Vacancy Ratio	92.8%	90%	93.5%	
	Statutory Committee Term Length Breakdown:				
	0-3 yrs	48.2%	33%	48.1%	TBC
	4-6 yrs	21.7%	33%	17.7%	TBC
	7-9 yrs	10.8%	33%	10.1%	TBC
	9+ yrs	19.3%	0%	24.1%	TBC
	Statutory Committee Vacancy Ratios	91.2%	90%	85.9%	TBC
Financial Health	Financial Health Index	1.10	1.05 – 1.10	1.08	
Staff Engagement	Staff Engagement Score	69.0%	TBC	68.0%	TBC
Registrant Trust	Registrant Trust Score	TBC	80	77	
Public Trust	Public Trust Score	81	80	83	

ENGINEERS AND GEOSCIENTISTS BC KEY PERFORMANCE INDICATORS BACKGROUND

Definitions

A KPI is a measurable value (metric) or insight (from several metrics) that demonstrates how effectively the organization is achieving its desired results. For EGBC, the KPIs under their current construct measure a combination of operational outputs, as well as some outputs against the strategic plan. KPIs typically drive business behavior, results, and influence the organization's culture.

Benchmarks: The aspiration is for each metric to have a benchmark and a target. For the organization's purposes, a benchmark is a standard or point of reference against which the metric can be measured. Benchmarks are generated through analysis of previous data, where available. In some instances where the data collection or metric is new, we will not be able to generate benchmarks until we have reported on several cycles of data collection.

Targets: A target is an objective or result toward which efforts are directed. Targets represent where we would like to get to with respect to metrics and KPIs.

Targets and benchmarks represent an ongoing area of work as the organization refines its capacity to track and gather the relevant data.

Function

Measuring, tracking, and reporting on the KPIs will facilitate the Board and Senior Leadership's ability to do the following:

- Provide informed strategic oversight and direction
- Determine the impact of initiatives
- Provide the data for evidence-based decision-making
- Enable the setting of priorities to achieve organizational goals

The KPIs and metrics are focused on outcomes that indicate the extent to which the organization can fulfill its mission: to serve the public interest as an inclusive, progressive, future-focused regulator. Therefore, metrics have intentionally excluded process metrics – e.g., the number of times an event occurs.

Mechanism

Metrics are based on two types of data sources – internal data reflecting business outcomes, and survey data reflecting the perceptions of stakeholders – the public, staff, volunteers, registrants – on key outcome measures. The survey-based metrics have been validated using either statistical analyses applied to Engineers and Geoscientists BC survey data or statistical analyses applied to other datasets with the same type of data.

Metrics derived from both types of data sources can support decision-making in cases where there is a change in performance. However, the organization will still need to diagnose why performance dropped. For example, a drop in performance on an efficiency metric (internal data) will require determining at what stage or stages in the process inefficiencies are occurring. A drop in

performance on a trust metric (survey data) will require a deeper dive into the data to determine why trust weakened.

At the Board strategy session on April 21, 2022, the Board established a number of Key Performance Questions (KPQs) to be addressed through KPIs and associated metrics. These Key Performance Questions are as follows:

Area	Key Performance Questions
Regulatory Mandate	How well are we performing our regulatory mandate?
Organizational Sustainability	How well have we aligned our resources, both human and financial, to meet our mandate now and into the future?
Internal Business Systems	Do we have all the necessary business systems in place? To what extent are our business systems effective and efficient?
Learning and Growth* (People and Culture)	How well are we improving employee engagement (well-being, work/life balance, satisfaction, development, career progression)
	How well are we improving volunteer engagement? (recruitment and retention, pipeline)
Stakeholders	To what extent do we have stakeholders' confidence and trust that we are fulfilling our mandate?
Social Responsibility	How well are we fulfilling our role in advancing EDI, T&R and Climate action?

Measurement

Based on these Key Performance Questions, the organization has developed the KPIs, and metrics contained below. Metrics are the data that make up each of the KPI – each KPI can have a number of metrics.

The metrics reflect key outcomes that meet the criteria of the SMART framework:

- **Specific.** The metric needs to be well defined, clear, and unambiguous
- **Measurable.** Has specific criteria that measures progress toward the accomplishment of the goal
- **Achievable.** The benchmark and targets need to be attainable and realistic
- **Relevant.** Pertinent to the Key Performance Question (KPQs), and the KPIs. The KPIs and associated metrics should also be used for other reporting purposes, where appropriate
- **Timebound.** Measured within a set timeframe that is understood in advance

REGULATORY MANDATE

Outcomes: We process individual registrant applications in a timely and high-quality manner

KPI	Metric(s)	Justification	Measurement Interval
Registration Process Effectiveness	Application Processing Efficiency The percentage of individual registrant applications that receive a decision within the target timeframe.	180 days is a performance standard that is likely to be requested by the OSPG.	Quarterly
	Quality of Application Decision The percentage of Credentials Committee decisions amended based on the number of Reconsideration of a Decision applications submitted and completed by applicants.	This indicates the accuracy of the application process. This metric is also an indicator of the level of understanding applicants have with respect to our application processes.	Quarterly
	Application Processing Capacity The number of experience assessments completed and the number of assessors who completed those assessments.	An increasing divergence between the number of assessments and number of assessors is a signal that the organization may find it increasingly difficult to meet the application processing efficiency target.	Quarterly

REGULATORY MANDATE

Outcomes: Registrants are familiar with Practice Guidelines (PGs), consider them relevant to their practice, and use them to ensure they meet the standards and guidelines for their profession.

KPI	Metric(s)	Justification	Measurement Interval
Practice Guidelines (PG) Effectiveness	Familiarity and Application of PGs among Auditees A score based on OFIs*, CARs**, and MNCs*** reported related to Practice Guidelines within the audit reports of both individuals and firms.	This data is already being collected as part of the audit process for firms and will be collected as part of the audit process for individuals.	Quarterly
	Familiarity and Application of PGs among Registrants Generally A score based on questions assessing the following: familiarity, relevance; usefulness in improving standards of practice; ease of understanding/clarity; comprehensiveness; timeliness.	This metric would be based on information from all registrants, or at least a large representative sample of registrants, and will complement the results from the audits	Quarterly
	<i>Third metric under medium-term development.</i>	<i>TBC</i>	<i>TBC</i>

*OFI=Opportunity For Improvement, **CAR=Corrective Action Request (referred to as minor non-conformance in the bylaws), ***MNC=Major Non-Conformance

REGULATORY MANDATE

Outcomes: Our audit process is fair, transparent and relevant, identifies non-compliance, and leads to corrective action. Our Practice Reviews increase conformance to standards and technical competence.

KPI	Metric(s)	Justification	Measurement Interval
Audit & Practice Review Effectiveness (for individuals and firms)	Non-Conformance Correction The percentage of nonconformances fully corrected within the initial time period specified by the assessor or by the Audit and Practice Review Committee.	An indicator of the extent to which non-conformances detected during the audit are corrected in a timely manner.	Annual
	Audit Experience Score Derived from a survey based on the following: helpfulness of audit in learning how to maintain compliance; reasonableness of scope; level of effort required; perceived fairness, professionalism/courtesy of the auditor.	Provides the organization with data on how auditees experience the audit process.	Continuous
	Removal of Remedial Actions Where a practice review has resulted in the imposition of remedial actions, the percentage of cases in which the subject has provided evidence that the remedial actions are no longer necessary or have been fulfilled.	An indicator of the extent to which practice reviews result in timely correction of skill deficits and failures to comply with standards and regulations.	Annual

7

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.

KPI	Metric(s)	Justification	Measurement Interval
I&D Process Effectiveness	<p>Percentage of Files Closed Before Disciplinary Hearing Occurs.</p> <p>Of the files that proceed to the discipline stage, the number of files that are closed before a disciplinary hearing is convened divided by the total number of files that have been closed via disciplinary action.</p>	A measure of both efficiency and quality. The disciplinary hearing stage is often one of the longer components in the resolution process.	Quarterly
	<p>Percentage of Disciplinary Orders Successfully Appealed.</p> <p>The number of successfully appealed Disciplinary Orders divided by the total number of Disciplinary Orders issued.</p>	This is an indicator of the quality of the process. Successful appeals indicate that the grounds for disciplinary action were not fully established.	Annual
	<p>Time Taken for 'Priority 1' Files to be investigated.</p> <p>Of the 'Priority 1' files where an investigation is authorized by the Investigation Committee, the time taken from the opening of the file to the point where the Investigation Committee issues a decision at the conclusion of the investigation stage of the process.</p>	Priority 1 files represent (on balance) cases that pose a higher risk to the public or the environment and which are often more complex. Files to be tracked to fixed point (IC decision) as this process is generally within EGBC's control, additionally already have metric regarding discipline files.	Annual

8

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.

KPI	Metric(s)	Justification	Measurement Interval
Enforcement Process Effectiveness	<p>Intake and Investigation Efficiency</p> <p>% of investigations of high-risk files that are completed within target timeframe, measured from the point of intake to the point at which the 'standard letter procedure' or the 'alternative file handling strategy' begins.</p>	<p>This is a measure of the efficiency with which files that pose the greatest risk to the public are investigated and a course of action to pursue compliance is taken.</p>	Quarterly
	<p>Percentage of Repeat Non-Compliers.</p> <p>The number of files that result in non-compliance after the Annual Non-Compliance Monitoring is conducted, divided by the total number of files that undergo Annual Non-Compliance Monitoring.</p>	<p>This is an indicator of the quality of the process. A small % of repeat non-compliers implies that the process has served both to remediate the issue, as well as act as a deterrent from future reoffence</p>	Annual

REGULATORY MANDATE

Outcomes: The OSPG audit illustrates that we meet all the Standards of Good Regulation as defined by the OSPG.

KPI	Metric(s)	Justification	Measurement Interval
OSPG Audit Result	OSPG Audit Score This score will depend on the audit outcome.	<p>The OSPG is responsible for establishing and administering policy under the Professional Governance Act.</p> <p>A positive audit score indicates that the organization is meeting the Standards of Good Regulation.</p>	Annual



ORGANIZATIONAL SUSTAINABILITY

Outcomes: The organization has the human and financial resources to meet its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Resource Balance*	Employee Vacancy Ratio* The number of current FTE staff divided by the number of current FTE staff plus the number of unfilled FTE staff positions.	Indicates the extent to which the organization has the necessary staff to meet its regulatory mandate.	Quarterly
	Volunteer Vacancy Ratio* The number of filled volunteer positions on statutory committees divided by the number of filled volunteer positions on statutory committees plus the number of unfilled positions on statutory committees.	Indicates the extent to which the organization has the necessary volunteers to meet its regulatory mandate.	Quarterly
	Statutory Committee Term Length* % of statutory committee members whose term lengths fall into following categories: 0-3 years 4-6 years 7-9 years 9+ years	Using the Term Length Policy as a benchmark, this metric provides insight as to the turnover of committee members, and how well the committees are resourced now and into the future	Quarterly
Financial Health ¹¹	Financial Health Index Ratio of revenues to expenditures.	This is a key measure of the organization's ability to meet its financial obligations, and is an appropriate target for a non-profit.	Annual

PEOPLE & CULTURE (FORMERLY LEARNING & GROWTH)

Outcomes: Our volunteers and staff are committed to the organization and inspired to contribute to its success.

KPI	Metric(s)	Justification	Measurement Interval
Volunteer Engagement	<p>Volunteer Engagement Score A score based on combining the ratings from three questions in a survey of volunteers:</p> <ul style="list-style-type: none"> • I feel my volunteer work is appreciated by EGBC • I would recommend volunteering at EGBC to other professionals • EGBC meets my needs and expectations as a volunteer. <p>Scores range from 20 - 100</p>	<p>Scores on this measure are highly correlated with intentions to continue volunteering and interest in taking on more senior volunteer positions.</p> <p>Volunteers with scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual
Staff Engagement	<p>Staff Engagement Score A score based on combining the ratings on three questions in a staff survey</p> <ul style="list-style-type: none"> • I feel my contribution to EGBC is valued • I would recommend EGBC to a friend as a great place to work • I am motivated to do more than what is normally required for my job. <p>Scores range from 20 - 100</p>	<p>This is a well-validated of measure of staff engagement, Staff with engagement scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual

12

INTERESTED PARTIES

Outcomes: Interested Parties have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Public Trust	<p>Public Trust Score A score derived from a survey of BC residents in which they rate the extent to which they rate EGBC on four components: effectively regulating the professions; instilling confidence in the public; being fair and impartial; putting the public's safety first. Scores can range from 20 - 100.</p>	<p>Require high levels of public trust to be effective regulator. Public trust is highly correlated with public support for the organization's role as a regulator.</p> <p>Members of the public with trust scores of 80 will show particularly strong support for the organization's role as a regulator.</p>	Annual
Registrant Trust	<p>Registrant Trust Score A score has been developed based on five components: transparency; fairness; responsiveness; reliability; accountability. Scores can range from 20 - 100.</p>	<p>Without high levels of trust, registrants will not consider the organization's processes, procedures, and decisions as credible. Registrants with trust scores of 80 or higher show particularly strong support for the organization.</p>	Annual

13

INTERNAL BUSINESS SYSTEMS

Outcomes: We have efficient business systems and effective business processes.

KPI	Metric(s)	Justification	Measurement Interval
Progress re: Internal Business Systems	Internal Business System Audit Progress Score	The organization needs to identify what its internal business systems are. It can then develop metrics to measure and track performance.	Quarterly

SOCIAL RESPONSIBILITY

Outcomes: We are committed to addressing climate change issues related to the practices of engineering and geoscience. We are committed to promoting EDI within the organization and among registrants. We are committed to supporting reconciliation with Indigenous Peoples.

