



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# OVERALL AGENDA

<b>DATE</b>	June 21, 2024
	<b>Hybrid Event</b>
<b>LOCATION</b>	Engineers and Geoscientists BC office (Dan Lambert Boardroom) & Virtually Via Teams ( <i>Meeting Link Sent Via Outlook Invitation</i> )

## Meeting Schedule

<b>08:30 – 08:50</b>	<b>CEO/Chair Meeting Framing</b>
<b>08:50 – 10:10</b>	<b>Open Session</b>
<b>10:10 – 10:25</b>	<b>Morning Break</b>
<b>10:25 – 11:10</b>	<b>Open Session (continued)</b>
<b>11:10 – 11:15</b>	<b>Break Between Sessions</b>
<b>11:15 – 12:05</b>	<b>Closed Session</b>
<b>12:05 – 13:00</b>	<b>Lunch Break</b>
<b>13:00 – 13:35</b>	<b>Closed Session (continued)</b>
<b>13:35 – 13:45</b>	<b>Break Before In-Camera Session</b>
<b>13:45 – 14:45</b>	<b>In-Camera Session</b>
<b>14:45</b>	<b>Adjournment</b>

For more information, contact Tracy Richards at [trichards@egbc.ca](mailto:trichards@egbc.ca) or 604.412.6055.

# OPEN AGENDA

**DATE** June 21, 2024

**TIME** 08:50 – 11:10 (preceded by CEO/Chair Meeting Framing at 8:30 am)

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

<p><b>08:50</b> <b>(5 mins)</b></p>	<p><b>1.0 OPEN SESSION – Welcome Greetings &amp; Call to Order</b></p> <p>Chair: Michelle Mahovlich, P.Eng., P.Geo., FCSSE</p> <p><b>MOTION: That the Board approve the Open Agenda in its entirety.</b></p>	
<p><b>08:55</b> <b>(2 mins)</b></p>	<p>1.1 Declaration of Conflict of Interest</p>	
<p><b>08:57</b> <b>(11 mins)</b></p>	<p>1.2 Safety Moment</p>	
<p><b>09:08</b> <b>(2 mins)</b></p>	<p><b>2.0 OPEN CONSENT AGENDA</b></p> <p><b>MOTION: That the Board approve all items (2.1 to 2.4) on the Open Consent Agenda.</b></p>	
	<p>2.1 April 19, 2024 Open Minutes</p> <p><b>MOTION: That the Board approve the April 19, 2024 Open Meeting minutes as circulated.</b></p>	<p>April 19, 2024 Open Minutes</p>
	<p>2.2 May 29, 2024 Open Minutes</p> <p><b>MOTION: That the Board approve the May 29, 2024 Open Meeting minutes as circulated.</b></p>	<p>May 29, 2024 Open Minutes</p>

	<p>2.3 2024 Annual General Meeting Rules of Order</p> <p><b>MOTION: That the Board approve the Rules of Order for the 2024 Annual General Meeting.</b></p> <p><i>Governance Sub-Committee</i></p>	2024 Annual General Meeting Rules of Order
	<p>2.4 Percentage for Random Selection of Individual Registrants for Compliance Audits</p> <p><b>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.</b></p> <p><i>Stuart Nash, P.Eng., Manager, Individual Audits and Practice Reviews</i></p>	Percentage for Random Selection of Individual Registrants for Compliance Audits
09:10	<b>3.0 OPEN REGULAR AGENDA</b>	
09:10 (30 mins)	<p>3.1 Annual Update from Nominating Committee</p> <p><b>For information only.</b></p> <p><i>Deesh Olychick, Director, Corporate Governance &amp; Strategy on behalf of the Nominating Committee</i></p>	Annual Update from Nominating Committee
09:40 (30 mins)	<p>3.2 Registrant Insights Survey Results</p> <p><b>For discussion only.</b></p> <p><i>Megan Archibald, Director, Communications and Stakeholder Engagement</i></p>	Registrant Insights Survey Results
10:10 (15 mins)	<b>MORNING BREAK</b>	
10:25 (15 mins)	<p>3.3 CEO Report (Open)</p> <p><b>For information only.</b></p> <p><i>Heidi Yang, P. Eng., FEC, FGC (Hon.), Chief Executive Officer</i></p>	CEO Report (Open)
10:40 (30 mins)	<p>3.4 Annual Update from Vancouver Airport Authority Board</p> <p><b>For information only.</b></p> <p><i>Sany Zein, P.Eng., FEC, Engineers and Geoscientists BC Representative to the Vancouver Airport Authority Board</i></p>	Presentation only

	<b>OPEN INFORMATION REPORTS</b>	
	Engineers and Geoscientists BC Board Road Map for 2023/2024 <i>Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer</i>	Board Road Map for 2023/2024
11:10	<b>END OF OPEN SESSION</b>	
11:10 (5 mins)	<b>BREAK BETWEEN SESSIONS</b>	

Minutes of the Open Session of the Fourth Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held on April 19, 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)
Mark Adams, P.Eng.	Immediate Past 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)
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)

**Guests**

Louis Blom, CPA, CA	Vice Chair, Audit & Practice Review Committee
Theresa McCurry, BSc, PMP	Chief Executive Officer, ASTTBC
Karen Savage, P.Eng., FEC	Representative to Canadian Engineering Qualifications Board
Michael Wrinch, PhD, P.Eng., FS.Eng., ICD.D	Representative to Engineers Canada Board
Ann English, P.Eng., FEC, FGC (Hon.), FCSSE	Representative to Engineers Canada Board

**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
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer

## **OPEN SESSION – CALL TO ORDER**

The Open Session was called to order at 09:00 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. Lay Board Member Cathy McIntyre, MBA, C.Dir. was the EDI Champion for the meeting.

