

Minutes of the Open Session of the Third Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held on February 16, 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)
Leslie Hildebrandt, LL.B, ICD.D	Board Member (2023/2024)
Veronica Knott, P.Eng.	Board Member (2023/2024)
Emily Lewis, CPA, CMA	Board Member (2023/2024)
Karen Ling, P.Eng.	Board Member (2023/2024)
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)
Bill Chan, CPA, CGA, ICD.D	Board Member (2023/2024)
Guests	
Theresa McCurry, BSc, PMP	Chief Executive Officer, ASTTBC
Claudio Arato, P.Eng., FEC	Chair, Credentials Committee
Staff	
Liza Aboud, MBA, ABC, ICD.D	Chief Operating Officer
Megan Archibald	Director, Communications & Stakeholder Engagement
Vicki Charman	Associate Director, Engineering Admissions Registration
Jen Cho, CPA, CGA, FEC (Hon.), FGC (Hon.)	Chief Financial and Administration Officer
Catherine Cleary	Executive Assistant to CFAO, CRO & COO
Kelly Dayman, ASCT, Eng.L.	Associate Director, Regulation of Firms
Will Morrison	Manager, Governance and Policy
Deesh Olychick	Director, Corporate Governance & Strategy
Jason Ong	Director, Registration
Kevin O'Connell	Director, Human Resources & Facilities
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
Efrem Swartz, LLB	Director, Legislation, Ethics & Compliance
Alicia Tan, CPA, CMA, MA	Director, Finance
Derrick Underwood	Director, Information Services
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 Jens Weber, P.Eng., acted as the meeting's EDI Champion. Board Members Mark Adams, P.Eng. and Bill Chan, CPA, CGA, ICD.D sent their regrets.

Meeting guests for the Open Session included Theresa McCurry, BSc, PMP, CEO of ASTTBC (observer) and Claudio Arato, P.Eng., FEC, Chair of the Credential Committee who delivered a presentation on the work of the Credentials Committee over the last year.

CO-24-26 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 Leslie Hildebrandt, LL.B, ICD.D provided the Safety Moment for the meeting.

CO-24-27 OPEN CONSENT AGENDA

MOTION **It was moved that the Board approve all items (2.1 to 2.3) on the Open Consent Agenda.**

CARRIED

Motions carried by approval of the Consent Agenda:

2.1 December 1, 2023 Open Minutes

MOTION: That the Board approve the December 1, 2023 Open Meeting minutes as circulated.

2.2 Professional Practice Guidelines - Guidelines for the Preparation of One Water System Risk Management Plans in B.C.

MOTION: That consistent with the authority granted under PGA 57 (1) (b) and Bylaw 7.3.1 (1), the Board approve *Professional Practice Guidelines – Guidelines for the Preparation of One Water System Risk Management Plans in BC, Version V1.0*, 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.

2.3 Approval of the 104th Annual General Meeting Minutes

MOTION: That the Board approve the minutes of the 104th Annual General Meeting of Engineers and Geoscientists BC.

CO-24-28 AGM MOTIONS # 1 & # 2

MOTION 1: It was moved that the Board approve the FY2025 Budget Guidelines to include a provision for the Board to consider past surpluses/deficits when setting future annual licensing fees for registrants and firms.

CARRIED

MOTION 2: It was moved that having carefully considered the 2023 AGM Motion # 2, and to ensure that the organization is adequately and sustainably resourced to fulfill its mandate, the Board rejects setting a numerical cap on future fee increases and re-affirms its rigorous adherence to the Budget Guidelines that have been established to support a robust budgeting process.

CARRIED

CO-24-29 DRAFT FY2025 BUDGET GUIDELINES

MOTION: It was moved that the Board approve the FY2025 Budget Guidelines as presented.

CARRIED

CO-24-30 FORMAT OF THE 2024 ANNUAL GENERAL MEETING

MOTION: It was moved that the Board approve the 2024 Annual General Meeting to be held in Vancouver, BC using a hybrid format on October 16, 2024, at 2:00 pm.

CARRIED

CO-24-31 REVISED DISCIPLINE COMMITTEE HONORARIA PAYMENT POLICY

MOTION: It was moved that the Board approve the revised Discipline Committee Honoraria Policy.

CARRIED

CO-24-32 KEY PERFORMANCE INDICATOR REPORT

Liza Aboud, MBA, ABC, ICD.D, Chief Operating Officer spoke to this agenda item and updated the Board on the organization's Key Performance Indicators (KPI) outcomes and development. The presentation focused on definitions, the organization's performance areas and associated KPIs, reported KPIs and metrics measured to date, continued KPI development and next steps.

At the conclusion of the presentation, staff addressed all questions from the Board. This was for information only.

CO-24-33 FY2024 Q2 FINANCIAL RESULTS

Alicia Tan, Director, Finance and Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer delivered a brief presentation providing an overview of the FY2024 Q2 financial results.

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

CO-24-34 ANNUAL UPDATE FROM CREDENTIALS COMMITTEE

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

This was for information only.

CO-24-35 REGULATION OF FIRMS PROGRAM – ANNUAL REPORT

Kelly Dayman, ASCT, P.L.Eng., Associate Director, Regulation of Firms spoke to the next item on the agenda and provided the Board with a summary of the first-year results of the Firm Audit Program. Mr. Dayman's presentation discussed the history of the program, identified the audit team members, audit activity totals for the first year, processing times by firm size, audit findings, collaborations and accomplishments and planned activities for year two of the program.

This was for information only.

CO-24-36 CEO REPORT (OPEN)

Heidi Yang, P.Eng., FEC, FGC (Hon.), briefed the Board on the contents of the CEO Report which highlights some of the activities of the organization related to policy work, implementation of the Strategic Plan and ongoing regulatory duties since the December 1, 2023 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions. This was for information only.

CO-24-37 OPEN INFORMATION REPORTS

- Year 2 Strategic Plan Update
- Engineers and Geoscientists BC Board Road Map 2023/2024
- Board Attendance Summary Report
- Revisions to the BC Building Code Letters of Assurance
- Comox Valley Regional District – Floodplain Assurance Statement

END OF OPEN SESSION

The Open Session concluded at 11:55 a.m.