KPI	Metric(s)	Justification	Measurement Interval
Progress re: Action on Climate Change	Climate Change Project Progress Score	The organization's strategy for climate change hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Equity, Diversity & Inclusion (EDI)	EDI Project Progress Score	The organization's EDI strategy hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Truth & Reconciliation	Truth & Reconciliation Project Progress Score	The organization's strategy Truth & Reconciliation strategy hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly

REGULATORY MANDATE

Outcomes: Registrants are familiar with Practice Guidelines (PGs), consider them relevant to their practice, and use them to ensure they meet the standards and guidelines for their profession.

KPI	Metric(s)	Justification	Measurement Interval
Practice Guidelines (PG) Effectiveness	Familiarity and Application of PGs among Auditees A score based on OFIs*, CARs**, and MNCs*** reported related to Practice Guidelines within the audit reports of both individuals and firms.	This data is already being collected as part of the audit process for firms and will be collected as part of the audit process for individuals.	Quarterly
	Familiarity and Application of PGs among Registrants Generally A score based on questions assessing the following: familiarity, relevance; usefulness in improving standards of practice; ease of understanding/clarity; comprehensiveness; timeliness.	This metric would be based on information from all registrants, or at least a large representative sample of registrants, and will complement the results from the audits	Quarterly
	<i>Third metric under medium-term development.</i>	<i>TBC</i>	<i>TBC</i>

*OFI=Opportunity For Improvement, **CAR=Corrective Action Request (referred to as minor non-conformance in the bylaws), ***MNC=Major Non-Conformance

REGULATORY MANDATE

Outcomes: Our audit process is fair, transparent and relevant, identifies non-compliance, and leads to corrective action. Our Practice Reviews increase conformance to standards and technical competence.

KPI	Metric(s)	Justification	Measurement Interval
Audit & Practice Review Effectiveness (for individuals and firms)	Non-Conformance Correction The percentage of nonconformances fully corrected within the initial time period specified by the assessor or by the Audit and Practice Review Committee.	An indicator of the extent to which non-conformances detected during the audit are corrected in a timely manner.	Annual
	Audit Experience Score Derived from a survey based on the following: helpfulness of audit in learning how to maintain compliance; reasonableness of scope; level of effort required; perceived fairness, professionalism/courtesy of the auditor.	Provides the organization with data on how auditees experience the audit process.	Continuous
	Removal of Remedial Actions Where a practice review has resulted in the imposition of remedial actions, the percentage of cases in which the subject has provided evidence that the remedial actions are no longer necessary or have been fulfilled.	An indicator of the extent to which practice reviews result in timely correction of skill deficits and failures to comply with standards and regulations.	Annual

7

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.

KPI	Metric(s)	Justification	Measurement Interval
I&D Process Effectiveness	<p>Percentage of Files Closed Before Disciplinary Hearing Occurs.</p> <p>Of the files that proceed to the discipline stage, the number of files that are closed before a disciplinary hearing is convened divided by the total number of files that have been closed via disciplinary action.</p>	A measure of both efficiency and quality. The disciplinary hearing stage is often one of the longer components in the resolution process.	Quarterly
	<p>Percentage of Disciplinary Orders Successfully Appealed.</p> <p>The number of successfully appealed Disciplinary Orders divided by the total number of Disciplinary Orders issued.</p>	This is an indicator of the quality of the process. Successful appeals indicate that the grounds for disciplinary action were not fully established.	Annual
	<p>Time Taken for 'Priority 1' Files to be investigated.</p> <p>Of the 'Priority 1' files where an investigation is authorized by the Investigation Committee, the time taken from the opening of the file to the point where the Investigation Committee issues a decision at the conclusion of the investigation stage of the process.</p>	Priority 1 files represent (on balance) cases that pose a higher risk to the public or the environment and which are often more complex. Files to be tracked to fixed point (IC decision) as this process is generally within EGBC's control, additionally already have metric regarding discipline files.	Annual

8

REGULATORY MANDATE

Outcomes: Our Investigation & Discipline (I&D), and Enforcement processes are carried out in a timely and high-quality manner.

KPI	Metric(s)	Justification	Measurement Interval
Enforcement Process Effectiveness	<p>Intake and Investigation Efficiency</p> <p>% of investigations of high-risk files that are completed within target timeframe, measured from the point of intake to the point at which the 'standard letter procedure' or the 'alternative file handling strategy' begins.</p>	<p>This is a measure of the efficiency with which files that pose the greatest risk to the public are investigated and a course of action to pursue compliance is taken.</p>	Quarterly
	<p>Percentage of Repeat Non-Compliers.</p> <p>The number of files that result in non-compliance after the Annual Non-Compliance Monitoring is conducted, divided by the total number of files that undergo Annual Non-Compliance Monitoring.</p>	<p>This is an indicator of the quality of the process. A small % of repeat non-compliers implies that the process has served both to remediate the issue, as well as act as a deterrent from future reoffence</p>	Annual

REGULATORY MANDATE

Outcomes: The OSPG audit illustrates that we meet all the Standards of Good Regulation as defined by the OSPG.

KPI	Metric(s)	Justification	Measurement Interval
OSPG Audit Result	OSPG Audit Score This score will depend on the audit outcome.	<p>The OSPG is responsible for establishing and administering policy under the Professional Governance Act.</p> <p>A positive audit score indicates that the organization is meeting the Standards of Good Regulation.</p>	Annual

ORGANIZATIONAL SUSTAINABILITY

Outcomes: The organization has the human and financial resources to meet its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Resource Balance*	Employee Vacancy Ratio* The number of current FTE staff divided by the number of current FTE staff plus the number of unfilled FTE staff positions.	Indicates the extent to which the organization has the necessary staff to meet its regulatory mandate.	Quarterly
	Volunteer Vacancy Ratio* The number of filled volunteer positions on statutory committees divided by the number of filled volunteer positions on statutory committees plus the number of unfilled positions on statutory committees.	Indicates the extent to which the organization has the necessary volunteers to meet its regulatory mandate.	Quarterly
	Statutory Committee Term Length* % of statutory committee members whose term lengths fall into following categories: 0-3 years 4-6 years 7-9 years 9+ years	Using the Term Length Policy as a benchmark, this metric provides insight as to the turnover of committee members, and how well the committees are resourced now and into the future	Quarterly
Financial Health ¹¹	Financial Health Index Ratio of revenues to expenditures.	This is a key measure of the organization's ability to meet its financial obligations, and is an appropriate target for a non-profit.	Annual

PEOPLE & CULTURE (FORMERLY LEARNING & GROWTH)

Outcomes: Our volunteers and staff are committed to the organization and inspired to contribute to its success.

KPI	Metric(s)	Justification	Measurement Interval
Volunteer Engagement	<p>Volunteer Engagement Score A score based on combining the ratings from three questions in a survey of volunteers:</p> <ul style="list-style-type: none"> • I feel my volunteer work is appreciated by EGBC • I would recommend volunteering at EGBC to other professionals • EGBC meets my needs and expectations as a volunteer. <p>Scores range from 20 - 100</p>	<p>Scores on this measure are highly correlated with intentions to continue volunteering and interest in taking on more senior volunteer positions.</p> <p>Volunteers with scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual
Staff Engagement	<p>Staff Engagement Score A score based on combining the ratings on three questions in a staff survey</p> <ul style="list-style-type: none"> • I feel my contribution to EGBC is valued • I would recommend EGBC to a friend as a great place to work • I am motivated to do more than what is normally required for my job. <p>Scores range from 20 - 100</p>	<p>This is a well-validated of measure of staff engagement, Staff with engagement scores of 80 or higher will show a particularly strong commitment to the organization.</p>	Annual

12

INTERESTED PARTIES

Outcomes: Interested Parties have a high level of trust in the organization, and therefore are confident that it can deliver on its mandate.

KPI	Metric(s)	Justification	Measurement Interval
Public Trust	<p>Public Trust Score A score derived from a survey of BC residents in which they rate the extent to which they rate EGBC on four components: effectively regulating the professions; instilling confidence in the public; being fair and impartial; putting the public's safety first. Scores can range from 20 - 100.</p>	<p>Require high levels of public trust to be effective regulator. Public trust is highly correlated with public support for the organization's role as a regulator.</p> <p>Members of the public with trust scores of 80 will show particularly strong support for the organization's role as a regulator.</p>	Annual
Registrant Trust	<p>Registrant Trust Score A score has been developed based on five components: transparency; fairness; responsiveness; reliability; accountability. Scores can range from 20 - 100.</p>	<p>Without high levels of trust, registrants will not consider the organization's processes, procedures, and decisions as credible. Registrants with trust scores of 80 or higher show particularly strong support for the organization.</p>	Annual

13

INTERNAL BUSINESS SYSTEMS

Outcomes: We have efficient business systems and effective business processes.

KPI	Metric(s)	Justification	Measurement Interval
Progress re: Internal Business Systems	Internal Business System Audit Progress Score	The organization needs to identify what its internal business systems are. It can then develop metrics to measure and track performance.	Quarterly

SOCIAL RESPONSIBILITY

Outcomes: We are committed to addressing climate change issues related to the practices of engineering and geoscience. We are committed to promoting EDI within the organization and among registrants. We are committed to supporting reconciliation with Indigenous Peoples.

KPI	Metric(s)	Justification	Measurement Interval
Progress re: Action on Climate Change	Climate Change Project Progress Score	The organization's strategy for climate change hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Equity, Diversity & Inclusion (EDI)	EDI Project Progress Score	The organization's EDI strategy hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly
Progress re: Truth & Reconciliation	Truth & Reconciliation Project Progress Score	The organization's strategy Truth & Reconciliation strategy hasn't been finalized. Specific metrics will be developed once the strategy is finalized.	Quarterly



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

FINANCIAL RESULTS INDEX FOR THE YEAR ENDED JUNE 30, 2024

	<u>Tab</u>	<u>Page</u>
1. Report from Finance, Audit & Risk Sub-Committee Chair:		
a. Summary of PriceWaterhouseCoopers (PwC) Auditor's Report and Recommended Motions	A	
2. Reports on the Financial Affairs:	B	
a. Summary of Financial Results 2023/2024		
3. Audited Financial Statements	C	
4. Engineers and Geoscientists BC Balance Sheet		
a. Balance Sheet with Descriptions	D	D1
5. Engineers and Geoscientists BC Revenue & Expenditures		
a. Revenue & Expenditures with Descriptions	E	E1



DATE	September 20, 2024
REPORT TO	Board for Decision
FROM	Emily Pagdin, CPA, CMA Chair, Finance, Audit & Risk (FAR) Sub-Committee
SUBJECT	PricewaterhouseCoopers LLP (PwC) Auditor's Report FY2024
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To review the FAR Sub-Committee report and approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2024.
Motion	1. The Board approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2024. 2. That the Board Chair and the Chief Executive Officer be authorized to sign the fiscal 2024 Financial Statements on behalf of the Board.

FINANCE, AUDIT & RISK SUB-COMMITTEE PURPOSE

The purpose of the FAR Sub-Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing: the financial information which will be provided to the public and others; reviewing the systems of corporate controls which management and the Board have established; and reviewing the external financial audit process.

BACKGROUND

On August 26, 2024, the FAR Sub-committee met with the Engagement Leader of Audit & Assurance of PricewaterhouseCoopers LLP (PwC) to review the Auditor's Report to the FAR Sub-committee of the Board and the draft audited Financial Statements of the Organization and the Foundation. The review focused on the unqualified audited financial results, notes, and supporting

schedules for the fiscal periods ended June 30, 2024 for the Organization and the Foundation. The Sub-Committee recommends to the Board and the Foundation Directors approval of the entities' financial statements.

EXTERNAL AUDIT DISCUSSION

The review with the Auditor included the private discussion on the accounting and other staff of the organization and their co-operation in the external audit of the financial statements. The FAR Sub-committee confirmed to PwC it had no knowledge of fraud or internal control problems in the organization.

The FAR Sub-committee has reviewed and discussed the relevant issues with both the PwC auditors and the Engineers and Geoscientists BC staff. PwC reviewed the following key areas and found that the financial statements present fairly in accordance with Canadian audit standards and under Canadian accounting standards the results and positions of the entities. There were no material adjustments noted for Engineers and Geoscientists BC. However, there was one internal control deficiency that was noted for the Foundation around process of identification of restricted versus unrestricted donations. Below is the summary of audit findings as reported to the FAR Sub-committee for the Board by PwC. Management will work with the Foundation to correct the identified deficiency in the coming months.

Significant audit, accounting, and financial reporting matters discussed with management

Matter 1 – Risk of Fraud in revenue recognition (Significant risk)

Auditing standards dictate that there is an inherent risk of fraud in revenue recognition. PwC have assessed the risk of fraud associated with each material revenue stream and if necessary incorporated additional procedures into their testing plan to ensure that sufficient evidence is obtained over the financial statement line item.

PwC considers the risk to be isolated to the posting of journal entries to revenue accounts.

Audit work performed

- PwC understood and evaluated internal controls over revenue recognition.
- PwC using Halo, the proprietary journal entry testing tool, tested select journal entries to revenue accounts that met their predetermined risk criteria. Other procedures performed over revenue including
 - Tested a sample of registration fees by tracing to supporting documentation.
 - Assessed whether registration fees were appropriately recognized as revenue or deferred.
 - Agreed a sample of grants received during the year to underlying contracts and verified accounting treatment; in particular whether appropriately deferred or recognized as revenue depending on presence of external restrictions.
 - Testing other revenue sources substantively.

