

# **DRAFT AGENDA**

**Engineering Regulators' Presidents' Group Meeting  
The Westin Hotel, Ottawa, ON  
Wednesday, March 1, 2017  
08:30a.m. – 11:30am**

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## **AGENDA**

- 1. CALL TO ORDER AND INTRODUCTIONS**
- 2. APPROVAL OF AGENDA**
- 3. REVIEW OF DRAFT MINUTES FROM SEP 27, 2016 MEETING (attachment)**
- 4. BUSINESS**
  - 4.1. ENGINEERS CANADA ITEMS
    - 4.1.1. Accreditation Issues (45 min) – Chris Zinck, Bob Stewart
    - 4.1.2. Engineers Canada Funding (45 min) – Chris Zinck
    - 4.1.3. Board of Directors Size (30) – Chris Zinck
  - 4.2. NATIONAL REGULATORY ITEMS
    - 4.2.1. Framework for Regulation (10 min) – Tara Zrymiak
    - 4.2.2. Independent Practice rights for Technologists (15 min) – Bob Stewart
  - 4.3. Review of Outstanding Action Items (15 min) (attachment)
  - 4.4. Update on status of OIQ trusteeship (10 min) – Kathy Baig
  - 4.5. Other Business
- 5. NEXT MEETING DATE (May 25, 2017 at 13:30 in St. John's, NL)**
- 6. ADJOURNMENT**

**DRAFT MINUTES OF THE  
ENGINEERING REGULATORS'  
PRESIDENTS' GROUP MEETING  
at the  
FAIRMONT CHÂTEAU LAURIER  
on  
TUESDAY, SEPTEMBER 27, 2016  
OTTAWA, ON  
09:00 - 12:00p.m.**

***The following Presidents and Presidents-Elect were in attendance.***

M. Wrench, President, APEGBC, <b>Chair</b>	C. D. Roney, President, Engineers Canada
A. Dietrich, President, APEGNB	N. Cleary, Chair, PEGNL Board
C. Zinck, President, Engineers Nova Scotia	K. Baig, President, OIQ
G. Comrie, President, PEO	J. Lindsay, Member, Engineers PEI
S. Jha, President, NAPEG	R. Savoie, President, APEY
T. Zrymiak, President, APEGS	D. Taylor, President, Engineers PEI
J. Tink, APEGA (on behalf of S.Hrudey)	
L. Melvin, Engineers Geoscientists, Manitoba (on behalf of L. McFarlane)	

**Absent:** L. McFarlane, President, Engineers Geoscientists, Manitoba  
R. Kinghorn, President-Elect, Engineers Canada

***The following Engineers Canada staff were in attendance.***

C. Brown, Vice-President, Operations & Projects, Engineers Canada  
D. Smith, Executive Assistant to the Vice-President, Operations & Projects, Engineers Canada  
(Meeting Secretary)

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**1. CALL TO ORDER AND INTRODUCTIONS**

The Chair (M. Wrench):

- Called the meeting of the Presidents' Group to order at 09:03 on Tuesday, September 27, 2016.
- Noted that the meeting is being recorded, described the location of the facilities, and that lunch location has been changed.
- Asked the participants to introduce themselves and sign in.
- S. Jha agreed to be the time-keeper for this meeting in order that we stay on schedule.
- Acknowledged that D. Smith is secretary of this meeting.
- Minutes to be translated going forward for OIQ's ease of reference.
- M. Wrench to include slide as a reference re President's Group Orientation – Framework September 2016.

**2. APPROVAL OF AGENDA – September 27, 2016**

On a motion by S. Jha, seconded by C. Zinck, it was resolved THAT the agenda be approved.  
*Carried.*

**3. REVIEW OF DRAFT MINUTES FROM May 26, 2016 MEETING**

On a motion by T. Zrymiak, seconded by N. Cleary, it was resolved THAT the Minutes from the May 26, 2016 meeting be approved.  
*Carried.*

## 4. **BUSINESS**

### 4.1. **Review of presidents' on-boarding presentation**

- Terms of Reference available to new members.
- Action List used to track items forward from one meeting to another.
- Power Point Presentation to be circulated and provided with these Minutes.
- Include the reference to GP 11.1.
  - Engineers Canada, C. Brown mentioned that in the Governance Policy Manual, there is a full list of terms  
([https://engineerscanada.ca/sites/default/files/governcemanual/board\\_policy\\_manual\\_october\\_5\\_2016.pdf](https://engineerscanada.ca/sites/default/files/governcemanual/board_policy_manual_october_5_2016.pdf)).
- Engineers Manitoba - L. Melvin requested that a very specific list with definitions, i.e. members, owners, and directors, including the Governance Method be included in the presentation for clarity.

C. Brown to provide a copy of the *Joint Registration Agreement* signed by Engineers Yukon (APEY), Engineers PEI, APEGBC, and Engineers Nova Scotia (K. Sutherland to provide).

Discussion regarding the Honor Pin, which is being implemented by students, not by faculty instructing them to implement, and a Ceremony that is planned around the Iron Pin.