Observers for the Open Session included Theresa McCurry, BSc, PMP, CEO of ASTTBC and Karen Savage, P.Eng., FEC, representative to the Canadian Engineering Qualifications Board. Guest presenters were Michael Wrinch, PhD, P.Eng., FS.Eng., ICD.D and Ann English, P.Eng., FEC, FGC (Hon.), FCSSE, Engineers and Geoscientists BC's representatives to the Engineers Canada Board as well as Louis Blom, CPA, CA, Vice Chair, Audit & Practice Review Committee.

CO-24-44     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 Karen Ling, P.Eng., provided the Safety Moment for the meeting.

CO-24-45     OPEN CONSENT AGENDA

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

**CARRIED**

*Motions carried by approval of the Consent Agenda:*

2.1 February 16, 2024 Open Minutes

**MOTION:** That the Board approve the February 16, 2024 Open Meeting minutes as circulated.

CO-24-46 BYLAW AMENDMENTS AND APPROVAL OF UPDATED ELECTION POLICY

Efrem Swartz, LLB, mMBA, Director, Legislation, Ethics & Compliance provided a detailed presentation on this agenda item.

**MOTION:** It was moved that the Board approve the Election Bylaw Amendments, Housekeeping Bylaw Amendments, and Election Policy Amendments, all as set out in detail in the appendices, and authorize staff to forward the amended bylaws to the Office of the Superintendent of Professional Governance for filing with the minister pursuant to section 37 of the Professional Governance Act.

**CARRIED**

CO-24-47 FY2024 FORECAST UPDATE 2

Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer delivered a brief presentation to the Board on the FY2024 – period ending June 30, 2024 financial projections.

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

CO-24-48 AGM MOTION REGARDING THE ADVOCACY BODY

Heidi Yang, P.Eng., FEC, FGC (Hon.), Chief Executive Officer spoke to this agenda item. She began by reminding the Board that at the December 1, 2023 Board meeting, it was decided that the advocacy body funding motion (from the 2023 AGM), be brought forward for initial consideration at the April 19th, 2024 meeting where a discussion would be held to determine what additional information is required from the advocacy body before the Board could consider providing any additional funds.

Ms. Yang delivered a presentation to the Board asking them to consider what questions they would like answered to enable the Board in making an informed decision on whether additional funds to the advocacy body is warranted.

At the conclusion of the presentation, staff informed the Board that their questions would be communicated to the advocacy body chair in advance of the June Board meeting. This was for information only.

CO-24-49 UPDATED REMUNERATION POLICY

Jens Weber, P.Eng., presented to the Board on this topic on behalf of the Governance Sub-Committee.

**MOTION: It was moved that the Board approve the recommended updates to the Board Remuneration Policy, as set out in detail in the report appendix, to take effect October 16, 2024.**

**CARRIED**

CO-24-50 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 February 16, 2024 meeting of the Board. After the briefing, Mrs. Yang opened the floor for questions. This was for information only.

CO-24-51 ANNUAL UPDATE FROM AUDIT AND PRACTICE REVIEW COMMITTEE

Louis Blom, CPA, CA, Vice Chair, Audit & Practice Review Committee joined the meeting virtually to speak to this item. He shared a high-level presentation with the Board providing an overview of the composition of and responsibilities of the Audit and Practice Review Committee, Continuing Education program, Permit to Practice program, accomplishments, next steps and audit results for Firm Compliance Audit program, Individual Compliance Audit program and the Practice Review programs.

This was for information only.

CO-24-52 RECOMMENDATIONS FOR THE 2024 ENGINEERS CANADA ANNUAL MEETING OF MEMBERS

Michael Wrinch, PHD, P.Eng., FS.ENG., ICD.D, President Elect, Engineers Canada and Ann English, P.Eng., FEC, FGC (Hon.), FCSSE, Director, Engineers



Canada spoke to this topic addressing three items to be discussed and voted on at the Engineers Canada Annual Meeting of Members in May. They were supported by Heidi Yang, CEO, who provided additional context and opened the presentation.

**MOTION: It was moved that the Board instruct its Member representative (ie. the Engineers and Geoscientists BC Board Chair or their designate) to vote to:**

- i) approve the proposed 2026 Per Capita Assessment Fee be increased from \$8 to \$10 per registrant,**
- ii) approve and sign the National Statement of Collaboration; and**
- iii) approve the 2025-2029 Strategic Plan – Realizing Tomorrows at Engineers Canada’s Annual Meeting of Members in May 2024.**

**CARRIED**

CO-24-53 OPEN INFORMATION REPORTS

- Engineers and Geoscientists BC Board Road Map 2023/2024

**END OF OPEN SESSION**

The Open Session concluded at 11:40 a.m.

Minutes of the Open Session of the Fifth Meeting of the 2023/2024 Board of Engineers and Geoscientists BC, held virtually on May 29, 2024 via Teams.

**Present**

<b>Board</b>	
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)
Emily Lewis, CPA, CMA	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)

  

<b>Regrets</b>	
Mark Adams, P.Eng.	Immediate Past Chair (2023/2024)
Veronica Knott, P.Eng.	Board Member (2023/2024)
Karen Ling, P.Eng.	Board Member (2023/2024)

  

<b>Staff</b>	
Megan Archibald	Director, Communications & Stakeholder Engagement
Jen Cho, CPA, CGA, FEC (Hon.), FGC (Hon.)	Chief Financial and Administration Officer
Catherine Cleary	Executive Assistant to CFAO, CRO & COO
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
Ramin Sefi, P.Eng., FEC, MCIP, RPP, R.I	Director, Professional Practice, Standards & Development
Alicia Tan, CPA, CMA	Director, Finance
Heidi Yang, P.Eng., FEC, FGC (Hon.)	Chief Executive Officer

## **OPEN SESSION – CALL TO ORDER**

The Open Session was called to order at 10:02 a.m.