There were no exceptions identified from PwC’s testing.

<p>Matter 2 – Risk of Fraud due to management override of Controls (Significant risk)</p>	<p>There is an inherent risk of fraud as a result of management override of controls as senior management can potentially override controls. This is a required significant risk under auditing standards.</p> <p>Audit work performed</p> <ul style="list-style-type: none"> • PwC understood and evaluated management’s assessment of the risk and the overall control environment in place; • PwC obtained a list of journals and tested its completeness • PwC selected and tested journal entries meeting their predetermined risk criteria identified by the engagement team; • PwC incorporated elements of unpredictability into our audit plan, which included obtaining vendor listings and selecting a sample of vendors to verify they are legitimate and used for operational purposes <p>There were no exceptions identified from PwC’s testing.</p>
--	--

Fraud and illegal acts

No fraud involving senior management or employees with a significant role in internal control or that would cause a material misstatement of the financial statements and no illegal acts came to PwC's attention.

PwC confirmed that the FAR Sub-Committee is not aware of any such fraud or illegal acts not previously discussed with them.

Summary of unadjusted and adjusted items

As a result of audits, PwC identified no unadjusted or adjusted items.

Management's representations

PwC is required to inform FAR Sub-Committee of the representations they are requesting from management. A copy of the management representation letter is included.

Significant deficiencies in internal control

Canadian Auditing Standards require that PwC communicate to the FAR Sub-Committee any control deficiencies that they consider to be significant. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is important enough to merit attention by those responsible for oversight of an organization's financial reporting.

During PwC testing of donations, they noted that the Foundation has a process to track donations, however, process of identification of externally restricted donations is not clear. Specifically, on the Foundation's website, the donation page provides a drop-down menu that shows the specific scholarship funds the Foundation has. One of the purposes of including the named scholarship fund options on the website is to assist with fundraising efforts by providing name recognition to donors.

Management noted that donors generally donate to the Foundation for the mandate of the Foundation which is to promote education in engineering and geoscience through the granting of bursaries and scholarships. Though donors could select a certain scholarship fund in the drop-down menu, it is not clear on the website or on donation intake forms whether the specified fund could be applied to another fund.

PwC recommends that the Foundation reassess the process for identifying external restrictions by donors. The Foundation should consider whether the website donation portal should be amended to allow donors to clearly indicate if they only want the donation to be used for a specific purpose. In the case where the donor explicitly states the donation should be used for a certain scholarship, the donation should be deferred and recognized when the scholarship is paid.

PwC's recommendation to implement process changes in this area will be considered in FY25.

Independence
PwC is independent of the Organization and the Foundation in accordance with the ethical requirements that are relevant to their audit of the financial statements in Canada. PwC has fulfilled their other ethical responsibilities in accordance with these requirements.

Subsequent events
PwC has not identified any subsequent events which would impact the financial statements.
PwC confirmed that the FAR Sub-Committee is not aware of any other subsequent events that might affect the financial statements.

RESERVE FUNDS

One of the important financial best practices that the organization keeps is maintaining reasonable General and Appropriated reserves balances appropriate to their mandate and strategic goals and objectives and anticipated financial needs.

Currently, the Association has 4 main funds as follows:

1. **General Fund** –
 - a. Operating Fund which represents funds used in the general operating and business activities including any extraordinary circumstances that may arise
 - b. Invested in property and equipment which represents the investment in property and equipment used in those activities.
2. **Property, equipment and systems replacement fund** represents an appropriation by Board, which serves the long-term objective of setting aside funds each year in a rotational manner to ensure adequate resources are available to replace all property, equipment and systems when required.
3. **Legal and insurance fund** which relates to an appropriation by Board to set up a legal and insurance reserve to allow for extraordinary cases and situations over and above annual expectations. This allows the Organization to be prepared for future realistic contingencies and unanticipated events.
4. **Advocacy Body Fund** represents an appropriation by the Board to set aside funds to fund the formation of an independent advocacy body for the professions.

Here is a summary of the change in Net Assets.

Net Assets – End of Year	<i>General Operating (A)</i>	<i>Property, Equipment and Systems Replacement (B)</i>	<i>Advocacy body fund (C)</i>	<i>Legal and Insurance (D)</i>	Total Net Assets (E = A+B+C+D)
June 30, 2023	15,530,733	2,057,468	250,000	1,000,000	18,838,201
June 30, 2024	17,620,897	2,005,185	626,677	1,000,000	21,252,759

Please note that the funds are fluid in that Board has the ability to appropriate funds from one fund to another at any point in time.

General Operating Fund

As per independent consultant MNP, the industry standard of total reserve funds is 3-6 months of operating expenses. At the September 11, 2020 Board meeting, Board approved that the organization maintain a minimum 6 months of operating expenses.

The General Operating Fund balance at end of June 30, 2024 of \$17,620,897 which represents approximately 6 months of operating reserve.

Property, Equipment and Systems Replacement Fund

The current balance, before appropriation, of the Property, Equipment and Systems Replacement Fund is \$2,057,468. One of Board’s priorities is to maintain the Property, Equipment and Systems Replacement Fund to ensure it is sufficient to address building maintenance and expected major repairs for the longer term as per the Stantec building assessment report completed in 2021.

In addition, the fund is in place to address immediate and long-term space needs for the organization. Further assessment of short and long-term space needs will be undertaken in FY2025-FY2026.

Legal and Insurance Fund

The current balance of the Legal & Insurance fund is \$1M. This fund is sufficient to cover the cost of a large unexpected legal case plus any unexpected legal cases for Regulation of Firms.

Advocacy Body Fund

At the June 2023 Board meeting, the Board approved the creation of the Advocacy Body Fund to fund the formation of an Advocacy Body for the professions. Funds would come from net income generated from Affinity and Career Ads programs. At the July 2024 Board Meeting, the Board further approved an additional \$500,000 to be appropriated from the General Reserve Fund to the Advocacy Body Fund.

RECOMMENDATIONS

The enclosed PwC Auditors' Report and Financial Statements package and this memo provide the reporting of the FAR Sub-committee's review of the External Audit to Board. The FAR Sub-committee recommends that the Board approve the motions presented.

MOTIONS

- 1. That the Board approve the audited Engineers and Geoscientists BC Financial Statements for the fiscal year ended June 30, 2024.**
- 2. That the Board Chair and the Chief Executive Officer be authorized to sign the fiscal 2024 Financial Statements on behalf of the Board.**

APPENDIX A – Summary of Financial Results 2023/2024

APPENDIX B – Audited Financial Statements

APPENDIX C – Balance Sheet with Descriptions

APPENDIX D – Revenue & Expenditures with Descriptions

DATE	September 20, 2024
REPORT TO	The Board for Information
FROM	Jennifer Cho, CPA, CGA Chief Financial and Administration Officer Alicia Tan, CPA, CMA Director, Finance
SUBJECT	Summary of Year End Financial Results as at June 30, 2024
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose For the Board to receive financial results as at June 30, 2024.

SUMMARY

In this report, we present the Financial Results of Engineers and Geoscientists BC (the Organization) for Fiscal Year (FY) 2024 ended June 30, 2024.

FY2024 ended with a Net Surplus of \$2,415K. An explanation of the results and key variances are explained in the sections below:

1. FY2024 Actuals Compared to FY2024 Budget
2. FY2024 Actual Compared to latest FY2024 Forecast (Forecast 2) as presented to the Board on April 19, 2024
3. FY2024 Actuals Compared to FY2023 (prior year) Actual

More detailed variance reports are attached as [Appendix A](#). In addition, a comparison of FY2024 and FY2023 Balance Sheet is attached as [Appendix B](#).

Table 1 – FY2024 Summary Statement of Revenue and Expenses Compared to Budget, Forecast 2, and FY2023 (in '000's)

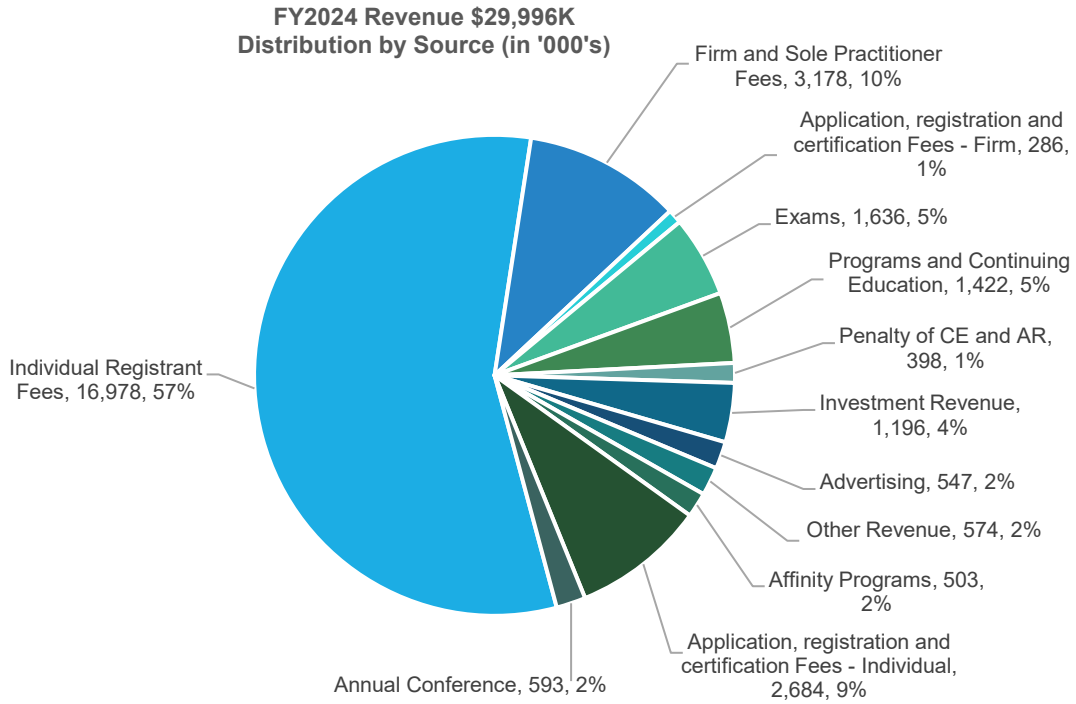
		A	B	C	D	E*	F*	G*
		FY2024 Actual	FY2024 Budget	FY2024 Forecast 2	FY2023 Actual	(A vs B) Var-Act vs Budget	(A vs C) Var-Act vs Fcst 2	(A vs D) Var-Act vs last year
	Summary							
1	Revenue	29,996	29,133	29,898	27,518	863	98	2,478
2	Salaries and Benefits	17,729	18,726	18,188	15,477	997	458	(2,252)
3	Expenditures	9,999	10,425	10,863	9,033	426	863	(966)
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	2,267	(18)	848	3,007	2,285	1,419	(740)
5	Surplus (Deficit) from Grants	148	18	2	178	130	145	(30)
6=(4+5)	Surplus (Deficit)	2,415	-	851	3,185	2,415	1,564	(771)

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

The financial result as at end of June 30, 2024 ended with a surplus of \$2,415 (A6), which is consistent with the high-level projection of \$1,628K provided to the Board in May 2024.

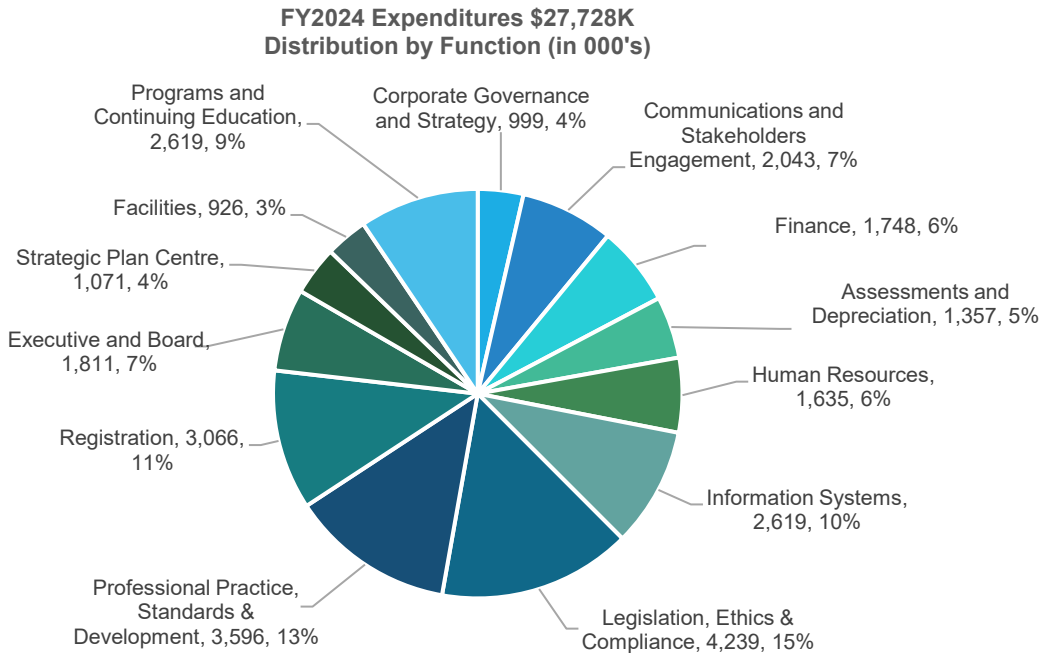
FY2024 REVENUES

FY2024 total revenue is \$29,996K (cell A1). Figure 1 below shows the distribution of this revenue by source.