APEGBC - M. Wrinch will circulate the updated *Action Items List* which is maintained by Engineers Canada staff and the acting Chair takes responsibility of the tool.

### 4.2. **Engineers Canada Report**

#### 4.2.1. **Who is Engineers Canada?**

- President, C. Roney spoke about his report and it will be presented at the *Open Forum*.

#### 4.2.2. **General update.**

President, C. Roney spoke about his report and provided an update that was presented at the AGM in Nova Scotia. Reinforced that Engineers Canada and the Regulators work together, not as separate entities. Emphasized the importance of being more active and vocal as a profession and responsive in issuing position statements. If we don't tell our own story, then someone else will "define" us.

Russ Kinghorn, FEC, P.Eng., came in and introduced himself but did not attend the remainder of the meeting.

#### 4.2.3. **Report on ethics training across the country.**

President, C. Roney mentioned the Chief Executive Officer's report will be presented at the Board and made available.

#### 4.2.4. **Beyond accreditation – report on foreign assessment.**

Consistency in mobility: There was interest from various regulators in common application forms for entry. It was suggested that consideration be made to advancing that to common applications. Consider initiatives with sub-groups who would like to pilot and consider trials. Consistency can lead to regulator efficiencies both internally and for members working throughout the country.

On a high-level outlook, Engineers Canada delivers to the regulators, the Accreditation Board, and the Qualifications Board. On a National Level, national presentation work with federal government seeking our advice on matters involving engineering. The list of what Engineers Canada's priorities are were discussed.

Action Required: Summary from C. Roney to be circulated.

APEY - R. Savoie reiterated that the role for Engineers Canada is in advocating for and maintaining the standards and engineers' participation in those activities.

PEO – G. Comrie suggested that there is a mixed understanding in the minds of the public whether engineers are licensed or not. Messaging out to the public that Engineers are a self-regulated profession is required.

APEGBC – M. Wrinch: Action Required: Forward K. Allen's letter on ISO initiative to redefine the term "risk," to which Engineers Canada responded. There was a considerable amount of discussion around the term "risk." Not necessarily a "negative" term.

**ACTION:** The group would like to hear the follow up on the topic if there is any.

APEGS - T. Zrymiak suggested that all processing for assessments should be the same and done by the regulators and not by Engineers Canada. A consensus by the group to flag or produce what the differences are of the registration methods from various provinces and to compare these so that the regulators can see and collaborate to attain national harmony.

**4.3. Report on implementation of the joint registration agreement. How much has it been used? Have there been any problems? Does it seem to be causing more or less work for volunteers or for staff? Are other associations in jeopardy?**

APEY, R. Savoie indicated that an initiative started with PEI and NS to create a joint application form for their two associations and BC quickly joined that group. The purpose was to create an administrative process that takes the effort off the applicant and moves it to the regulatory association. In summary, the context is that if an applicant wants to join one of those associations they would simply check the box that indicates that they want to join the other associations and pay the necessary fees. At the AGM in PEI, four associations joined the initiative: PEI, NS, BC, and Yukon. The system is now in place. A number of applicants from BC have gone through the process.

**4.4. Update on status of a report on the different mobility practices across the country, and who now has responsibility for this report.**

**ACTION:** this was asked a few times over the year, there may be material available at APEG BC or provide a simplified table for the group to review.

**4.5. Update on status of OIQ trusteeship.**

OIQ President, Kathy Baig reports that the members are generally very unhappy. 19 recommendations were put forward and a vote went forth for a new president. For two (2) years, OIQ has been trying to reduce the file backlog. Ms. Baig confirmed that she is the fifth president in a three-year period. Typically the Board votes for the new President; however, this time the members voted. Candidates were very limited with respect to how much they were allowed to spend with respect to advertising for their own candidacy. Ms. Baig commented that

there is a significant amount of “politics” involved in this role currently. The OIQ has been under Trusteeship since July 2016. The purpose and hope is to return to a self-regulating profession.

**4.6. Reaffirm the Presidents’ Group endorsement of the APEGS definition of Strategic Plan for the benefit of any new members and in preparation for subsequent meetings**

President, Chris Roney suggested that the prospectus for projects should include both time and projected costs. The presidents support this and though there are budgets brought forward at the AGM each year, it is not always clear how dollars are being spent until the project is underway. President Roney’s presentation is a good resource with respect to the Strategic Plan. A by-law was passed by the members and the Board approves the operating budget every year APEGS – T. Zrymiak expressed her concern that visibility of where money is being spent on projects before it is spent would be beneficial.

Engineers Canada, C. Brown shared that the OQM Project is an excellent working example by virtue of timing that can be used to demonstrate the Project Prospectus approach.

Engineers Nova Scotia, C. Zinck stated that he is of the opinion that the regulators/owners are not or are not comfortable with the actions of the Board while they should be.

**Action Required:** Presidents are encouraged to approach the Board Members who are appointed by them and have this conversation since the Board works for the Regulators.

**5. SELECTION OF THE CHAIR FOR THE NEXT MEETING**

On a motion by S. Jha, seconded by M. Wrinch, THAT C. Zinck will be the Chair for the next meeting.