Michelle Mahovich, P.Eng., P.Geo., FCSSE, Board Chair began the meeting by acknowledging the ancestral, traditional and unceded territories of the Lekwungen (Esquimalt and Songhees), Malahat, and the W̱SÁNEĆ Peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum Nations on whose territory she stood. She announced that we share this Acknowledgement as a way of demonstrating our ongoing intention to be a good relative on our Truth and Reconciliation journey.

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.

CO-24-64     OPEN AGENDA

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

**CARRIED**

## DECLARATION OF CONFLICT OF INTEREST

None declared.

CO-24-65     FY2024 Q3 FINANCIAL RESULTS

Alicia Tan, Director, Finance delivered a brief presentation providing an overview of the FY2024 Q3 financial results.

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

CO-24-66     ENGINEERS AND GEOSCIENTISTS BC DRAFT FY2025 BUDGET SUMMARY

Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer delivered a detailed presentation to the Board on the draft FY2025 Budget. Key topics included: the budget process, background and landscape, forecast, budget highlights, reserves, proposed budget scenarios and ancillary fees.

Following the presentation several questions were raised and all questions were answered to the satisfaction of the Board.

**MOTION: That the Board approve:**

- a) the Registration Reconsideration fee be increased to \$300.00;**
- b) all other ancillary fees for individual and firm registrants remain unchanged for FY2025; and**
- c) Scenario B of the draft FY2025 Engineers and Geoscientists BC Operating and Capital Budget with a \$15 fee increase to the Professional Registrants (P. Eng and P. Geo and combined registration).**

**END OF OPEN SESSION**

The Open Session concluded at 10:35 a.m.

**OPEN SESSION**

**ITEM 2.3**

DATE	June 4, 2024
REPORT TO	Board for Decision
FROM	Governance Sub-Committee
SUBJECT	2024 Annual General Meeting Rules of Order
LINKAGE TO STRATEGIC PLAN	<u>Process</u> : We have efficient and effective systems in place to enable modern regulation.

Purpose	To consider the recommended Rules of Order for the 2024 Annual General Meeting.
Motion	That the Board approve the Rules of Order for the 2024 Annual General Meeting.

**BACKGROUND**

In accordance with Bylaw 3.1(3), the Board may establish policies, procedures, or rules of order, for the purpose of regulating the conduct of a general meeting. AGM rules of order are intended to facilitate progress at the meeting, include registrants in orderly debate and decision-making, and ensure fairness, equality, and common sense.

On February 16, 2024, the Board approved the AGM again be held using a hybrid format. The rules used to facilitate last year’s hybrid meeting remain much the same, but have been updated to provide more clarity, particularly around voting and accessibility.

**DISCUSSION**

As we continue our transition to a regulatory body, many of our processes, including the AGM, continue to evolve. However, the AGM continues to serve as a key engagement opportunity with registrants. The meeting allows registrants to hear from the Board and senior staff on the organization’s strategic progress, key initiatives, and financial standing and provides an opportunity for registrants to ask questions and debate any submitted motions for the Board’s consideration.

Registrant voting will be limited to any motions that are submitted by registrants by the deadline.

There are four substantive updates proposed to this year's AGM Rules of Order:

- (1) In section 4, the term “advisors” has been revised to “Chief Executive Officer”, for consistency with EGBC's Bylaws and to reflect actual practices.
- (2) A new section 11 has been added to make clear that voting must be done electronically, regardless of whether registrants attend in-person or virtually. This updates the rules to be consistent with the practice introduced at the 2023 AGM.
- (3) A new section 12 has been added to support accessibility for any registrants who may need accommodation or assistance related to voting at the AGM (for example, if a registrant did not own a device capable of voting electronically and could not acquire one).
- (4) A new section 13 has been added to provide the Chair with discretion to determine how voting will proceed in the event that it cannot be conducted electronically (for example, if there was a power outage in the venue or technical issue with the voting platform on the day of the AGM). This provides appropriate flexibility for the Chair to manage the meeting in extraordinary circumstances.

The rules were developed and updated in consultation with internal staff and our external Parliamentarian, who serves as our advisor for the Annual General Meeting, to ensure the meeting rules provided adequate structure to facilitate a productive meeting.

While the virtual technology that will be used is still in the process of being finalized, registrants will continue to have opportunities to engage – in person and virtually, by asking/submitting questions during designated question periods and to debate on any motions presented, as well as vote on any registrant motions submitted.

The proposed 2024 AGM Rules of Order can be found in **Appendix A**. The redlined version, which updates the 2023 AGM Rules of Order, can be found in **Appendix B**.

## RECOMMENDATIONS

The Governance Sub-committee recommends that the Board approve the 2024 AGM Rules of Order.

## MOTION

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

## APPENDIX A – 2024 AGM Rules of Order

## APPENDIX B – Redlined - 2024 AGM Rules of Order



## 2024 ANNUAL GENERAL MEETING RULES OF ORDER

WEDNESDAY, OCTOBER 16, 2024, 2:00 PM

In accordance with Bylaw 3.1(3), the EGBC Board may establish policies, procedures, or rules of order for General Meetings. The AGM rules of order below were approved by the EGBC Board. They are intended to facilitate progress, include Registrants in debate and voting, and ensure fairness, equality and common sense.