FY2024 EXPENDITURES INCLUDING SALARIES

FY2024 full year operating expenditure is \$27,728K (cell A2 and A3). Figure 2 below shows the distribution of this expenditure by function.



FY2024 ACTUALS COMPARED TO FY2024 BUDGET

FY2024 **revenue** is \$863K (cell E1) higher than budget primarily due to:

- more than expected candidates on Academic exam in other jurisdictions (\$322K) and professional practice exam (\$180K)
- higher individual application, registration and certification fees due to higher registration/application volume (\$468K)
- higher annual conference attendance (\$310k) offset by reduced number of issues on innovation magazine (\$15k) and less revenue on advertising (\$108k) than budgeted
- higher BC Online Seminar revenue (\$179K) due to extra provincial applicants
- offset by lower firm annual fee revenue and sole practitioner fee revenue (\$227K) due to lower than budgeted number of firms in the 2nd year
- offset mainly by lower individual registrant fee revenue (\$303K) due budget was not properly factor in the impact of registrants who resign or get cancelled/suspended throughout the year

FY2024 **expenditure** is \$1,423K (cell E2 and E3) lower than budget primarily due to:

- lower salaries and benefits expenses (\$997K) due to vacancies,
- lower expenses in office, general and miscellaneous (\$159K)
- lower legal expenses (\$60K) due to timing and rate of settlement on disciplinary files,

FY2024 ACTUALS COMPARED TO FY2024 FORECAST 2

FY2024 **revenue** is \$98K (cell F1) higher than Forecast 2 primarily due to:

- higher individual and firm registration/application revenue (\$150K), higher firm and sole practitioner annual fee (\$92K)
- offset by lower professional and academic examinations revenue than forecasted due to timing of exam has been delayed to summer 2024 (\$135K)
- lower individual annual registrant fee revenue (\$17K) due to lower than expected student membership fees and lower registration fees

FY2024 **expenditure** is \$1,321K (cell F2 and F3) lower than forecast 2 primarily due to:

- lower salaries and benefits expenses due to vacancies (\$458)
- lower overall contract services (\$330K) due to timing of project and expenses
- lower office, general and miscellaneous (\$261K)
- lower expenses in meeting, events, and travelling (\$181K)
- lower legal expenses (\$68K) due to timing of disciplinary files

FY2024 ACTUALS COMPARED TO FY2023 (LAST YEAR) ACTUALS

FY2024 **revenue** is \$2,478K (cell G1) higher than last year primarily due to:

- higher individual registrant fee revenue due to larger member based and increased fees (\$1,635K) and higher firm and sole practitioner annual fee (\$155K)
- higher investment revenue due to rising interest rates and funds available (\$460K)
- more candidates lead to higher revenue on academic exam in other jurisdictions and professional practice (\$386K)
- higher revenue in annual conference (\$332K) offset by less revenue on advertising (\$82K)
- higher individual application, registration and certification fees (\$285K) due to higher registration/application volume
- offset by lower firm registration revenue (\$250K) due to lower registration/application volume
- lower late fee related to Continuing Education Program (CE) and Annual Reporting (AR) (\$686K) due to FY2023 being the 1st year of implementation

FY2024 **expenditure** is \$3,218K (cell G2 and G3) higher than last year primarily due to:

- higher salaries and benefits expenses due to vacancies filled and merit increases (\$2,252K)
- higher expenses in meeting, events, travelling and building operations

A more detailed variance table is outlined in [Appendix A](#).

MOTION

That the Board receives the Engineers and Geoscientist British Columbia financial results as at June 30, 2024.

APPENDIX A – FY2024 Statement of Revenue and Expenses Compared to Budget, Forecast 2 and last year (in '000's)

	A	B	C	D	E* = A vs B	F	G* = A vs C	H	I* = A vs E	J	
	FY2024 Actual	FY2024 Budget	FY2024 Forecast 2	FY2023 Actual	Var - Actual vs Budget	Comment - Actual vs Budget	Var - Actual vs Forecast 2	Comment - Actual vs Forecast 2	Var - Actual vs Last Year	Comment - Actual vs Last Year	
REVENUE											
1	Annual Registrant Fees - Individual	16,978	17,281	16,995	15,343	(303)	Due to lower than budgeted volume of new applicants	(17)	Due to lower student membership fee and lower than forecasted volume of new applicants	1,635	Mainly due to increased registrant fee for professional in FY2024 for 6 months
2	Annual Fees and Sole Practitioner Fee - Firm	3,179	3,406	3,086	3,023	(227)	Due to lower than expected number of firms registering in the 2nd year	92	More than expected firms registering in the 2nd year	155	More than expected firms registering in the 2nd year
3	Application, registration and certification fees - Individual	2,612	2,144	2,482	2,326	468	Higher than expected registration/application volume	130	more than expected application mainly on first time applicants	285	Higher than expected registration/application volume
4	Application, registration and certification fees - Firm	193	200	172	443	(8)		20	higher than expected application volume	(250)	Lower than expected registration/application volume
5	Professional and academic examinations	1,636	1,165	1,771	1,250	471	More than expected candidate on Academic exam in other jurisdictions and professional practice exam	(135)	less exam revenue than forecasted due to exam session has moved to July 2024 instead of May/June 2024	386	More candidate on Academic exam in other jurisdictions and professional practice exam
6	Penalty on CE and AR	398	400	397	1,084	(2)		1		(686)	Due to FY2023 being the 1st year for CE/AR requirement
7	Continuing Education Revenue	1,419	1,235	1,406	1,221	184	Higher mainly from BC Online Seminar (\$179k) due to extra provincial applicants than expected	13	Less CE revenue offset by higher BC Online seminar revenue	198	Higher in both CE revenue and BC Online seminar revenue

	A	B	C	D	E* = A vs B	F	G* = A vs C	H	I* = A vs E	J
	FY2024 Actual	FY2024 Budget	FY2024 Forecast 2	FY2023 Actual	Var - Actual vs Budget	Comment - Actual vs Budget	Var - Actual vs Forecast 2	Comment - Actual vs Forecast 2	Var - Actual vs Last Year	Comment - Actual vs Last Year
8 Investment income	1,196	1,356	1,214	736	(160)	Due to less investment balance than budgeted which offset by higher interest rate	(18)	Less revenue due to lower interest rate than forecasted	460	Due to significant interest increase and more fund available
9 Affinity Programs	503	450	529	493	53	higher revenue than expected	(26)	lower revenue than forecasted	10	
10 Annual conference and innovation magazine	1,140	948	1,116	880	192	Higher annual conference attendance (\$310k) offset by reduced number of issues on innovation magazine (\$15K) and less revenue on advertising (\$108K) than budgeted	24	higher innovation and employment advertising revenue	260	Higher revenue in annual conference offset by less revenue on advertising
11 Miscellaneous revenue and LEC recoveries	743	549	730	719	194	Due to higher bank interest revenue and Notarius service fee offset by lower legal file recoveries	13	mainly due to timing of recoveries	24	
12 TOTAL REVENUE	29,996	29,133	29,898	27,518	863		98		2,478	
13 Salaries and Employee Benefits	17,729	18,726	18,188	15,477	997	Mainly due to vacancies	458	Mainly due to vacancies	(2,252)	Due to triennial, merit adjustment, new hires and promotion
14 Contract and consulting services	3,105	3,066	3,435	2,946	(39)	Due to timing of projects and spend across organization	330	Due to timing of projects and spend across organization	(159)	Due to timing of projects and spend across organization
15 Office, general and miscellaneous	3,935	4,094	4,196	3,586	159	Due to timing of actual expense vs budget	261	Due to timing of actual expense vs forecast	(349)	Due to timing of expenses
16 Legal	1,041	1,101	1,109	928	60	Due to timing and rate of settlement on disciplinary files	68	Lower legal expenses due to timing and rate of settlement on disciplinary files	(113)	Due to timing and rate of settlement on disciplinary files savings on management fee compared to PY
17 Premises and operating costs	442	480	465	525	37	savings due to lower management fee	23	savings due to lower management fee	82	

	A	B	C	D	E* = A vs B	F	G* = A vs C	H	I* = A vs E	J	
	FY2024 Actual	FY2024 Budget	FY2024 Forecast 2	FY2023 Actual	Var - Actual vs Budget	Comment - Actual vs Budget	Var - Actual vs Forecast 2	Comment - Actual vs Forecast 2	Var - Actual vs Last Year	Comment - Actual vs Last Year	
18	Events, travel and other	1,476	1,685	1,658	1,049	208	Less meeting, events and travelling	181	Less meeting, events and travelling	(428)	More meeting, events and travelling due to returning to hybrid mode this year
19	Total salaries and Expenses before Grants	27,729	29,151	29,050	24,511	1,423		1,321	3,218		
20 = (12-19)	Surplus Before Grants	2,267	(18)	848	3,007	2,285		(1,437)	(740)		
	Grant and project administration - revenue	2,157	496	1,512	1,764	1,661		(149)	1,810		
	Grant and project administration	2,010	478	1,510	1,586	(1,532)		(3,042)	(1,510)		
21	Surplus (Deficit) from Grants and External Projects	148	18	2	178	130	Timing of grant progress	(127)	(30)		
22 = 20+21	Total Surplus (Deficit)	2,415	(0)	851	3,185	2,415		(1,564)	(771)		

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

APPENDIX B – Balance Sheet FY2024 Versus FY2023

	A	B	C	D
	2024	2023	Variance	Variance Comments
Assets				
Current assets				
Cash and cash equivalents	3,221	4,779	(1,559)	Due to timing of payment
Short-term investments	28,808	24,295	4,513	More funds were invested in short term investments mainly in GIC and T-bills
Interest receivable	359	293	65	Higher interest rate compared with prior year
Accounts receivable	1,380	1,145	235	AR increased due to higher receivable on grant projects, support services and Pan-Canadian academic exams
Prepaid expenses	639	602	37	Due to timing of prepaid items related to building maintenance, annual conference and continuing education services
Total Current Assets	34,407	31,115	3,292	
Intangible assets	493	443	50	Due to higher capitalization of in-house IT software
Property and equipment	1,974	2,187	(212)	Due to less capital spending
Total Assets	36,874	33,744	3,130	
Liabilities and Net Assets				
Current liabilities				
Accounts payable and accrued liabilities	2,856	2,745	111	Due to timing of payments
Deferred fees	12,118	10,729	1,390	Increase due to registrant growth and fee increase in first 2024
Deferred contributions and other deferred revenue	648	1,433	(785)	
Total Current Liabilities	15,622	14,906	715	
Net assets				
General fund				
Operating	15,154	12,901	2,252	
Advocacy Body Fund	627	250	377	This new reserve is to fund the formation of an independent advocacy body for the professions
Invested in property and equipment and intangible assets	2,467	2,629	(162)	
Property, equipment and systems replacement fund	2,005	2,057	(52)	
Legal and insurance fund	1,000	1,000	-	
Total Net Assets	21,253	18,838	2,415	Difference is the net result of current year's operating surplus
Total Liabilities and Net Assets	36,874	33,744	3,130	

**The Association of
Professional Engineers and
Geoscientists of the
Province of British
Columbia**

Non-consolidated Financial Statements
June 30, 2024

DRAFT

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Balance Sheet

As at June 30, 2024

	2024 \$	2023 \$
Assets		
Current assets		
Cash and cash equivalents (note 3)	3,220,605	4,779,251
Short-term investments (note 4)	28,808,202	24,295,174
Interest receivable	358,510	293,292
Accounts receivable (note 5)	1,380,406	1,144,966
Prepaid expenses	639,468	602,474
	<u>34,407,191</u>	<u>31,115,157</u>
Intangible assets (note 6)	492,874	442,733
Property and equipment (note 7)	1,974,471	2,186,598
	<u>36,874,536</u>	<u>33,744,488</u>
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued liabilities	2,855,749	2,744,621
Deferred contributions and other deferred revenue (note 8)	647,930	1,433,104
Deferred fees (note 9)	12,118,097	10,728,562
	<u>15,621,776</u>	<u>14,906,287</u>
Net assets (note 2)		
General fund	17,620,897	15,530,733
Advocacy Body Fund	626,677	250,000
Property, equipment and systems replacement fund	2,005,186	2,057,468
Legal and insurance fund	1,000,000	1,000,000
	<u>21,252,760</u>	<u>18,838,201</u>
	<u>36,874,536</u>	<u>33,744,488</u>
Commitments (note 10)		

Approved on Behalf of the Council

FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT

The accompanying notes are an integral part of these non-consolidated financial statements.

