



# BOARD MEETING AGENDA

**DATE** May 29, 2024

**TIME** 10:00 – 11:30

**LOCATION** Virtually Via Teams (*Meeting Link Sent Via Outlook Invitation*)

<p><b>10:00</b> <b>(4 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>10:04</b> <b>(1 mins)</b></p>	<p>1.1 Declaration of Conflict of Interest</p>	
<p><b>10:05</b></p>	<p><b>2.0 OPEN REGULAR AGENDA</b></p>	
<p><b>10:05</b> <b>(5 mins)</b></p>	<p>2.1 FY2024 Q3 Financial Results</p> <p><b>For information only.</b></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer</i></p> <p><i>Alicia Tan, CPA, CMA, Director, Finance Governance Sub-committee</i></p>	<p>FY2024 Q3 Financial Results</p>
<p><b>10:10</b> <b>(80 mins)</b></p>	<p>2.2 Engineers and Geoscientists BC Draft FY2025 Budget Summary</p> <p><b>MOTION: That the Board approve:</b></p> <p><b>a) 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);</b></p> <p><b>b) the Registration Reconsideration fee be increased to \$300.00; and</b></p>	<p>Engineers and Geoscientists BC Draft FY2025 Budget Summary</p>

	<p><b>c) all other ancillary fees for individual and firm registrants remain unchanged for FY2025.</b></p> <p><i>Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer on behalf of the Finance, Audit &amp; Risk (FAR) Sub-Committee</i></p> <p><i>Alicia Tan, CPA, CMA, Director, Finance</i></p>	
<p>11:30</p>	<p><b>ADJOURNMENT</b></p>	



## OPEN SESSION

### ITEM 2.1

DATE	May 17, 2024
REPORT TO	Board for Information
FROM	Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
SUBJECT	Financial Results as at March 31, 2024
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	For the Board to review financial results as at March 31, 2024.
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### BACKGROUND

As approved by Board at the September 12, 2014 meeting, quarterly financial reports are to be made to the Sub-Committee for review to ensure the sub-committee is kept fully apprised of the financial and operational situation of the organization to enable the sub-committees in their work.

### YEAR-TO-DATE FINANCIAL RESULTS AS AT END OF March 31, 2024

This update includes a comparison of FY2024 year-to-date (YTD) actual results as at the end of March 2024 to the last forecast as presented to Board in April 2024, and to FY2024 budget, with a summary of major variances (in '000's).

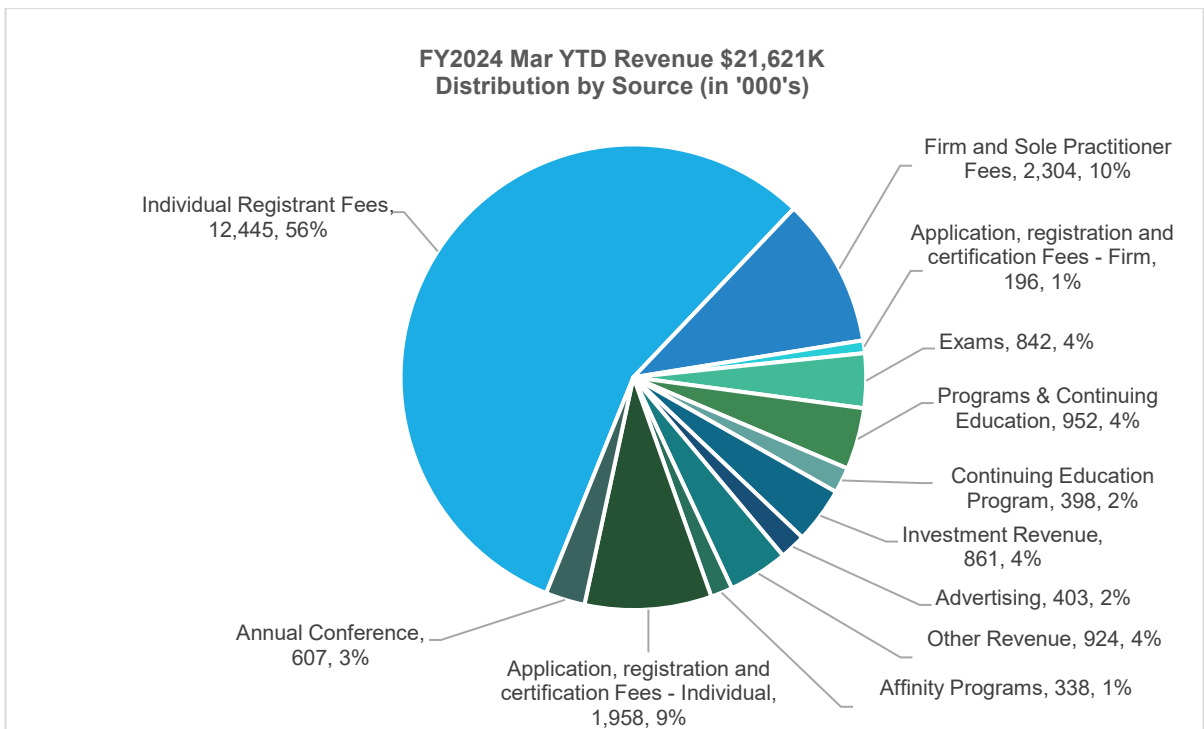
Table 1		A	B	C	D*	E*
		YTD Actual	YTD Budget	YTD Forecast 2	YTD Var-Act vs Budget	YTD Var-Act vs Fcst 2
<b>Summary</b>						
1	Revenue	21,621	21,094	21,567	528	55
2	Salaries and Benefits	12,621	13,492	12,731	871	109
3	Expenditures	6,904	7,583	7,240	679	337
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	2,097	19	1,596	2,078	501
5	Surplus (Deficit) from Grants	32	46	32	(14)	(0)
<b>6=(4+5)</b>	<b>Surplus (Deficit)</b>	<b>2,129</b>	<b>65</b>	<b>1,628</b>	<b>2,064</b>	<b>501</b>

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

The financial result as at end of March 31, 2024 ended with a year-to-date (YTD) surplus of \$2,129K (A6), which is \$501K higher than forecasted YTD surplus of \$1,628K (C6). A more detailed variance report is outlined in [Appendix A](#).

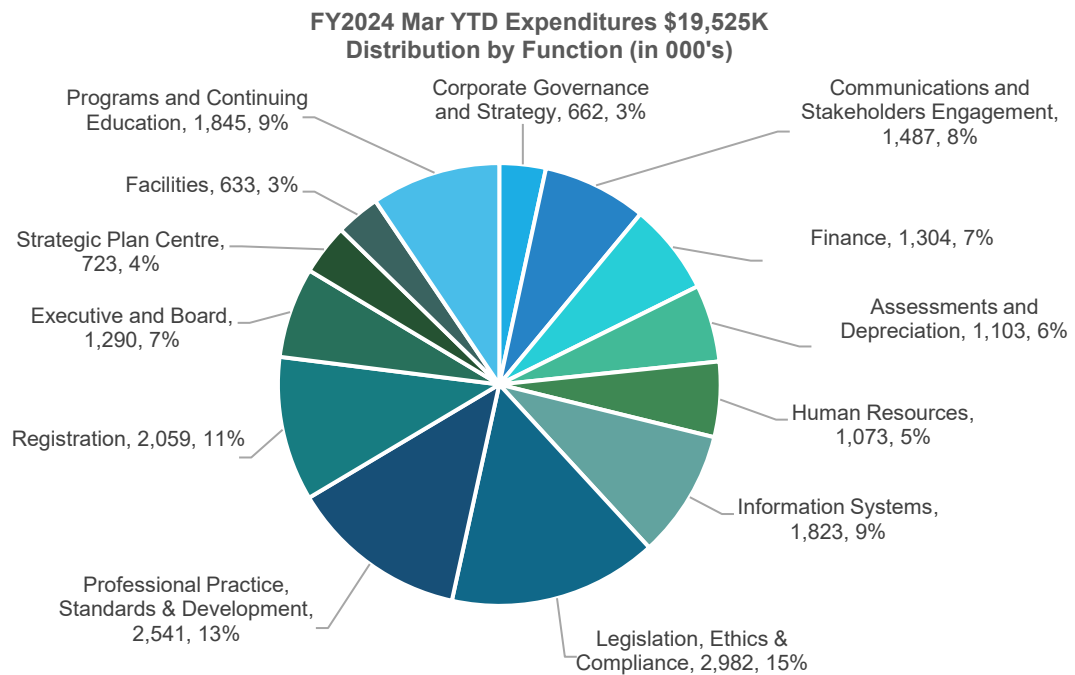
## YTD REVENUES

YTD total revenue is \$21,621K (cell A1). Figure 1 below shows the distribution of this revenue by source.



## YTD EXPENDITURES INCLUDING SALARIES

YTD total operating expenditure is \$19,525K (cell A2 and A3). Figure 2 below shows the distribution of this expenditure by function.



## FY2024 Mar YTD Actuals vs YTD Forecast 2

YTD revenue is \$55K (cell E1) higher than forecast 2 primarily due to:

- higher registration/application revenue, higher revenue on BC Online seminar and higher annual fees and sole practitioner fee due to more than expected firms registering in the 2<sup>nd</sup> year
- offset by timing of legal recoveries and less continuing education revenue

YTD expenditure is \$446K (cell E2 and E3) lower than forecast 2 primarily due to:

- lower legal expenses due to timing of disciplinary files,
- lower overall contract services due to timing of project and expenses,
- lower expenses in office expenditures, meeting, events, and travelling
- lower salaries and benefits expenses due to vacancies

## **FY2024 Mar YTD Actuals vs FY2024 YTD Budget**

YTD revenue is \$528K (cell D1) higher than budget primarily due to:

- higher professional practice exam and academic exam in other jurisdictions due to volume increases
- higher affinity programs and BC Online seminar revenue
- higher individual application, registration and certification fees due to higher registration/application volume
- offset by lower firm annual fee and sole practitioner fees due to lower than expected number of firms in the 2<sup>nd</sup> year and lower individual interim fee revenue due to less expected new applicants in Q3

YTD expenditure is \$1,550K (cell D2 and D3) lower than budget primarily due to:

- lower salaries and benefits expenses due to vacancies,
- lower legal expenses due to timing and rate of settlement on disciplinary files,
- lower overall contract services due to timing of project and expenses,
- lower expenses in meeting, events and travelling