1. The meeting will be run in accordance with the relevant provisions of the *Professional Governance Act* (PGA), the EGBC Bylaws, and directions given by the EGBC Board. Where the above documents are silent, the latest edition of Robert's Rules Order Newly Revised (RONR) will apply.
2. This AGM will be conducted using a hybrid format. Registrants are required to register for the AGM by a deadline of 12:00 PM on October 8, 2024 and indicate whether they wish to attend the AGM **in person** or **virtually**. Limited late registrations will be accepted, as space permits.
3. The agenda for the AGM will be as approved by the Board and published in advance of the meeting.
4. **Registrant motions** will only be considered at the AGM if they were submitted **by the deadline set by the Board**, were subsequently reviewed by EGBC's Chief Executive Officer for compliance with the EGBC Bylaws and RONR, and were subsequently provided with the agenda before the meeting. Registrant motions are advisory and non-binding.
5. A Registrant who attends the AGM **in person** and wishes to ask a question or to introduce a pre-submitted motion (that complied with rule 4), or to debate a motion, must approach a microphone and wait for the Chair's recognition before speaking. A Registrant who participates **virtually** will follow the process for virtual participation as explained at the start of the AGM.
6. On each issue or motion, a Registrant will be entitled to speak up to two times, for no longer than two (2) minutes each time.
7. A Registrant who wishes to speak a second time on an issue or motion must wait until those who wish to speak on it for the first time have done so. A Registrant who asked a question may ask up to one follow-up question within the same 2 minute time slot.
8. Debate must be related to the pending motion or agenda item. The Chair may alternate between proponents and opponents to a pending motion, if needed. The Chair will have discretion to manage the meeting time and allocate time as appropriate for questions and debate.
9. Whether speaking or whether communicating virtually, Registrants must observe decorum, must avoid personal attacks and disorderly or discourteous behaviors, and are expected to help maintain **a safe, respectful and inclusive meeting environment**.
10. The Chair may interrupt a Registrant who does not adhere to a meeting rule when, in the Chair's assessment, such conduct can erode the safety of the meeting environment or undermine the principles of fairness, equality and common sense.
11. Barring any extraordinary circumstances, all Registrants who are attending the meeting either virtually or in person will only be able to cast their votes electronically. The electronic voting platform will be accessible via laptop, tablet, or mobile phone. Registrants are responsible for providing the electronic devices to enable them to vote in this manner.

12. Any Registrant who will be attending the AGM in person and requires an accommodation or assistance regarding the use of electronic devices to cast their votes electronically is requested to advise the AGM organizers of their needs as soon as possible and by no later than the registration deadline. The organizers will endeavour to meet reasonable accommodation requests, however, this may not be possible for requests made after the registration deadline.
13. In the event that voting at the AGM cannot be conducted electronically, the Chair, in their sole discretion, will direct an alternative method of determining the outcome of the vote.
14. Minutes of the AGM will be made available following the AGM and will be open for review and comment for 30 days from the date of publication. At the close of that period, the Board will make any requisite changes to the minutes and approve them for the final record.





## 2024 ANNUAL GENERAL MEETING RULES OF ORDER

SATURDAY~~WEDNESDAY~~, OCTOBER 16~~28~~, 2024~~3~~, 2:00 PM ~~9:30 AM to 12:30 PM~~

In accordance with Bylaw 3.1(3), the EGBC Board may establish policies, procedures, or rules of order for General Meetings. The AGM rules of order below were approved by the EGBC Board.- They are intended to facilitate progress, include Registrants in debate and voting, and ensure fairness, equality and common sense.

1. The meeting will be run in accordance with the relevant provisions of the *Professional Governance Act* (PGA), the EGBC Bylaws, and directions given by the EGBC Board. -Where the above documents are silent, the latest edition of Robert's Rules Order Newly Revised (RONR) will apply.
2. This AGM will be conducted using a hybrid format. Registrants are required to register for the AGM by a deadline of 12:00 PM on October 8~~19~~, 2024~~3~~ and indicate whether they wish to attend the AGM in person or virtually. Limited late registrations will be accepted, as space permits.
3. The agenda for the AGM will be as approved by the Board and published in advance of the meeting.
4. **Registrant motions** will only be considered at the AGM if they were submitted **by the deadline set by the Board**, were subsequently reviewed by EGBC's Chief Executive Officer~~advisors~~ for compliance with the EGBC Bylaws and RONR, and were subsequently provided with the agenda before the meeting. Registrant motions are advisory and non-binding.
5. A Registrant who attends the AGM **in person** and wishes to ask a question or to introduce a pre-submitted motion (that complied with rule 4), or to debate a motion, must approach a microphone and wait for the Chair's recognition before speaking.- A Registrant who participates **virtually** will follow the process for virtual participation as explained at the start of the AGM.
6. On each issue or motion, a Registrant will be entitled to speak up to two times, for no longer than two (2) minutes each time.
7. A Registrant who wishes to speak a second time on an issue or motion must wait until those who wish to speak on it for the first time have done so. A Registrant who asked a question may ask up to one follow-up question within the same 2 minute time slot.
8. Debate must be related to the pending motion or agenda item.- The Chair may alternate between proponents and opponents to a pending motion, if needed.- The Chair will have discretion to manage the meeting time and allocate time as appropriate for questions and debate.
9. Whether speaking or whether communicating virtually, Registrants must observe decorum, must avoid personal attacks and disorderly or discourteous behaviors, and are expected to help maintain **a safe, respectful and inclusive meeting environment**.
10. The Chair may interrupt a Registrant who does not adhere to a meeting rule when, in the Chair's assessment, such conduct can erode the safety of the meeting environment or undermine the principles of fairness, equality and common sense.
11. Barring any extraordinary circumstances, all Registrants who are attending the meeting either virtually or in person will only be able to cast their votes electronically. The electronic voting platform will be accessible via laptop, tablet, or mobile phone. Registrants are responsible for providing the electronic devices to enable them to vote in this manner.

12. Any Registrant who will be attending the AGM in person and requires an accommodation or assistance regarding the use of electronic devices to cast their votes electronically is requested to advise the AGM organizers of their needs as soon as possible, and by no later than the registration deadline. The organizers will endeavour to meet reasonable accommodation requests, however, this may not be possible for requests made after the registration deadline.

10.13. In the event that voting at the AGM cannot be conducted electronically, the Chair, in their sole discretion, will direct an alternative method of determining the outcome of the vote.