NOT TO BE FURTHER COMMUNICATED

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Statement of Revenue and Expenses

For the year ended June 30, 2024

	2024 \$	2023 \$
Revenue		
Fees		
Annual registrant fees – Individual	16,977,763	15,353,871
Annual registrant fees – Firms	3,178,761	3,230,281
Application, registration and certification fees	2,804,175	2,469,095
Professional and academic examinations	1,635,650	1,249,750
	<u>24,596,349</u>	<u>22,302,997</u>
Other revenue		
Affinity programs	503,134	493,380
Annual conference	592,780	260,872
Grant and project administration	2,157,165	1,764,245
Innovation magazine and other advertising	547,356	631,766
Investment income	1,196,272	736,444
Miscellaneous (note 14)	1,138,464	1,905,498
Continuing education and programs	1,421,503	1,185,892
	<u>7,556,674</u>	<u>6,978,097</u>
Total revenue	<u>32,153,023</u>	<u>29,281,094</u>
Expenses		
Contract and consulting services	3,174,561	3,052,671
Contract and consulting services on grants	1,929,564	1,411,858
Engineers Canada assessment	353,235	377,877
Examinations	609,097	493,019
Geoscientists Canada assessment	101,526	103,315
Grants and awards	71,643	83,305
Legal	822,779	751,704
Meetings, room rentals and special events	618,680	354,748
Office, general and miscellaneous (note 15)	1,590,644	1,505,089
Premises and operating costs	400,357	482,973
Printing, publication and distribution costs	492,710	466,073
Salaries and employee benefits	17,778,796	15,523,910
Secondary professional liability insurance premiums	178,473	178,546
IT and telecommunications	563,779	485,075
Travel	328,935	195,200
	<u>29,014,779</u>	<u>25,465,363</u>
Total expenses before amortization	<u>29,014,779</u>	<u>25,465,363</u>
Excess of revenue over expenses before amortization	<u>3,138,244</u>	<u>3,815,731</u>
Amortization		
Intangible assets	294,928	204,379
Property and equipment	428,757	427,173
	<u>723,685</u>	<u>631,552</u>
Total amortization	<u>723,685</u>	<u>631,552</u>
Excess of revenue over expenses for the year	<u>2,414,559</u>	<u>3,184,179</u>

The accompanying notes are an integral part of these non-consolidated financial statements.

FOR DISCUSSION WITH MANAGEMENT ONLY - SUBJECT TO AMENDMENT

NOT TO BE FURTHER COMMUNICATED

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Statement of Changes in Net Assets

For the year ended June 30, 2024

					2024	2023
	General fund \$	Advocacy Body Fund \$	Property, equipment and systems replacement fund \$	Legal and insurance fund \$	Total \$	Total \$
Net assets – Beginning of year	15,530,733	250,000	2,057,468	1,000,000	18,838,201	15,654,022
Excess of revenue over expenses for the year	2,537,882	(123,323)	-	-	2,414,559	3,184,179
Investment in property and equipment	52,282	-	(52,282)	-	-	-
Interfund transfer	(500,000)	500,000	-	-	-	-
Net assets – End of year	17,620,897	626,677	2,005,186	1,000,000	21,252,760	18,838,201

The accompanying notes are an integral part of these non-consolidated financial statements.

FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Non-consolidated Statement of Cash Flows

For the year ended June 30, 2024

	2024 \$	2023 \$
Cash provided by (used in)		
Operating activities		
Excess of revenue over expenses for the year	2,414,559	3,184,179
Item not affecting cash		
Amortization of property and equipment and intangible assets	723,685	631,552
	<u>3,138,244</u>	<u>3,815,731</u>
Changes in working capital accounts (note 16)	377,839	421,117
	<u>3,516,083</u>	<u>4,236,848</u>
Investing activities		
Investment in intangible assets	(345,070)	(325,550)
Investment in property and equipment	(216,630)	(446,199)
Proceeds on redemption and sale of investments	37,746,407	34,299,021
Purchase of investments	(42,259,436)	(36,236,383)
	<u>(5,074,729)</u>	<u>(2,709,111)</u>
Change in cash and cash equivalents during the year	(1,558,646)	1,527,737
Cash and cash equivalents – Beginning of year	4,779,251	3,251,514
Cash and cash equivalents – End of year	<u>3,220,605</u>	<u>4,779,251</u>

The accompanying notes are an integral part of these non-consolidated financial statements.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

1 Mandate

The Association of Professional Engineers and Geoscientists of the Province of British Columbia doing business as Engineers and Geoscientists British Columbia (the Organization) is incorporated under the provisions of the Professional Governance Act. The Organization's mandate is to protect public safety, health and well-being through the application of engineering and geoscience, as well as to ensure the responsible self-governance and vitality of the professions.

The Organization is a tax exempt organization as described in the Income Tax Act (Canada) and as such is exempt from federal and provincial income taxes.

2 Significant accounting policies

These non-consolidated financial statements include the financial activities of the Organization exclusive of the net assets of Engineers and Geoscientists BC Foundation and registrant-supported branches and divisions (note 12).

Basis of accounting

The non-consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Net assets

The Organization defines its capital as the amount included in its net asset balances. The Organization's objective when managing capital is to safeguard its ability to continue as a going concern so that it can continue to fulfill its mandate as described in note 1. While there are no external restrictions on any of the net assets, the Board has appropriated certain of the funds for specific purposes as described in net assets.

Appropriated funds

The Appropriated funds are internally restricted funds that comprise the property, equipment and systems replacement fund, the legal and insurance fund and the new Advocacy Body Fund.

The "Property, equipment and systems replacement fund" represents an appropriation by the Board, which serves the long-term objective of setting aside funds to replace and improve property, equipment and systems when required. Any repairs, maintenance and improvement associated with the building are deducted from this fund. The Board reviews the method and the amount appropriated to ensure that the appropriation provides a reasonable basis for property, equipment and systems replacement. All repairs, maintenance and improvement deducted from the fund and property, equipment and systems acquisitions are approved by the Board as part of the annual budgeting process.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(1)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

The “Legal and insurance fund” relates to an appropriation by the Board to set up a legal and insurance reserve to allow for extraordinary cases and situations over and above annual expectations. This allows the Organization to be prepared for future contingencies. The amount appropriated for legal and insurance is reviewed by the Board annually.

On June 16, 2023, the Board approved an appropriation of \$250,000 for the creation of the new “Advocacy Body Fund”. The purpose of this new reserve is to fund the formation of an independent advocacy body for the professions. The Board further approved an additional \$500,000 to support BC Society of Engineering and Geoscience in ramping up their operations.

Revenue recognition and deferred fees

The Organization follows the deferral method of accounting for contributions. Restricted contributions are deferred and recorded as revenue in the period in which the expense has been incurred. Annual fees and other revenues that are received, but for which services have not yet been performed, are reported as deferred revenue. Registration and other fees are billed and received in advance on a calendar-year basis. Accordingly, a portion of these fees received prior to June 30, 2024 has been deferred for financial reporting purposes and will be recognized as revenue when services are rendered.

All other revenues are recognized when earned if the amount to be received can be reasonably estimated and collectibility is reasonably assured.

Amortization

Amortization is recorded by using the following annual rates calculated on a straight-line basis:

Building	3.3%
Intangible assets (software and development)	33.3%
Computer	10% – 33.3%
Electronic equipment	20%
Furniture, fixtures and office improvements	10%

Donated services

The Organization and its registrants benefit from donated services in the form of volunteer time for various committees. Donated services are not recognized in these non-consolidated financial statements.

Cash and cash equivalents

Cash and cash equivalents consist of cash on deposit and high interest savings accounts with banks.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(2)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

Financial instruments

The Organization's financial instruments consist of cash and cash equivalents, short-term investments, interest receivable, accounts receivable and accounts payable and accrued liabilities. Financial instruments are initially measured at fair value and subsequently carried at cost, with the exception of investments comprising guaranteed investment certificates and treasury bills, which are carried at amortized cost. Interest income is recognized over the lives of the instruments using the effective interest method.

With respect to financial assets measured at cost or amortized cost, the Organization recognizes in the non-consolidated statement of revenue and expenses an impairment loss, if any, when it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows.

Controlled funds

a) Engineers and Geoscientists BC Foundation (the Foundation)

The Foundation provides financial support to fund, facilitate and promote activities and programs related to education in engineering and geoscience. The Foundation was incorporated on May 11, 1993 under the Societies Act of British Columbia and is a registered charity under the Income Tax Act (Canada).

The Organization controls the operations of the Foundation through its ability to appoint the Directors, who direct all activities of the Foundation. The Organization does not consolidate the financial results of the Foundation.

b) Registrant-supported branches and divisions

The registrant-supported branches and divisions provide local support to the registrants of the Organization throughout the region of British Columbia. The registrant-supported branches and divisions are unincorporated entities.

The Organization controls the operations of the registrant-supported branches and divisions as it holds a significant economic interest and shares complementary objectives with the registrant-supported branches and divisions. The Organization does not consolidate the financial results of the registrant-supported branches and divisions. Bank accounts and cash flows for all registrant-supported branches and divisions are managed and recorded by the Organization's finance department.

Financial information for the controlled funds is provided in note 12.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(3)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

Use of estimates

The preparation of non-consolidated financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the non-consolidated financial statements and revenue and expenses during the year. Areas requiring the use of estimates relate to determining the useful lives of property and equipment and the amount of registration fees received in advance to be deferred. Financial results, as determined by actual events, may differ materially from those estimates.

3 Cash and cash equivalents

	2024 \$	2023 \$
Cash	2,772,199	4,355,870
High interest savings accounts	448,406	423,381
	3,220,605	4,779,251

The Organization has access to a pre-approved line of credit, secured by the building and land, with a limit of \$500,000, of which \$nil was drawn on at year-end (2023 – \$nil).

4 Short-term investments

	2024 \$	2023 \$
Guaranteed investment certificates	988,909	950,995
Government of Canada treasury bills	27,819,293	23,344,179
	28,808,202	24,295,174

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(4)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

5 Accounts receivable

	2024 \$	2023 \$
Government grants	229,167	229,167
Receivables from registrants	-	1,895
Project grants (other associations)	14,895	142,550
Other support services	250,149	189,469
Pan-Canadian academic exams	568,707	361,573
Innovation magazine	51,017	73,024
Due from Geoscientists Canada	-	1,273
GST	58,842	64,225
Other	207,629	81,790
	<u>1,380,406</u>	<u>1,144,966</u>

6 Intangible assets

	2024		2023	
	Cost \$	Accumulated amortization \$	Net \$	Net \$
Internally generated software	1,670,930	1,178,056	492,874	442,733

7 Property and equipment

	2024		2023	
	Cost \$	Accumulated amortization \$	Net \$	Net \$
Land	874,011	-	874,011	874,011
Building	3,251,166	3,142,865	108,301	216,604
Computer	607,799	319,373	288,426	244,975
Electronic equipment	327,624	312,599	15,025	25,718
Furniture, fixtures and office improvements	2,257,738	1,569,030	688,708	825,290
	<u>7,318,338</u>	<u>5,343,867</u>	<u>1,974,471</u>	<u>2,186,598</u>

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(5)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

8 Deferred contributions and other deferred revenue

	External grants \$	Other deferred revenue \$	Total \$
Deferred contributions and other deferred revenue – Beginning of year	1,006,299	426,805	1,433,104
Amounts received	1,197,045	192,866	1,389,911
Amounts recognized as revenue	(2,070,097)	(104,988)	(2,175,085)
Deferred contributions and other deferred revenue – End of year	<u>133,247</u>	<u>514,683</u>	<u>647,930</u>

9 Deferred fees

	2024 \$	2023 \$
Professional Engineers and Geoscientists registrant fees	7,526,432	6,481,314
Engineer and Geoscientist-in-training registration fees	1,461,874	1,305,785
Professional Licensee	93,132	73,574
Advantage program for student registration fees	7,925	7,200
Firms registrant fees	3,028,734	2,860,689
	<u>12,118,097</u>	<u>10,728,562</u>

10 Commitments

The Organization has operating lease commitments for office equipment for the next two years requiring the following minimum payments:

	\$
2025	23,262
2026	14,108
	<u>37,370</u>

11 Defined contribution plan

The Organization has established a defined contribution plan for its employees, under which employees contribute 5% of their qualifying gross earnings and the Organization contributes 5% of qualifying employees' gross earnings. Defined contribution plan expense for the year was \$1,014,302 (2023 – \$870,235).

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(6)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

12 Controlled funds

The Organization controls the operations and provides accounting and administration services to the Foundation and registrant-supported branches and divisions. The results and net assets of these operations are not consolidated in the non-consolidated financial statements of the Organization.

Summary financial information on the Foundation controlled funds is as follows:

	2024 \$	2023 \$
Total assets	1,740,303	1,442,611
Total liabilities	279,470	193,764
Net assets	1,460,833	1,248,847
Revenue – contributions and investment income	352,901	213,173
Expenses and grants	145,915	85,953
Cash flows from operating activities	315,981	103,672
Cash flows used in investing activities	(208,106)	(197,926)

Registrant supported branches and divisions

The Organization has a number of special interest divisions that allow registrants with common technical backgrounds or other interests to share and disseminate information and to review and develop policy in that area.

All the Organization registrants are assigned to one of the 20 regional branches and divisions. Branches are led by an executive group composed of volunteers who serve as the registrants' regional representatives and link back to the Organization leadership.

	2024 \$	2023 \$
Total assets	127,756	387,887
Total liabilities	29,755	25,336
Net assets	98,001	362,551
Revenue	80,057	101,137
Expenses	340,607	115,353
Cash flows used in operating activities	(260,549)	(14,217)

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(7)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

13 Financial instruments and risk management

Currency risk

Currency risk is the risk the value of a financial instrument will fluctuate due to changes in foreign exchange rates. The Organization is not exposed to significant currency risk.

Interest rate risk

Interest rate risk is the risk the value of a financial instrument will fluctuate due to changes in market interest rates. The Organization is exposed to interest rate risk on short-term deposits and investments. Management frequently reviews the interest rates to mitigate risk and uses professional investment management services.

Market risk and other price risk

Market risk and other price risk is the risk the value of a financial instrument will fluctuate as a result of changes in market prices. The Organization is not exposed to significant market risk and other price risk.

Credit risk

Credit risk is the risk one party to a financial instrument will fail to discharge an obligation and cause the other party to incur financial loss. The Organization does not have a significant concentration of credit risk in any single party or group of parties. Accounts receivable are due primarily from the government.