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

## FY2023 Mar YTD Statement of Revenue and Expenses Compared to Budget and Forecast 2 (in '000's)

		A	B	D* = A vs B Var - Actual vs Budget	E	YTD Forecast 2	F* = A vs C Var - Actual vs Fcst 2	G
		YTD Actual	YTD Budget		Comment - Actual vs Budget			Comment - Actual vs Fcst2
<b>REVENUE</b>								
1	Annual Registrant Fees – Individual	12,445	12,614	(169)	Due to lower than budgeted volume of new applicants	12,453	(9)	
2	Annual Fees and Sole Practitioner Fee - Firm	2,304	2,476	(172)	Due to lower than expected number of firms registering in the 2nd year	2,285	19	More than expected firms registering in the 2nd year
3	Application, registration, and certification fees – Individual	1,954	1,646	308	Higher than expected registration/application volume	1,914	40	Higher than expected registration/application volume
4	Application, registration, and certification fees – Firm	196	219	(23)	Lower than expected registration/application volume	188	8	
5	Professional and academic examinations	847	572	275	More than expected candidate on Academic exam in other jurisdictions and professional practice exam	846	0	
6	Penalty on CE and AR	398	400	(2)		397	1	
7	Continuing Education Revenue	954	879	75	Higher due to BC Online Seminar (\$121k) due to extra provincial applicants than expected which offset by lower revenue on CE revenue (\$62k)	966	(13)	Less CE revenue offset by higher BC Online seminar revenue
8	Investment revenue	861	956	(95)	Due to less investment balance than budgeted which offset by higher interest rate	874	(13)	Less revenue due to lower interest rate than forecasted
9	Affinity Program revenue	338	244	94	higher revenue than expected	273	65	higher revenue than forecasted

		A	B	D* = A vs B Var - Actual vs Budget	E	F* = A vs C	G	
		YTD Actual	YTD Budget		Comment - Actual vs Budget	YTD Forecast 2	Var - Actual vs Fcst 2	Comment - Actual vs Fcst2
10	Annual conference and innovation magazine	1,010	789	222	Higher annual conference attendance (\$335k) offset by reduced number of issues on innovation magazine (\$15K) and less revenue on advertising (\$88K) than budgeted	1,011	(0)	
11	Miscellaneous revenue and LEC recoveries	315	299	17	Due to higher bank interest revenue and timing of legal file recoveries	360	(44)	Mainly due to timing of recoveries
12	<b>TOTAL REVENUE</b>	<b>21,621</b>	<b>21,094</b>	<b>528</b>		<b>21,567</b>	<b>55</b>	
	<b>SALARIES AND EXPENDITURES</b>							
13	Salaries and Employee Benefits	12,621	13,492	871	Mainly due to vacancies	12,731	109	Mainly due to vacancies
14	Contract and consulting services	2,019	2,204	185	Due to timing of projects and spend across organization	2,079	60	Due to timing of projects and spend across organization
15	Office, general and miscellaneous	2,788	2,955	168	Due to timing of actual expense vs budget	2,877	89	Due to timing of actual expense vs budget
16	Legal	723	814	91	Due to timing and rate of settlement on disciplinary files	785	62	Lower legal expenses due to timing and rate of settlement on disciplinary files
17	Premises and operating costs	300	361	61	savings due to lower management fee	327	27	
18	Events, travel and other	1,074	1,249	175	Less meeting, events and travelling	1,172	98	Less meeting, events and travelling
19	<b>TOTAL SALARIES AND EXPENSES BEFORE GRANTS</b>	<b>19,525</b>	<b>21,075</b>	<b>1,550</b>		<b>19,971</b>	<b>446</b>	



20=(12-19)	<b>Surplus Before Grants</b>	<b>2,097</b>	<b>19</b>	<b>2,078</b>		<b>1,596</b>	<b>501</b>
21	<b>Surplus (Deficit) from Grants and External Projects</b>	<b>32</b>	<b>46</b>	<b>(14)</b>		<b>32</b>	<b>(0)</b>
22 = 20+21	<b>Total Surplus (Deficit)</b>	<b>2,129</b>	<b>65</b>	<b>2,064</b>		<b>1,628</b>	<b>501</b>

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



**OPEN SESSION**

**ITEM 2.2**

<b>DATE</b>	May 17, 2024
<b>REPORT TO</b>	The Board for Decision
<b>FROM</b>	Finance, Audit & Risk (FAR) Sub-Committee Jennifer Cho, CPA, CGA, Chief Financial and Administration Officer Alicia Tan, CPA, CMA, Director, Finance
<b>SUBJECT</b>	EGBC Draft FY2025 Budget Summary
<b>LINKAGE TO STRATEGIC PLAN</b>	We have efficient and effective systems in place to enable modern regulation.

<b>Purpose</b>	For the Board to review draft FY2025 budget scenarios and provide guidance on specific items.
<b>Motion</b>	That the Board approve:
	a. 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);
	b. the Registration Reconsideration fee be increased to \$300.00; and
	c. all other ancillary fees for individual and firm registrants remain unchanged for FY2025.

**BACKGROUND**

In the fall of 2021, the organization embarked on the journey of creating a new multi-year Strategic Plan. At the April 2022 Board meeting, the new 5-year Strategic Plan was approved. The Strategic Plan will provide direction and focus to the organization's decisions and activities over the coming years. For FY2025, we will be entering Year 3 of the Strategic Plan, and the tandem budgeting process began with the creation and approval of the Budget Guidelines for FY2025 Budget at the February Board meeting. The Budget Guidelines serve as a guiding post for the creation of a budget.

In developing the draft budget, consideration must be given to the Strategic Plan, Budget Guidelines, and the overall landscape of what the organization faces working under the requirements of the PGA. The organization is a regulator and continues to integrate PGA into our operations as well as divest of its advocacy activities. It is an important reminder in this process that the cost of regulation is what determines the cost to the registrant and not vice versa. This budget aims to support work towards balancing our capacity and delivering on our Strategic Plan.

The second year (FY2024) of the Strategic Plan focused on completion of PGA integration, ramping up capacity in the organization, as well as embarking on some of the initiatives set out in the Strategic Plan. In addition, focus was on building capacity and balancing workload through the hiring of 13 FTE as part of FY2024's budget. The third year of the Strategic Plan will aim to continue to strengthen our capacity and continue our work of proactive regulation where EGBC is taking steps towards being a modern regulator responding to changing societal expectations.

The draft FY2025 budget was created with two major components:

- **Base Budget** - revenues and expenditures required to operate the business as it is today; and
- **Strategic Plan – Year Three** – highlights of funding for the third year of the Strategic Plan are in the assumptions portion of this memo.

Base Budget considerations with the current landscape are:

- Divesting of advocacy activities
- Increasing government relations activities
- FIPPA compliance requirements
- Continued increasing number and cost of complaints, investigations, disciplinary hearings and FOI requests
- Increasing trends in individual registrant applications
- Increasing volume of online examinations
- Hybrid work environment
- High inflation
- Specialized resources to balance organizational workload

## INTERNAL BUDGET PROCESS

In this year's budgeting process, particular emphasis was placed on review of requests of new full-time positions as we are balancing the growth of the organization over the last few years with ensuring we have adequate resources needed to operate. A business case was provided for each position request supported with data, good reasoning, criticality (critical = hole in the boat) and consequences if the position was not approved. Positions that were not critical or could be delayed without significant consequences were not included in this budget. Some positions that were seen to be short term or needing further time for evaluation of the need for the long term, are included in this budget as contract roles. These roles will be re-evaluated in the following budget cycle.

As a part of the normal budgeting process, the Executive Team and Finance Team scrutinized each budget item and ensured that estimates for revenue and expenditures are realistic. Several iterations of the draft budget were completed before a finalized draft budget was created. Review of the Strategic Plan initiatives, risk register items, and departmental plan items was done to ensure funding is in place. Consideration of our reserves and current year forecast were a part of the process as we developed the draft budget.

The end result is the draft Engineers and Geoscientists BC FY2025 budget. The Finance, Audit, & Risk Sub-Committee met on May 17, 2024 and reviewed the three scenarios. The draft budget scenarios have been prepared in accordance with the Board approved FY2025 Budget Guidelines (**Budget Book: Appendix A – FY2025 Budget Guidelines**).

## FY2024 FORECAST

As presented to the Board on April 19th, 2024, for FY2024 ending June 30, 2024, Engineers and Geoscientists BC is forecasting a financial surplus in the range of \$850K to \$1 Million compared to a zero budget for the fiscal year.

Table 1		A	B	C*
		FY2024 Forecast 2	FY2024 Forecast 1	Forecast 2 vs Forecast 1
<b>Summary</b>				
1	Revenue	29,898	29,083	815
2	Salaries and Benefits	18,188	18,241	53
3	Expenditures	10,863	10,947	84
4=(1-2-3)	Surplus (Deficit) Before Grants and External Projects	848	(104)	952
5	Surplus (Deficit) from Grants	2	104	(102)
<b>6=(4+5)</b>	<b>Surplus (Deficit)</b>	<b>850</b>	<b>0</b>	<b>850</b>

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

The significant surplus is primarily driven by these key factors:

- Higher continuing education seminar attendance and BC Online Seminar revenue than expected
- Higher revenue in academic exam from other jurisdictions due to increase in PEO exam registrations and volumes increase in Professional Practice exams
- Higher investment income due to higher investment base and rising in interest rate
- Savings from annual conference mainly on venue rentals and travels
- Delay in BC Online Seminar refresh work to FY2025

## FY2025 BUDGET ASSUMPTIONS

Three scenarios of the draft budget have been created for the Board to consider. All scenarios include the following assumptions:

### General

- In compliance with the Budget Guidelines
- Allowance of \$200K of contingency fund – consistent with prior years

### Revenues

- Revenue changes as summarized in **Budget Book: Appendix B**
- Individual registrant revenue net growth of 11% prior to any fee increase
- Regulation of firms revenue assumed similar to prior year as revenue levels are stable
- Continued higher applications revenue growth of 8%
- Academic Exam revenues for other jurisdiction net growth of 48% due to PEO exam registrations
- Reconsideration Fee (for applications) increased from \$150 to \$300 to correctly reflect the resources required to manage these complex applications and deter frivolous applications (see **Budget Book: Appendix E**)
- Annual Conference Revenue increase of 37% as we revise our pricing model due to Vancouver location
- Higher (1%) investment revenue due to larger investment base from larger general operating and reserve funds

### Salaries and Expenditures

- Salary and expenditure changes as summarized in **Budget Book: Appendix C**
- Merit increase allocation of 4%
- Triennial Total Compensation Review
- Government Relations Consultant for increased activities and development of long-term strategy
- Over \$1,198K in funding for expenditures related to planned initiatives as summarized in **Budget Book: Appendix D – 4.1 Initiatives**. This includes \$927K of funding on key initiatives under the Strategic Planning pillars:
  - Stakeholder Engagement Pillar: Stakeholder Relations/External Communications Strategy/Building Stakeholder Trust
  - Process Pillar: Continuation of Data Governance maturity
  - Process Pillar: Artificial Intelligence Strategy (Internal)
  - People and Culture Pillar: Activities Transition – Struct. Eng Program Review

- People and Culture Pillar: Organizational Development – leadership development, learning calendar, replacement planning, Engagement Survey recommendations
  - People and Culture Pillar: Advancing Volunteer Management Program – implementation of recommendations
  - Social Responsibility Pillar: Advance work on creation of Strategy in the areas of EDI/Indigenous Reconciliation.
  - Social Responsibility Pillar: Advance work on Climate Change Strategy (Internal)
- The addition of 9 new full-time employees (FTE) and 6 contracts to fill the current resource gap - See **Budget Book: Appendix D – 4.2 New Positions** for details.
    - Approximately \$496K of staff resources to enable flexibility to execute and sustain the Strategic Plan

### THREE DRAFT FY2025 BUDGET SCENARIOS TO CONSIDER

Three draft budget scenarios have been created for Board to consider.