11.14. Minutes of the AGM will be made available following the AGM and will be open for review and comment for 30 days from the date of publication. At the close of that period, the Board will make any requisite changes to the minutes and approve them for the final record.



**OPEN SESSION**

**ITEM 2.4**

<b>DATE</b>	June 4, 2024
<b>REPORT TO</b>	Board for Decision
<b>FROM</b>	Stuart Nash, P.Eng., Manager, Individual Audits and Practice Reviews
<b>SUBJECT</b>	Percentage for Random Selection of Individual Registrants for Compliance Audits
<b>LINKAGE TO STRATEGIC PLAN</b>	We have efficient and effective systems in place to enable modern regulation.

<b>Purpose</b>	The Board is requested to review and approve the percentage of individual registrants to be randomly selected for compliance audit in fiscal year 2024-2025.
<b>Motion</b>	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.

**BACKGROUND**

Engineers and Geoscientists BC Bylaw 8.6(1) states:

*“The Board must annually determine the percentage of individual Registrants who will be selected for a compliance audit through a random selection process”.*

For fiscal year 2023-2024, the Board set the percentage of individual registrants to be randomly selected for compliance audit at one percent of the number of individual registrants.

The compliance audit program for individual registrants began on July 1, 2023. The number of audits that can be carried out is based on the number of assessors. On average, one assessor can carry out 125 individual audits per year. There are two full-time individual audit assessors and approximately 25,000 individual registrants who are eligible for audit selection. Therefore, we are on track to meet the 1% rate set out last year. It is important to note, that there are no additional budget constraints for the Individual Audit program beyond the salary costs of audit assessors.

## DISCUSSION

Staff recommend that the percentage of individual registrants to be randomly selected for compliance audit remain at one percent for fiscal year 2025.

The primary reasons for this recommendation are as outlined below:

1. Of the individual audits carried out this year, there have been no major non-conformances identified.
2. The results of the audits from this year do not indicate the need for additional resources to carry out more audits.
3. The individual audit program is not the sole program that identifies and mitigates the risks of non-conformance with the firm audit program, practice review programs and the investigation process also working towards mitigation.
4. A one percent selection sampling is consistent with other regulatory authorities.

It should be noted that anticipated annual increase in the number of registrants, while maintaining the percentage for random compliance audits at one, would result in more audits being carried out in future years, which would in turn necessitate additional staff resources to address.

### **Future Program Efficiencies**

Staff will continue to identify ways to improve the efficiency and effectiveness of the Individual Compliance Audit Program, as well as the Firm Compliance Audit Program, so that both audit programs can work together to protecting the public interest, given the resources available.

## RECOMMENDATION

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

## 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.



**OPEN SESSION**

**ITEM 3.1**

<b>DATE</b>	June 4, 2024
<b>REPORT TO</b>	Board for Information
<b>FROM</b>	Mark Adams, P.Eng., Chair, Nomination Committee
<b>SUBJECT</b>	Selection of Nominees for Election to the Board
<b>LINKAGE TO STRATEGIC PLAN</b>	We have efficient and effective systems in place to enable modern regulation

<b>Purpose</b>	To provide an overview of the merit-based selection process and the nominees selected for election to the Board.
<b>Motion</b>	No motion required. For information only.

**BACKGROUND**

The Nomination Committee is charged with selecting a list of candidates for Engineers and Geoscientists BC’s Board that they believe best demonstrate the qualities needed for strong governance of the organization.

The 2024 Nomination Committee comprises the following members:

- Mark Adams, P.Eng., Immediate Past Board Chair, Nomination Committee Chair
- Carol Park, P.Eng., Committee Member
- Kathryn Holm, P.Eng., Committee Member
- Dr. Brian Guy, P.Geo., Committee Member
- Chris Flury, P.Eng., Branch Representatives Chair, Committee Member
- John Turner, P.Ag. (Retired), Lay Committee Member
- David Wells, J.D., Lay Committee Member

This year, there are three (3) vacancies for the position of Board member. The PGA requires that the Nomination Committee make a reasonable attempt to nominate at least one more nominee than the number required to fill the current or expected vacancies.

At the conclusion of the Nomination Committee's work, the PGA requires a report be produced for the current Board specifying:

1. How the selection of nominees meets the requirements of the Act, any other applicable Act, the regulation, and any other applicable bylaws, and
2. How the nominees meet the criteria set out in the call for nominations

## REQUIREMENT OF ACT, REGULATION & BYLAWS

As directed by the *PGA*, only candidates approved by the Nomination Committee through a merit-based process may stand for election to the Board. The merit-based selection process established by the Board and administered by the Nomination Committee was fully compliant with the requirements of the *PGA*, the Regulation, and applicable bylaws.

## CANDIDATE SELECTION CRITERIA

The selection of registrant Board members is conducted in accordance with the following two selection principles:

1. **Merit:** A nomination committee selects candidates based on merit, evaluating the skills and experience of a nominee(s) that are determined to best meet the needs of the regulatory body, and
2. **Integrity:** A nomination committee considers information about the nominee(s) that may support, affect, or compromise the nominees' capacity:
  - a. To perform and uphold the duties and functions of a registrant Board member with objectivity and honesty, and
  - b. To act ethically without seeking improper personal or corporate gain that would not normally be accepted as compensation by the nominee as a professional.

In support of these selection principles, the Board has established a merit-based selection framework to ensure that the candidates selected are highly qualified to fulfill their roles and responsibilities. The candidate selection framework includes:

- Conducting a gap analysis to prioritize the desired skills, competencies, and experience for the upcoming year, including consideration of diversity;
- Evaluating all prospective nominees against the desired skills and competencies; and
- Interviewing prospective nominees to confirm experience and competencies before the Nomination Committee selects its final list of candidates.