Liquidity risk

Liquidity risk is the risk an entity will encounter difficulty in raising funds to meet commitments associated with financial instruments. The Organization is not exposed to significant liquidity risk.

There have not been any significant changes in risk exposure from prior years.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(8)

The Association of Professional Engineers and Geoscientists of the Province of British Columbia

Notes to Non-consolidated Financial Statements

June 30, 2024

14 Miscellaneous revenue

	2024 \$	2023 \$
Discipline recoveries	82,291	267,117
Other	34,231	58,567
Return to Practice/Reinstatement	61,250	60,650
Bank interest	158,761	123,645
Notarius service fee	250,149	189,469
Penalty fee		
CE (Continuing Education) compliance	282,800	419,400
AR (Annual Reporting) compliance	115,300	664,000
Late fee – Individual	110,080	97,149
Late fee – Firms	43,602	25,501
	1,138,464	1,905,498

15 Office, general and miscellaneous

	2024 \$	2023 \$
Bank and credit card processing fees	637,369	584,508
Office and general (office supplies, storage, training and regalia)	609,151	587,839
Insurance	118,460	113,727
Dues and subscriptions	30,606	28,385
Honorarium	160,328	157,649
Other	34,730	32,981
	1,590,644	1,505,089

16 Supplemental cash flow information

	2024 \$	2023 \$
Changes in working capital accounts		
Accounts receivable	(235,440)	(259,002)
Interest receivable	(65,218)	(237,778)
Prepaid expenses	(36,994)	(213,647)
Inventory	-	5,689
Accounts payable and accrued liabilities	111,130	1,107,649
Deferred fees	1,389,535	489,049
Deferred contributions and other deferred revenue	(785,174)	(470,843)
	377,839	421,117

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

(9)

Engineers and Geoscientists British Columbia				
Balance Sheet				
Assets	2024	2023	\$ changes	
Current assets				
Cash and cash equivalents	3,220,605	4,779,251	(1,558,646)	Cash and cash equivalents
Short-term investments	28,808,202	24,295,174	4,513,028	Short-term investments such as T-bills and GICs.
Interest receivable	358,510	293,292	65,218	Interest receivable from investments
Accounts receivable	1,380,406	1,144,966	235,440	Project receivable, GST ITC receivable and Pan-Canadian academic exam receivable
Prepaid expenses	639,468	602,474	36,994	(1) Software licenses (2) Annual Conference deposits/prepayments (3) Insurance (4) Property tax
Total Current Assets	34,407,191	31,115,157	3,292,034	
Intangible assets				
	492,874	442,733	50,141	Internally developed IT software
Property and equipment	1,974,471	2,186,598	(212,127)	Building, land, furniture fixtures, electronics and computer items
Investment	-	-	-	
Total Assets	36,874,536	33,744,488	3,130,048	
Liabilities and Net Assets				
Current liabilities				
Accounts payable and accrued liabilities	2,855,751	2,744,621	111,130	(1) Trade accounts payable (2) Vacation payable (3) Accrued liabilities
Deferred fees	12,118,097	10,728,562	1,389,535	(1) Members (2) EIT/GIT (3) Reduced Fee (4) NRL & Prof. Licensee (5) Firms (6) Student membership
Deferred contributions and other deferred revenue	647,930	1,433,104	(785,174)	(1) Conference sponsors (2) Exam unearned (3) CPD seminar unearned (4) Advertising unearned revenue (5) Unearned grants revenue
Total Current Liabilities	15,621,778	14,906,287	715,491	
Net assets				
General fund				
Operating	15,153,551	12,901,404	2,252,147	
Advocacy Body Fund	626,677	250,000	376,677	
Invested in property and equipment and intangible assets	2,467,345	2,629,329	(161,984)	
Property, equipment and systems replacement fund	2,005,185	2,057,468	(52,283)	
Legal and insurance fund	1,000,000	1,000,000	-	
Total Net Assets	21,252,758	18,838,201	2,414,557	
Total Liabilities and Net Assets	36,874,536	33,744,488	3,130,048	

Engineers and Geoscientists British Columbia				
Statement of Revenue and Expenses				
	2024	2023	\$ changes	
Revenue				
Fees				
Annual registrant fees - Individual	16,977,763	15,353,871	1,623,892	(1) Annual Registrant and Trainee fees for individual (2) Interim Registrant and Trainee fees for individual
Annual registrant fees - Firm	3,178,761	3,230,281	(51,520)	(1) Annual Registrant fees for firm and sole practitioners (2) Interim Registrant fees for firm and sole practitioners
Application, registration and certification Fees	2,804,175	2,469,095	335,080	(1) Examination of credentials (2) Administration/certificate fee (3) Transfer fee (4) Registration\Licensing fee (5) Professional license application fee/job interview (6) Stamp and seal and certificate revenue (7) Structural qualifications (8) Application fee for firm and training fee for firm
Professional and academic examinations	1,635,650	1,249,750	385,900	(1) Professional Practice Exam (2) Academic Exam - BC (3) Academic Exam - Pan-Canadian
Total Fees Revenues	24,596,349	22,302,997	2,293,352	
Other revenue				
Affinity programs	503,134	493,380	9,754	Affinity program rebates (Manulife, Marsh, Berkley, Northbridge)
Annual conference	592,780	260,872	331,908	(1) Attendees (2) Sponsor Revenue (3) Exhibitor Revenue
Grant and project administration	2,157,165	1,764,245	392,920	Seismic Mitigation Program, Seismic Microzonation Project, Guidelines for Landslide Hazard and Risk Mapping and CBA Engineer Canada Program
Innovation magazine and other advertising	547,356	631,766	(84,410)	(1) Magazine advertising revenue (2) Web advertising revenue
Investment Income	1,196,272	736,444	459,828	Interest earned on investments
Miscellaneous Revenue	1,138,465	1,905,499	(767,034)	(1) Discipline recoveries (2) Reinstatement fee (3) bank interest (4) Notarius service fee (5) CE and late payment fee
Continuing education and programs	1,421,503	1,185,892	235,611	(1) Continuing Education Events and Webinar Revenues (2) BC Online Seminar
Total Other Revenue	7,556,674	6,978,097	578,577	
Total Revenue	32,153,023	29,281,094	2,871,929	
Expenses				
Contract and consulting services	3,174,561	3,052,671	(121,890)	(1) Professional practice review (2) Continuing education seminars & workshops (3) Recruitment (4) Other contract or consulting services
Contract and consulting services on grants	1,929,564	1,411,858	(517,706)	Seismic Mitigation Program, Seismic Microzonation Project, Guidelines for Landslide Hazard and Risk Mapping and CBA Engineer Canada Program
Engineers Canada Assessment	353,235	377,877	24,642	Engineers Canada Assessment
Examinations	609,097	493,019	(116,078)	(1) Exam marking (2) Exam invigilation
Geoscientists Canada Assessment	101,526	103,315	1,789	Geoscientists Canada Assessment
Grants and awards	71,643	83,305	11,662	(1) Branches grants (2) Career awareness (3) Student program
Legal	822,779	751,704	(71,075)	Legal costs related to disciplining, enforcements, and corporate legal advice
Meetings, room rentals and special events	618,680	354,748	(263,932)	(1) Continuing education seminars & workshops (2) Annual Conference (3) Other program meeting expenses
Office, general and miscellaneous	1,590,646	1,505,088	(85,558)	(1) Bank fees (3) Office supplies (3) Staff training (4) Insurance (5) Copier and mail equipment lease
Premises and operating costs	400,357	482,973	82,616	Premises and operating costs
Printing, publication and distribution costs	492,710	466,073	(26,637)	(1) Postage (2) Photocopy (3) Mail house services (4) Certificates & stamps (5) Innovation magazine costs (6) others
Salaries and employee benefits	17,778,796	15,523,910	(2,254,886)	Salaries and employee benefits
Secondary professional liability insurance premiums	178,473	178,546	73	Secondary professional liability insurance premiums
IT and telecommunications	563,779	485,075	(78,704)	(1) Telephone (2) Long distance (3) T1 Internet access (4) Information technology (5) Computer hardware and software
Travel	328,935	195,200	(133,735)	(1) Staff (2) Chair (3) Board sub-committees (4) Practice reviewers (5) Continuing Education speakers & branch reps travel
Total Expenses before Amortization	29,014,780	25,465,363	(3,549,417)	
Amortization	723,685	631,552	(92,133)	Amortization expense of capital assets
Excess of revenue over expenses for the year	2,414,559	3,184,179	769,620	



OPEN SESSION

ITEM 3.4

DATE	September 4, 2024
REPORT TO	Board for Decision
FROM	Will Morrison, Manager, Governance and Policy
SUBJECT	Revised Board Composition Matrix and Sub-committee Composition Matrices
LINKAGE TO STRATEGIC PLAN	<u>Process</u> : We have efficient and effective systems in place to enable modern regulation.

Purpose	To review and approve the proposed Board Composition Matrix and Sub-committee Composition Matrices.
Motion	1. That the Board approve the revised Board Composition Matrix.
Motion	2. That the Board approve the revised Sub-Committee Composition Matrices.

BACKGROUND

To support compliance with the *Professional Governance Act* (“PGA”) and to continually enhance and modernize our governance, Engineers and Geoscientists BC uses a matrix to make informed decisions about the Board’s composition.

The Board Composition Matrix is a crucial tool in the nomination process. It is used by the Nomination Committee to identify gaps and priorities for the Board each year in the election candidate selection process. It is also, indirectly, an important document for prospective Board election candidates. The application materials and interview questions guide prospective candidates to highlight certain relevant skills and experiences as informed by the Matrix.

The Matrix is also used by the Board to support annual Board evaluation activities, and by management as it works with the BC’s Crown and Agencies Board Resourcing Office to support the process for appointment and re-appointment of lay Board members. It is further intended to be linked closely to the Sub-committees’ composition matrices, in supporting an overall Board

composition that will enable fulfillment of each Sub-committee's priority skills, knowledge, and experience.

The current Matrix was approved by the Board in 2019. It was always intended for the Matrix to be reviewed and refreshed periodically, but that has not taken place until this year. The Governance Sub-committee is now tasked with reviewing the Matrix annually to ensure it remains current.

In 2023, the Board created a new Sub-committee structure to support its work. The Regulator's Practice assisted with the development of composition matrices for each Sub-committee, which were approved by the Board last year.

This year, The Regulator's Practice was retained to assist in the development of a redesigned Board Composition Matrix.

DISCUSSION

Board Composition Matrix:

Over the course of five meetings this year, the Governance Sub-committee completed a thorough review and development process for the new Board Composition Matrix, with the assistance of the Regulator's Practice and management.

The process also included input (via meetings and surveys) from management, the Nomination Committee, and Watson Board Advisors, the consulting firm which assists the Nomination Committee.

The following core concepts were identified in the design process:

- Adopting a new Matrix format that is more sophisticated than the current Matrix approved in 2019 is appropriate as a reflection of the evolution and maturity of the Board itself and the organization's governance practices over recent years. It has been acknowledged that some of the skills highlighted in the current Matrix should now be considered "table stakes" or "fundamentals" for any Board member. This Board is not an "entry-level" board, and the skills and experience we prioritize in Board members should reflect that.
- Recognizing the Board's increased maturity, the Matrix should nevertheless seek to avoid creating barriers to participation. It should strike an appropriate balance between achieving optimal skill levels across the Board's membership and retaining pathways for less experienced or expert members to learn and grow in the role.
- Simplicity and practicality are key goals. While acknowledging the value of leveling up this Matrix to focus on higher-functioning skills and experience, there is also value in keeping the Matrix as straightforward to apply as possible. This is particularly valuable to the Nomination Committee's work.
- Both the format and content of the Matrix should support the organization's ability to attract talented candidates. The Matrix should provide clear understanding of the skills and experience being sought.

- There should be no inconsistency between the Matrix and the organization’s broader statements and commitments on equity, diversity, and inclusion and Indigenous reconciliation.

Key features of the redesigned Matrix include:

- The Matrix is now in a similar format to the Sub-committee composition matrices approved by the Board in 2023.
- Compared to the current Matrix, the new Matrix contains a more relevant mix of skills and attributes, and articulates these with more detail and nuance.
- The need for diverse perspectives and backgrounds is incorporated directly into the Matrix (whereas the current Matrix appends a statement related to diversity).

Having thoroughly considered the redesigned Matrix and received input from the Nomination Committee and others, the Governance Sub-committee is confident that this new document will serve the Board and the organization well going forward.

A copy of the new Board Composition Matrix is attached as [APPENDIX A](#). For reference, a copy of the current Matrix is attached as [APPENDIX B](#).

Sub-committee Composition Matrices:

Review of the Sub-committee composition matrices this year has been conducted by staff. Having been thoroughly developed and considered by the Board only one year prior, the primary goal of this year’s review has been to maintain consistency with the key concepts that have served the Sub-committees well over the past year while also aligning the matrices with the new Board Composition Matrix.

Each of the current Sub-committee composition matrices is divided into four main categories: “Values”; “Mandatory Skills, Practices, and Knowledge”; “Diverse Perspectives and Backgrounds”; and “Specialized Knowledge, Skill, Lived Experience.” In the revised matrices, the first three of those four main categories have been removed. They are redundant (with one exception for the Human Resources Oversight Sub-committee, described below) because their content is now represented within the Board Composition Matrix and applies to all Board members. The focus of the revised matrices is now on specialized skills and knowledge.