**Scenario A: Without Fee Increase** – resulting in a break-even budget.

**Scenario B: With a \$15 (3%) Inflationary Fee Increase on Professional Registrant categories (P. Eng and P. Geo), and no change on Trainees (EIT and GIT)** – resulting in a \$225K surplus.

**Scenario C: With a \$20 (4%) Fee Increase on the Professional Registrants category (P. Eng and P. Geo) and no change on Trainees (EIT and GIT)** – resulting in approximately \$300K surplus.

Here is a summary of the three scenarios (in '000s):

**Table 2**

	<b>Scenario A \$0 Fee Increase</b>	<b>Scenario B +\$15 (P.Eng/P.Geo)</b>	<b>Scenario C +\$20 (P.Eng/P.Geo)</b>
<b>Draft FY2025 Budget</b>			
Fee Increase (Professional Registrants)	\$0	\$15	\$20
Current Regular Full Fee	\$520	\$520	\$520
New Annual Fee (P.Eng/P.Geo)	\$520	\$535	\$540
Non/Practicing Fees	\$130	\$134	\$135
(in \$'000)			
Revenue	\$32,588	\$32,813	\$32,888
Salaries and Benefits	20,466	20,466	20,466
Expenditures	12,013	12,013	12,013
Strategic Initiative Funding	0	0	0
General Contingency	200	200	200
Gross Surplus/(Deficit) before grants	(92)	133	208

Net Surplus (Deficit) from External Grants/Projects	92	92	92
Surplus/(Deficit)	(0)	225	300
Transfer to Building Reserve	0	0	0
<b>Add to General Operating Fund</b>	<b>(\$0)</b>	<b>\$225</b>	<b>\$300</b>

### BENCHMARKING TO SISTER ASSOCIATIONS & INFLATION CONSIDERATION

Please refer to **Budget Book: Appendix I** for the benchmark comparison of annual dues for both individuals and firm registrants to sister associations across the country. Engineers and Geoscientists BC is currently on the mid-end of the spectrum in terms of annual dues. Many factors affect the fees being charged by different organizations. This may include the size of the organization, the number of registrants they support, mix of registrant or member types, mix and quality of programs, fee structure, as well as external environment like the one we have been navigating through.

This chart is updated to April 2024 and does not consider 2025 fee increases that sister associations may apply.

### RESERVES

As per Budget Guideline 5, a review and assessment of the appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund (Building Reserve), the Legal & Insurance Fund and the Advocacy Fund is to be done as a part of the budgeting process.

The projections of five fund balances for the scenario are as per below:

**Table 3**

Scenario B - \$535 Annual Fee - \$15 Fee Increase to P.Eng & P.Ge	General Fund ('000's)		Internally Restricted Funds ('000's)			Total Net Assets ('000's)
	Operating Fund	Invested in property and equipment	Advocacy Body Fund	Property, Equipment and Systems Replacement	Legal and Insurance	
June 30, 2023	12,901	2,629	250	2,057	1,000	18,838
FY2024 Forecast	1,170	295	(170)	(295)	-	1,000
FY2024 Forecast Transfer	-	-	-	-	-	-
<b>June 30, 2024 Forecast</b>	<b>14,072</b>	<b>2,924</b>	<b>80</b>	<b>1,762</b>	<b>1,000</b>	<b>19,838</b>
Draft FY2025 Budget	305	297	(80)	(297)	0	225
Draft FY2025 Budget - transfer	-	-	-	-	-	-
<b>June 30, 2025 Estimate - Scenario B</b>	<b>14,377</b>	<b>3,222</b>	<b>0</b>	<b>1,465</b>	<b>1,000</b>	<b>20,063</b>

The net assets at June 30, 2024 are projected to be approximately \$19.8M with the assumption of a surplus of approximately \$1,000K in the current fiscal year. Board can at any point in time re-appropriate the Legal & Insurance Fund and the Property, Equipment and Systems Replacement Fund back to the General Operating Fund.

#### Property, Equipment and Systems Replacement Fund (Building Reserve)

The balance of the Property, Equipment and Systems Replacement Fund is projected to be approximately \$1.7M at the end of FY2024. This balance is sufficient to address building maintenance and expected major repairs for the longer term as per the Stantec building assessment report completed in 2021. Work on the building will advance as per the suggested Stantec recommendations.

The current balance of the fund is sufficient for building repairs (\$1M) and possible renovations to accommodate for immediate and short-term space needs or new working conditions. We have had the opportunity to complete the short-term space needs study and have options available to continue to use the current space for the next 3-5 years. Evaluation of longer-term future space needs will be completed in FY2026 as part of Future Space Needs Project in the Strategic Plan. Once this information is available, further evaluation of what funds are required can be determined. However, from previous work done by the Building & Future Space Planning Task Force, the recommendation for any future options starts with building up of this reserve fund early on in small quantities each year to ensure that future options can be executed. Most future options (i.e., extension of current building, build new building, buy new building, capital improvements for lease) are highly expensive and would require a large amount of funds in the million dollar plus category.

#### Legal & Insurance Fund

The current balance of the Legal & Insurance fund is \$1M. This fund is sufficient to cover the cost of two large unexpected legal cases. This fund was increased in 2 years ago to ensure there were sufficient funds given the addition of Regulation of Firms.

#### Advocacy Body Fund

The Board approved the creation of this fund in FY2023 in the amount of \$250K to fund the formation of an independent Advocacy Body for the professions. Throughout FY2024, funds have been issued to the Advocacy Body for their incurred start-up costs and \$80K remains for FY2025.

#### 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.

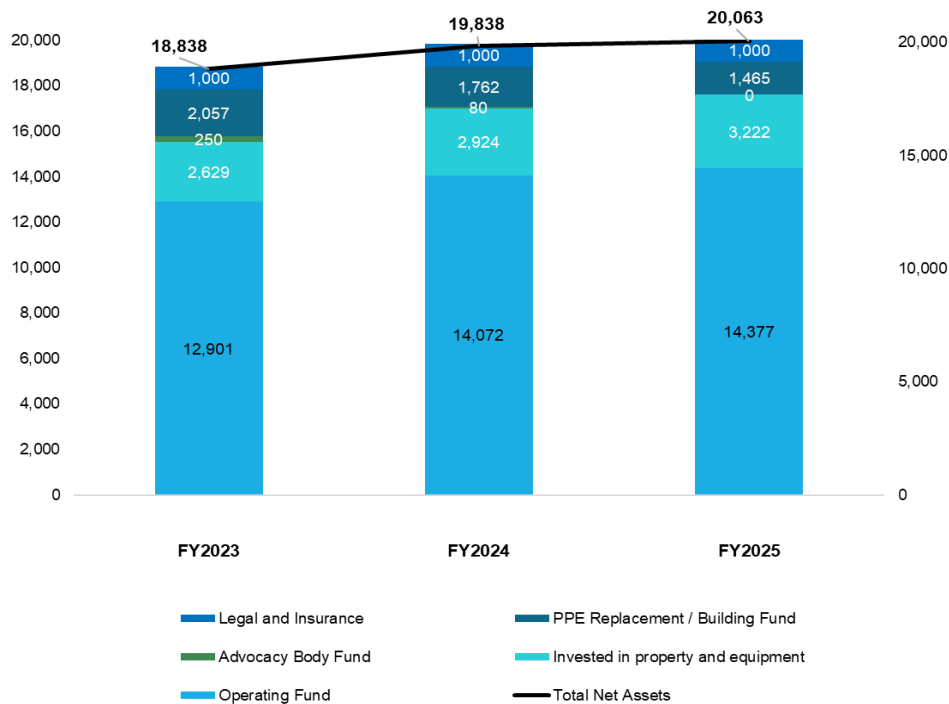
Based on a projected FY2025 operating expenses of \$2.7M per month and the assumption of \$1M in surplus at the end of FY2024, the General Operating Fund balance at end of FY2025 is projected to sit at approximately \$14.4M or equivalent to 5.3 months of operating reserve.

This indicates for the immediate year ahead; the organization should be financially stable with the current reserves.

To ensure long term financial stability of the organization, building up this reserve to reach 6 months over the next 5 years will be a long-term goal for the organization to be achieved and the additional funding to reach 6 months is approximately \$2M.

The following diagram illustrates this concept using Scenario B figures:

**Figure 1**



**RECOMMENDATION**

In a year where regulatory demands are increasing, the new International Credentials Recognition Act will be in place and inflation has yet to decrease, an inflationary fee increase is necessary to financially support the organization through such change. With Scenario B a surplus of \$225K and a \$200K contingency that may not be utilized, leaves the surplus to be \$425K which would replenish the funds that were given to the Advocacy Body and ensure a smoother income flow in the coming fiscal year where the organization is set to lose \$1M in revenue from Affinity & Career

Advertising revenues. While Scenario A (no fee increase) produces a break-even budget, it would be short sighted as it would not set up the organization to be able to absorb much change in the future years which may lead to a larger fee increase in FY2026. Scenario C is a 4% or \$20 fee increase which would still be a reasonable fee increase with the same benefits of Scenario B but be magnified. However, given the prior year has a \$50 fee increase, it would not be advisable to increase by \$20 if a \$15 increase would suffice.

Given fluctuations with revenue & expenditures due to unpredictability with the economy and new program growth/changes, as well support for long term financial sustainability of the organization, both the Finance, Audit & Risk Sub-Committee and staff recommend that a fee increase of \$15 in Scenario B of the draft FY2025 Engineers and Geoscientists BC Operating and Capital Budget be approved by the Board.

## **MOTIONS**

That the Board approve:

- a) 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);
- b) the Registration Reconsideration fee be increased to \$300.00; and
- c) all other ancillary fees for individual and firm registrants remain unchanged for FY2025.