The candidate selection framework seeks qualified candidates with diverse experience, skills, and expertise in the following areas: Leadership, Financial Literacy, Risk Management, Human Resources, Strategy, Regulatory Understanding, Governance and Technical Proficiency.

Considering the gap analysis and the strengths of the continuing members of the Board, **three priority areas** were identified for the upcoming year: **leadership, regulatory understanding, and human resources**.

To support the Committee in its selection process, Watson Advisors, an external consultant with extensive experience supporting organization and board recruitment, was retained.

To ensure the process was as objective as possible, the Committee was provided with training and resources on Unconscious Bias and continued utilizing methodologies first introduced in 2021 to help reduce any unconscious and unintentional bias in its selection process. In the first phase of the evaluation process, select information, including personal identifiers were redacted in the Committee's review of applications, ensuring the review and evaluation, to the extent possible, was based on each candidate's skills and experience. In the second phase of evaluation, diversity information was provided to support the Committee in incorporating diversity in its decision-making. The committee also continued practices to reduce bias in the selection process (e.g., use of a standard evaluation guide, scheduled breaks to reduce recency effect).

## CALL FOR NOMINATIONS

The call for nominations opened on January 15, 2024, and closed on March 18, 2024. The opportunity was communicated to registrants through the following channels:

- The organization's website
- E-news articles
- Social media posts
- All-registrant email
- All-staff email encouraging them to spread the word to their network
- Outreach to various volunteer groups, including the Board, branches, and statutory committees
- Outreach to various underrepresented groups

In addition, both the Committee Chair and a Committee member who had previously served as Committee Chair offered drop-in sessions for potential applicants to discuss service on the Board.

All prospective nominees were asked to provide the following:

1. Written summary of their interest to serve on the Board (up to 250 words)
2. Current CV

3. Details of their experience related to the desired skills and competencies in 2–3 sentences for each applicable area (maximum 100 words)
4. Answers to supplementary conflict of interest and declaration questions
5. Three References

As part of the declaration questions, prospective nominees were asked to identify any circumstances that may place the candidate in a real or potential conflict of interest and disclose any circumstances that could have a potential impact on their duty to Engineers and Geoscientists BC or on the credibility of the organization. EGBC staff confirmed all candidates to be registrants in good standing and not the subject of any disciplinary action.

## CANDIDATE SELECTION

At the close of nominations, a total of **twenty-eight (28) candidates** submitted applications for the position of Board member. All candidates received a first interview.

The Nomination Committee reviewed and assessed all prospective nominees against the desired skills and competencies using a two-step process (redacted profiles to reduce unintentional bias, and then unredacted profiles). The Committee then shortlisted ten candidates for a second, more comprehensive, interview. One candidate withdrew their name from consideration prior to the second interview for personal reasons.

Six members of the Nomination Committee participated in the interviews, which occurred over three days. Key objectives for the interviews included consistency and equal treatment of all candidates. These were achieved by conducting all interviews virtually, asking a prescribed set of questions designed to ascertain the motivations underlying a candidate's interest to serve Engineers and Geoscientists BC, and self-assessments of their skills and experience against the prioritized competencies. All interviews lasted approximately 45 minutes to ensure all candidates had the same opportunity to answer and ask questions. Among the considerations of the interview panel were:

- Governance and leadership experience
- Examples of specific skills and experiences in the key areas identified for this election cycle (leadership, regulatory understanding, human resources)
- Defined rationale, including values and personal motivators, for wanting to serve as a Board member of Engineers and Geoscientists BC
- Confirmed willingness and commitment to dedicate the time required to serve
- Confirmation of their employer's understanding and willingness to grant the time required to serve



The Committee’s deliberations included the consideration of the role requirements, the prioritized skills of human resources, leadership, and regulatory understanding, and the Committee’s assessment of the candidate’s skills, competencies, and experience. Throughout the process, the Nomination Committee ensured the process adhered to the following procedural principles outlined in the Regulation:

- **Fairness:** selection procedures were objective and impartial, applied consistently, promoted equality, and free from discrimination, harassment, and victimization;
- **Transparency:** advertisements were designed to attract qualified and diverse field of suitable nominees, included information about positions and election process, and were published on a publicly accessible website;
- **Accountability:** selection procedures were consistent with applicable laws and designed to promote public confidence in the governance of the regulatory body; and
- **Independence:** the Nomination Committee and its members were free from influence by the Board, registrants of the regulatory body, the government, or other parties.

Following a comprehensive and rigorous process for selecting the candidates for the 2024 election to the Board, the Nomination Committee nominated five (5) candidates for the position of Board member.

The following candidates were approved by the Nomination Committee to stand for the 2024 Engineers and Geoscientists BC Board election.

Candidates	Discipline	Location
Kirn Dhillon, P.Eng.	Civil	Sechelt
Bijan Pourkarimi, P.Eng.	Electrical	Vancouver
Malcolm Shield, P.Eng.	Mechanical	Vancouver
Jens Weber, P.Eng.	Software	Victoria
Gordon Zhou, P.Eng.	Civil	Coquitlam

The list of nominees will be published on the Engineers and Geoscientists BC website and included in the June issue of E-news.

This year’s candidate pool was both strong and diverse, and provided the Committee with an excellent group of candidates from which to select those moving forward for consideration by the registrants later this year.

The Chair recognizes and thanks the members of the Nomination Committee for their comprehensive and thoughtful evaluation of nominees for the 2024 Engineers and Geoscientists

BC Board election, and for their considerable volunteer time and effort. The Chair, and the Committee at large, also recognizes the great work and heavy lifting that Hannah Magus of Watson Advisors did to aid the Committee in screening the applications and developing critical interview materials, as well as EGBC staff Deesh Olychick, Will Morrison, and Ros Seibert for their ongoing support throughout the process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Adams', with a long horizontal flourish extending to the right.