Revisions to the specialized skills and knowledge content have been minor. All of the current items have been maintained in the revised matrices, except where an item was designated a “fundamental” that now applies to all Board members in the Board Composition Matrix. Several of the specialized items have been slightly re-worded so that they align with content in the Board Composition Matrix.

The Human Resources Oversight Sub-committee’s current Composition Matrix includes several “mandatory” skills that are unique to that Sub-committee and are not present in the Board Composition Matrix. It is recommended that these be maintained as “mandatory” in the revised

matrix, i.e. that the skill is required of every member, as opposed to being required of only one or more members.

While substantive changes have been minor overall, the visual presentation of the revised matrices is now much simpler, and is consistent with the new Board Composition Matrix.

A copy of the revised Sub-committee Composition Matrices is attached as **APPENDIX C**.

MOTION

1. That the Board approve the revised Board Composition Matrix.
2. That the Board approve the revised Sub-committee Composition Matrices.

ATTACHMENT A – Revised Board Composition Matrix

ATTACHMENT B – Current Board Composition Matrix

ATTACHMENT C – Revised Sub-Committee Composition Matrices

Engineers and Geoscientists BC
Board Composition Matrix
(Revised September 2024)

Approach and Framework

EGBC is committed to leading practices in board composition. We recognize that we serve the interests of many public audiences with a diverse array of goals, beliefs, and experiences. We strive for a Board that is technically and strategically equipped to lead our organization as it fulfills its public protection mandate. EGBC's board recruitment and nominations processes ensure our governance leadership is highly skilled and reflects the diversity of the professions we regulate and the public we serve. These needs are assessed annually to ensure that EGBC has the skills, knowledge and diverse perspectives needed to address the specific strategic issues the organization is facing.

EGBC's Board Composition needs have been divided into four components:

- I. **Values** – Foundationally, the Board is expected to share and demonstrate EGBC's Core Values. The Nomination Committee considers how prospective Board candidates' personal and professional experiences align with these values and how candidates would be expected to apply them to their role on the Board.

Collaboration	Excellence	Integrity	Innovation
We approach challenges and opportunities with a mindset of inclusivity and shared success. We listen to understand. We acknowledge differences, are open and transparent when sharing what we know, and seek to build connections and relationships.	We are passionate about what we do because we believe wholeheartedly in our duty to protect the public interest. Our dedication to our work drives a desire to go above and beyond. We apply our diverse knowledge and expertise to build strong, effective solutions.	We are trusted to fulfil our mandate with an unwavering focus on the public interest. We mean and do what we say. In our decisions and our actions, we are transparent, fair, and accountable.	We use creativity to find solutions. We are open to new ideas and approaches as we strive for continuous improvement. In pursuing progress, we are adaptable, brave, and forward thinking.

II. Fundamental Skills, Practices, and Knowledge – We recognize there is a baseline of skills and knowledge required in every Board member to enable EGBC to fulfil its regulatory mandate. We have outlined these fundamental needs into three categories. Each Board member will possess the following skills, practices, and knowledge – or demonstrate a willingness to learn and build on these core abilities:

Regulatory Fundamentals	Governance Fundamentals	Leadership and Collaboration Fundamentals
<p>Understanding the foundations of professional regulation is critical to be an EGBC Board member, specifically it is essential to understand:</p> <ul style="list-style-type: none"> • EGBC’s regulatory role and public protection mandate; • EGBC’s core regulatory programs; • the governance foundations within the <i>Professional Governance Act</i> and applicable Regulations, the <i>Freedom of Information and Protection of Privacy Act</i>, and EGBC bylaws, policies and procedures; and • have awareness of the complex system in which EGBC operates, including the history and evolution of the <i>Professional Governance Act</i>, the partners within that system including government, and the impact EGBC decisions have on the safety and well-being of the greater community. 	<p>Understanding of the Board’s governance role within EGBC’s mandate, the fiduciary duties of Board members, and experience to support the following oversight responsibilities:</p> <ul style="list-style-type: none"> • Financial oversight and financial literacy – Understanding the Board’s role in ensuring the necessary resources are available to achieve the organization’s strategic objectives and its responsibility for ensuring the near- and long-term fiscal health of the organization. Able to read and understand financial and budgeting information, have confidence to ask questions that safeguard the financial stewardship of EGBC. • Risk oversight – Ensuring proper enterprise risk management processes are in place and monitoring strategic risks. Working with risk and understanding risk management and risk oversight processes. • Strategy Oversight – Working with Management to oversee development and implementation of strategy. – • Regulatory program oversight – Monitoring organizational performance and effectiveness of regulatory programs. • CEO performance and leadership oversight – Overseeing and managing the chief executive and overseeing strategic human resources at the governance level. 	<p>Every Board member must bring with them skills and practices that enable them to collaborate and engage productively with others, specifically:</p> <ul style="list-style-type: none"> • Allyship – Understanding of what it means to be an ally and knowledge of how to actively model this behaviour. Commitment to speak up and acknowledge instances or systems of oppression. Able to hold self and others accountable for creating safe and inclusive spaces in which honest conversations can occur. • Diplomacy/Conflict Resolution – Strong interpersonal communication skills recognizing the diverse experiences that Board members will bring to the table. Able to clearly articulate a perspective and to engage in respectful, productive, and sometimes difficult discussions. • Self-Awareness – Understanding of personal strengths and privileges, influence of self on other Board members, the consequences of bias and potential conflicts of interest; recognizing the value of continuous development and improvement; and being open to reflection, feedback, and opportunities to learn, relearn, and unlearn. • Information Analysis and Objective Decision-making – Able to carefully review voluminous material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support sound judgment and good decision-making in the public interest. Apply objective, principles- and evidence-based decision-making and policy development in large, complex organizations.

III. **Diverse Perspectives and Backgrounds** – EGBC strongly values the benefits that diversity brings to its Board and is committed to addressing systemic inequities. Recognizing the diversity of our registrants and the public we protect, we strive to create an inclusive environment within the organization and across volunteer groups. In line with EGBC’s commitment to Equity, Diversity and Inclusion, we promote diversity in our board nomination process, believing that diverse boards enhance public interest discourse and foster innovative decision-making. A broad range of backgrounds, perspectives, and lived experiences are represented in the following three areas:

First Nations and Indigenous Voices	Reflecting the Professions we Regulate	Reflecting the Public we Serve
<p>Ensuring EGBC’s deliberations include and are informed by firsthand knowledge and experiences of BC First Nations and Indigenous communities and ensuring that decisions include and respect key rights protocols and perspectives in alignment with EGBC’s commitment to advancing reconciliation.</p>	<p>Ensuring EGBC’s decisions are informed by the diversity of engineering and geoscience practice and practice environments, and the diverse lived experiences of the registrant-base to ensure Board decisions are practical, relevant, have the intended impact and reduce the risk of unintended consequences within the regulated practice.</p> <p><i>Examples of such diversity include:</i></p> <ul style="list-style-type: none"> • <i>diverse educational backgrounds including the experience of internationally trained professionals;</i> • <i>experience and understanding of the broad range of professional practices that EGBC regulates;</i> • <i>regional diversity; and</i> • <i>sector diversity (public, private, not- for-profit)</i> 	<p>Ensuring EGBC’s Board includes and is informed by diverse perspectives and lived experiences that reflect the diversity of the public EGBC serves, and actively fostering inclusion with respect to those diverse perspectives and lived experiences, including through the nomination process.</p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> • <i>a variety of ethnic, racial and cultural backgrounds and experiences;</i> • <i>a range in ages;</i> • <i>a range of gender identities, gender expressions and representation from the 2SLGBTQIA+ communities; and</i> • <i>lived experience with physical and neurodivergent diversity</i>

IV. Specialized Skills and Knowledge – To navigate complex challenges, seize emerging opportunities, and address skills gaps on the Board in any given year, we are intentional about balancing its composition with specialized skills and knowledge. Annually, we identify the specialized skills and knowledge needed to complement the current Board in consideration of strategic priorities and initiatives. The areas we consider, listed below in alphabetical order, are:

<p>Board/Committee Leadership - Experience developing agendas, facilitating meetings, developing positive culture and relationships, navigating conflict, and fostering collaborative and effective decision-making.</p>	<p>Business Acumen – Ability to apply knowledge of economic forces and business management principles to decision-making for operational effectiveness.</p>	<p>Change Oversight - Change management and change oversight experience to support EGBC’s ability to adapt, evolve and lead systemic change and continued regulatory modernization.</p>
<p>Climate, Environmental Impact and Sustainability Leadership - Experience assessing environmental impact of operations and assessing environmental risk and the impacts on operations.</p>	<p>Equity, Diversity, and Inclusion Leadership - Experience advancing strategies that promote equitable access and opportunities, developing practices to correct non-inclusive behaviour, and understanding the Board’s role in EDI oversight.</p>	<p>Executive Human Resources - Experience developing and working with a board to oversee executive performance management, executive compensation, and succession planning. As may be required, employment practices and enterprise compensation reviews.</p>
<p>Financial Expertise - Knowledge of and experience on a Finance, Audit and Risk Committee; ability to weigh evidence, think critically, consider options, and bring sound judgement to financial decision-making. Expertise in accounting and audit responsibilities.</p>	<p>Government and Public Relations - Understand the public sector and government context in which EGBC operates. Experience in strategic communications, media, and public relations.</p>	<p>Governance Expertise - Understand how governance works, emerging governance practices, and the nuances of regulatory governance. Ability to think critically about governance structures, policies, and processes.</p>
<p>IT and Systems Oversight/Artificial Intelligence - Knowledge and understanding of business systems and information technology needs including information management, security, confidentiality, and privacy requirements. Knowledge and understanding of Artificial Intelligence and ongoing changes in this sector.</p>	<p>Legal Expertise - Understand contracts, privacy, employment, labour, litigation management, and administrative law.</p>	<p>Strategy Development and Oversight - Understand the Board’s role in articulating a future vision for EGBC, setting its long-term strategy, providing strategic oversight; monitoring goal achievement and organizational performance and holding the CEO and management accountable for executing strategy.</p>

MERIT-BASED CANDIDATE SELECTION FRAMEWORK

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

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

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

MERIT-BASED CANDIDATE SELECTION FRAMEWORK

MERIT-BASED PROCESS

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

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

DIVERSITY

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

EGBC Sub-committee Composition Matrices

EGBC's Board uses three sub-committees to support its work. Each of these sub-committees is composed of Board members. Therefore, the same values, fundamental skills, practices, and knowledge, and diverse perspectives and backgrounds that are found in the Board's composition will also be present in these sub-committees. Each sub-committee, however, has unique needs for specialized skills and knowledge. The following composition matrices identify the needs of each sub-committee:

I. Finance, Audit and Risk Sub-committee

Specialized Skills and Knowledge
<p>To support strong decision-making in service of EGBC's public interest mandate, one or more Sub-committee member(s) will have the following specialized skills and knowledge:</p>
<ul style="list-style-type: none"> • Accounting Credentials – Professional accounting experience ideally with proficiency overseeing audit processes, investment portfolios and accounting practices. • Board / Committee Leadership – Experience developing agendas, facilitating meetings, developing positive culture and relationships, navigating conflict, and fostering collaborative and effective decision-making. • Business Acumen – Business experience, an understanding of what an organization needs to operate effectively, including the economic forces that need to be incorporated into decisions, good management principles, and strategic planning. • Financial Oversight – Knowledge of and experience being a member of a Finance, Audit and Risk Committee, including the ability to weigh evidence, think critically, consider options and bring sound judgement to financial decision making. Expertise in accounting and audit responsibilities. • IT and Systems Oversight / Artificial Intelligence – Knowledge and understanding of relevant business systems and information technology needs including information management, security, confidentiality and privacy requirements. Knowledge and understanding of Artificial Intelligence and ongoing changes in this sector. • Risk Management / Oversight – Understanding how to sustain and evolve an effective and meaningful risk management and risk oversight program, and the difference between the two.

II. Governance Sub-committee

Specialized Skills and Knowledge
<p>To support strong decision-making in service of EGBC's public interest mandate, one or more Sub-committee member(s) will have the following specialized skills and knowledge:</p>
<ul style="list-style-type: none"> • Board / Committee Leadership – Experience developing agendas, facilitating meetings, developing positive culture and relationships, navigating conflict, and fostering collaborative and effective decision-making. • Change Oversight – Change management and change oversight experience to support EGBC's ability to adapt, evolve and lead systemic change and continued regulatory modernization. • Equity, Diversity, and Inclusion Leadership – Experience advancing strategies that promote equitable access and opportunities, developing practices to correct non-inclusive behaviour, and understanding the Board's role in EDI oversight. • Governance Expertise – Understand how governance works, emerging governance practices, and the nuances of regulatory governance. Ability to think critically about governance structures, policies, and processes. • Government Relations – Understand the public sector and government context in which EGBC operates.

III. Human Resources Oversight Sub-committee

Mandatory Skills, Practices and Knowledge

To support strong decision-making in service of EGBC's public interest mandate, every Sub-committee member will bring, or be willing to learn, the following skills, practices, and knowledge:

- **CEO Oversight Process** – Understanding of EGBC's CEO evaluation and compensation review processes and principles.
- **Heightened Confidentiality** – Understanding of the sensitive nature of executive performance evaluation and compensation, the process information that can be shared, and the information that needs to be held in strict confidence.
- **Political Awareness** – Understanding of how to work within the system, move the evaluation and compensation process forward in a sensitive way, and recognize the sensitivities that might exist.