**APPENDIX A – DRAFT FY2025 BUDGET BOOK**

**Engineers and Geoscientists BC  
Draft FY2025 Budget Book**

**Table of Contents**

#	Item	Description	Appendix #
1	Budget Guidelines	The guidelines are observed and incorporated in the process of preparing and compiling draft FY2025 Budget.	<a href="#">A</a>
2	Program Statement (Scenario B) Revenues	Comparative of draft FY2025 Budget against FY2024 Forecast 2 Revenues	<a href="#">B</a>
3	Program Statement (Scenario B) Expenditures	Comparative of draft FY2025 Budget against FY2024 Forecast 2 Expenditures	<a href="#">C</a>
4	List of Initiatives and New Positions 4.1 Initiatives 4.2 New Positions	List of Initiatives and new positions	<a href="#">D</a>
5	Other Fees 5.1 Ancillary Fees	Annual review of Individual ancillary fees	<a href="#">E</a>
6	Schedule C - Individuals	Ancillary fees for Individual Registrants	<a href="#">F</a>
7	Regulation of Firms Ancillary Fee Review	Annual review of Firm ancillary fees	<a href="#">G</a>
8	Schedule C - Firms	Ancillary fees for Firm Registrants	<a href="#">H</a>
9	Benchmark Report of Engineers and Geoscientists BC and other provincial associations	Provides visual comparison of regular full-fee rate amongst cross-country sister associations.	<a href="#">I</a>
10	Capital Budget Spending	Provides a proposed draft capital budget for FY2025 required to support the operations of the Association.	<a href="#">J</a>

**Engineers and Geoscientists BC**  
**Draft FY2025 Budget**  
**Budget Guidelines**

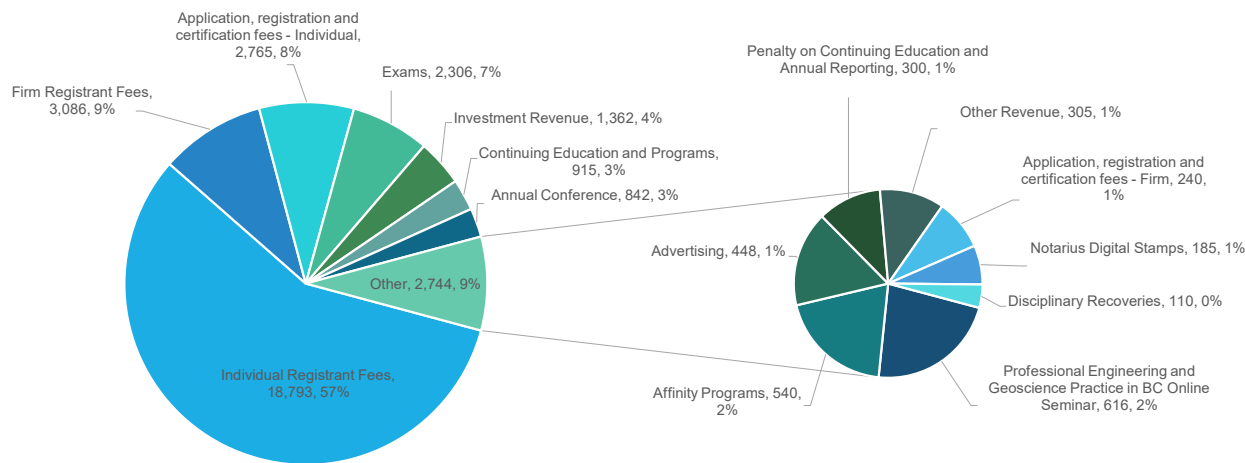
### Budget guidelines

1. All initiatives/projects and expenditures are aligned to the Strategic Plan.
2. Revenue sources, including registrant fees, are reviewed, and analyzed with a financial sustainability mindset, which includes the following elements:
  - i. Consider a fee increase to cover inflation
  - ii. Consider all revenue sources and expected growth for registrant and firm related fees
  - iii. Distinction between single year versus sustained revenue sources
  - iv. Consider any potential fluctuation or interruption of revenue sources
3. There is an annual review of economies, efficiencies and effectiveness of current staffing levels, expenditures, along with revenue strategies. Such a review would consider the following elements:
  - a. Salaries and Benefits
    - i. Review staffing levels against future needs
    - ii. Compare in-house resources against contracted services for efficiencies and value evaluation
    - iii. Review short term staffing needs versus long-term permanent staffing needs
    - iv. Annual merit increases
  - b. Expenditures
    - i. Review departmental spend for efficiency and value of service
    - ii. Distinction between short-term initiatives/projects versus recurring commitments
    - iii. Consider potential savings and new requirements
4. Review and assess any necessary funding to address Risk Register items and mitigation strategies.
5. Review and assess the requirements and appropriate level of funding for the General Operating Fund, Property, Equipment and Systems Replacement Fund, Legal and Insurance Fund and the Advocacy Body Funds.
6. Consider past surpluses when setting future annual licensing fee increases for registrants and firms.
7. Final 2025 budget approval will be finalized at the Board meeting in May 2024.

**Engineers and Geoscientists BC  
Draft FY2025 Budget Scenario B  
(in \$'000)**

Revenues by Programs	FY2025 Budget
Individual Registrant Fees	18,793
Firm Registrant Fees	3,086
Application, registration and certification fees - Individual	2,765
Exams	2,306
Investment Revenue	1,362
Continuing Education and Programs	915
Annual Conference	842
Professional Engineering and Geoscience Practice in BC	616
Online Seminar	540
Affinity Programs	540
Advertising	448
Penalty on Continuing Education and Annual Reporting	300
Other Revenue	305
Application, registration and certification fees - Firm	240
Notarius Digital Stamps	185
Disciplinary Recoveries	110
<b>Grand Total</b>	<b>32,813</b>

**Draft FY2025 Budget Revenue Distribution**

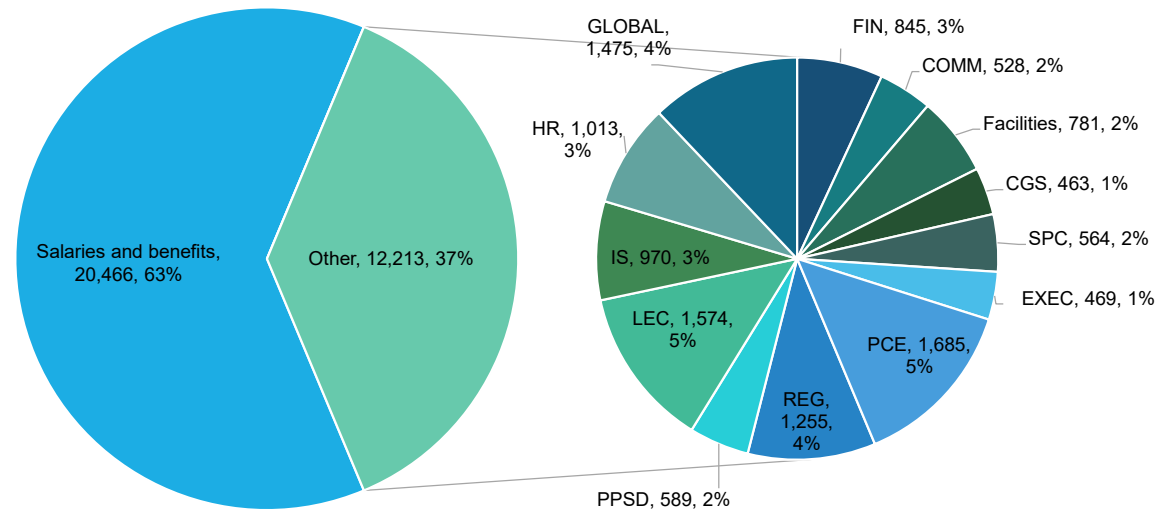


A

Revenue Type	FY2024 FCST	FY2025 Budget	Variance \$	Variance %	Comments
Individual Registrant Fees	16,931	18,793	1,862	11.0%	Due to a larger registrant base and annual fee increase with scenario B (\$15 to P.Eng. & P.Geo.)
Firm Registrant Fees	3,039	3,086	47	2%	Due to increased number of firms in FY2025
Application, registration and certification fees - Individual	2,557	2,765	208	8%	Overall increase in applicant volume offset by less mobility applications
Exams	1,767	2,306	540	31%	Growth due to increase in Academic Exam revenue for other jurisdiction due to PEO exam registration
Investment Revenue	1,214	1,362	147	12%	Due to larger investment base from larger general operating and reserve funds
Continuing Education and Programs	919	915	(4)	0%	
Annual Conference	613	842	229	37%	Due to revise our pricing model due to Vancouver location
Professional Engineering and Geoscience Practice in BC Online Seminar	535	616	81	15%	
Affinity Programs	529	540	11	2%	
Advertising	518	448	(70)	-14%	
Penalty on CE and AR	397	300	(97)	-25%	
Other Revenue	320	305	(15)	-5%	
Application, registration and certification fees - Firm	243	240	(3)	-1%	
Notarius Digital Stamps	185	185	0	0%	
Disciplinary Recoveries	131	110	(21)	-16%	
<b>Total Revenue</b>	<b>29,898</b>	<b>32,813</b>	<b>2,914</b>	<b>9.7%</b>	

**Engineers and Geoscientists BC  
Draft FY2025 Budget Scenario B  
(in \$'000)**

**Draft FY2025 Budget (in \$'000)  
Total Expenses, Salaries and Benefits Distribution**



	A	B	C	D	*E = A - B	*Positive variances indicate lower expenses and negative variances indicate higher expenses
	FY2024 FCST 2	FY2025 Budget	FY2025 Budget Base	FY2025 Budget Initiative	Variance \$ - FY24 FCST vs FY25 Budget	Comments
Expenses	10,863	12,213	11,407	859	(1,351)	See variance analysis below
Salaries and benefits	18,188	20,466	18,884	1,582	(2,278)	FY2025 Budgeted Salaries include a 4% merit increase, filled new positions from FY2024 and new positions. See Appendix D 4.2 for information on proposed new staff resources.
<b>Total Expenses, Salaries &amp; Benefits</b>	<b>29,051</b>	<b>32,679</b>	<b>30,291</b>	<b>2,441</b>	<b>(3,629)</b>	