Mark Adams, P.Eng., Chair, Nomination Committee



**OPEN SESSION**

**ITEM 3.2**

<b>DATE</b>	June 4, 2024
<b>REPORT TO</b>	Board for Information
<b>FROM</b>	Megan Archibald, Director, Communications and Stakeholder Engagement
<b>SUBJECT</b>	2024 Registrant Insights Survey – Background
<b>LINKAGE TO STRATEGIC PLAN</b>	Clarify our organization’s mandate through clear communication that builds confidence and trust with our stakeholders.

<b>Purpose</b>	This report highlights summarizes the goals of our annual Registrant Insights Survey, and some key findings. Detailed survey findings will be presented to the Board at their June 21 meeting.
<b>Motion</b>	Fore discussion only. No motion required.

**BACKGROUND**

In April, Engineers and Geoscientists BC sought registrants’ feedback through a comprehensive survey that aimed to measure:

- Overall understanding of our mandate;
- The level of trust that registrants have in the organization;
- Their overall level of engagement with the organization; and
- Opportunities for better support and communication.

In 2023, we shifted to an annual survey (previously, it was conducted every three years) in order to maintain a more consistent understanding of registrants’ perceptions of Engineers and Geoscientists BC’s mandate and performance, as well as areas of misalignment and opportunities for improvement. The survey results also form the basis of our Registrant Trust Score, which is a Key Performance Indicator within our current Strategic Plan.

This year’s survey results show overall similarities to last year, with some notable improvements in a few areas, including registrants’ knowledge and understanding of the organization’s mandate. While this was measured at 42% last year, it increased to 66% this year. Our Registrant Trust Score also remained steady at 77%.

Detailed results will be presented to the Board at their June 21, 2024 meeting.



OPEN SESSION

ITEM 3.3

DATE	Jun 4, 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 April 19, 2024 meeting of the Board.
Motion	No motion required. For information only.

## 1. INTERNAL OPERATIONS

### a. COMPLIANCE STATEMENT

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

## 2. JOINT STATEMENT ON ASTTBC RESERVED PRACTICE

On May 8<sup>th</sup>, 2024 the Ministry of Post-Secondary Education and Future Skills confirmed the intention to develop a reserved practice for applied science technology for registrants of the Applied Science Technologists and Technicians of BC (ASTTBC) in a [joint statement](#). Engineers and Geoscientists BC has been working alongside ASTTBC and the Office of the Superintendent of Professional Governance (OSPG) and has appreciated the collaboration and discussions that led to this announcement.

Much work is planned in the next few months to gather information from registrants.

### 3. PUBLIC OPINION SURVEY UPDATE

We conducted our public opinion survey in May (changed this year to an annual frequency rather than once every three years). The survey is fielded by Sentis Market Research and utilizes an online public panel to create a representative sample of 800 British Columbians to share their views and understanding of Engineers and Geoscientists BC's role, our mandate, and what regulatory functions they feel are most important to them. Preliminary results are currently being reviewed but indicate most members of the public have trust in our organization (83%) and value our regulatory role. More detailed information will be shared with the Board at their September meeting.

### 4. CONFERENCE UPDATE

We are pleased to announce our 2024 Engineers and Geoscientists BC Annual Conference will be held in person and live streamed on October 16-18, 2024, at the Vancouver Convention Centre in Vancouver, BC. The conference will feature two days of Continuing Education (CE) sessions, inspirational keynote speakers, valuable networking opportunities, an exhibitor tradeshow, and the Annual General Meeting (AGM).

The AGM will be held on Wednesday, October 16 conducted using a hybrid format, allowing registrants to attend in person or online.

The CE sessions will be in line with the four areas of learning that are part of the CE program requirements – ethical, regulatory, technical, and communications and leadership. There will be 32+ CE sessions across the four areas of learning and four engaging keynote speakers including Hayley Wickenheiser. The full conference program and registration will be launched officially at the end of June 2024.

Sponsorship and exhibitor opportunities are available to purchase until August 16, 2024, or until packages are sold out.

For more information, please visit <https://egbc.ca/conference>.

### 5. PROFESSIONAL PRACTICE GUIDELINES

In May of this year, after over two years of collaboration with a number of Subject Matter Experts (SMEs), acting as authors and reviewers, focus groups, other key organizations, such as BC Ministry of Emergency Management and Climate Readiness, Metro Vancouver, Institute for Catastrophic Loss Prevention and University of Western Ontario, we were able to publish a new professional practice guideline: [Use and Development of Seismic Microzonation Maps in BC](#). These guidelines will provide a common approach for carrying out future seismic microzonation mapping projects in BC, improving the safety of the public and protection of the environment.

## 6. **STRUCT. ENG. PROGRAM**

Commenced a process to review the Struct. Eng. Program, as identified as part of the Activity Review process, by establishing a Working Group consisting of registrants, Authorities Having Jurisdiction (AHJs) and other Subject Matter Experts (SMEs) to consider the history of the designation, practices in various jurisdiction and other relevant facts with a view to providing recommendations for consideration of implementation, anticipated over the next 12-18 months.

## 7. **CONTINUING EDUCATION (CE) AND ANNUAL REPORTING (AR) REQUIREMENTS**

June 30, 2024 is the deadline for registrants to submit their Annual Reporting confirming completion of their 60 hours of Continuing Education requirements over the past three-year rolling period. The following data shows a generally positive trend for AR reporting, and CE hour completion, Regulatory Learning Module (RLM) and Ethical Learning (EL) requirements. Other indicators, such as the number of individuals viewing the tutorial videos, requests for exemptions and number of emails and phone calls received, also reflect a positive trend in voluntary compliance with the requirements.