**6. NEXT MEETING DATE (Tuesday, February 28, 2017, in Ottawa, ON, at the Westin Hotel)**

**Meeting Evaluation:** Insight by all at the conclusion of the meeting:

- All of the documents referenced during the meeting will be provided and circulated with these Minutes.
- Documents that need to be circulated can be sent to the Chair and/or to Engineers Canada for circulation.
- This meeting is valuable in preparation for Board Meeting and Meeting of the Members.

**7. FINAL ACTION: UPDATE TASK LIST(EXCEL) and DISTRIBUTE TO NEW CHAIR.**

**8. ADJOURNMENT – 12:05 (no motion required)**

# Engineering Regulators' Presidents' Group Meeting

## Terms of Reference

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### 1. Name:

Engineers Canada – Presidents Group

### 2. Overview and Purpose:

- a) To receive from Engineers Canada (as represented by its President or designate) report on issues of interest or concern to the engineering regulators.
- b) To allow the Presidents of the engineering regulators to engage in an exchange of views and concerns, and have an opportunity to identify opportunities and challenges to be addressed by the profession through Engineers Canada and the Member's Presidents.
- c) To provide the Presidents of the engineering regulators the opportunity to understand issues to be put forward at the meetings of Engineers Canada.
- d) To ensure continuity of knowledge at the Presidents' level through meetings that focus on collaboration and knowledge sharing between the engineering regulators.
- e) To create the opportunity for new Presidents to learn from their peers about what's happening in other provinces/territories and to share their views.
- f) To create the opportunity to build relationships between the provinces and territories, and to enhance the knowledge transfer of the profession.

### 3. Membership & Attendance at Meetings

#### a. Membership:

- i. Membership is comprised of the Presidents (or designate) of each engineering regulator. Each President should invite another member of their Association's Senior Executive Committee to attend to promote continuity of the group, and whenever possible (at least one meeting), the invited member should be the President-elect of their Association.
- ii. President and President Elect of Engineers Canada.
- iii. Engineers Canada enabling staff.
- iv. Additional members may be recommended by the Presidents Group.

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b. Officers

- i. Chair – an appointed CA President from the last meeting.
- ii. Secretary – EC appointed staff member
- iii. Co-chair and timekeeper – appointed CA President from the last meeting

c. Meetings:

- i. Meetings are to be held in conjunction with the AGM of Engineers Canada, and other Engineers Canada Board meetings (typically with the Fall and the Winter meetings in Ottawa).
- ii. Additional meetings may be held as required.

**4. Duties and Responsibilities**

- a. Engineers Canada staff will schedule the meetings of the Presidents of the engineering regulators; preferably the day prior to the meeting of Engineers Canada Board.
- b. Engineers Canada staff will hold past minutes of Presidents Meetings, reports generated by these meetings, and other pertinent information and make it available upon request by members.
- c. Two weeks prior to the Presidents' meeting, Engineers Canada staff will distribute electronically to all members of the Presidents' meeting an up-to-date onboarding binder which shall include as a minimum:
  - i. How to access past documents for the use of the Presidents.
  - ii. The latest revision of these terms of reference.
  - iii. A summary of the governance processes of EC including an overview of the Carver model processes.
  - iv. A brief description of your roles and responsibilities as a member of this presidents group.
  - v. The latest version of the Issues Tracking List.
  - vi. A schedule of events for the year.
  - vii. An introduction to Engineers Canada and what to expect at Board Meetings
- d. If possible, the Engineers Canada President will attend the meeting, or arrange for a delegate to attend the meeting on his or her behalf. A verbal report of meeting may be provided to the Board if requested.
- e. Each meeting will be chaired by one of the Presidents of the engineering regulators, chosen by the Presidents Group as the last order of business of the previous meeting. If the chosen chair of the meeting is unable to attend, the meeting will choose a chair from among those Presidents attending.

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- f. The President chosen to chair each meeting will prepare an agenda for the meeting, to be circulated two weeks prior to the meeting which shall address the following issues:
    - i. Update on recent Engineers Canada activities.
    - ii. Reports, as required, from CAs on various issues affecting the profession locally and nationally
    - iii. New topics to be discussed in upcoming meetings.
    - iv. Review and Update of Issues in the Tracking List.
  - g. Minutes of the meeting will be taken by Engineers Canada staff member responsible for facilitating the Presidents Group (secretary) at the meeting and the Issues Tracking list will be updated accordingly.
  - h. The President chosen to chair the meeting in concert with the secretary will make any necessary reports on items arising during the meeting available to Engineers Canada staff and the Board of Engineers Canada. This includes at a verbal report at the following Engineers Canada Board Meeting.
  - i. All proceedings (Minutes, presentations, etc.) will be added to the Presidents folder meeting archive.

#### **5. Budget & Finances**

- a. Any associated costs with meeting held in conjunction with Engineers Canada Board Meetings will be assumed by Engineers Canada.

#### **6. Record of Board/Council Authorization**

- a. Amended May 26, 2016
- b. Amended February 9, 2016
- c. Adopted October 5, 2009

#### **IV. Annex: Sample Documents**

1. Minutes of Meeting (MOM)
2. Issues Tracking list (ITL)