A			B	C	D	E	*F = A - B	
Dept	Program	FY2024 FCST	FY2025 Budget	FY2025 Budget Base	FY2025 Budget Initiative	FY2025 Budget Saving	Variance \$ - FY24 FCST vs FY25 Budget	Comments
CGS	Board Planning Education	88	125	125	0	0	(37)	Due to cost for a facilitator which is not required in FY2024
	CGS-Other	79	86	91	0	(5)	(7)	
	Governance	45	45	45	0	0	0	
	Government Relations	22	90	48	43	0	(68)	Due to more work to advance and strengthen the regulatory framework
	Nominations	55	59	59	0	0	(4)	
	Strategy and Business Planning	0	58	41	20	(3)	(58)	Due to new quarterly Business review leadership team sessions
<b>CGS Total</b>		<b>289</b>	<b>463</b>	<b>409</b>	<b>62</b>	<b>(8)</b>	<b>(174)</b>	
COMM	Awards	72	0	0	0	0	72	this program has been removed due to activity review
	Comm-Other	32	18	15	2	0	15	
	Innovation Magazine	377	319	319	0	0	58	savings due to # of issues decreased per activity review
	Public Relations & Stakeholder Engagement	129	192	185	7	0	(63)	Due to graphic design support, surveys and focus group support
<b>COMM Total</b>		<b>610</b>	<b>528</b>	<b>519</b>	<b>9</b>	<b>0</b>	<b>82</b>	
EXEC	Exec & Board-Other	81	65	54	11	0	17	
	Executive & Board	132	157	202	0	(45)	(25)	Due to more travelling costs
	Professional governance Act (PGA)	0	0	0	0	0	0	
	Strategic Initiatives	284	248	248	0	0	36	
<b>EXEC Total</b>		<b>497</b>	<b>469</b>	<b>503</b>	<b>11</b>	<b>(45)</b>	<b>28</b>	
Facilities	Building Operations	555	610	610	0	0	(55)	Higher property tax, building insurance and storage usage
	Human Resources & Organizational Development	33	41	41	0	0	(8)	
	Office and Administrative Service	188	130	130	0	0	58	Due to one-time purchase in FY2024
<b>Facilities Total</b>		<b>776</b>	<b>781</b>	<b>781</b>	<b>0</b>	<b>0</b>	<b>(5)</b>	
FIN	Bank Charges, Financial Audit and Services	742	772	772	0	0	(30)	higher cost in bank service charge and audit fee
	Risk, Insurance and Other	53	73	72	2	0	(20)	higher cost in risk management and insurance
<b>FIN Total</b>		<b>795</b>	<b>845</b>	<b>843</b>	<b>2</b>	<b>0</b>	<b>(50)</b>	
GLOBAL	Assessment - Engineers Canada & Geoscientists Canad	709	602	602	0	0	107	Due to lower Engineers Canada assessment fee starting in 2025
	Depreciation & Miscellaneous Allocation	735	772	772	0	0	(37)	
	General Contingency	100	100	100	0	0	0	
<b>GLOBAL Total</b>		<b>1,545</b>	<b>1,475</b>	<b>1,475</b>	<b>0</b>	<b>0</b>	<b>70</b>	
HR	Compensation Management	37	166	36	130	0	(129)	Due to triennial Comp Review in FY2025
	Employee Programs	111	92	92	0	0	19	
	FST (Flourishing Staff Team)	64	91	91	0	0	(26)	Due to high costs in holiday party and higher headcount
	HR-Other	57	63	61	2	0	(5)	
	Human Resources & Organizational Development	80	25	0	25	0	55	
	Recruitment	204	212	212	0	0	(8)	
	Staff Training	169	295	295	0	0	(127)	Extra training costs for engagement survey activities
	Volunteer Management	63	70	70	0	0	(6)	
<b>HR Total</b>		<b>786</b>	<b>1,013</b>	<b>856</b>	<b>157</b>	<b>0</b>	<b>(227)</b>	

A			B	C	D	E	*F = A - B	*Positive variances indicate lower expenses and negative variances indicate higher expenses
Dept	Program	FY2024 FCST	FY2025 Budget	FY2025 Budget Base	FY2025 Budget Initiative	FY2025 Budget Saving	Variance \$ - FY24 FCST vs FY25 Budget	Comments
IS	Business Continuity - IS	777	868	836	32	0		increase subscription costs, more headcounts, higher USD
	IS-Other	10	16	16	0	0	(91)	exchange rate and inflation
	Telecommunications	77	87	87	0	0	(6)	
<b>IS Total</b>		<b>864</b>	<b>970</b>	<b>938</b>	<b>32</b>	<b>0</b>	<b>(106)</b>	
LEC	Discipline	621	752	752	0	0	(9)	
	Enforcement	62	95	95	0	0	(131)	Due to larger volume of discipline files
	Investigations	544	528	528	0	0	(33)	Higher costs in legal counsel
	LEC - Other	210	199	199	0	0	16	
<b>LEC Total</b>		<b>1,437</b>	<b>1,574</b>	<b>1,574</b>	<b>0</b>	<b>0</b>	<b>11</b>	
PCE	Annual Conference	407	560	560	0	0	(137)	
	Branches/Divisions	43	5	5	0	0	(153)	Higher costs in AV, venue, food and rental costs in Vancouver than in Whistler
	Career Awareness	37	2	2	0	0	38	
	Continuing Education and Programs2	478	583	583	0	0	35	
	Equity, Diversity, & Inclusion	96	75	75	0	0	(105)	Higher costs in venue, food and beverage and speaker fees
	Mandatory CE	64	80	80	0	0	22	
	Online Law & Ethics	0	180	180	0	0	(16)	
	PCE-Other	125	200	200	0	0	(180)	Costs on BC Online Seminar refresh work
<b>PCE Total</b>		<b>1,250</b>	<b>1,685</b>	<b>1,685</b>	<b>0</b>	<b>0</b>	<b>(75)</b>	Higher costs in venue and travel expenses for induction ceremonies
PPSD	Auditing - Firms	148	175	175	0	0	(435)	
	Climate Change & Sustainability Initiatives	15	30	30	0	0	(27)	Higher travelling costs for in-person audits
	Individual Audit Program	85	202	202	0	0	(15)	
	Notarius Digital Stamps	1	5	0	5	0	(117)	Higher meetings and travelling expenses for new advisory groups
	OQM	0	0	0	0	0	(4)	
	PPSD-Other	31	38	38	0	0	0	
	Practice Review - Firms	30	35	35	0	0	(6)	
	Professional Practice, Standards & Development	40	40	40	0	0	(5)	
	RoF Other	18	0	0	0	0	0	
	Training Expenses	55	65	50	15	0	18	
<b>PPSD Total</b>		<b>423</b>	<b>589</b>	<b>570</b>	<b>20</b>	<b>0</b>	<b>(10)</b>	
REG	Applications/Registration	228	261	261	0	0	(167)	
	Exams	724	973	973	0	0	(33)	Higher costs in honorarium fees and certificate and stamps expenses which align with increase on licensing fee
	REG-Other	9	21	19	3	0	(249)	Higher costs in PPE and Academic Exam marking fee due to higher candidates on exams
<b>REG Total</b>		<b>962</b>	<b>1,255</b>	<b>1,253</b>	<b>3</b>	<b>0</b>	<b>(12)</b>	
SPC	People and Culture	285	250	0	250	0	(294)	
	Process	285	99	0	99	0	35	
	Social Responsibility	20	150	0	150	0	185	
	Stakeholder Engagement	20	65	0	65	0	(130)	Resource for Climate Change and Reconciliation initiatives
	Strategic Plan General	20	0	0	0	0	(45)	
<b>SPC Total</b>		<b>629</b>	<b>564</b>	<b>0</b>	<b>564</b>	<b>0</b>	<b>20</b>	
<b>Grand Total</b>		<b>10,863</b>	<b>12,213</b>	<b>11,407</b>	<b>859</b>	<b>(53)</b>	<b>65</b>	<b>(1,351)</b>

Note: SPC stands for Strategic Plan Centre



**Engineers and Geoscientists BC  
Initiatives in Draft FY2025 Budget**

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
1	Corporate Governance and Strategy	Quarterly Business Review LT Sessions	These sessions will provide LT opportunities to share progress on departmental plans, delve into topics or issues impeding department and organizational progress and performance while also offering learning and development opportunities. The goal of these sessions are multifold and include improved teambuilding, problem-solving, and organizational leadership.	17,500	N	These sessions fulfill an Executive directive. Should it not be funded, the organization will likely experience skill and knowledge gaps in the short and long term. Session would need to be done virtual which will result in loss in opportunity for relationship building
2		PMO Roadshows	Staff engagement events aimed to socialize new project management and change management frameworks, educate employees on PM and CM and communicate how the PMO can work with departments and individuals to support project execution and success.	2,000	Y	The organization will miss an opportunity to better integrate the PMO function structurally and culturally within the organization.
3		Government Relations	To work with government to advance and strengthen the regulatory framework in a manner consistent with the organization's mission.	42,500	N	Without a government relations strategy in place, the organization risks its effectiveness in influencing decision makers on policy changes, governance standards, or legislation
4	Communication and Stakeholder Engagement	Website accessibility review	Review of our website to make it more accessible. FYI: this action has been mandated for crown corps.	7,000	Y	May need to respond quickly if this action is mandated for us.
5	LEC	Specialized training for Intake, Investigation, Discipline and Enforcement teams	Training tailored specifically to PGA and Bylaws and our specific powers and jurisdictions. This is a 2 day, comprehensive training course that would cover things such as legislative framework, principles of investigations, procedural fairness, evidence vs information, perceptions of bias, report writing, sexual misconduct files, conducting interviews, etc.	21,500	Y	This is highly specialized training that would be catered specifically to the work we do and the requirements of the PGA and Bylaws. To send the entire team to the series of courses on an individual basis would be considerably more expensive and considerably longer period of time. The cost for training individually would be at least double the total cost of the group course.
6	Executive and Board	Capacity follow up - Consultant Services		10,000	Y	Would not have guidance needed throughout process to create capacity.