### **Annual Reporting**

	2022	2023	2024
Percentage complete as of June 07, 2024	22.2	24.6	32.6

### **Continuing Education**

	2022	2023	2024
Percentage complete as of June 07, 2024	26.8	17.4	26.3

## 8. **INTERNATIONAL CREDENTIALS RECOGNITION ACT (ICRA) UPDATE**

It was previously reported that Engineers and Geoscientists BC was successful in securing funding from the Credentials Assessment Improvement Fund which has been made available for regulators that need to comply with aspects of the International Credentials Recognition Act (ICRA). The project plan involves improvements to how information is displayed from a pre-arrival standpoint as well as transitioning key admissions policies to be outward facing and publicly available. Engineers and Geoscientists BC has entered the

first phase of that project plan which involves the recruitment of two positions on a 12-month contract basis:

- Policy Analyst
- User Experience Specialist

These positions are currently posted on the Engineers and Geoscientists BC website and applications are being reviewed.

Engineers and Geoscientists BC has participated in all the consultations organized by the Credentials Recognition Improvement Branch (CRIB). The purpose of these consultations which involved regulators across multiple professions that fall under the Act was to help inform and determine the regulations centered around the topics of application/assessment timelines, data reporting, and Canadian work experience. A more detailed update will be provided at a future date.

## 9. SUPPORT TO THE FOUNDATION

Following the motion carried by the Board at the April 2024 meeting, staff have begun to work with the directors of the Foundation to separate the two organizations formally. The two organizations met on May 23 where a working group was established that will meet every two weeks starting June 6 to develop a project charter and plan to achieve a formal separation and then to execute the plan. Support to the Foundation will continue as it has in the past until the formal separation is complete.

No date has been yet established for the finalization of the plan.

## 10. ENGINEERS CANADA HIGHLIGHTS

Engineers Canada held their AGM and the Annual Meeting of Members on May 24<sup>th</sup> and 25<sup>th</sup> in Winnipeg. The CEOs (May 21, May 23<sup>rd</sup>) and Presidents/Board Chairs (May 23<sup>rd</sup>) also met during that week. Highlights include:

- **Michael Wrinch** takes on the role of President of Engineers Canada for the 2024-2025 year
- **Philip Rizcallah** introduced as [Engineers Canada's next CEO](#). (Philip starts on August 1)
- Among the Directors approved for another term is **Ann English** as Director for British Columbia
- **Rishi Gupta**, representative for BC, appointed to CEQB
- Approval of the 2025-2029 Strategic Plan

- Approval of the [National Statement of Collaboration](#) and signing ceremony with all regulators. Michelle Mahovlich represented Engineers and Geoscientists BC as Board Chair
- Approval of a per capita fee assessment of \$10 for 2026
- A sold-out in-person 30x30 Conference “Turning Knowledge into Action for Gender Equity in Engineering” (May 22<sup>nd</sup>)
- **John Van Der Putt**, Director from Alberta, elected as President Elect for Engineers Canada. Four Directors ran for the position of President Elect.

## 11. GEOSCIENTISTS CANADA HIGHLIGHTS

Geoscientists Canada held the AGM and Annual Member Meeting on June 1<sup>st</sup> in Winnipeg. The CEOs and Presidents/Board Chairs also met on May 31<sup>st</sup>. Highlights include:

- **Paul Hubley** started his first day on the job (June 1<sup>st</sup>) as [Geoscientists Canada’s new CEO](#)
- Everyone wished Andrea Waldie well on her retirement
- **Antigone Dixon-Warren** becomes the Geoscientists Canada Director for British Columbia, replacing **Del Ferguson**. We thank Del for his commitment and service during his term!
- Geoscientists Canada very thankful to Engineers and Geoscientists BC for supporting them and housing them in our offices
- Approval of the “Public Reporting for Practicing Professionals” to be made for member use
- **Christine Vaillancourt**, Director from Toronto, assumes the role of President of Geoscientists Canada. **Matt Alexander**, Director from New Brunswick, elected by acclamation as President Elect for Geoscientists Canada
- Geoscientists Canada is seeking input before September 10<sup>th</sup>, 2024 from its Members to any specifics that Engineers and Geoscientists BC may want to see in their implementation Plan (2024+)
- The annual presentation by Geoscientists Canada will take place at our September Board meeting.





OPEN SESSION  
INFORMATION REPORT

DATE	June 4, 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.

**The following Items will No Longer Be Coming to the Board on June 21, 2024:**

- *Year 2 Strategic Plan Update Information Report:* Staff will be providing a Year 2 wrap up report at the September meeting after the fiscal year has closed.
- *OSPG Audit Update:* Due to other priorities such as the International Credentials Recognition Act, the OSPG did not conduct an audit in 2024.
- *Practice Guidelines:* There were no revised or new Practice Guidelines for approval by the Board for the June 21, 2024 meeting.

- *Board Policy Approval & Development:* There are no Board policies being presented to the Board for approval at the June 21<sup>st</sup> meeting. It is anticipated that in September the Board Skills Matrix will be brought forward from the Governance Sub-Committee for Board approval.
- *Budget Approval:* The FY2025 Draft Budget was approved by the Board on May 29, 2024 and therefore this placeholder is no longer needed.
- *Risk Register Approval:* This item is no longer scheduled for the June 21<sup>st</sup> Board meeting and will be covered under the Risk Management discussion at the June 20<sup>th</sup> Board Forum instead.

#### **APPENDIX A – Board Road Map (as of June 21, 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 September 20)	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
20-Sep-24	Board Mtg	Yr 3 Strategic Plan Update KPI update	Board policy approval & dev't (placeholder) Practice Guideline approvals (placeholder) Volunteer appointments Annual Financial statements approval Risk Register approval AGM agenda approval Annual CEO Performance Review Board Sub-Committee Composition Matrices Review Board Sub-Committee Workplan Performance Review Other (as directed by OSPG)	Annual update from GC Director Annual update from Investigation Cmtee Regulated & Reserved Practice discussion

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

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

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

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