Specialized Skills and Knowledge

To support strong decision-making in service of EGBC's public interest mandate, one or more Sub-committee member(s) will have the following specialized skills and knowledge:

- **Board / Committee Leadership** – Current Board Chair, Vice Chair and/or Past Chair to establish critical link between the Board and CEO and ensure continuity.
- **Executive Human Resources** – Experience developing and working with a board to oversee executive performance management, executive compensation, and succession planning. As may be required, employment practices and enterprise compensation reviews.
- **Governance Expertise** – Understand how governance works, how committees should function, the role of the committee vs. the role of staff with respect to HR and culture, and be able to think critically about structures, processes and policies.
- **Recruitment / Succession Planning** – Understand recruitment and succession planning processes, how to foster sustainable leadership and teams, and be able to translate and apply these principles.



OPEN SESSION

ITEM 3.5

DATE	September 3, 2024
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 June 21, 2024 meeting of the Board.
Motion	No motion required. For information only.

1. STRUCT ENG. ENGAGEMENT PLAN

The Activity Review process identified the Struct.Eng. Program as one to be reviewed to determine whether it should be kept as-is, kept and modified, or discontinued. A Working Group was established to determine whether the Struct.Eng. Program meets its intended function in its current form and provide recommendations for the future. The Working Group is comprised of 15 members including 6 Struct.Eng., and P.Eng. registrants, 6 representatives from municipalities, and 3 representatives from industry organizations.

The Working Group is evaluating the designation and program and the impact of potentially maintaining, modifying, or discontinuing the program through a structured decision-making process. Part of the early evaluation process includes engagement with practicing structural engineers, municipalities, and other industry representatives to understand the industry's current knowledge and perspective on the program, and what recommendations for the future are likely to be viable. The Sentis Group will be engaged from September through November to administer the industry engagement.

2. UPDATE ON THE 2024 ANNUAL CONFERENCE

The 2024 Engineers and Geoscientists BC Annual Conference and AGM will be held from October 16 to 18, 2024 at the Vancouver Convention Centre. About 150 registrations have been received for conference so far, with most registrations to occur in September. About half of registrants so far are opting for the livestream option for the CE program which will include a

livestream of breakfast presentations and keynote speakers along with access to the recordings post conference.

Board Members are encouraged to participate in the conference and associated events whenever possible, with complimentary registration. Invitations for the conference were emailed to Board Members including a schedule of events. If you have not completed your registration online, please do so by September 16, 2024.

The organization's AGM will once again be hybrid and will be held on Wednesday, October 16, 2024, at 2:00 PM. The call for AGM motions is open until 5:00pm, Saturday, September 14, 2024. As of August 29th, there are 170 people registered to attend the AGM with about 60% choosing to participate virtually.

3. HR UPDATE – HIRES ON BUDGET POSITIONS

There are fourteen budgeted new headcounts for FY2025. Budgeted start dates for these roles vary throughout Q1 and Q2 of FY2025. As of July 31, 2024, six of the fourteen roles have been hired for. Recruitment for the remaining roles has already started or will start in the coming weeks. The market for available talent remains healthy.

4. HIGHLIGHTS FROM ENGINEERS CANADA

Phillip Rizcalla, Engineers Canada's (EC) new CEO started on August 1st, 2024. No EC Board meetings have occurred since May, and the next scheduled meeting is set for October 10th.

In early July, the CEOs from across the country met with Engineers Canada's CEO in Montreal. In addition to Rountable, the engineering regulator CEOs discussed:

- Licensure of engineers in the federal public service
- EC 2025 Budget Preview
- Next steps to the national CPD MOU
- Collaboration and harmonization approval process and next steps
- Presentation by Engineers and Geoscientists BC's Volunteer Manager, Christine Houssaini, on our approach to developing a Volunteer Pathway (note that through popular demand, Christine did an additional presentation to regulator staff to share with them our approach. This is another great example on how Engineers and Geoscientists BC is a leader in the regulatory space 😊)

The National Admissions Officials Group (NAOG), comprised of staff from various engineering regulatory bodies and managed by EC, will be meeting in Moncton on September 17th and 18th. International mobility agreements will be a topic of discussion in light of the recent

announcement that the UK Engineering Council (ECUK) and the National Council of Examiners for Engineering and Surveying (NCEES) in the USA have signed a Mutual Recognition Agreement (MRA). The [agreement](#) establishes a streamlined process for recognizing professional engineering qualifications between the UK and the USA and ensuring that engineers can practice across borders with greater ease and without compromising on professional standards.

5. HIGHLIGHTS FROM GEOSCIENCE CANADA

Paul Hubley, Geoscientists Canada's (GC) new CEO started on June 1st, 2024, and he will be introduced during the GC presentation at the September Board meeting. No GC Board meetings have occurred since May, and the next scheduled meeting is set for September 19th.

Geoscientists Canada is seeking input from its Members to any specific actions that Engineers and Geoscientists BC may want to see in their implementation Plan (2024+). Our GC Director, staff, Michelle and Mark will be meeting to discuss this topic shortly after Engineers and Geoscientists BC's September Board meeting.

Through work with Geoscientists Canada, Engineers and Geoscientists BC will be launching the Canadian Work-Environment Experience Competencies on the competency assessment system for geoscience applicants this fall. There will be seven Canadian work experience competencies from the existing 29 Geoscience work experience competencies that all applicants will need to demonstrate at the required rating level. This will bring the assessment of Canadian environment competencies in harmony with how it is currently assessed for the engineering profession. The Canadian Work-Environment Experience Competencies will also be adopted by other geoscience regulators who currently use Engineers and Geoscientists BC's Competency Experience Reporting System.



OPEN SESSION

INFORMATION REPORT

DATE	September 3, 2024
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	2023/2024 Work Plan
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

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

BACKGROUND

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

Changes to the work plan as of September 20, 2024 include:

- *Annual discussion to develop Board Work Plan for coming year:* This will no longer be going to the September 19th Forum because staff are reviewing the internal process for board work plan development to optimize alignment with work plans of sub-committees. For the upcoming year, staff will work with the Board Chair and Vice Chair only.
- *Year 2 Strategic Plan Update:* Staff will be providing a Year 2 wrap up at the September 19th Board Forum.
- *Year 3 Strategic Plan Update:* Staff will be providing this update at the September 19th Board Forum.

APPENDIX A – Board Road Map (as of September 20, 2024)

2023/2024 Engineers and Geoscientists BC Board Work Plan				
Date & Description	Strategic Plan	Fiduciary Responsibilities	Non-Fiduciary Responsibilities	Other Initiatives - Generative
28-Oct-23	Inaugural Mtg		Selection of Chair & Vice Chair Oath of Office	
1-Dec-23	Board Mtg	YR 3 Strategic Plan Renewal YR 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Board Sub-Committee Appts & Branch Parings Volunteer appointments Practice Guideline approvals (placeholder) Quarterly financial statements approval Annual Board Succession Discussion Bylaw Amendments approval (placeholder) Other (as directed by OSPG)	Annual update from Discipline Cmtee Annual update from EC Directors Regulated & Reserved Practice discussion
15-Feb-24	Board Forum	TBD	TBD	TBD
16-Feb-24	Board Mtg	Yr 2 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Budget Guideline approval Quarterly financial statements approval Approval of AGM Date & Format Approval of AGM Minutes Other (as directed by OSPG)	Annual update from Credentials Cmtee Regulated & Reserved Practice discussion
18-Apr-24	Board Forum	TBD	TBD	TBD
19-Apr-24	Board Mtg	Yr 2 Strategic Plan Update	Board policy approval & dev't (placeholder) Volunteer appointments Quarterly financial statements approval Bylaw approval (placeholder) Risk Register Approval Other (as directed by OSPG)	Annual update Audit & Practice Review Cmtee Regulated & Reserved Practice discussion
29-May-24	Special Mtg		Budget Approval	
20-Jun-24	Board Forum		Risk Management - Deep Dive on 1 Risk	
21-Jun-24	Board Mtg	Yr 2 Strategic Plan Update (moved to Sept. 19 Forum)	Board policy approval & dev't (deferred to September) Practice Guideline approvals (none) Volunteer appointments Budget approval (approved May 29, 2024) Risk Register approval (June 20, 2024 Forum) Approval of AGM Rules OSPG Audit Update Other (as directed by OSPG)	Annual update from VAA Annual update Nominating Cmtee Regulated & Reserved Practice discussion
19-Sep-24	Board Forum	Annual review of strat plan		Annual discussion to develop Board Workplan for coming year (removed)
20-Sep-24	Board Mtg	Yr 3 Strategic Plan Update (Sept.19, 2024 Forum) KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Annual Financial statements approval Risk Register approval AGM agenda approval Annual CEO Performance Review Board Sub-Committee Composition Matrices Review Board Sub-Committee Workplan Performance Review Other (as directed by OSPG)	Annual update from GC Director Annual update from Investigation Cmtee Regulated & Reserved Practice discussion

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

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

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

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



OPEN SESSION

INFORMATION REPORT

DATE	September 3, 2024
REPORT TO	Board for Information
FROM	Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer
SUBJECT	Board Member Attendance Summary (as at September 20, 2024)
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To provide updates on the Board Member attendance summary.
Motion	No motion required. For information only.

BACKGROUND

The Board Member Attendance Summary is used to track individual attendance at the Board meetings and other Board related events as well as the meetings of Board Sub-Committees that Board Members are assigned to (e.g. the Human Resources Oversight Sub-Committee, the Governance Sub-Committee and the Finance, Audit and Risk Sub-Committee). Each Board Member is assigned a column which is regularly updated.

At the end of the Board term, each Board Member’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 Board Member Attendance Summary will also provide a clear visual of the number of mandatory (and a select few strongly recommended) Board related meetings that the average Board Member is required to attend.

APPENDIX A – Board Member Attendance Summary (as at September 20, 2024)

	Michelle Mahonlich, P.Eng., P. Geo., FCSSE	Mark Porter, P. Eng., Struct. Eng.	Mark Adams, P. Eng.	Cathy McInyre, MBA, C.Dix.	Bill Chan, CPA, CGA, C.D.D.	Emily Lewis, CPA, CMA	Leslie Hildebrandt, ECD, D., LL.B.	Veronica Krost, P. Eng.	Matthew Salmon, P. Eng.	Mahyoo Nadeed-Desai, P. Eng.	Karen Ling, P. Eng.	Jens Weber, P. Eng.
Oct 26 & 27 (Annual Conference)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Oct 28 (AGM)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Oct 28, 2023 (Inaugural Board Mtg)	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
Nov 15, 2023 (New Board Orientation)	✓			✓	✓		✓	✓				
Nov 23, 2023 (Chair & Vice Chair Orientation)	✓	✓										
Dec 1, 2023 (Board Meeting)	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
Dec 6, 2023 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
Dec 6, 2023 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✓	✓
Dec 6, 2023 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
Jan 17, 2024 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
Jan 22, 2024 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
Jan 24, 2024 (Governance Sub-Comm Mtg)						✓	✓		✗	✓	✓	✓
Feb 2, 2024 (Nomination Committee Mtg)			✓									
Feb 15, 2024 (Board Forum)	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
Feb 16, 2024 (Board Mtg)	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
Mar 8, 2024 (Nomination Committee Mtg)			✓									
Mar 12, 2024 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
Mar 14, 2024 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
Mar 26, 2024 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✓	✓
April 9, 2024 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✓	✓
April 16, 2024 (Nomination Comm Mtg)			✓									
April 18, 2024 (Board Forum)	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓
April 19, 2024 (Board Mtg)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
May 2, 2024 (Nomination Comm Mtg)			✓									
May 6, 2024 (Nomination Comm Mtg)			✓									
May 8, 2024 (Nomination Comm Mtg)			✓									
May 10, 2024 (Nomination Comm Mtg)			✓									
May 17, 2024 (Finance, Audit & Risk Sub-Comm Mtg)	✓	✓		✓	✓			✓	✓			
May 27, 2024 (Human Resources Oversight Sub-Comm Mtg)	✓	✗		✓								
May 29, 2024 (Board Mtg)	✓	✓	✗	✓	✓	✓	✗	✓	✓	✗	✓	✓
May 30, 2024 (Governance Sub-Comm Mtg)						✓	✗		✓	✓	✓	✓
June 6, 2024 (Governance Sub-Comm Mtg)						✓	✗		✓	✓	✓	✓
June 17, 2024 (Nomination Comm Mtg)			✓									
June 18, 2024 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✓			
June 20, 2024 (Board Forum)	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓
June 21, 2024 (Board Mtg)	✓	✓	✗	✓	✓	✗	✓	✓	✓	✓	✓	✓
June 25, 2024 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✓	✓
July 15, 2024 (Finance, Audit & Risk Sub-Comm Mtg)	✓	✓		✓	✓			✓	✓			
July 29, 2024 (Board Mtg)												
August 13, 2024 (Governance Sub-Comm Mtg)						✓	✓		✓	✓	✗	
August 26, 2024 (Finance, Audit & Risk Sub-Comm Mtg)		✓		✓	✓			✓	✗			
August 28, 2024 (Human Resources Oversight Sub-Comm Mtg)	✓	✓		✓								
September 4, 2024 (Nomination Comm Mtg)			✓									
September 19, 2024 (Board Forum)	✓	✓	✓	✗	✓	✗	✗	✓	✓	✓	✓	✓
September 20, 2024 (Board Mtg)	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓
Total Percentage of Attendance	100%	96%	77%	89%	81%	65%	90%	77%	95%	93%	95%	95%

Attendance Mandatory (counts towards final tally)

Attendance Strongly Encouraged (does not count towards final tally)

Attendance for Partial Meeting