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
7	Human Resources	Triennial Review	Review of Total Staff Compensation (Salary & Benefits)	130,000	Y	Policy required initiative. Increased work for HR. Distrust with employees.
8		TalentMap (Pulse Survey)		25,000	Y	We lose the opportunity for consistent engagement data
9	Professional Practice, Standards & Development	Firm training content update.	Line 186 Firms Training Contract Services. Significant edits required to bring training inline with recent bylaw changes and the upcoming bylaw changes relating to use of title and unauthorized practice.	15,000	Y	Firm Training not kept up to date with bylaw changes.
10	Strategic Plan	Stakeholder Engagement - Building Stakeholder Trust	Execute an engagement campaign with Branch representatives across the province. Engage an engagement consultant to better inform that work	65,000	Y	The planned engagement will not occur, or will occur virtually. If the consultant is not engaged there may be increased risk that it is not effective.
11		People and Culture - Advocacy Body	Flow through funding for the advocacy body startup	80,000	Y	The advocacy body may not be able to start effectively on the expected timeline
12		People and Culture - Activities Transition - Struct. Eng	Convene a stakeholder working group, supported by decision facilitation consultant, to assess the three options relating to the struct. Eng program: stop the program, modify it, or discontinue it.	55,000	Y	Progress towards the objectives of the Struct. Eng activity transition is not substantially informed by industry and AHJ perspectives
13		People and Culture - Organizational Development	Improve engagement / retention by providing career progression, succession planning, leadership / professional development, AND/OR competency framework depending on PNT/Exec/SLT input (**scope not confirmed yet**)	115,000	Y	If this is not done, then the organization may not be substantially responsive to the results of the recent engagement survey
14		Process - Data Governance	Perform data migration from legacy systems (docushare, h:/onedrive, community wiki, etc.) to SharePoint/teams. Classify migrated data per classification policy.	385,000	Y	Risk reduction and organizational efficiency objectives are not addressed
15		Process - AI Strategy	Research the Microsoft co-pilot ecosystem to look for areas of opportunity for our organization. Implement an initial AI pilot of selected areas with a reduced user set, gather lessons learned Expand the pilot per the lessons learned and discoveries made.	62,100	Y	If not funded, the organization may not be able to implement the infrastructure require to explore possibilities for AI-enabled efficiencies.

	Department / Area	Initiatives or New Additions	Description	Amount	One-time funding (Y/N)	Consequence if Foregone
16		Social Responsibility - Climate Change	Funding for the following consultant roles in support of the climate strategy project: 1. Climate Facilitator 2. Climate SMEs 3. Climate Intern	70,000	Y	If these roles are not funded, than loading of internal staff may be increased or the effectiveness of the project may be impacted.
17		Social Responsibility - Reconciliation Strategy	Determine the organizations reconciliation strategy, with the assistance of a indigenous consultant	80,000	Y	Organization remains without a T&R strategy
18	Facilities	Office furniture for existing small meeting spaces	Furniture for small meeting spaces	15,000	Y	Less small collaboration spaces available.
				<b>1,197,600</b>		

Engineers and Geoscientists BC  
New Full Time Employees (FTE) in Draft FY2025 Budget

FTE#	Department	FTE Title	Position Responsibilities	No. of months in FY2025	Annual rate including benefits	FY2025 Budget amount including benefits	Consequence if foregone/Justification
1	Exec	Board Governance Specialist	Coordinates all board- related work including board, nominations committee, sub committee and forum meetings, board calendar management and coordination, board expenses/honorariums, board training, board orientation. Handles board and sub committee document management and ad-hoc board-related tasks.	10	\$ 107,829	\$ 89,857	High workload for current EA to CEO/Board. Or additional other resource required to support.
2	LEC	Complaint Intake Officer	The Complaint Intake Officer supports the complaint intake processes. Specific responsibilities include receives and reviews complaints submitted and concerns brought to the attention of Engineers and Geoscientists BC through media or other sources, to determine if the matter should be referred to the Investigation Committee. Prepares and sends communication to registrants and complainants, communicate with external parties to obtain information as required. Reviews technical expert reports and prepare an intake report to present to the Investigation Committee or the Registrar.	12	\$ 88,493	\$ 88,493	Inability for Engineers and Geoscientists BC to fully meet our mandate and when significant issues arise. A backlog of files at the complaint intake process. Continued lengthy response times to complainants and registrants resulting in frustrated complainants and registrants. Inability to meet level of excellence required.
3	LEC	Enforcement Counsel	The position managing and coaching, providing strategic guidance on all files handled by the Enforcement Team. Retaining and working with external legal counsel on enforcement files, drafting and sending correspondence to enforcement targets. Leading development of enforcement processes in relation to new areas and types of enforcement	12	\$ 153,757	\$ 153,757	If the EC role is not approved, the ADL will be required to manage the day-to-day operations of the Enforcement Team, in addition to managerial duties in relation to the privacy and policy teams. As a result, the Enforcement Team's ability to process and resolve unauthorized practice and misuse of title files on a timely basis will be significantly impacted because the ADL will become a bottleneck in terms of progress on individual files.
4	REGN	Administrative Assistant	This role will provide administrative support to the senior management team of the registration department, credentials Committee, Professional Licensee Sub-committee, Geoscience Sub-committee, Registration Fairness Panel, and other registration volunteer groups as required.	8	\$ 76,829	\$ 51,219	Capacity challenges at the department management level will continue to intensify.
5	REGN	Examinations Coordinator #1	The Examinations Coordinator will support the Registration Department's online technical examination initiative as well as provide support to other admissions related exams such as the National Professional Practice Examination (NPPE). This individual will provide technical and logistics support related to the hosting of online examinations as well as support to examination candidates.	12	\$ 79,338	\$ 79,338	This role is tied to a proposal that will be made to the Board at their April 2024 meeting to make the Multi-Jurisdictional Online Technical Exams Pilot permanent. If this role is not approved, it would affect the plans to continue the online exams program and would also affect its delivery of services to partner jurisdictions.
6	REGN	Examinations Coordinator #2	The Examinations Coordinator will support the Registration Department's online technical examination initiative as well as provide support to other admissions related exams such as the National Professional Practice Examination (NPPE). This individual will provide technical and logistics support related to the hosting of online examinations as well as support to examination candidates.	12	\$ 79,338	\$ 79,338	This role is tied to a proposal that will be made to the Board at their April 2024 meeting to make the Multi-Jurisdictional Online Technical Exams Pilot permanent. If this role is not approved, it would affect the plans to continue the online exams program and would also affect its delivery of services to partner jurisdictions.

FTE#	Department	FTE Title	Position Responsibilities	No. of months in FY2025	Annual rate including benefits	FY2025 Budget amount including benefits	Consequence if foregone/Justification
7	REGN	Registration Coordinator	Provides support to the academic assessment team by assisting in the intake of applications for all designations (engineering and geoscience). Key duties include the review and approval of academic documents. The processing of applications from CEAB accredited engineering graduates as well as internationally educated (non-accredited) graduates. The processing of applications for geoscience applicants and applicant support.	12	\$ 76,787	\$ 76,787	Increasing application timelines for internationally educated applicants and possible non-compliance with government mandated timelines for assessment.
8	REGN	Registration Assistant (Contract)	Participates in shared department team functions such as responding to emails and calls received through the registration reception. Mail/document scanning involving the proper review and cataloging of application related documentation. Certificate production involving the weekly generation of registrant and trainee certificates for mailing. Key staff support during times of significant need (e.g. Annual Renewal, Annual Reporting)	12	\$ 67,405	\$ 67,405	Would result in staff in more senior roles having to deal with such duties and takes away from what the staff could be working on at more complex levels and slows down response times and processing times of applications.
9	COMM	Co-Op - Communications Co-ord (Contract)	Coordination and support for communications programs and projects. Focus of the role to be determined once FY25 priorities are confirmed.	8	\$ 54,348	\$ 36,232	Team likely to be overloaded during busy period.
10	PCE	Program Coordinator - General (Contract)	It is an essential part of the role to coordinate both the Career Awareness and Branches programs for the second half of the calendar year 2024 as the programs are discontinued.	6	\$ 66,239	\$ 33,119	This work would not be completed in time (by December 31, 2024) and staff capacity would be compromised along with the transition to new roles for staff affected by this project being delayed.
11	IS	Co-op - Infrastructure (AI) (Contract)	In order to assess, secure and leverage AI tools within EGBC, we need the skills and capacity to create strategies, identify opportunities and manage the deployment of tools. In order to create capacity in the senior resources in IS required to complete this work, a co-op would be leveraged to back fill tasks and responsibilities currently completed by current IS personnel.	8	\$ 54,348	\$ 36,232	AI roll out will be slower than desired, and the quality of selection of AI tools and partners will have additional risks.
12	IS & SPC	Business Analyst	The responsibilities include providing analysis of business needs, connecting those needs to potential technologies, and drafting solution statements that can be implemented to benefit EGBC. This role will be split between the Data Governance project (for the next 3 years) and contribute to initiatives involving IS department priorities, addressing organization risk items or key functional activities.	10	\$ 107,829	\$ 89,857	If a full-time employee business analyst is not approved and hired this year, the capacity of other positions filling in the gaps will remain reduced, contributing to an overall issue of high demand on managers' and leaders' time. We will also continue to have less optimal systems and solutions as a result of the lack of competencies a business analyst brings.

FTE#	Department	FTE Title	Position Responsibilities	No. of months in FY2025	Annual rate including benefits	FY2025 Budget amount including benefits	Consequence if foregone/Justification
13	IS & SPC	Functional Analyst (Contract)	The main responsibilities of this role will be to optimize and streamline the use of Microsoft Office suite of tools across the organization, to provide functional support of off-the-shelf products, and to provide improved enablement of the data governance project and subsequent activities.	10	\$ 106,040	\$ 88,366	<p>There is an increasing lack of in-house expertise and adoption of Microsoft tools and the window to ensure broad adoption and efficient use of these tools is closing. This can lead to users blaming solutions over a lack of understanding due to lack of training. Not hiring a functional analyst also increases the risk of building or purchasing and implementing new solutions purely because of a lack of understanding of our existing tools.</p> <p>The Data Governance project is highly dependent on MS Office being optimized, specifically Teams and SharePoint, which is not possible with current resources.</p>
14	SPC	Project Manager	The Project Manager leads or co-leads strategic initiatives and complex projects as part of the organization's Project Management Office (PMO). This includes being responsible for project budgets, task, and resource allocation, and reporting on project data. The Project Manager will assist in the development and analysis of PMO processes, templates, and tools, ultimately contributing to the continuous improvement of the PMO function.	11	\$ 107,247	\$ 98,309	<p>Should the FTE request not be approved, there will be significant impacts to the resilience of the Strategy and Business Planning team. We will not be able to fulfill the vision of the PMO and our ability to provide hands-on project support will be minimal. Support and the depth of analysis required to support the organization will likely be reduced, with negative impacts on the delivery of Strategic Plan initiatives. Staff currently and will continue to be overstretched. It's important to note in the recent engagement survey, 71% of the CGS team would be open to employment outside the organization if asked. Overstretched employees combined with an openness to other employment opportunities is a risk for the CGS department.</p> <p>Lastly, the team will have reduced capacity to upskill employees in the project management discipline within the organization.</p>
15	SPC	Coordinator, Volunteer Program (Contract)	<p>Coordinate volunteer program to support operations and program delivery. Support with implementing recruitment, screening, and orientation procedures. Promote the volunteer program within the community. Maintain volunteer documentation and records using various volunteer management tools. Organize recognition, networking, and training opportunities for volunteers. Coordinate regular volunteer communications and resources.</p> <p>Provide volunteer program statistics for reports as needed. Support and collaborate with volunteer support staff through recruitment, screening, training, and support.</p> <p>Support maintaining volunteer program goals, objectives, and policies. Collaborate with support staff for cohesive volunteer program management. Foster partnerships with community organizations and educational institutions for volunteer recruitment and resources.</p>	9	\$ 75,565	\$ 56,674	<p>Without hiring a one-year contract Volunteer Coordinator, the Volunteer Program Pathway project may face limitations in its capacity to implement comprehensive initiatives. With only one staff member, the department's ability to effectively manage volunteers, coordinate programs, and provide adequate support may be compromised. This could result in missed opportunities for volunteer engagement, reduced program effectiveness, and ultimately hinder the organization's ability to achieve its goals.</p>
					\$ 1,301,391	\$ 1,124,985	



# MEMORANDUM

## CONFIDENTIAL

DATE	April 23, 2024
TO	Board for Decision
FROM	Jason Ong, Director, Registration
SUBJECT	Registration Ancillary Fee Review and Recommendations
LINK TO STRATEGIC PLAN	Process – We have efficient and effective systems in place to enable modern regulation

**PURPOSE:** To update and make recommendations to the Board on Registration ancillary fees for Fiscal 2025.

**MOTION:**

- i. that the Reconsideration fee be increased to \$300.00
- ii. that all other registration ancillary fees remain unchanged for Fiscal 2025.

## BACKGROUND

The Professional Governance Act Section 47 allows for the Council to make bylaws to set fees associated with the admissions and examination processes. Fees are described in their associated sections of the bylaws and the amounts of all fees referenced in the bylaws are set out in Schedule C – Fees, Section 1.1.

Appendix F provides ancillary fees for individual registrants as set out in Schedule C of the bylaws.

## DISCUSSION

### RECOMMENDED INCREASE OF RECONSIDERATION FEE

With rising application volumes, there has been a noticeable increase in applications for a reconsideration of a decision by the Credentials Committee. Applicants currently have two options to apply for a review of an application decision. One option is to apply for a Reconsideration of a

decision and the other option is to apply for the more formal Review on the record. To date, no applications for a Review on the Record have been received since the option was made available with the implementation of the Professional Governance Act (PGA) in 2021.

In Fiscal Year 2023, 14 applications for a reconsideration were received. These applications are frequently complex in nature and require staff and volunteer resources to be assessed. They are also reviewed by the Credentials Committee and also the Registration Fairness Panel if a decision is upheld. Staff have also noticed that many reconsideration applications are at times poorly formed or submitted without much thought by an applicant due to it being a relatively inexpensive way to appeal a decision.

It is recommended that the existing Reconsideration fee in Schedule C be increased to \$300.00 from the current pricing of \$150.00. This increase of \$150.00 will be a more accurate reflection of the resources required to manage these applications and also act as a deterrent for frivolous Reconsideration applications being submitted.

Overall budget impact of this fee increase is expected to be low as there are very few Reconsideration applications each year.

## **NO INCREASES RECOMMENDED FOR OTHER REGISTRATION ANCILLARY FEES**

An analysis and benchmarking of existing ancillary application fees has been conducted. For Fiscal Year 2025, no increase is recommended.

Staff will be reviewing all application fees for a potential adjustment in Fiscal Year 2026 and beyond to account for any necessary requirements stemming from the incoming regulations of the *International Credentials Recognition Act (ICRA)*. The potential for any mandated application and assessment timelines will likely require a complete review of our current model which includes a heavy reliance on volunteers to help perform assessments and interviews.

## **RECOMMENDATIONS**

- a. that the Reconsideration fee be increased to \$300.00; and
- b. that all other registration ancillary fees remain unchanged for Fiscal 2025.

### **Appendix F – Schedule C - Individuals**



## APPENDIX F

### Schedule C – Fees

#### 1.1 Fees for Individual Registrants

Fee Description	Current Amount
<b>APPLICATION FEES</b>	
<b>Application fee for Trainee (EIT/ GIT) Applicant</b>	
a. who is an academically qualified EIT, GIT, MIT, ing jr, géo jr, or CPI in other Canadian province/territory and is applying for the same designation as they hold in the other province or territory	<b>\$0.00</b>
b. who applies within 12 months of graduation from an engineering or geoscience post-secondary program	<b>\$0.00</b>
c. who applies more than 12 months after graduation from an engineering or geoscience post-secondary program	<b>\$475.00</b>
<b>Application fee for professional licensee engineering/ professional licensee geoscience Applicant</b>	
a. First time Applicant not licensed or registered in another Canadian province/territory	<b>\$475.00</b>
b. Who holds an equivalent licence or registration in another Canadian province/territory	<b>\$250.00</b>
c. Application for Minor Change to authorized area of Reserved Practice	<b>\$200.00</b>
d. Application for Major Change to authorized area of Reserved Practice	<b>\$400.00</b>
<b>Application fee for professional engineer/ professional geoscience Applicant</b>	
a. First time Applicant not registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	<b>\$475.00</b>
b. Applicant who is registered with another registered or licensed as a P.Eng., P.Geo., ing. or géo in other Canadian province/territory	<b>\$250.00</b>
c. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and whose EIT/GIT application fee was waived	<b>\$325.00</b>
d. Applicant who is currently an EIT or GIT with Engineers and Geoscientists BC and who paid an application fee for EIT/GIT application	<b>\$0.00</b>
<b>Application fee for designated structural engineer Applicant</b>	<b>\$500.00</b>

<b>Fee Description</b>	<b>Current Amount</b>
<b>Application fee for reinstatement as a Professional Registrant</b>	
a. within 6 months of resignation, removal or conversion to non-practising registration	<b>\$50.00</b>
b. after 6 months and within 18 months of resignation, removal or conversion to non-practising registration	<b>\$100.00</b>
c. over 18 months after resignation, removal or conversion to non-practising registration	<b>\$300.00</b>
<b>Application fee for reinstatement as a Trainee, non-practising Registrant, life member or life limited licensee Registrant</b>	<b>\$50.00</b>
<b>EXAMINATION FEES</b>	
<b>Examination fee for Trainee (EIT/ GIT) Applicant</b>	
a. Per Examination	<b>\$360.00</b>
b. Defer Examination to a subsequent session	<b>\$220.00</b>
c. Request Examination Re-read per Examination	<b>\$330.00</b>
<b>Examination fees for designated structural engineer Applicant</b>	
a. BC Codes and Practices Examination	<b>\$500.00</b>
b. Institution of Structural Engineers Chartered Membership Examination	<b>\$1,000.00</b>
<b>Examination fee for professional licensee engineering/ professional licensee geoscience Applicant</b>	
a. Per Examination	<b>\$360.00</b>
b. Defer Examination to a subsequent session	<b>\$220.00</b>
c. Request Examination Re-read per Examination	<b>\$330.00</b>
<b>Professional Practice Examination fee for all applicable Applicants or Registrants</b>	
a. Multiple Choice and Essay sections	<b>\$260.00</b>
b. Re-take Essay section only (if Multiple Choice section passed)	<b>\$0.00</b>
<b>INTERVIEW FEES</b>	
<b>Interview fee for all applicable Applicants</b>	
a. In-person interview at EGBC office	<b>\$0.00</b>
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	<b>\$200.00</b>
c. Remote Interview by Videoconference	<b>\$200.00</b>
<b>Interview fee for reinstatement as a Professional Registrant</b>	

<b>Fee Description</b>	<b>Current Amount</b>
a. In-person interview at EGBC office	<b>\$0.00</b>
b. Rescheduling (For applicant-initiated postponement or cancellation of a confirmed interview)	<b>\$200.00</b>
c. Remote Interview by Videoconference	<b>\$200.00</b>
<b>COURSE FEES</b>	
<b>Course fee for Professional Engineering and Geoscience in BC Seminar for all applicable Applicants or Registrants</b>	<b>\$275.00</b>
<b>Course fee for Working in Canada Seminar</b>	
- Per unit	<b>\$50.00</b>
- Four-unit Seminar	<b>\$200.00</b>
<b>REGISTRATION &amp; DESIGNATION FEES</b>	
<b>Registration fee for registration as an individual Registrant (other than a Trainee)</b>	<b>\$270.00</b>
<b>Designation fee for designation as a designated structural engineer</b>	<b>\$200.00</b>
<b>ANNUAL FEES</b>	
<b>Annual fee</b>	
Trainee (EIT/GIT)	
a. Full Fee	<b>\$276.00</b>
b. 2021 Reduced Fee for Hardship	<b>\$138.00</b>
c. Medically unable to work	<b>\$0.00</b>
Professional Registrant	
a. Professional Engineer/Professional Geoscientist Full Fee	<b>\$460.00</b>
b. Professional Engineer/Professional Geoscientist 2021 Reduced Fee for Hardship	<b>\$230.00</b>
c. Professional Licensee Engineering/Professional Licensee Geoscience Full Fee	<b>\$418.00</b>
d. Professional Licensee Engineering/Professional Licensee Geoscience 2021 Reduced Fee for Hardship	<b>\$209.00</b>
Non-practising Registrant	
a. Professional Engineer/Professional Geoscientist	<b>\$115.00</b>
b. Professional Licensee Engineering/Professional Licensee Geoscience	<b>\$104.50</b>
c. Registrant medically unable to work (non-practising)	<b>\$0.00</b>

<b>Fee Description</b>	<b>Current Amount</b>
<b>Annual fee for a Registrant granted enrolment/ registration at some time other than beginning of annual renewal cycle</b>	<b>Prorated annual fee</b>
<b>REPLACEMENT / ADDITIONAL FEES</b>	
<b>Additional Manual Seal</b>	
a. 30 mm Rubber Stamp	<b>\$30.00</b>
b. 30 mm Self Inking Stamp (black ink unless specified)	<b>\$50.00</b>
c. 50 mm Rubber Stamp	<b>\$35.00</b>
d. 50 mm Self Inking Stamp (black ink unless specified)	<b>\$55.00</b>
e. Long Reach Seal	<b>\$85.00</b>
f. Professional Licensee Rubber Stamp	<b>\$40.00</b>
g. Professional Licensee Self Inking Stamp	<b>\$50.00</b>
Rush Order Fee for Stamp Order	<b>\$20.00</b>
<b>Additional certificate of registration</b>	<b>\$25.00</b>
<b>Rush Order Fee for Certificate Order</b>	<b>\$20.00</b>
<b>LATE FEES</b>	
<b>Late fee for failure to pay annual fee</b>	<b>15% of Annual fee for Registration category</b>
<b>Late fee for failure to pay a special assessment</b>	<b>15% of Special assessment fee</b>
<b>Late reporting fee for:</b>	<b>\$100.00</b>
a. Failure to provide certain information published on the register or personal and unique email address	
b. Failure to submit a completed CEP Declaration	
<b>Late exemption fee for failure to request an exemption to any CEP requirements prior to April 30</b>	<b>\$50.00</b>
<b>Late completion fee for failure to complete CE plan, CE hours, required ethical learning, required regulatory learning, required technical learning (in the case of a designated structural engineer)</b>	<b>\$200.00</b>
<b>RECONSIDERATION AND REVIEW ON THE RECORD FEES</b>	
<b>Reconsideration fee</b>	<b>\$300.00</b>
<b>Review on the record fee</b>	<b>\$500.00</b>



DATE	March 19, 2024
REPORT TO	Board for Decision
FROM	Kelly Dayman, P.L.Eng., Associate Director, Regulation of Firms
SUBJECT	Regulation of Firms Ancillary Fee Review and Recommendations
LINKAGE TO STRATEGIC PLAN	We have efficient and effective systems in place to enable modern regulation.

Purpose	To update and make recommendations to the Board on Regulation of Firms ancillary fees for Fiscal 2025.
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## BACKGROUND

The Professional Governance Act Section 47 allows for the Council to make bylaws to set fees for admission as a registrant which includes Registrant Firms. Fees are described in their associated sections of the bylaws and the amounts of all fees referenced in the bylaws are set out in Schedule C – Fees, Section 1.2.

Appendix H provides ancillary fees for Registrant Firms as set out in Schedule C of the bylaws.

The Regulation of Firms – Permit to Practice program was launched July 2, 2021, at the time of writing, it has been operating for a little over two and a half years.

## DISCUSSION

The Regulation of Firms – Permit to Practice program revenue per Registrant Firm continues to be in-line with the projections made in the Board approved business plan, which covered FY2020 through FY2025. There are currently over 4500 Permits to Practice in good standing.

## RECOMMENDATIONS

The FY2025 fiscal year budget guidelines approved by the Board, specifically items number 1, 2, and 6 require that:

1. All initiatives and expenditures are aligned to the Strategic Plan.

2. Revenue sources, including registrant fees, are reviewed and analyzed with a financial sustainability mindset, which includes the following elements:

- i. Consider a fee increase to cover inflation
- ii. Consider all revenue sources and expected growth for registrant and firm related fees
- iii. Distinction between single year versus sustained revenue sources
- iv. Consider any potential fluctuation or interruption of revenue sources

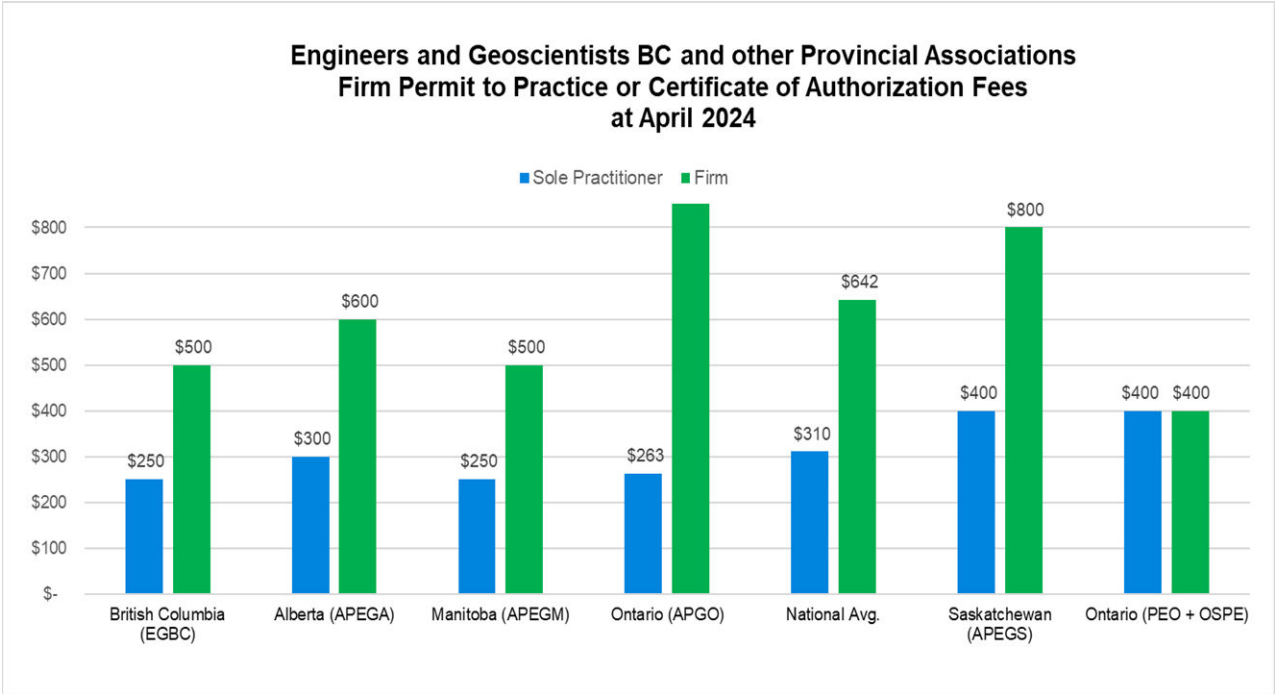
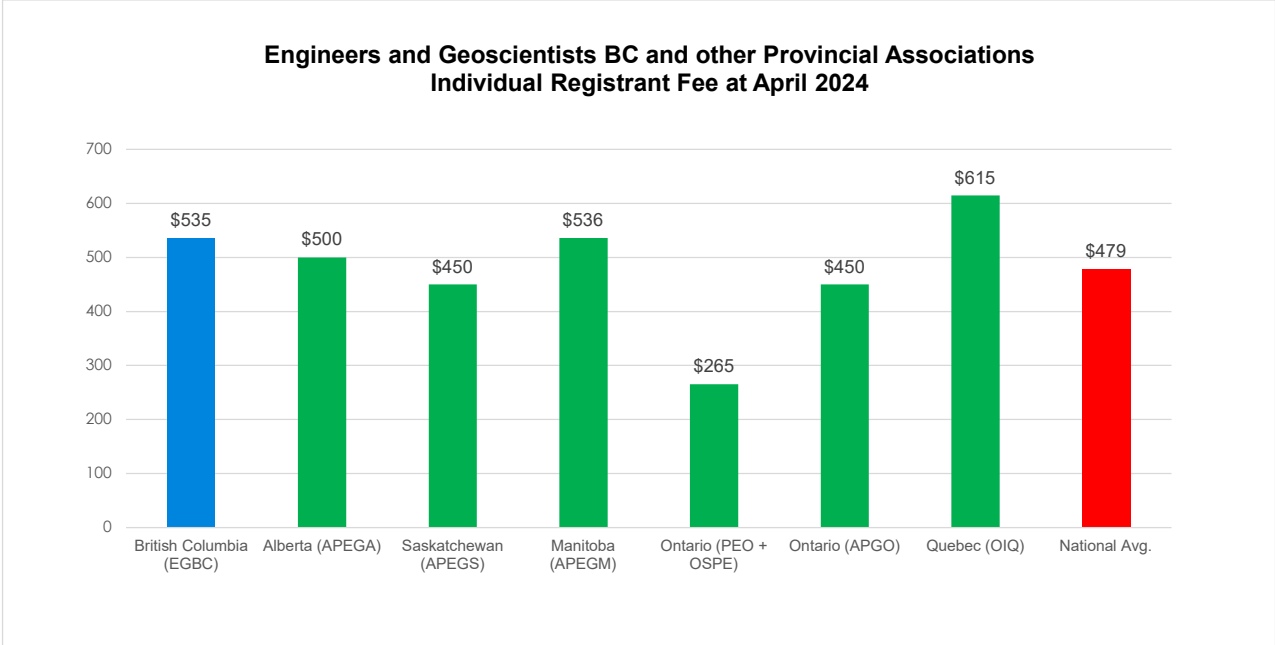
6. Consider past surpluses when setting future annual licensing fee increases for registrants and firms.

The Regulation of Firms ancillary fees in place are sufficient to sustain the Permit to Practice program and the ancillary support activities provided by the other departments. As the program is relatively new, it is best not to increase fees at this point in time if not needed. Therefore, for fiscal year 2025 the recommendation is that no changes be made to the Regulation of Firms ancillary fees.

#### **APPENDIX H – Schedule C - Firms**

**APPENDIX H – Bylaws of Engineers and Geoscientists BC, February 22, 2022; Schedule C – Fees, Section 1.2 Fees for Registrant Firms**

<b>APPLICATION FEE</b>	
Application fee for Registration as a Registrant Firm	<b>\$350.00</b>
<b>ANNUAL FEES</b>	
<b>Annual fee for Registrant Firm</b>	
a. Registrant Firms with only one Professional Registrant employed by or under contract with the Registrant Firm:	<b>\$250.00</b>
b. Registrant Firms with more than one Professional Registrant employed by or under contract with the Registrant Firm, or Registrant Firms that are sole practitioners with more than 2 Trainees employed by or under contract with the Registrant Firm:	<b>\$500*SQRT(n), where n = # of Professional Registrants and Trainees, but does not include non-practising individual Registrants employed by or under contract with the Registrant Firm.</b>
<b>Annual fee for a Registrant Firm granted enrolment/ registration at some time other than beginning of annual renewal cycle</b>	<b>Prorated, based on annual fee formula.</b>
[Repealed 2021-07-14]	
<b>SPECIAL ASSESSMENTS</b>	
<b>Special assessments (if any)</b>	
<b>LATE FEES</b>	
<b>Late fee for failure to pay annual fee</b>	<b>15% of Annual Fee of each category above</b>
<b>Late fee for failure to pay a special assessment</b>	<b>15% of special assessment</b>
<b>Late reporting fee for failure to provide:</b>	<b>\$100.00</b>
a. Certain information published on the register	
b. Personal and unique email addresses for all Responsible Officers and Responsible Registrants	
<b>Late completion fee for Regulation of Firms Training Program (for each Responsible Registrant who completes the Program late)</b>	<b>\$200.00</b>
<b>REVIEW ON THE RECORD FEE</b>	
<b>Review on the record fee</b>	<b>\$500.00</b>





**Engineers and Geoscientists BC  
Draft FY2025 Budget  
Capital Budget Spending**

Category	Amount ('000's)	Amortization period	Comments
Hardware	84	3 years	Mainly to refresh of servers and old hardware previously deployed to staff and new hardware for new hires and board.
Intangible Assets	250	3 years	Internal software development to support the improvement and expansion of IS infrastructure to support various new programs and requirements under PGA.
Furniture and fixtures	180	10 years	Building repair items as per Stantec's building report and schedule. Office furniture improvement project
<b>Total Capital spending</b>	<b>514</b>		